



# Ohio

## Ohio English Language Proficiency Screener

### Test Administration Manual

School Year 2018-2019

In this manual, the Ohio name is used for the screener, Ohio English Language Proficiency Screener (OELPS). The screener is called the ELPA21 Screener in the AIR system and the Test Administrator will choose ELPA21 Screener when logging into the system.

**NOTE TO TEST ADMINISTRATORS:** Do not indicate to the student that there are three steps in the OELPS. You should only say that there is a practice portion and the test portion.

## OVERVIEW

---

This manual contains the directions to guide screener Test Administrators (TAs) in log-in and general test administration activities. It gives specific procedures and setup details, directions for the TA, and a script with directions for TAs to follow. For detailed information on loading student information, editing student or TA profiles, or printing test tickets, please consult the [TIDE User Guide](#), located in the resources pages of the [Ohio Portal](#).

### Technology

All computers and tablets intended for use in the administration of the Ohio English Language Proficiency Screener (OELPS) must be set up and configured to test using the student Test Delivery System (TDS) prior to the first administration. The [Secure Browser Installation Manual](#) posted to the portal. If you have any questions, refer to the User Support section on page of this manual.

### About the 2018-2019 Ohio English Language Proficiency Screener (OELPS)

The OELPS is a tool for determining English learner eligibility for students entering Kindergarten through grade 12. The OELPS is an assessment of a student's English language proficiency in the domains of Listening, Reading, Writing, and Speaking. The test questions are based on the English Language Proficiency (ELP) Standards adopted by the ELPA21 member states.

### TA Criteria

TAs must be employees of the school district and hold a license/certificate/permit issued by the Ohio Department of Education (Department). Students and student teachers may not serve as TAs.

### Security and Professional Code of Conduct

The items appearing on the online test forms in Steps Two and Three are all **secure items**. No portion of the test may be documented, discussed, or duplicated at any time. Students may take notes during the test using either the embedded Digital Notepad tool (online) or scratch paper (online or paper-pencil). All scratch paper must be collected, accounted for, and immediately returned to designated staff at the end of each day's testing to be destroyed,

The TA should also be familiar with the Test Information Distribution Engine ([TIDE](#)) User Guide, the Teacher Hand Scoring System (THSS) Guide, and the Ohio [Rules Book](#). The TA will administer the screener using the online testing system via the [Secure Browser](#).

This document is **not** a secure document and districts/schools may print as many copies as necessary.

## GENERAL DIRECTIONS FOR ADMINISTRATION

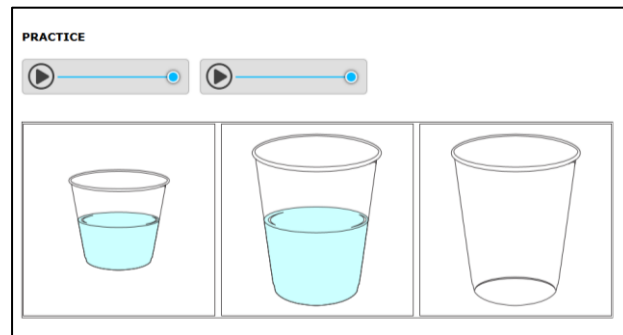
### Overview

The OELPS is divided into three segments. Each segment is labeled “Step.” The knowledge of the Steps is for the TA and not for the students. All Steps should be individually administered; one student and one TA in a room. No other students should be testing in the same secure environment at that point, as disturbances to other students’ testing environments is are not allowed. The TA needs to be able to hear that the students’ recordings are clear and audible. ***There is no group testing for the OELPS.***

All Step One and the speaking items in Step Two must be administered one-to-one. Depending on the technological skills of the students, they may be able to work independently for the rest of Step Two and all of Step Three.

Step One is made up of practice items only. These items will not be scored. This step helps familiarize the student with the look and feel of the test and with the technological skills that they will need during the test, such as using the mouse. This step is also a time for the student to show his or her ability in the use of the computer to work independently on the test after the first section of Step Two.

All Step One questions are non-secure and are from the practice test bank; however, nothing from Step One may be copied. They are marked “PRACTICE”, as shown here:



The student and the TA should respond to all practice items in Step One. TAs should follow the script for Step One. **Do not skip any practice items in this step.** It is allowable to revisit the practice items as needed during this step. *Step One must always be administered one-to-one.*

Step Two is made up of **secure test items** in all four domains. The speaking items in Step Two are **administered one-to-one** and are immediately hand scored by the TA. The score for each of the four speaking items will be entered directly into scoring screens using the student testing computer. The scoring screen for each item will have three options that represent the score points that the TA is awarding for each recording:

- (A) Score point 2
- (B) Score point 1
- (C) Score point 0

The second section of Step Two is made up of machine-scored test items in the domains of Listening, Reading, and Writing in mixed-domain order. **Any unanswered item in Step Two will be scored as zero (0) in the calculation of the domain result.** For most students, the test will stop at the end of Step Two.

Step Three is made up of **secure test items** in all four domains in mixed order. Only some students will be administered this step based on the results of Step Two. The decision to continue to Step Three is made by the scoring engine behind the scenes. **Unanswered items in Step Three will be scored as zero (0) in the calculation of the domain result.**

## CAPTURING STUDENT RESPONSES

The OELPS is an online assessment. TAs create test sessions via the portal, and students complete the test using the Secure Browser. The TDS is the online system that administers the test. All student responses are captured in that system; for a standard online test administration, no responses are written on paper submitted separately, spoken to the TA, or otherwise captured. The items in Step three that need to be hand scored, are sent to the THSS system from TDS directly for the TA to score once the student has completed testing.

## PREPARING TO ADMINISTER THE OELPS

### Secure Student Identification number (SSID)

Students will need a Secure Student Identification number (SSID) to be able to participate in the OELPS. Districts will need to request an SSID **before** the student may be logged into the system.

### Accommodations

The same accommodations permitted on the OELPA are also permitted on the OELPS. Please refer to the [OELPA Accessibility Manual](#). Accommodations must be listed on the IEP or 504 Plan **prior** to the start of the OELPS. If the IEP or 504 Plan is not available or the accommodations have not been listed on the current IEP or 504 Plan **prior** to the start of the OELPS, the student may be administered the OELPS **but no accommodation may be given.**

TAs are never allowed to *require* the use of any universal tool or accommodation, including scratch paper. During the Practice Test, help may be offered. During Steps Two and Three, it **must** be the student's choice to use those tools during the test.

The domain exemption is an accommodation and follows the same requirement for the IEP or 504 Plan. For those students on current IEPs or 504 Plans, domain exemptions must be *pre-programmed* in TIDE **prior** to the start of the online screener test to prevent students from seeing any items in an exempted domain.

Students with one or more domain exemptions will be automatically administered **both Steps Two and Three** of the screener but will not see any items from the exempted domain(s) in either Step Two or Three.

If the screener is inadvertently started without the domain exemptions pre-programmed, follow the procedure in TIDE to have the student's test reset to Step One. Once the domain exemptions are programmed correctly, the test can be restarted for the student.

If testing is continued with domains that should have been exempted but weren't, and those items are manually skipped, each skipped item will be scored as zero (0) points.

## Scoring the Speaking Items – Step Two

TAs are required to score the speaking items that are administered in Step Two and the speaking and writing items in Step Three. The scoring rubric is posted on the portal. This document should be reviewed prior to the administration of the OELPS. The TA must have the scoring rubric **prior** to the start of the screener as it will be required to score the speaking items in Step Two while the student progresses through the screener.

### **Keyboarding Skills for Writing Domain Responses**

Students in grades 2 through 12 who continue to Step Three will be presented with constructed-response writing items that will require minimal typing skills. While some students may not yet have proficient keyboarding skills, the ability to “hunt and peck” to complete those responses should be sufficient for the completion of the test questions. Students may **ask** the TA to type their response but only after providing their response.

### **Optional Supplemental Materials**

It is suggested that the students be given grade-appropriate materials/activities to use while the TA scores the speaking items in Step Two. The materials should be nearby and readily available to the student when the TA asks that the student turn away while the speaking items are being scored by the TA. The intent is that the student will not be able to see the scoring screens while the TA is scoring and instead is turned to the side and doing an alternate activity during that time. The TA should use headphones so the student cannot hear the recordings.

### **Headset (headphones and a microphone)**

Students who work independently after the speaking items in Step Two have been scored and submitted will need a headset (headphones and a microphone), a computer with an embedded microphone or computer with the student using ear buds for the second part of Step Two with the machine-scored items. TAs should verify that the headphone volume is set at an appropriate decibel level **before** the student puts the headset, headphone or ear buds on.

For additional practice prior to beginning the OELPS with a student, TAs can use the OELPA demo/practice guest session or visit the [portal](#) to verify that the volume on the student testing computer isn't too loud, and to ensure that the microphone is working properly. Please visit the OELPA Practice Test page on the [portal](#). Go to the Guest User log in page for the practice test. At the bottom of the window, click “Run Diagnostics,” then click “Recording and Audio Playback Check.” If the volume is too loud, adjust the computer's internal volume settings before opening the Secure Browser to administer a screener test.

**Please Sign In**

**Guest User**

First Name:

SSID:

**Guest Session**

Session ID:  -  -

To log in with your student account (using Name / SSID):

- Uncheck the "Guest User" checkbox (both fields will become blank)
- Enter your First Name and SSID in the fields above.

To log in as a Guest (anonymous user):

- Mark the "Guest User" checkbox (both fields will automatically display Guest)
- Click [Sign In] to login to the Training Test as a guest user.

*Guest Session?*  
In a Guest Session, you do not need Test Administrator approval and can take a Training Test using your own settings. To take a Training Test in a session with a Test Administrator, uncheck the "Guest Session" checkbox and enter the Session ID in the field before clicking [Sign In].

[Run Diagnostics](#) Browser: Chrome v55

## ADMINISTERING THE OELPS

The TA will need to create an OELPS Testing Session to administer the test to any students. Please refer to the [TA User Guide](#) for assistance in setting up that session. Choose "ELPA21 Screener" from the list of available tests.

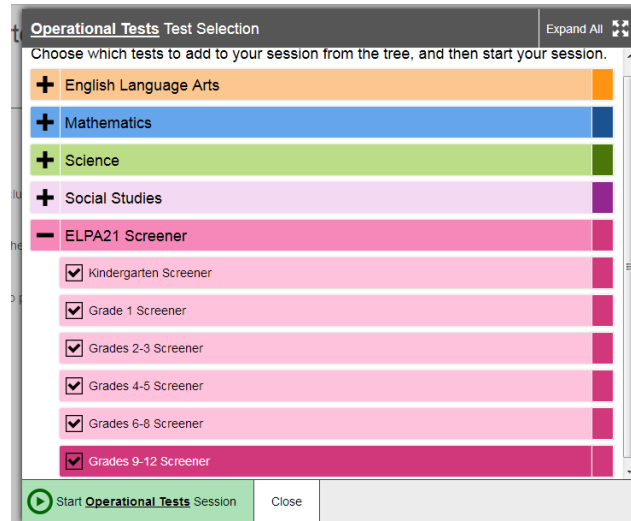
There are two options. First, as shown below, choose "ELPA21 Screener" without expanding the list of tests. This allows the TA to administer an online screener to a student in any grade.

**Operational Tests Test Selection** Expand All

Choose which tests to add to your session from the tree, and then start your session.

- English Language Arts
- Mathematics
- Science
- Social Studies
- ELPA21 Screener

The second option, as shown below, is to expand the list of tests and only choose certain grades for the test session.



As previously noted, the student will interact with the test using the Secure Browser. The Secure Browser must be installed prior to any attempt to log into the secure test. In addition, the participating student and TA will need to know three things to get started:

- Student's first name as it appears in their student record (in TIDE),
- Student's SSID number and
- Test session ID (as created by the TA).

## **OVERVIEW: HOW TO ADMINISTER STEP ONE PRACTICE**

Step One of the screener is a practice segment, designed to help the student become familiar with the design of the test and the technology that is used for the test questions. The TA will observe the student to determine the technology skill level to work independently. It is also the time when the TA works with the student so the student learns about the help buttons, the on-board tutorials, and the “Mark for Review” feature that might be used during the test. The TA may suggest a tool or procedure that may be helpful. Step One must always be administered one-to-one.

The TA will start the screener test session. Using the secure browser, the student will log into the test session. The student will choose the screener test opportunity from the available tests menu on the screen. The TA can assist the student as needed during Step One, taking note of the amount of assistance the student needs for the log in and the type of help the student needs as they go through the sound check and microphone check. Some students may not be able to type their names or complete other keyboarding independently. TAs should provide one-to-one assistance to these students. See below for specific information about keyboarding skills for the writing domain.

### **Observations during Step One**

As the student proceeds through Step One following the script provided in this document beginning on page 12, the TA should determine whether or not the student has sufficient technology skills—such as dragging and dropping and moving the mouse or recording speaking responses correctly into the microphone using the start/stop/replay buttons as appropriate—to complete the test without significant assistance. The practice questions in Step One can be completed more than once if the TA would like to give further opportunity to show technological skills. The TA will answer a required question about the student’s technological skills at the end of Step One.

### **Keyboarding Skills for Writing Domain Responses**

The OELPS is not a timed test, so the students should be allowed to work at their own pace to complete the test items in all domains, including typing the writing responses. Scratch paper and a writing utensil are allowed, if a student prefers to prepare the response on paper and then type it into the response area for the test question. During Step One, TAs are allowed to observe the keyboarding abilities and offer scratch paper

### **End of Step One**

At the end of Step One, the student will reach the end of the segment and the question for the TA will appear. Prior to responding to that question, the TA should guide the student through reviewing the items, particularly those that were Marked for Review or left unanswered (skipped). Although there is no specific review screen at the end of Step One, this review needs to be done at the end of Step One so that the TA can guide the student as practice to prepare for scored segments of the test. During Steps Two and Three, the student will need to do this review independently.

Once the student is satisfied with the Step One responses, the TA should return the test to the question at the end of the segment as on the next page.

### **Technical Assistance to the Test Taker**

At the end of Step One, the TA will make the final determination of whether the student will be able to interact with the rest of the online screener test without technical assistance. If assistance is needed, the student will proceed to Steps Two and Three in a one-on-one testing session so that the TA can move the mouse and assist the student with the technology, as needed, in the testing interface. These options are described in more detail in the next segment. This is also the final opportunity to remind students in grades 2 through 12 that scratch paper is available for use during the test.



## Required Response from the TA

The TA will respond to a question regarding the participation of the student and (if continuing to Step Two) will indicate whether the student will work independently or not once the first operational task set is administered to the student and scored by the TA. A response is required.

☰

- Ⓐ Student is a non-participant. The test will not continue to Step Two.
- Ⓑ Student will continue to Step Two; student will complete the test independently.
- Ⓒ Student will continue to Step Two; student will work 1:1 with the test administrator to complete the test.

**Test Administrator:** If the student is continuing to Step Two, the next items that will appear are on-the-fly Speaking items that you will handscore. Please have the rubric and the notes sheet (available on your portal, "Speaking on-the-fly Scoring – Screener Notes Sheet") ready for when the student begins to respond to the first item.

This test question also has a reminder at the bottom, because the TA will be immediately scoring the speaking items in Step Two. At this point the TA should prepare the materials for the Step Two speaking items.

## Student Non-Participants during Step One Practice

During Step One, it is possible that a student may refuse or be otherwise unable to participate. This could be exhibited in a number of ways, such as shaking the head, sitting without responding, or openly refusing to respond. There are also situations when a student may be unable to indicate a response. For these situations, Step One is your opportunity to identify how the student communicates, or if the student is not participating or cannot participate. The OELPS has a stopping point at the end of Step One, for the student who does not or cannot participate in the assessment. If the screener test is ended, the non-participating student will receive an Individual Student Report indicating "Proficiency Not Demonstrated" with domain level indicators of "0" for all domains.

For the purposes of the OELPS, "participation" is indicated by the student responding to at least one practice question during Step One. The "no response" option to end the testing session should only be selected if no response was chosen for **any** question during the Step One Practice.

## Additional Practice Prior to Step Two

If a TA determines that the student could benefit from additional practice prior to beginning Step Two of the screener, the TA may pause the test during Step One Practice. This will allow the TA and the student to end the secure test session and take the time to practice using the OELPA Practice test, which is found on the [portal](#). The TA may log the student in as a "guest" and administer the grade-level practice test to allow the student more time to become familiar with the question style, the technological requirements, and to better prepare for the screener. Once the TA determines that the student is ready to resume the screener, the TA should return the student to the secure testing environment, log the student back into the paused test, and resume the student's paused test.

Note: The student's paused Step One screener cannot be paused longer than the auto-submit rule that is in place, or the test will be automatically submitted and the testing opportunity will be lost. If this occurs, the TA should follow the process to reopen or reset the student's screener.

The student should be reminded that during Steps Two and Three, the TA cannot offer help but the student may ask for help.

## OVERVIEW: ADMINISTERING STEPS TWO AND THREE

Steps Two and Three of the screener consist of *secure* operational test items. The responses to these items are used to calculate the proficiency determination results.

**The change from Step One to Step Two is the indicator that the test is now secure.** As mentioned above, once the student reaches Step Two, the TA is not allowed to provide any *item content* assistance, reading of test items, or other help to the student. The TA is allowed to assist the student with the technological demands of the test if it was determined during Step One that the student needs one-to-one assistance.

Steps Two and Three are administered in either of the following two ways:

1. Student works alone **after** the speaking items in Step Two

In this administration, the student works independently, asking only for technical assistance if needed. This occurs if the student was able to work through Step One with little or no assistance from the TA.

In this scenario, after the first speaking items in Step Two (which is administered one-to-one for all students), the TA would move away and the student would work independently. The student will be instructed to raise a hand or otherwise alert the TA if assistance is needed. As always, no assistance can be provided on actual test questions.

2. TA assists student with the technology throughout the test

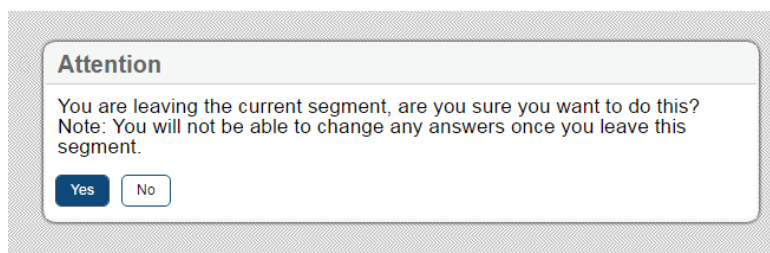
The student must answer the questions on his or her own, but the test administrator can click and move the mouse for the student, as specifically directed by the student. The student is allowed to point at the screen to indicate where the TA should move and/or click. The TA is not allowed to read any answer options aloud or otherwise assist with actual test answer choices.

In this type of administration, TAs are removing the technological burden from the student, but the content of the test and answering the test items are still the responsibility of the student alone. Refer to the Technology Skills Checklist for information about what help can be provided.

### End of Step Two

At the end of Step Two, a review screen will appear, only for the items in Step Two that followed the first Speaking task. The student should review the items, particularly those that were Marked for Review or left unanswered (skipped). Once the student is satisfied with the Step Two responses, the student clicks the next button to end the segment. If the student skipped any items and does not want to answer those questions before moving to Step Three, that is the student's choice.

As occurred during the end of Step One, a popup message will appear, asking the student if he/she is sure that they are ready to leave the segment. By clicking YES, this ends Step Two of the screener. **After that point, the responses in Step Two cannot be edited; they are locked in.** The student will not be able to move back in the test to change anything from Step Two. For most students, the end of Step Two will be the end of the screening.



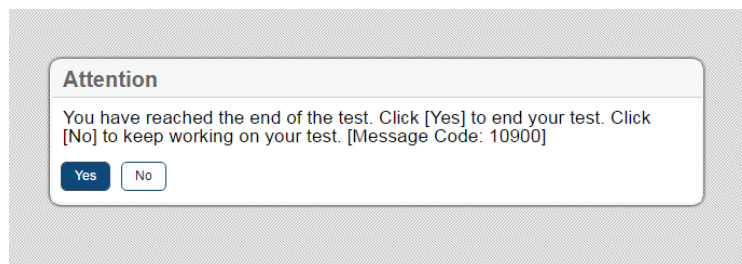
For some students, the screening will continue to a new segment, called Step Three. After the student finalizes the Step Two responses, the test will automatically move to the first item in Step Three. There is no TA approval screen between these steps. The student will continue through Step Three, responding to questions in Listening, Reading, Writing, and Speaking, in mixed-domain order.

### End of Step Three

The end of Step Three is the end of the screener test. Once the student has reached the final Step Three item, the student should click the red END TEST button to end the test.



Once the “End Test” button is clicked, there is a confirmatory screen.



If the student clicks “Yes”, the “Congratulations” message appears. The student can review the Segment 3 items or submit the test.

**Congratulations, you reached the end of the test!**  
 If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

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

Please review your unanswered questions before submitting the test.

**Questions:**

16 17 18

**Next Step:**  
 When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.

The final review screen includes the items from Step Three only. As before, the student should review the items, particularly those that were marked for review or left unanswered (skipped). If the student skipped any items and does not want to answer those questions before submitting the test, that is the student’s choice.

After review, the student should click the **Submit Test** button on this screen to finalize the test in the system. This sends the test for scoring.

If the student has utilized scratch paper to prepare responses, that scratch paper should be securely destroyed at the end of the student's test session. If the TA utilized the Notes Sheet when scoring the Step Two Speaking task, that sheet must also be securely destroyed at the end of the student's test session.

Ohio has implemented an "auto-submit" rule for incomplete tests. The partial screener will auto-submit at 11:59 p.m. on the 4<sup>th</sup> night after the screener was started. So, if a screener is started on Monday and left unfinished, it will auto-submit on Thursday night at 11:59 p.m., which will start the scoring process.

If a partial screener that is auto-submitted needs to be re-opened so that the student can finish, refer to the process in the TIDE Manual.

## SCRIPTS AND SPECIFIC TEST ADMINISTRATION INSTRUCTIONS

### DURING TEST ADMINISTRATION

Follow the script provided in this manual to administer the test. In this script:

- Text that is in **bold** font is what the TA says aloud and preceded by the word “Say”.
- Regular (non-bold) text provides additional directions to the TA that should not be read aloud.

The OELPS is initially administered one-to-one with the TA seated adjacent to the student who is being screened. In addition, the TA should have a laptop or tablet available to set up as the TA session device to start the testing session and approve the student for testing after log in. From there, the TA works with the student on the Step One Practice items and will administer the first four Speaking items of Step Two while seated next to the student. Once the student has finished responding to the secure speaking task, the TA will use the student’s testing computer to score the items while the student is turned to the side reviewing enrichment materials. Once the Speaking scoring is completed, the TA will re-engage the student in the screener, with the student either working independently or continuing with one-to-one assistance from the TA.

### STEP ONE

The TA should create a testing session, as noted above and outlined in the training guide. On the student testing computer, open the secure browser to the student log-in page.

Welcome the student and put him/her at ease. Introduce yourself.

**SAY (something like): Thank you for coming here today. Welcome! My name is \_\_\_\_\_ and I’ll be working with you today.**

**SAY: Today we are going to take a test in English. It’s OK if you don’t know all the answers. First, we are going to log into the computer and then we will practice. You need headphones and a microphone for this test. I have those for you here.**

Have the student log into the testing computer, assisting as needed. The student will go through the verification screens to reach the audio and microphone test page. The TA can assist as needed. Have the student put on the provided headset, preferably around the neck rather than on the ears in case the volume is too high. Assist as needed so that the microphone portion is in the correct place for optimal recording.

Have the student verify the microphone works by following the directions on that page. Then, finish the log in process to reach the “Waiting for segment approval” screen.

**SAY: We are going to start the Practice part of this test. We will work together during this segment of the test. Please let me know if you have a question or need help. This is the only part of the test where I can talk to you about the test questions and show you how to access the help screens.**

**SAY: In a moment, once I start your test, I am going to show you some features of the test that you can use when you want.**

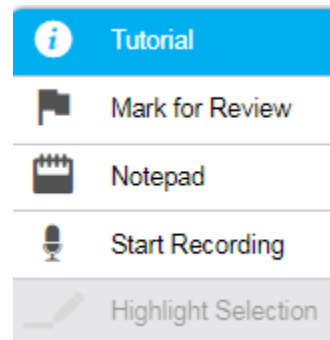
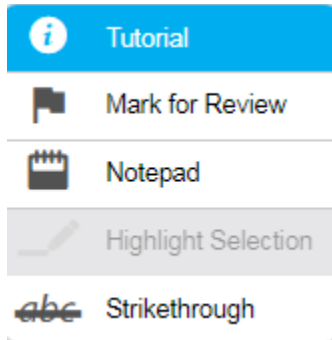
**SAY: Are you ready to start this part of the test?**

Once the student is ready, the TA should use the TA session device to review the student settings in the test session screen and click the green arrow to start the student’s testing session for Step One when ready. The first Practice item will appear on the screen. The audio will play automatically. Follow the script in bold below.

## Practice Items

### Drop-Down Menu

Clicking the three horizontal bars to the right of the test question number will reveal the dropdown menu. It includes two key features – Tutorial and Mark for Review. For some test items, highlighting and strikethrough are available. The drop-down menu will vary depending on the domain and task type. Here are examples of how the menu will appear:



When the first practice test question is on the screen (audio will auto-play), engage with the student.

**SAY: Ok, let's get started. Here's our first practice question. It's a Listening question, so let's listen to the audio.**  
(Replay audio).

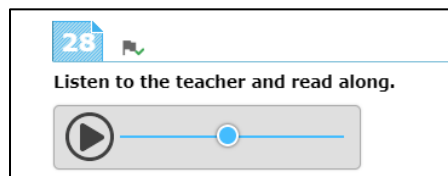
The TA should show the student the on-board tutorial in the drop-down menu.

**SAY: These short videos can help you know what to do to answer a question. Click here if you want to see a video.**  
(Play the tutorial for the first practice test item.) **Click the "X" in the upper right of the video window to close it** (TA demonstrates when the tutorial is finished).

Next, still using practice question 1, show the student the "Mark for Review" feature, also in the drop-down menu.

**SAY: This is one way to mark a question that you aren't sure of. If you mark for review, like this** (demonstrate), **the test question number will have a folded down corner** (indicate the folded corner to the student). **Also, in the questions number list** (upper left of screen drop-down menu), **you see the flag is on question number 1 because we just flagged it** (TA indicates the flag). **Use this flag on any question you don't know and might want to come back to during this test.**

Marking for review: notice the question number is blue with the corner folded down. Next to the question number is a small flag icon with a check mark.



**SAY: Now let's answer the question.** (TA plays/replays the audio of the item). **Let me demonstrate how to answer the question** (TA will show and talk about the various clicking options but doesn't reveal the correct answer).

**SAY: Now you try. Use the mouse and click on the answer you think is right.** (TA gives control of the mouse to the student and helps as needed with the use of the mouse).

**SAY: Do you have any questions about how to answer the question?** (Pause for student response.) **Please let me know if you need help during this practice.**

The TA may help the student extensively and talk with the student as needed to show the 3-4 answer options available and how to answer. If the student is non-responsive, the TA should continue to try to engage the student in the practice test questions and responses.

**SAY: Now let's change the answer, just to practice again. Choose a different answer** (TA assists as needed).

**SAY: Now we will move to the next question, by clicking the "Next" arrow. Each time we move to a new question, the audio will play.** (TA demonstrates).

For the next 3 practice questions, the TA should interact with the student and proceed through the questions in an "I do it, you do it" manner so that the TA can become familiar with the student's technological abilities, any need for one-to-one assistance, and the TA will continue to assist the student with the tools on the test. The TA may also give the student an opportunity to work independently after practice question 1.

If the student appears unable to use the technology, the TA can assist as allowed. If that occurs:

**SAY: I can help you with the mouse and the computer if you want. Is that okay?** (It's possible the student could refuse.)

If the student agrees:

**SAY: Ok, I will sit next to you here, and you will tell me what to click. You have to decide what the answer is – then either tell me or point to the screen like this** (demonstrate pointing to the screen to the options available and then click that option). **I can't choose any answers for you, but I can mark them for review if you want me to.**

During this assessment, the TA is not allowed to choose any answers for a non-responsive student.

The practice segment of the screener is made up of sample items in task types that the student will encounter on the screener. There are two Speaking items at the end of Step One that help the student practice just before they are administered the first Step Two task, which is a four-item Speaking task.



Here is the breakdown of Step One Practice, by grade band.

	KG	1	2-3	4-5	6-8	9-12
Question 1	Listening	Listening	Listening	Listening	Listening	Listening
Question 2	Reading	Reading	Listening	Reading	Reading	Reading
Question 3	Writing	Writing	Writing	Writing	Reading	Reading
Question 4	Speaking	Speaking	Reading	Listening	Writing	Writing
Question 5	Speaking	Speaking	Speaking	Reading	Writing	Writing
Question 6			Speaking	Speaking	Writing	Writing
Question 7				Speaking	Speaking	Speaking
Question 8					Speaking	Speaking

Monitor the student to reach the Speaking practice item. If needed, assist the student with the use of the recording buttons for start, stop, and replay for the speaking response. Illustrate that if the “record” button is clicked again after the student has made an initial recording, the first recording is erased and replaced with the new recording.

**SAY: Ok, we need to move to the next question. What answer do you choose for this question?**

If student doesn't respond ask,

**SAY: Would you like me to mark this for review? I can do that, or I can skip this question.**

Do the action that the student indicates. If the student is silent, skip the question.

During Step One, continue to try to practice, as these responses aren't tracked in any manner for language proficiency.

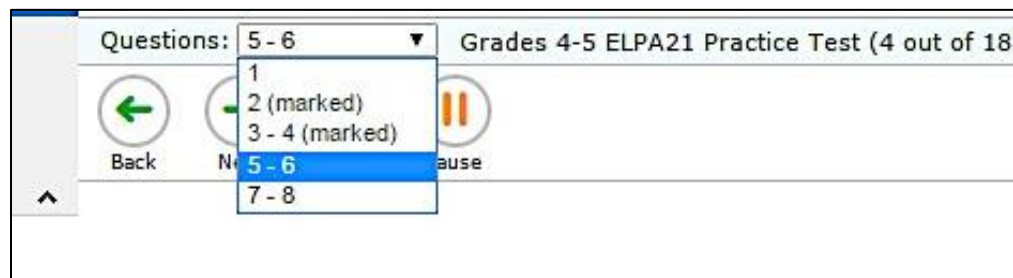
Move to the next question; continue as needed for responses. If the student reaches a point of frustration, non-participation or non-compliance, the student can skip items in the segment.

### End of Step One Practice

When the student reaches the end of Step One, the question for the TA will appear. The TA should give specific instructions about how to review any flagged or skipped items.

**SAY: We have finished all the practice items on this test. Let me show you the easy way to review your answers in this segment. (TA clicks on the dropdown item list). Click here on any test question you want to review. I'm going to pretend that we want to review question 5.**

The TA can click or the student can click on question 5 in the dropdown list.





During this time, the screener can be paused if the TA determines that the student will benefit from additional practice. If yes, the TA would pause the screener test on or before the Speaking practice question, and have the student use the non-secure practice test as needed. If the student doesn't need additional practice, continue the script to finalize Step One.

**SAY: If you are finished reviewing, click on the very last item in the list. That will take you to the final test item. Click NEXT to get the review screen again.**

The TA can demonstrate these actions, or the student can practice on his/her own.

**SAY: Ok, please do your review. Let me know when you are finished.**

When the student has indicated he/she is ready to move to the next part of the test and has clicked "Next" to respond to the "Are you sure?" question, the required question for the TA will appear.

**SAY: In a few minutes, we will move to the items where you must answer on your own, and I won't be able to help you with the test items. After this, I can only help you with the technology. Do you have any questions before we move on? (Pause for questions, clarifications).**

Until the TA question is answered, it is still possible to go back to review any of the practice test items or features.

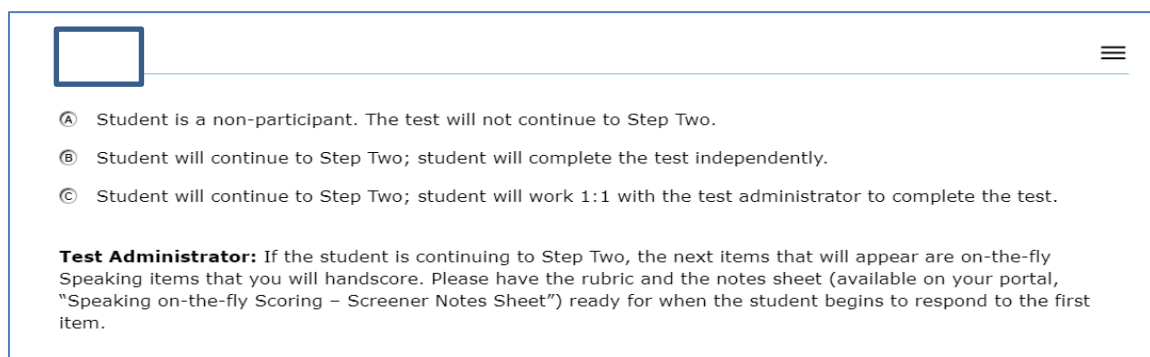
**SAY: Thank you. Give me a moment to answer this question.**

### Mandatory TA Response

The TA's response to this question triggers whether or not the test continues, in the case that the student was not participating in the Step One Practice items. If the student responded to at least one practice question, the test can be continued. If the student would not or could not participate in Step One, the test can be ended using Option A, non-participant.

If the TA chooses Option A, "Student is a non-participant. The test will not continue to Step Two," the test will end and the student will receive a non-participant Individual Student Report.

If the TA chooses either Option B or Option C, the test will continue to Step Two and the first Speaking task will be immediately administered. Do not click "Next" until the TA has read the Step Two script at the top of the next page because when "Next" is clicked, the audio for the first Speaking question will begin playing.



The screenshot shows a digital interface for a test administrator. At the top left, there is a small empty rectangular box. To the right of this box is a horizontal line, and further right is a hamburger menu icon (three horizontal lines). Below these elements are three radio button options:

- Ⓐ Student is a non-participant. The test will not continue to Step Two.
- Ⓑ Student will continue to Step Two; student will complete the test independently.
- Ⓒ Student will continue to Step Two; student will work 1:1 with the test administrator to complete the test.

Below the options is a bolded section header: **Test Administrator:**. The text following this header reads: "If the student is continuing to Step Two, the next items that will appear are on-the-fly Speaking items that you will handscore. Please have the rubric and the notes sheet (available on your portal, "Speaking on-the-fly Scoring – Screener Notes Sheet") ready for when the student begins to respond to the first item."

## STEP TWO

Step Two is administered under secure testing conditions, with only the student choosing responses to test questions. Use the test interface features, such as the on-board tutorials and mark for review, as the student indicates. During this section of the test, the headphones should be around the student's neck (not over the ears) so that the TA can hear the prompt as the student hears it. The microphone should be positioned near the student's mouth for an audible recording.

In all grade bands, the first part of Step Two is the four-item Speaking task. This task is administered one-to-one, and the TA must score the four items after the student has reviewed the recordings. Prior to administering the screener, the TA should have downloaded the Step Two Speaking Scoring document and printed the K-12 rubric and the Notes Sheet. The TA should still be seated adjacent to the student.

**SAY: Now we are going to start the test. First, you will answer four Speaking questions, and you will create recordings just like we did a few minutes ago on the Speaking practice items.**

**SAY: In this set, you will make a total of four recordings.**

**SAY: When you are ready to record, you can click on the microphone button or let me know to help you with the buttons.** (Pause while the student prepares).

As the student records the responses, the TA can take notes on the Notes Sheet and score "on the fly" while the student is recording. Wait while the student makes recordings for the four items (with or without TA assistance with the technology, as indicated in the mandatory question options B or C).

### Student Review of Recordings

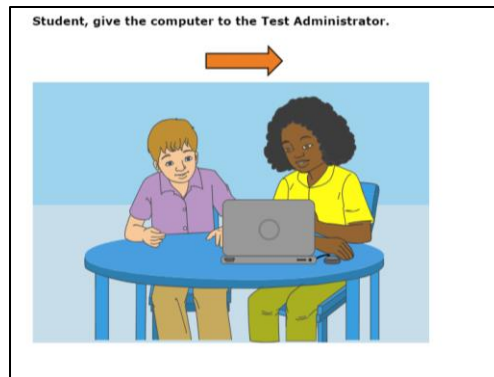
Once the student has finished the four recordings, the student will be given the chance to review the responses and re-record if he/she wishes.

**SAY: Now you can review your recordings. Click the "Back" arrow button to go back and review the four recordings you made if you want to review them** (If the TA is helping the student with the technology, the TA may click the back arrow as indicated by the student). **You may re-record if you wish to change your response. Your first response will be erased if you re-record.**

Note: TA scores any rerecording of a student response.

**SAY: Click the "Next" arrow to review each one. Once you are finished reviewing, your recordings are final and you cannot go back. Ready?** (Pause while student reviews, if the student wants to review [a review is not required]).

When the review is complete or the student indicates that he/she doesn't wish to review, the student should click the Next arrow for the note on the screener to pass the computer to the TA, as shown here. This finalizes and locks down in the student recordings. The student should be reminded that once the student has completed the review, the student cannot go back to the speaking items.



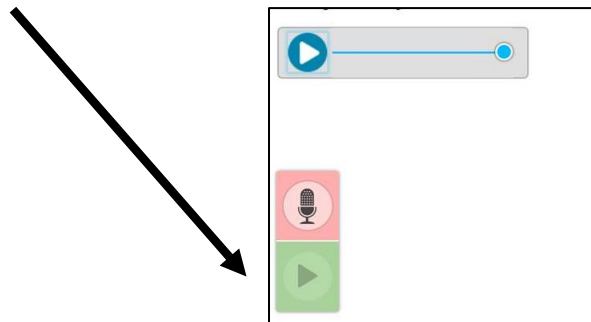
At this point, the TA should have the student turn away from the testing computer. The student should be provided with supplemental materials while the TA is scoring the four Speaking responses. The supplemental materials should have been provided before the screening began. The student should not be able to see the test computer's screen during this time. The TA should use headphones so the student cannot hear the recordings.

### Immediate Scoring of Step Two Speaking Task

The TA may have been taking notes and possibly scoring the student responses to each Speaking item as the student was recording. If the TA is confident in those scores, the screens following the action screen above are used to enter the scores on each Speaking item.

If the TA is not confident of the notes or a preliminary score on the responses, the TA can use the "Back" arrow button to move back 5 screens to find the first Speaking item and listen to the student's response.

**Important:** Click only the "Play" button when reviewing the student recordings. If the "Microphone" button is clicked, it will erase the student's recording.

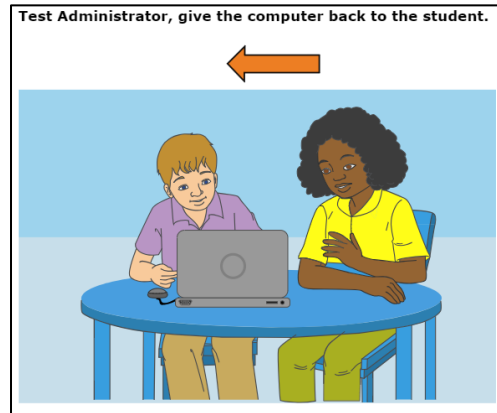


If a student recording is inadvertently erased, the TA should immediately re-engage with the student and ask that he/she re-record a response to the item. The TA can score while the student is responding or once that is completed, the TA can score the recording. It is not allowable to score based off "memory" if a recording is inadvertently erased. The response must be re-recorded and then scored.

Once the TA is ready to enter the scores for the four Speaking items, the TA should click the "Next" arrow until a copy of the Speaking item appears with the scoring rubric of 2-1-0 showing on the right side of the screen. Using the notes and the rubric, the TA should enter the score for the first of the four items, then proceed "Next" to the other three items in the task.

## Locked Scores

Once the four tasks have been scored, the TA will click “Next” to lock down the scoring. The scores for the four items cannot be changed once the “Next” arrow is clicked and the TA sees the screen to pass the computer back to the student. Alert the student that it’s time to re-engage in the test, putting aside the supplemental materials.



## Step Two, Continued

After the Step Two Speaking task is scored, the student may work independently on the rest of the test if the TA determined at the end of Step One the student was able to work alone. Otherwise, the TA will stay seated adjacent to the student to assist with the technology aspect of the test during Step Two.

**SAY: Now we will start the test again. You will answer questions for Listening, Reading, and Writing during this part of the test. We will continue through the test until we see the review screen for this section of the test. Do you have any questions before you get started?** (Pause for student questions).

At this point, if the student is working independently, the TA may move off to a nearby location in the secure testing room and allow the student to work at his/her own pace until the end of Step Two.

If the student will work independently,

**SAY: I will be here if you need assistance with the technology during this part of the test. Please raise your hand if you need help.**

If the student and TA will continue to work one-to-one,


**SAY: Ok, let’s get started on this part of the test. Let’s click the “Next” arrow to see the first question in this section.**


Note: As Step Two progresses, the test questions become more difficult. The student could become frustrated. The TA may remind the student to use the mark for review feature or skip the questions that are too difficult by clicking “Next” on the questions that the student wants to skip.

The TA should monitor the TA session device as the student proceeds through Step Two. When the student reaches the review screen, the TA should remind the student that the answers can’t be changed once the Step is submitted as final.



**SAY: Once we move forward, you can’t go back. Would you like to review your answers?**

**Congratulations, you reached the end of the test!**  
 If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

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

 Please review your unanswered questions before submitting the test.

**Questions:**

16  17  18

**Next Step:**  
 When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.

If yes, the student takes as much time as needed to review previous responses and answer any skipped items. If the TA is handling the mouse, the student must indicate which questions to go back to.

When the student is finished with the review, click “Next” and “Yes” to the “Are you sure?” question. Finally, the student will click the Submit Test button, and answer yes to the last “Are you sure?” question.

### End of Step Two

For the majority of students being screened, the test will automatically stop at the end of Step Two. For students whose test ends at Step Two:

- A “Your Results” screen will appear;
- The TA asks the student to log out of the test; and
- Screener results will be available in the Online Reporting System (ORS) within three hours of test submission.

**SAY: You are at the end of the test. Thank you for participating. Your results will be available in a few hours. Please log out.**

For the rest of the students who will move to Step Three, the continuation of the test is seamless:

- The student submits the final responses to Step Two and verifies that they are sure their answers are final.
- The system determines that the student moves to Step Three.
- The next test question will appear on the screen and the audio will automatically play, and
- The student will continue working independently or one-to-one with the TA, depending on how Step Two was administered.

### Individual Student Reports – Step Two

In Step Two, students must provide a response to at least one test item in each domain to generate an individual score report that will include a domain level report. If zero items are responded to in a domain (or multiple domains), the student would receive an “N” for “Not Attempted” for that domain. Items left unanswered will be scored as zero (0) points for the domain.

### STEP THREE

As Step Three progresses, the test questions become more difficult. The student could become frustrated. The TA should remind the student to use the mark for review feature or skip the questions that are too difficult by clicking “Next” on the questions that the student wants to skip.

If the TA is assisting the student with technology, remain seated adjacent to the student. Continue with Step Three under secure testing conditions, with only the student choosing responses to test questions. Use the test interface features, such as the on-board tutorials, as the student indicates.


At the end of Step Three, a review screen will appear in the same manner it did during Steps One and Two. The TA can encourage, but not force, the student to review.


**SAY: You are at the end of the test. Once we submit the test, you can’t change any answers. Would you like to review your answers?**

If yes, the student takes as much time as needed to review previous responses and answer any skipped items. If the TA is handling the mouse, the student must indicate which questions to go back to.



When the student is finished with the review, click “Next” and “Yes” to the “Are you sure?” question. If the student is ready, he/she should click the Yes button.

**Congratulations, you reached the end of the test!**  
 If you need to review your answers, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

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

 Please review your unanswered questions before submitting the test.

**Questions:**

16  17  18

**Next Step:**  
 When you are done reviewing your answers, select **Submit Test**. You cannot change your answers after you submit the test.

The “Congratulations, you’ve reached the end of the test” screen appears. The student should click the SUBMIT TEST button at this point and verify the “Are you sure?” question by answering “Yes.” Testing is complete and a “Your Results” screen will appear. The TA will ask the student to log out of the system.

The TA should thank the student for participating in the test, then continue with usual screening procedures or dismiss the student in the usual manner.

**SAY: You are at the end of the test. Thank you for participating. Your results will be available in a few hours. Please log out.**

### Individual Student Reports – Step Three

For the student whose screener test continued to Step Three, the TA will log in the Teacher Hand Score System (THSS) and enter the student’s speaking and writing scores. Please refer to the THSS User Guide located on the portal for instructions on how to access the system, and enter the scores. Results for screener tests that include Step Three responses will be available in Online Reporting (ORS) within 3 hours after the scores have been entered into THSS by the TA.

Note: An ISR will not be produced if the TA does not submit scores for Step Three in THSS.

## USER SUPPORT

---

For questions regarding information in this *Ohio English Language Proficiency Screener Test Administration Manual*

- **TAs**, contact your District Test Coordinator.
- **District Test Coordinators** contact the Curriculum and Assessment office-Paula Mahaley [paula.mahaley@education.ohio.gov](mailto:paula.mahaley@education.ohio.gov) or 614.466.0217 or Kurt Taube [kurt.taube.@education.ohio.gov](mailto:kurt.taube.@education.ohio.gov) or 614.752.4874.

For Policy or Test Administration Questions

- **TAs** refer to the *Test Administration Manual*. If additional support is needed, contact your District Test Coordinator.
- **District Test Coordinators** contact the Office of Curriculum and Assessment Paula Mahaley [paula.mahaley@education.ohio.gov](mailto:paula.mahaley@education.ohio.gov) or 614.466.0217 or Kurt Taube [kurt.taube.@education.ohio.gov](mailto:kurt.taube.@education.ohio.gov) or 614.752.4874.

For Technology, or System, Issues

- **TAs** and **District Test Coordinators** contact the Office of Curriculum and Assessment Kirk Ross [kirk.ross@education.ohio.gov](mailto:kirk.ross@education.ohio.gov) or 614.995.4144.

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- Name
- If the issue pertains to a student, provide student's SSID and associated school district. Do not provide any additional student information.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test Session ID and question number, if applicable.
- Operating system and browser version information, including version numbers
- Information about your network configuration, if known:
  - Secure browser installation (to individual devices or network)
  - Wired or wireless internet network setup

For issues not listed above

### Ohio Help Desk

Toll-Free Phone Support: 1.877.231.7809

Email Support: [ohhelpdesk@air.org](mailto:ohhelpdesk@air.org)

## REVISION LOG

---

Page(s)	Description of Update	Date of Update