


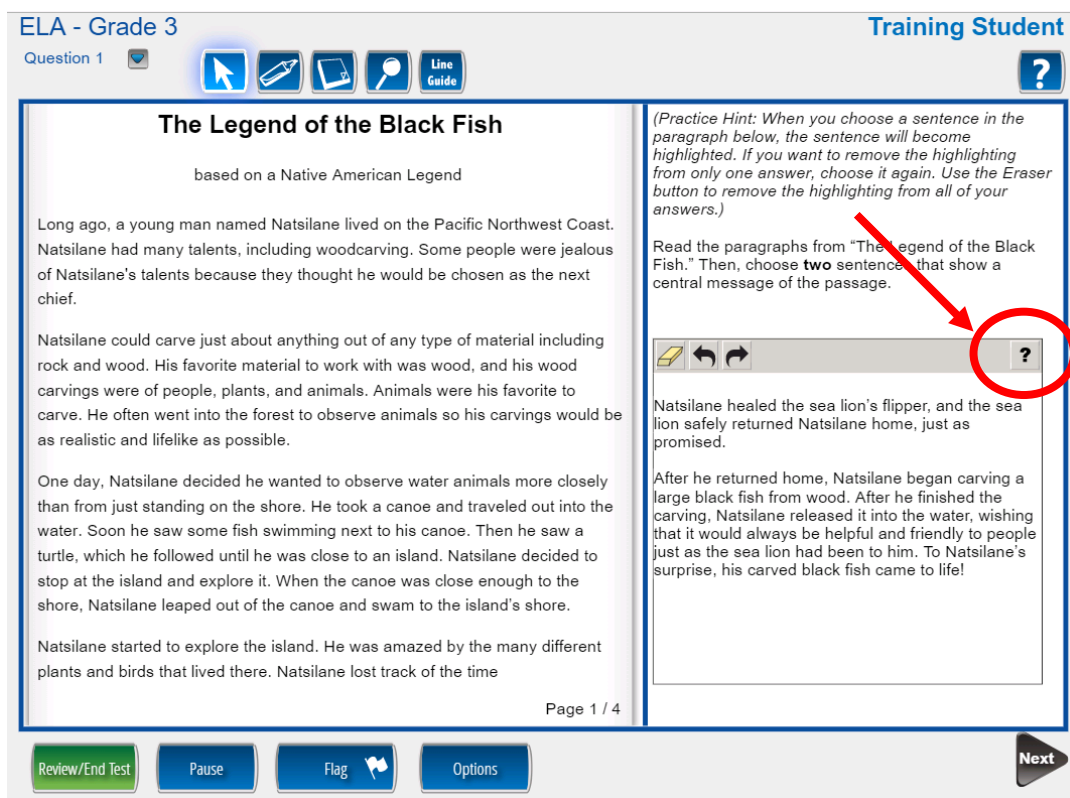
PROVIDING ASSISTANCE WITH TECHNOLOGY DIRECTIONS

Technology directions guide students in how to provide an answer within the INSIGHT test engine on the PEAKS and Alaska Science assessments. Test administrators may read, paraphrase, or define technology directions for students who request assistance with how to show their answers. This section provides guidance for test administrators on how to provide assistance and still maintain the validity of the assessment.

Students need multiple opportunities to practice using the Online Tools Training (OTT) so they are familiar with using the tools and answering questions that are part of the PEAKS and Alaska Science assessments. Students should become familiar with technology directions and answering different item types during their practice with the OTT. Encourage students to select the *How To* tab and read the technology directions while practicing with the OTT.


CAUTION: The screenshots that follow in this section are non-secure items from the OTT provided by DEED for training purposes. Please remember that taking or retaining screenshots of spring assessments by district personnel is not allowed for any purpose.

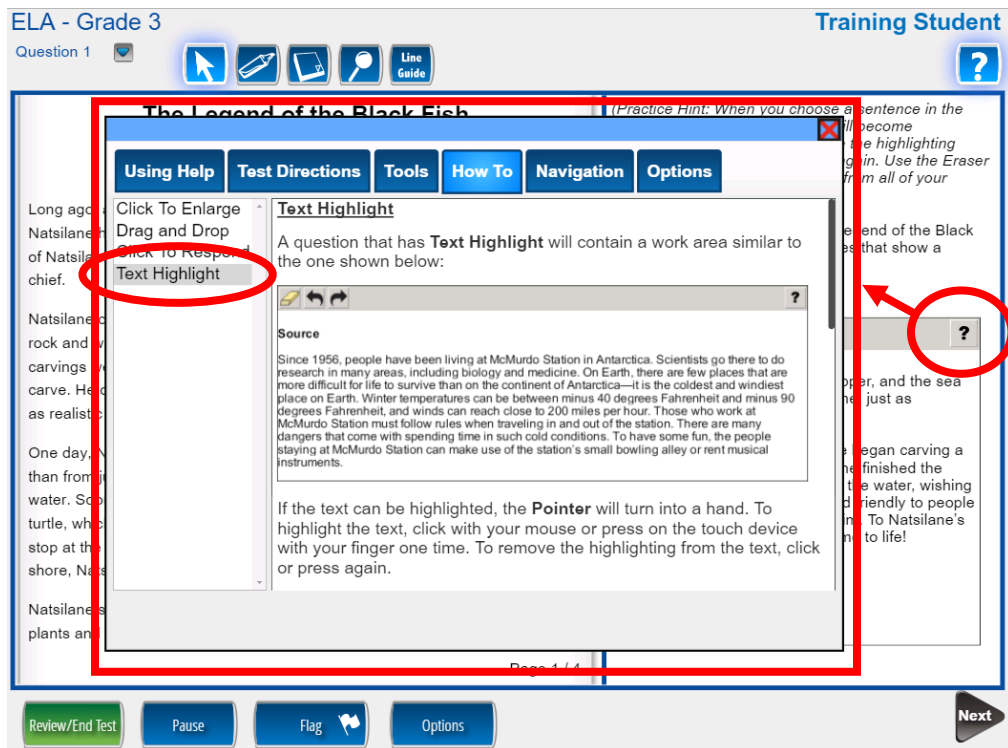
Students access the technology directions by selecting the  in the response area of a test item. Test administrators may assist students in locating this icon.



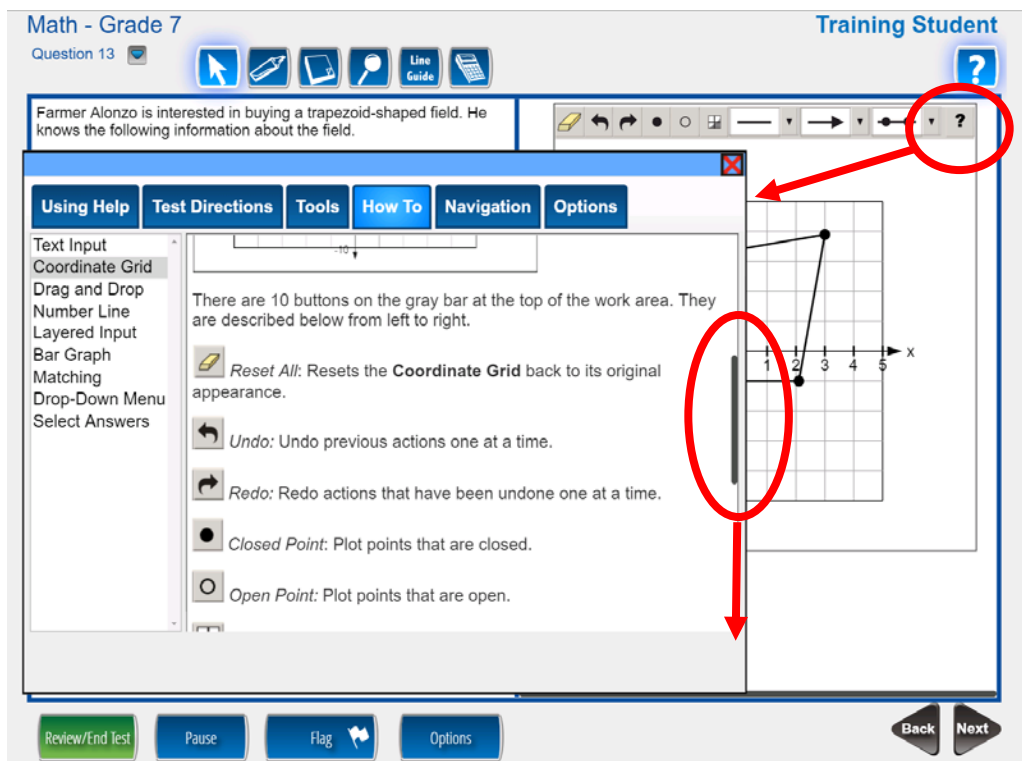
The screenshot displays the INSIGHT test engine interface for ELA - Grade 3. The top navigation bar includes "Question 1" and a "Line Guide" button. The main content area is titled "The Legend of the Black Fish" and is based on a Native American Legend. The passage describes Natsilane, a young man with many talents, who is jealous of his own talents and is chosen as the next chief. He is a skilled carver and one day decides to observe water animals more closely. He takes a canoe and travels out into the water, where he sees a turtle, which he follows until he is close to an island. Natsilane decides to stop at the island and explore it. When the canoe is close enough to the shore, Natsilane leaps out of the canoe and swam to the island's shore. Natsilane started to explore the island. He was amazed by the many different plants and birds that lived there. Natsilane lost track of the time.

The response area on the right contains a practice hint: "(Practice Hint: When you choose a sentence in the paragraph below, the sentence will become highlighted. If you want to remove the highlighting from only one answer, choose it again. Use the Eraser button to remove the highlighting from all of your answers.)". Below the hint, there is a text box with the following text: "Read the paragraphs from 'The Legend of the Black Fish.' Then, choose **two** sentences that show a central message of the passage." Below the text box, there is a toolbar with a question mark icon circled in red. The bottom of the interface features a navigation bar with buttons for "Review/End Test", "Pause", "Flag", "Options", and "Next".

When a student selects the , the *How To* tab opens and displays a dialogue with directions on how to respond to that specific item type.



Students can scroll down to read all technology directions provided if available. A test administrator may remind students to use the scroll bar.




How to Assist Students with Technology Directions

Test administrators providing assistance with technology directions will likely glance at test items as they scan students' screens. This is unavoidable and not cause for concern. However, test administrators are expected to maintain professional integrity and not use assessment item information in an unethical manner.

All technology directions are provided via the *How To* tab as pictured above. Before providing assistance with technology directions, ensure students have questions about the technology directions and how to show their answer, not about the test question itself. Students should be redirected to read the content in the *How To* tab. If they still have questions, test administrators may clarify based on the guidance below.

Test administrators must follow these steps when a student requests assistance:

1. Screen the question by asking the student: *"Are you having trouble understanding the question, or do you need help with how to show your answer?"* If the student needs help with how to show their answer, proceed to step 2. If the student needs assistance with the content of a question, please refer to the Test Administration Manual scripts.
2. Remind the student to select the  (*How To* tab) and read the technology directions.
3. If the student is still unsure, read the technology directions on the *How To* tab exactly as written to the student.
4. If the student needs further clarification, you may paraphrase or define the technology directions.

Test administrators may NOT do the following when a student requests assistance:

- Do not read the test question or answer choices to the student.
- Do not use any part of the test question or answer choices as part of your explanation.
- Do not provide hints or clues towards the correct answer.
- Do not point to any part of the test question or answer choices.
- Do not touch the student's screen, keyboard or mouse.