

# Alternate Ohio English Language Proficiency Assessment (Alt-OELPA) Practice Test Instructions, 2022-2023

## Test Administrator Login and Administration Information

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### Overview

This information guides schools' administration of the Alternate Ohio English Language Proficiency Assessment (Alt-OELPA) practice tests.

The Alt-OELPA practice tests allow test administrators and students to experience the test procedures, technology, item types, and test navigation prior to the operational assessment later this year. Online practice tests are available on the [test portal](#) for each grade band and each domain test.

Test administrators are encouraged to administer the practice tests by creating a practice test session in the [Test Administrator \(TA\) Practice Site](#) so they can set up the student's online testing accommodations according to the student's Individualized Education Program (IEP). Students may take the practice tests as many times as needed to gain familiarity with the testing tools and item types. Practice test items are not scored, and responses are not saved.

The test administrator may adjust the general practice test directions to meet the needs of the student and be consistent with the student's method of engaging with the test (for example, computer, augmentative and alternative communication (AAC) device, gestures, manipulatives, etc.). All supports and accommodations the student needs on the operational test also should be present for the practice test. Put students at ease by encouraging them to try their best and attempt to answer every question. Explain that the test includes some questions that are easy and others that are more difficult.

The test administrator may assist the student with test navigation and testing buttons or may navigate the test for the student. Alt-OELPA also provides a Student Technology Skills Checklist that lists the test navigation and tools students may encounter (see [Alt-OELPA Technology Skills Checklist](#) on the test portal). Students whose IEP indicate they should test using designated supports may take the practice tests with these supports enabled. Details are provided in the next section of this manual. It is suggested to administer the practice test several days prior to the summative assessment. By taking the practice tests, students also will become familiar with:

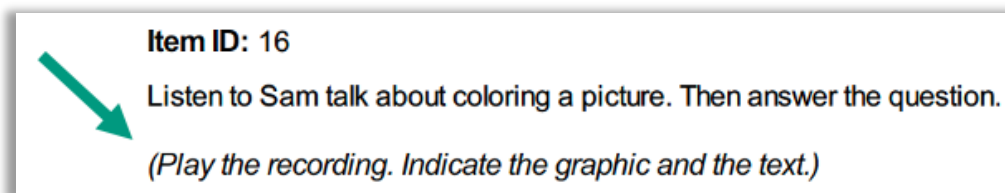
- Scrolling down and across the screen;
- Moving from item to item;
- Answering multiple-choice questions by clicking on the answer;
- Responding to drag-and-drop questions using a mouse; and
- Typing in a text box when responding to a writing prompt.

### Test Administrator Directions and Scoring Rubric Booklets

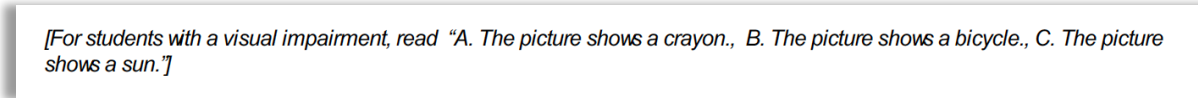
Like the operational Alt-OELPA, the practice tests have item-specific test administrator directions and scoring rubrics. For the online student practice test, the [Alt-OELPA Practice Test: Test Administrator Directions and Scoring Rubrics Booklets](#) are available on the test portal. These practice test materials are not secure. They are available by grade band and are ordered by domain (Listening, Reading, Speaking, and Writing). These directions and rubrics are not visible in the student-facing testing platform (TDS). They must be downloaded from the test portal before beginning a proctored practice test session. Test administrators may print them or

display them on an additional electronic device (like an iPad or tablet) and follow along with the student’s assessment. These booklets accompany each item and include directions for the test administrator in parentheses and italics (see example below). These booklets also contain the scoring rubrics for the constructed response items.

The Test Administrator Directions are **not** to be read to the student. The student should not view the Test Administrator Directions or be distracted by them. Here is an example of item-specific Test Administrator Directions for a practice item:



The booklets also contain test administrator scripts which are italicized and placed in **brackets**. These test administrator scripts **are to be read aloud** to the student. The scripts either describe images to students who have a visual impairment, or there are test administrator scripts for all students. An example of a script in brackets for students with a visual impairment is shown below:



## Options for Accessing the Practice Test

There are two options when accessing the Alt-OELPA practice tests: a non-secure version that allows test administrators and students to preview the practice test (guest mode) and a secure version that requires a test administrator to create a test session.

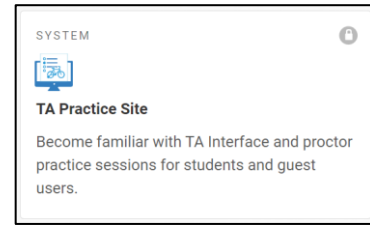
1. **Sign In as a Guest:** Test administrators and students may access the practice tests as a guest via the Practice Test card on the homepage of the [test portal](#). See the Practice Test Site Student Sign-in Process section of the [Test Administrator User Guide](#) for instructions on logging in to the practice test as a guest if necessary.
2. **Sign In with a Test Administrator to a Proctored Practice Test Session:** This option simulates how test administrators and students will log in when taking the operational tests. The proctored practice test session involves two components: one for test administrators and one for students. Test administrators use Test Administrator Practice Site to create and manage practice test sessions. The student uses the Practice Test site to sign into a proctored practice test. Administering a proctored practice test allows the student to practice entering their log-in information and allows the student with accommodations the ability to use the specified accommodation(s) in the practice tests. See the [Secure Practice Test Login](#) section for login instructions and student directions.



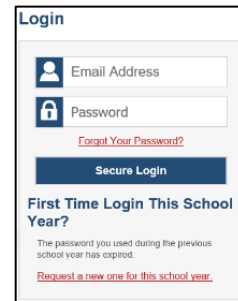
Note: The proctored practice test session option mimics the secure testing environment. Test administrators start the test session for the student. The student test only will appear on the student’s device.

## Secure Practice Test Administrator Login: Create, Manage, and Administer Practice Test

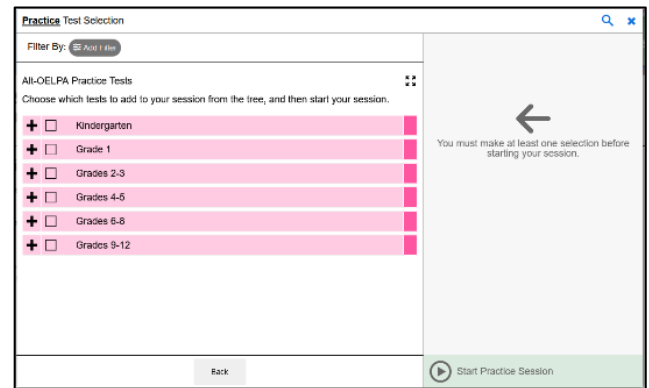
1. Access the **Portal** homepage at <https://oh-oelpa.portal.cambiumast.com/>
2. Select the **Teachers and Test Administrators** card.
3. Click the **TA Practice Site** card.



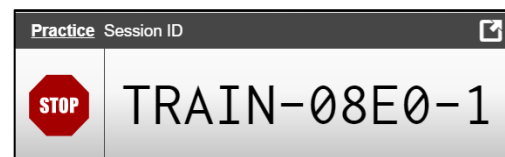
4. The **Login** page appears.
5. Enter your email address and password.
6. Click the **Secure Login** button.



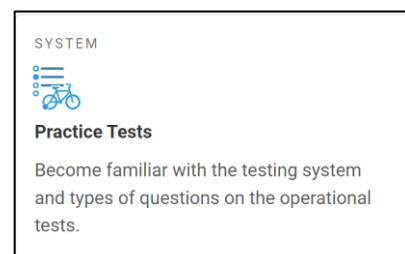
7. When you are ready to begin a test session:
  - a. In the **Practice Test Selection** window, select the test(s) to administer.
  - b. Click the **Start Practice Session** button. The session ID appears at the top of the page.



8. Provide the **session ID** to the student in your test session or assist the student with the sign-in process.



9. Have the student enter the **Practice Tests** site by clicking the Practice Tests card on the [test portal](#).



- Turn the Guest User and Guest Session switches off.
- Have the student sign in to the Practice Test site using their first name, Statewide Student Identifier (SSID), and the session ID from step 8. (See [Student Log-in Directions for Proctored Test Session](#) for instructions to dictate to students.) Help students log in as necessary.

- Next, approve the student for testing. Click the **Approvals** button to view the list of students awaiting approval.

- To review and edit a student’s test settings and accommodations, click the **Eye** button in that student’s row.
- To approve an individual student for testing, click the **Checkmark** button.
- To deny a student for testing click the red **X** button and enter the reason for denial in the box.


Student Name	SSID	Opp #	See Details	Action
LN, FN	DEMO08002	1	Standard	

- Monitor the student’s progress throughout testing. The student’s test status appears in the **Students in Your Practice Test Session** table.

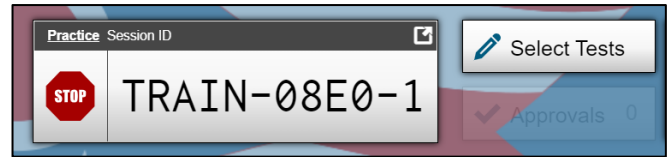
- Statuses include the following: approved, started, in-progress, review, completed, submitted, and paused.
- The **Student Status** column indicates how many test questions the student has answered out of the total number of questions in the test.
- Click the **Pause** button to pause an individual student’s test. If a student’s test is paused for more than 20 minutes, the student will be able to view and change answers to questions in the current test. The student will not have access to previous tests.

Student Information	Opp #	Test	Progress	Status	Test Settings	Actions
LN, FN SSID DEMO08002	1	Grades 2-3 Alt-OELPA Speaking Practice Test	<input type="text"/>	Started	Standard	

14. At the conclusion of the practice test session:

- a. Click the **Stop**  button to end the session and automatically pause any in-progress tests in your session.
- b. Click the **Log Out** button to exit the **Practice Test Administration** site.

Once a test session is stopped, it cannot be resumed. If students need to continue testing, the test administrator will need to start a new session.



## Practice Test – Student Login Instructions

Test administrators lead the students through the secure practice test. If the student can navigate the test independently, test administrators read the information inside each SAY box. Test administrators may adjust this information to meet the needs of the student and be consistent with the student's method of engaging with the test (for example, computer, augmentative and alternative communication (AAC) device, gestures, manipulatives, etc.).

The information outside of the SAY box, in *italics*, is additional information to support the test administrator(s) and should not be read to the student.

### Student Login Directions for Proctored Practice Test Session

These directions are intended for students who will log in to a proctored practice test session. If the student needs assistance, log in for the student and adapt these instructions to the student's method of engaging with the assessment.

SAY: On your computer screen, locate the icon titled **OHSecureBrowser**.

ALL



If you need help, alert me and I will help you.

*Pause. Assist student as needed.*

SAY: Double-click the **OHSecureBrowser** icon; the **Please Sign In** page will appear. Do not enter anything until you have been instructed to do so.

ALL

Can you see the **Please Sign In** page? If you cannot see the **Please Sign In** page, please let me know.

*Pause. Assist student as needed.*

<b>DemoFirst,DemoLast</b>	<b>Grade: 08</b>
	<b>Gender: F</b>
	<b>DOB: 04/13/2002</b>
<b>DemoFirst</b>	
<i>First Name</i>	
<b>9988992019</b>	
<i>SSID</i>	
<b>District DEMO DIST 9999 (9999)</b>	
<b>School DEMO SCHOOL 1 (9999_9991)</b>	
	<i>Student Access Card</i>

<b>Practice Test Sign In</b>	
<input type="checkbox"/> OFF	<b>Guest User</b> Toggle to sign in as yourself
First Name: EX: JORDAN	
Student ID: AB123456	
<input type="checkbox"/> OFF	<b>Guest Session</b> Toggle to join an active session
Session ID: TRAIN - . - .	
<input type="button" value="Sign In"/>	

ALL

SAY: Enter your first name, your SSID, and the Session ID and then click the **Sign In** button. If you need help, let me know, and I will help you.

*Pause. Student must enter their name exactly as it appears on their test ticket and then click the **Sign In** button.*

### Common Login Errors

- **The first name and SSID do not match.** This indicates that the first name entered does not match the first name associated with the SSID.
- **The session ID is not available.** The session ID entered is not an available test session. Verify that the session ID was entered correctly.

### Verify Student Information

ALL

SAY: You should now see the **Is This You?** page. Make sure that the information on this page is correct. If the information is correct, click the **Yes** button. If the information is not correct, click the **No** button. If you need help, let me know, and I will help you.

*Pause. Assist student as needed.*

**Is This You?**  
Please review the following information.

<b>First Name</b> first	<b>Last Name</b> last
<b>SSID:</b> 9962373582	<b>Grade</b> 04
<b>Date of Birth</b> January 1, 1992	<b>School:</b> Demo School 1

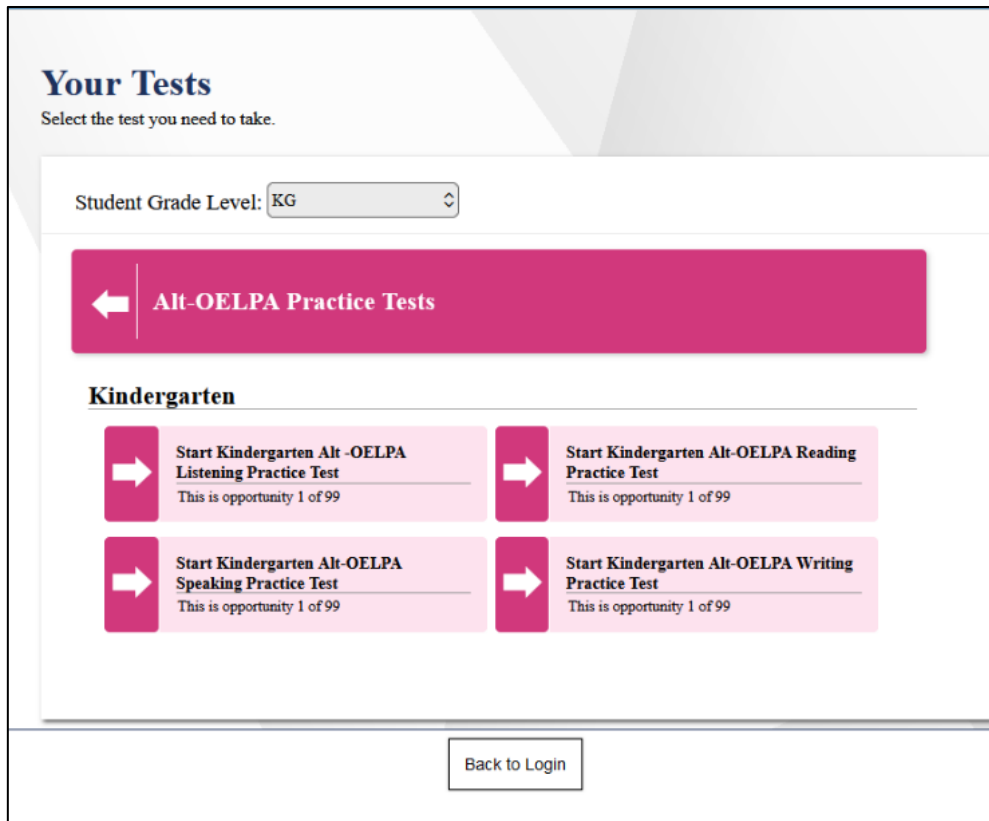
Practice Test Site Yes No

### Select an Available Test

*Adjust the next directions based on the student's grade band and the domain test they will take.*

ALL

SAY: You will now see the **Your Tests** page. Click on the link that says **Start [insert student's Grade Band] Alt-OELPA [insert desired domain] Practice Test.**



If a student previously started a test but did not finish it,

ALL SAY: If you previously started a test but did not finish it, the **Resume** button will display next to the test name. Click the **Resume** button to resume the test.

*Pause. Assist student as needed. The test administrator(s) will approve student's test from the Test Administration site.*

ALL SAY: You should now see the **Choose Settings** screen. I will review your test settings.

If the student's test settings are correct, click the **Select** button. If the student's test settings are not correct, correct them and click **Select**.



**Choose Settings:**  
Review the following test settings. You can change the options, if necessary.

**Kindergarten Alt -OELPA Listening Practice Test**

**General Testing Tools**

- Masking:  ON
- Strikethrough:  ON
- Global Notes:  ON
- Word Prediction:  OFF

**Reading Tools**

- Line Reader:

**Visual Tools**

- Color Choices:
- Mouse Pointer:
- Print Size:
- Screen Reader Mode:  OFF

**Other Tools**

- Permissive Mode:  OFF

Select Undo Changes Go Back


ALL:  
Speaking  
Tests only

SAY: You should now see the **Audio/Video Checks** screen.


*Pause. Make sure student is on the appropriate **Audio/Video Checks** screen.*

**Audio/Video Checks**  
Your test uses multi-media features. Please perform the following checks before continuing.

**Audio Playback Check**  
Make sure audio playback is working.

 To play the sample sound, press the speaker button.

**Next Step:**  
If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

ALL: SAY: Under **Audio Playback Check**, click on the **Ear**  button to hear the sound.  
Speaking If you hear the sound, click the **I heard the sound** button.  
Tests only If you do not hear the sound, let me know, and I will help you.


*Pause. Make sure student can hear the sound before beginning the speaking test.*

ALL: SAY: You should now see the **Sound and Video Playback Check** screen.  
Reading,  
Writing and  
Listening  
tests

*Pause. Make sure student is on the **Sound and Video Playback Check** screen.*

### Sound and Video Playback Check


Make sure video playback is working.



Make sure video and audio playback are working. To play the sample video and sound, press the play button.

**Next Step:**

If you were able to play the video and its sound, choose **I could play the video and sound**. If not, choose **I could not play the video or sound**.

ALL: SAY: Under **Sound and Audio Playback Check**, click on the **Play**  button to view and hear  
Reading, the video and sound.  
Writing and If you see the video and hear the sound, click the **I could play the video and sound**  
Listening button.  
tests If you do not hear the sound, let me know, and I will help you.

*Pause. Make sure student can hear the sound.*

ALL SAY: Now, click the **Continue** button at the bottom of the screen.

*Pause. Assist student as needed.*

ALL

SAY: You should now see the **Instructions and Help** screen. Click on the **View Help Guide** button. Does everyone see the **Help Guide**? If you do not see the **Help Guide**, let me know, and I will help you.

*Pause. Make sure student is on the **Instructions and Help** screen. Assist as needed.*

ALL

SAY: The **Help Guide** has important information about moving through the test, pausing the test, and the tools available for this test.

*Pause and allow the student to read the guidance for moving through the test and the pause rules. While the student is reading the directions, pass out the [Tool Button Sheet](#).*

### Tool Button Sheet

*The following buttons are available for the student. If the test administrator(s) will assist the student with navigating the test, the test administrator(s) may skip the **Tool Button Sheet** review that follows.*


*Read the following SAY boxes while the student follows along with the Tool Button Sheet.*

ALL

SAY: Look at the **Tool Button Sheet** that I gave you. You will follow along as I explain the buttons and tools you will see and use during the test. You will only listen to me while looking at the sheet, you will not use your computer at this time. If you have a question while we review this tool sheet, let me know.

*Pause.*

ALL

SAY: Look at row 1. You may click on the **Question Mark**  button in the top right-hand corner of your screen to see the *Online Test Directions* at any time.



*Pause.*

ALL

SAY: Look at row 2. Click on the **X**  button in the upper right-hand corner of the **Help Guide** window to close the **Help Guide**.

*Pause.*

ALL


SAY: Look at row 3. Click on the **Zoom In**  button to make the text and images bigger. Click on the **Zoom Out**  button to make the text and images smaller. There are four zoom levels.

*Pause.*


ALL

SAY: Look at row 4. Click the **Items Drop-Down List**  to move to a different question on the test.

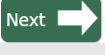

*Pause.*

ALL SAY: Look at row 5. Click the **Save**  button to save work when answering a question. Your answers are saved automatically when you move to another question. You do not have to use the **Save** button for your answers to be saved.


*Pause.*

ALL SAY: Look at row 6. You will click the **Pause**  button to exit the test before finishing. If you **Pause** the test, you will be logged out. Always check with your test administrator(s) before clicking the **Pause** button.


*Pause.*

ALL SAY: Look at row 7. After you answer a question, you will click the **Next**  or  button to go to the next question or screen.

*Pause.*

ALL SAY: Look at row 8. Click the **Back**  button to go back to the previous question or screen.


*Pause.*

ALL SAY: Look at row 9. When you have finished all the test questions, you will click the **End Test**  button to end your test. The **End Test** button will only show on the screen when you reach the last question in the test. Always check with your test administrator(s) before clicking the **End Test** button.


*Pause.*

ALL SAY: Look at row 10. Click the **Expansion Tool**  button during the reading and listening tests to make the left or right side of the screen smaller or larger.

*Pause.*


ALL SAY: Look at row 11. Click the **Unanswered Question Flag**  button to return to any unanswered questions in the test.

*Pause.*


ALL SAY: Look at row 12. Click the **Ear**  button to replay any directions or text that was previously played.

*Pause. Answer any questions the student may have.*




The following buttons are available for all grades but may be most useful for students in Grades 4–12.

Grades 4-12 SAY: Look at row 13. Click the **Context Menu**  button to access tools like the **Mark/Unmark for Review**, **Highlight Selection**, and **Strikethrough** option.


Pause.

Grades 4-12 SAY: Look at row 14. Click the **Notes**  button in the toolbar at the top of the screen to type notes to yourself about a passage or question, then click **Save and Close**. To view your notes, click the **Notes** button again.


Pause.

Grades 4-12 SAY: Look at row 15. Click the **Mark for Review**  **Mark for Review** button for questions that you want to look at again later. The box around the question number changes to show a **Corner Flap**  and a picture with a **Marked for Review Flag** .

Pause.

Grades 4-12 SAY: Look at row 16. Click the **Highlight Selection**  **Highlight Selection** button to highlight words. Click the **Remove Highlight**  **Remove Highlight** button to remove some highlighting. Click the **Reset Highlighting**  **Reset Highlighting** to remove all highlighting.

Pause.

Grades 4-12 SAY: Look at row 17. Click the **Strikethrough**  button on multiple-choice questions to mark answer choices that are not needed.

Pause.

Grades 4-12 SAY: Look at row 18. You may use the **Hand Pointer**  button to select some information on the toolbar.

Pause.

Grades 4-12 SAY: Do you have any questions about the Tool Button Sheet?

Pause. Answer any questions that the student may have.

**This section will instruct the student to begin the Practice Test.**

ALL SAY: Before we begin the test, remember to read each question carefully and think about what the question is asking you to do. If the test question has pictures, look carefully at pictures because they may help you understand the question.

Pause.

ALL

SAY: For responses that have to be written, type your answers in the space provided on the screen. For multiple-choice questions, click on the answer you choose. To change an answer, just click on a different answer. Always try your best and choose the answer that makes the most sense to you.

Do you have any questions?

*Pause. Answer any questions that the student might have.*

ALL

SAY: When you are ready to begin the practice test, click the **Begin Test Now** button.

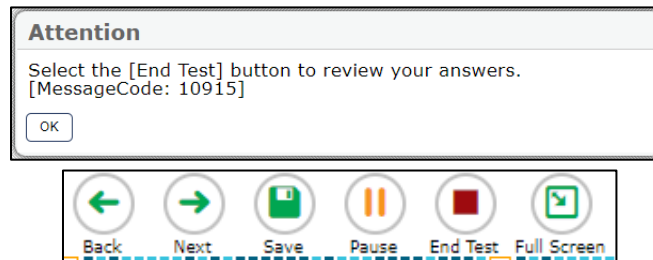
### Ending Student Test Session

*If the student requires assistance navigating the test, the test administrator(s) should help the student with ending the test, following the instructions below on behalf of the student.*


ALL

SAY: You should now see the **Attention** box that asks you to select the **End Test** button to review your answers. Click **OK** and then the **End Test** button with the red square at the top of your screen.

*Pause.*



ALL

SAY: If you are using full screen, select  in the upper-left corner to exit full-screen mode and access the global menu. The global menu appears on the top of the screen.

ALL

SAY: Now, you should see another **Attention** box saying you have reached the end of the test. Click the **Yes** button.

*Pause.*

**Attention**

You have reached the end of the test. Click [Yes] to end your test. Click [No] to keep working on your test. [MessageCode: 10900]

After the student is on the **Congratulations, you reached the end of the test!** screen and has had the opportunity to review flagged items.

ALL SAY: If you have marked any items for review, please go back and check these items now. You will not be able to go back to these questions later.

Pause.

**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.

▲ = This symbol indicates unanswered items.

1   ▲    2  ▲

**Next Step:**

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

ALL SAY: If you are sure that you are done with all the questions in this test, please select the **Submit Test** button.

Pause.

ALL SAY: Now, you should see a **Warning** box asking if you are sure you want to submit the test. Click the **Yes** button if you are done.

Pause.

**Warning**

Are you sure you want to submit the test?

ALL SAY: Now, you will see the **Your Results** page. You may click the **Log Out** button now. This screen does not give us any test results. It just confirms that your test was completed and submitted.

## Your Results

Your test was submitted. You may review the test details below.

**Student Name:**

GUEST, GUEST (Student ID: GUEST)

**Test Name:**

Kindergarten Alt -OELPA Listening Practice Test

**Test Completed On:**

10/11/2022

Congratulations, you have finished your test. Please log out now.

**Next Step:**

To log out of the test, select **Log Out**.

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