Suggested Sample Item Script:

WIDA ACCESS Online

The best way to familiarize yourself with scripting prior to testing day is to read the actual Test Administrator Script that you'll use. If that's not an option, the wording provided here can help you get used to reading bold text aloud to students and reading text in italics silently to yourself as you keep testing on track.

The following scripting suggestions exemplify the type of guidance you can provide while students work through sample items. Most of the scripting provided is intentionally generic enough that you can adapt it for use with any sample item, regardless of domain or grade-level cluster. There is additional scripting specific to the Writing and Speaking tests.

This scripting does not include an answer key for any of the sample items. Emphasize to students that completing the sample items is a way to learn about the test and to practice taking it. As they complete the sample items and as they complete the real test, students should do their best to respond to each item or task.

Expand, simplify, or skip parts of this script as you think best for your students. For example, you might want to emphasize that the Color Preference tool is provided to help students who have trouble seeing the screen with the default settings. Depending on the age and maturity of your students, you may need to explain that the color options, highlighter, and magnifier are not toys to play with during testing time.

Go through this script and the sample items you'll show your students thoroughly before you present the sample items. You'll be better prepared to answer student questions if you're familiar with items the students are trying out. Going through the sample items and scripting with students before the testing day is also a good way to ensure that all technology is set up correctly and working as expected.

Contents

Welcome

Today you will work on some sample test questions for WIDA ACCESS.

The samples are very similar to what you'll see on the real test. Your answers will not be graded.

I will guide you through the sample questions and tell you about some of the tools you can use on the test. Do you have any questions before we start?

Answer any questions students have. Have students sign in to any sample item. Verify that all students have reached the Verify Student Information screen.

Speaking
Pedro Garcia

Verify Student Information   Progress: 0%

Please check the information:

Participant Name:	Pedro Garcia
Test Name:	Speaking
Registration:	Ms. Smith's class
School Name:	WIDA school
State Student ID:	12345678910

If your information is not correct, tell the Test Administrator.

If your information is correct, select **Continue**.

Continue

Example Verify Student Information screen for sample items

Select Continue.

Select [domain].

The following tests have been scheduled for **Training Student!**

Once instructed, click on the test link below to start the test.

If no additional tests are available, please select Exit to close the application.

- Listening

Example domain selection screen for Listening sample items

Make sure all students are wearing headphones or headsets. Students will hear audio instructions immediately when they begin the Listening, Reading, or Writing test sample items. The Speaking test begins with on-screen instructions that students follow to complete a microphone check.

Select Begin The Test when you're ready!

Confirm that all students can hear the audio, and help students adjust the volume as necessary. Verify that all students have reached the first screen of the sample item.

Encourage students working through the Listening and Reading sample items to look at the picture and predict what the questions might be about. The early screens in these sample items are a good place to pause and make sure students understand how to navigate the test and to explore the universal tools that are available.

The following section gives an example of how you might introduce these features. Find details about these tools and other testing supports in the Accessibility and Accommodations Manual, available on the WIDA website.

Navigation and Tools

Look at the top left side of your screen. Find the arrow pointing to the right. This is the Next arrow.

→

Be sure you're ready to go on before you click Next. You won't be able to go back and change your answers on the test!

Make sure you understand when and why the Next button is inactive. For example, if a student says that the button is not responding, you could tell them: ***That's right! The Next button doesn't work when you first get to a screen. On an introduction screen, the button turns blue and lets you go to the next screen as soon as the audio finishes playing. On a question screen, the button turns blue and lets you go to the next screen only after you select an answer to the question.***

Now take a look at the bar at the top of your screen, next to the word Progress. Can everyone point to the Progress bar?

Scan the room to make sure all students are pointing to the Progress bar. The Progress bar will be all white if students have not yet responded to an item.

Progress

The Progress bar shows you how far you've moved through the test. As you answer questions, the Progress bar fills in with blue. Do you have any questions about the Progress bar?

Answer any questions students have.

Before you go on, I want to show you some of the tools you can use as you take the test. Look at the top right side of your screen. Find the Options button. It looks like a blue wheel.
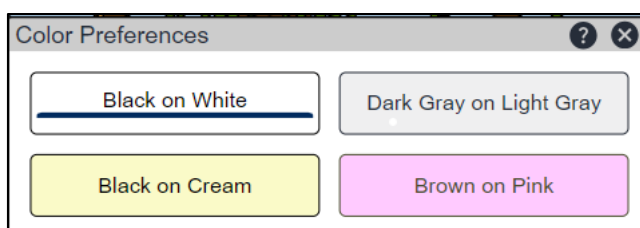
⚙

Select the Options button. Then select Color Preferences.

? ⚙ ✕
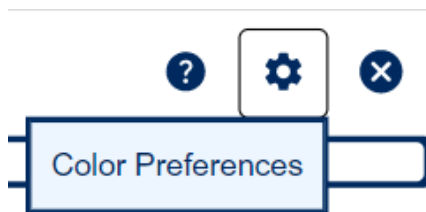
Color Preferences

Scan the room and make sure all students have found the Options button and the Color Preferences. Assist students as needed.

Choose any of the options to change the colors on your screen.

Color Preferences ? ✕

| Black on White | Dark Gray on Light Gray |
| Black on Cream | Brown on Pink |

Give students a few minutes to explore the Color Preferences tool.

Make sure all students are on a screen with text before showing the next tools. For example, you might want to introduce this tool when students are completing the Reading sample items.

Let's look at another tool. The test has some tools to help you think about what you're reading. Look at the tool pictures next to the Next button. Find the button with a marker on it. This is the Highlighter tool.

Select the Highlighter tool. Then select Use Highlighter.
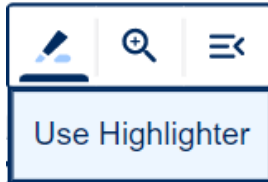
Drag your cursor to mark important details in the text. You can also use the Highlighter on details in the question. Marking these details can help you find them again to answer the question. You CANNOT use the Highlighter in the answer choices.

Example of highlighting in an item. You cannot highlight text in answer choices.

If you highlight something that you decide you don't want marked, there are two ways to remove highlighting. The first way is to select something you've already highlighted. If you do that, the pink highlighting will go away. Try that now.

You can also remove ALL of your highlighting by selecting the Highlighter tool button again and selecting Clear All. Try that now.
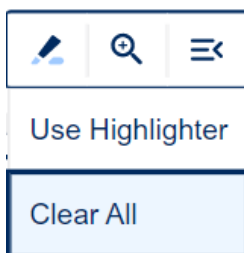
Give the students a few minutes to practice using the Highlighter. Assist students as needed.

Do you have any questions about how to use the Highlighter?

Answer any questions students have.

OK. Select the Highlighter button again. You can't select an answer with the Highlighter on, so select OFF. Let's look at another tool to help you read on the screen. Look at the same bar where you find the Highlighter. On the right end, there is a box with lines in it. This is the Line Guide tool. Select the Line Guide tool button.

There are two Line Guide choices. They are Underline and Gray Bar.
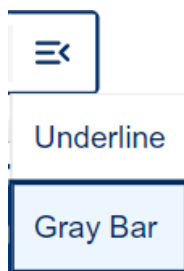
Select one of the choices. A box with arrows in it will appear. Move this box up, down, left, or right. The Line Guide Underline or Gray Bar will move when you move the box with arrows. The Line Guide helps you follow along with the words you're reading on the screen, just like when you use your finger or a ruler to track words on paper. You can also move the box with arrows to the side of the screen with answer choices and use it there. Take a minute to use the Line Guide and read the question and answer choices.

Scan the room to make sure all students are successfully using the Line Guide. Assist students as needed.

Good job. To turn the Line Guide off, select the Line Guide button again. Do you have any questions about how to use the Line Guide?

Answer any questions students have.

I have one more tool to show you. Look at the tool bar. Find the button with a magnifying glass on it. It is between the Highlighter and the Line Guide. This is the Magnifier tool.

The Magnifier tool makes everything on the screen bigger. Select the Magnifier button now. You have four choices. Select one.
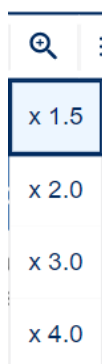
Scan the room to make sure all students have magnified their screens. If students are using iPads, they can use the standard pinch-to-zoom feature instead of the Magnifier.

Now that everything on the screen is bigger, you need to scroll to move around. Use your mouse or the scroll bars on the right side and bottom of the screen.

Scan the room to make sure all students are successfully navigating the magnified screen. Assist students as needed.

Select the Magnifier button again. You can try another magnification setting, or you can turn the Magnifier tool off.

Give students a few minutes to practice using the Magnifier. Assist students as needed.

OK. Do you have any questions about how to use the Magnifier tool?

Answer any questions students may have.

When students complete all of the sample items in a folder, they are returned to the Grade Selection screen, where they can try more sample items in the same language domain.

There are tools and features that are unique to the Writing test. Here's an example of how you might introduce the features available on a response screen.

Writing Test Features and Tools

On this screen, there are instructions at the top by the number 1. Underneath, there is space for you to type your answer. Use the information on the left side of the screen to help you as you write.
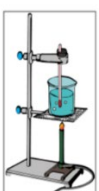
Example of a Writing response screen

Before you start typing, let's talk about some of the tools you can use. First, look at the tool bar on the top left side of your screen and find the button with a square on it. This is the Notepad tool. Select it.

The Notepad will open.

Example of the Notepad tool open on the Writing response screen

Put the cursor in the white space on the Notepad to type a note.

Scan the room to make sure all students have successfully created a note in the Notepad.

You can use notes just like you use scratch paper or a notebook. Create a new note when you want to take notes on what you've read, or when you want to make an outline of what you're going to write. Remember that what you type on the Notepad is NOT part of your final answer. It is only for you, and no one else will see it.

You can move the Notepad. Select the blue bar at the top of the Notepad. White arrows will appear. Then you can drag the Notepad around on the screen. Try that now.

Scan the room to make sure all students are able to move the position of the Notepad.

You can also make the Notepad bigger or smaller by selecting the two lines in the bottom right corner of the Notepad and dragging the corner of the box. Try that now.

Scan the room to make sure all students are able to resize the Notepad.

OK. Now select the X in the upper right corner of the Notepad. The note disappears! Select the Notepad tool in the tool bar. Your note is open again and everything you typed is still there. You can type in this note again.

What questions do you have about using the Notepad tool?

Pause. Answer any questions students may have.

OK. Now let's talk about the tools in the response box tool bar. First, type your name in the response box.

Scan the room to ensure all students have successfully typed their names. Assist students as needed.

Look at the gray bar above the answer space where you just typed your name. There are buttons for four different tools. The first button has a pair of scissors on it. This is the Cut tool. The third button has a clipboard on it. This is the Paste tool.

Let's try using the Cut and Paste tools now. Select your name by double-clicking on it or dragging your cursor across it while left-clicking on your mouse. Then select the Cut tool button. Your name disappears! Next, select the Paste button. Your name is back! Do you have any questions about using the Cut and Paste tools?

Answer any questions students have. Assist students as necessary to cut and paste text in the response box.

When do you think you should use the Cut and Paste tools?

Listen and respond to students' ideas. If necessary, suggest they use these tools to move words or sentences without retyping them.

OK. Let's talk about the two other tools in the toolbar. Drag your cursor to select your name again. Then select the button that has two pieces of paper on it. This is the Copy tool.

Now select the Paste button again. Your name appears again and you can continue to paste it as many times as you like.

Scan the room to ensure all students have successfully copied and pasted their names.

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The last tool in the toolbar is the Underline tool. Select some text in the response box, and then select the button with the letter U on it.

The text you selected is now underlined to help you see that it is very important. Do you have any questions about using the toolbar?

Answer any questions students have.

Great. Remember that in the Writing test, you can look back at previous screens to find the information you need to write your answer, to check the notes you've created, or to review your writing. In this sample item folder, there is only one question. When you take the real test, you'll have multiple questions to answer, and you might want to come back to one of them if you have time. Do you have any questions about the Writing test?
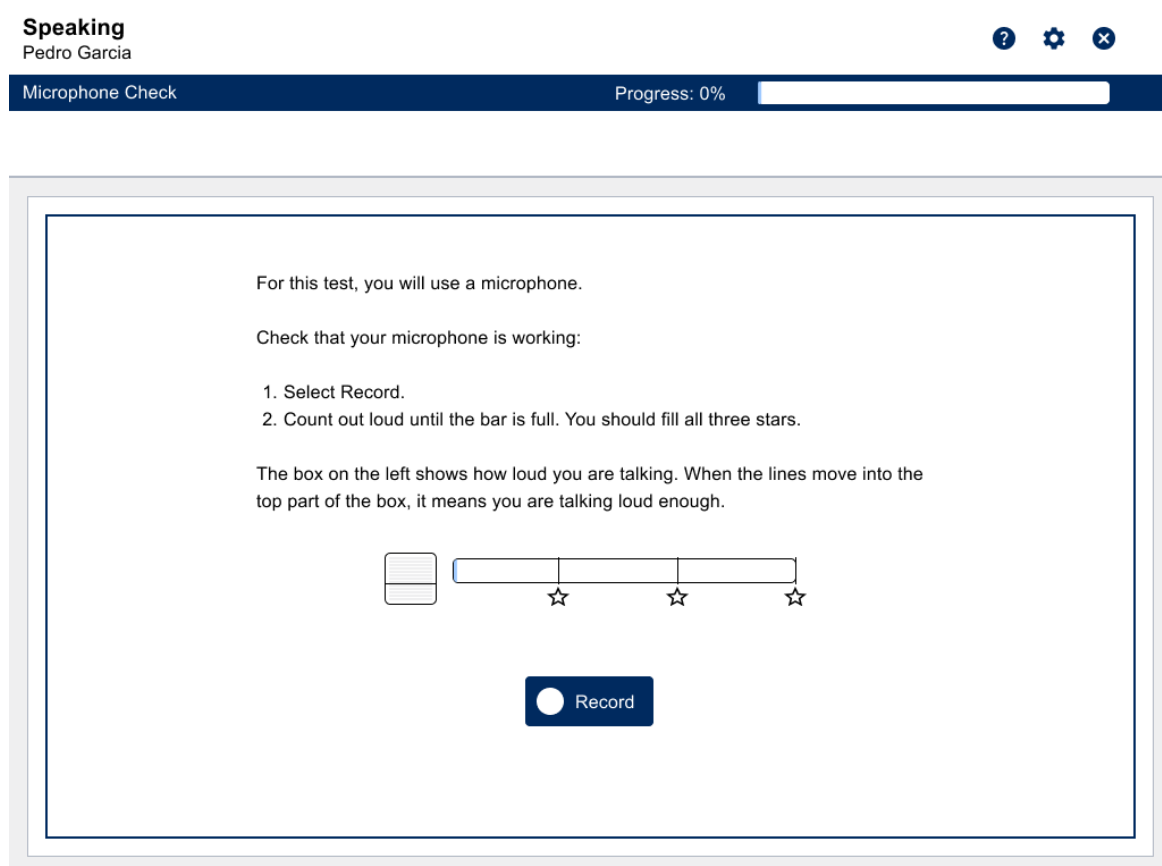
Answer any questions students have.

The Speaking test has students use built-in recording tools to save verbal responses to questions and prompts. A virtual test administrator and a virtual fellow student provide scaffolding and modeling to help students understand what to do on the test. Here's an example of how you might introduce these features, starting with the microphone check screen.

Keep in mind that this suggested scripting includes instructions from you to your students to repeatedly put on and take off their headsets so they can go through parts of the sample item and then pause to listen to instructions from you. Depending on the age and maturity of your students, you might find it easiest to have students leave their headsets on the whole time.

Speaking Test Features and Tools

To answer questions on the Speaking test, you will talk into the microphone on your headset and record your voice. So we'll start by making sure your microphone is working. When I tell you, put on your headset, select the blue Record button, and count to ten out loud.

Speaking
Pedro Garcia

Microphone Check   Progress: 0%

For this test, you will use a microphone.

Check that your microphone is working:

1. Select Record.
2. Count out loud until the bar is full. You should fill all three stars.

The box on the left shows how loud you are talking. When the lines move into the top part of the box, it means you are talking loud enough.

☆   ☆   ☆

● Record

Example of the microphone check screen

You'll see bars appear in the boxes on the left side of the screen.

If you see green lines, it means the system is picking up your voice.

**You'll also see the bar with stars start to fill up. The empty part shows you how much time you have left.**
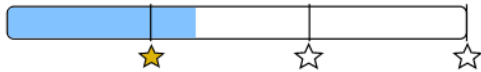
After you have counted to ten, select the Stop button. Do you have any questions?

Answer any questions the students have.

OK. Go ahead.

Scan the room to ensure all students successfully perform the microphone check. When students select Stop, the *Can You Hear Your Recording?* screen appears if they recorded themselves correctly. If they did not capture their voice successfully, a message telling them to try again will appear. Check your students' screens to see if any of them need to rerecord. If so, ensure that their headset is connected correctly. Then have them select Try Again.
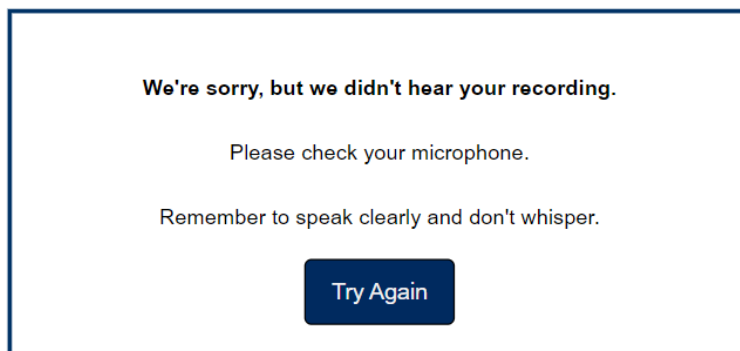
Example of the pop-up message asking the student to rerecord

When everyone has successfully recorded a sample, have them check it. If a recording was captured successfully, they should see this screen:
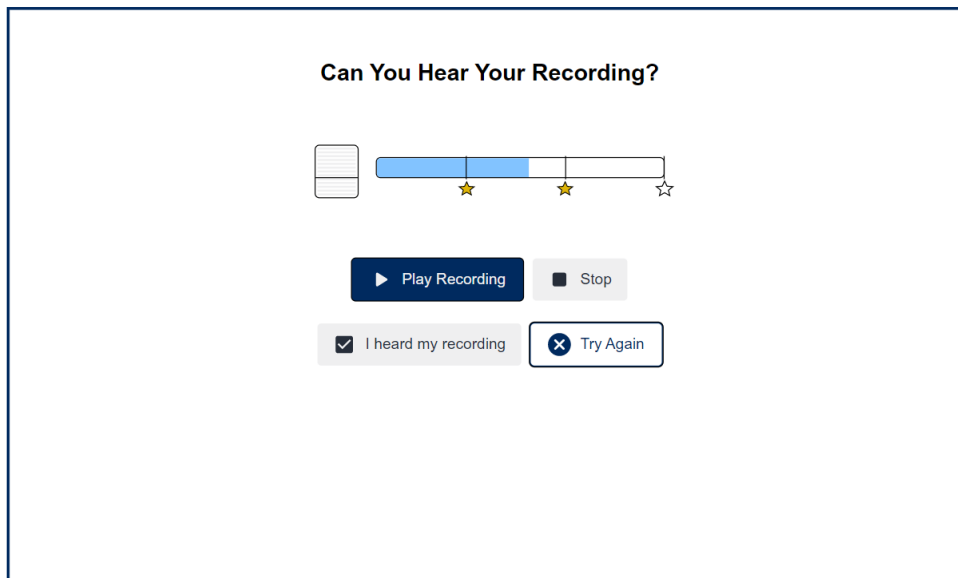
Do you see a screen saying Can You Hear Your Recording? Select the Play Recording button.

Allow students time to play back their recording.

If you heard your recording, select the I Heard My Recording button at the bottom left. If not, select the Try Again button at the bottom right.

Assist any students who did not successfully record. Check that neither the testing device nor the headset is muted. Adjust the headset so the student can speak directly into the microphone. Encourage the student to speak loudly. Select the Try Again button and have the student perform the microphone check again. When all students have advanced to the Begin The Test screen, continue with these instructions.

OK. When you're ready, select Begin The Test. Take off your headset when the audio finishes playing.

Wait for students to listen to the audio on the first screen.

Example of the first screen of a Speaking test item

On this screen, there are two photos of people. The first picture is Ms. Lee, who was just speaking. When Ms. Lee speaks, listen carefully and follow along with the words on the screen. The second picture is a student named Nina. You will hear her in a moment. Ms. Lee will ask Nina a question, Nina will respond, and then Ms. Lee will ask you a question. Listen carefully to what Nina says, because it will help you know how much to say. Continue until you've heard Ms. Lee ask Nina a question and heard Nina's answer. Take off your headset after you've heard Nina talk. Do you have any questions about what to do?

Answer any questions students have.

OK. On the next screen, Ms. Lee will tell you it's your turn and ask you a question. Your answer should be different from Nina's answer, but it should be about the same length and have about the same amount of detail. Now, let's talk about how to record your answer. When you go to the next screen, you'll see a *blue* speech bubble as Ms. Lee talks.
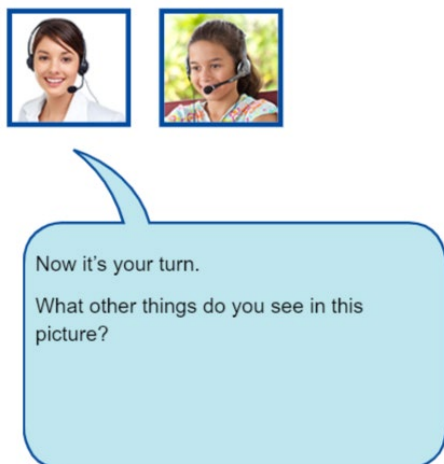
Example of a student turn in a Speaking test item

The blue speech bubble tells you that Ms. Lee is asking you a question. You'll see a Record button just like you saw in the microphone check. It will not work until Ms. Lee finishes speaking. Listen to the question and think about your answer. When you're ready, select the blue Record button just like you did when you checked to see that your microphone was working. Say your answer, and then select the Stop button. When you've recorded your answer, take off your headset. Do you have any questions about what to do next?

Answer any questions the students have.

OK. When you're ready, put on your headset and select Next.

When students select Record, the Record button and the active Stop button indicate that recording is in progress. Bars appearing in the volume indicator show that the system is picking up sound.

The progress indicator circle on the left turns from green to red when 10 seconds of recording time remain. The indicator turns white and the Record button is disabled when the time is up and the recording automatically ends.

Students don't have to wait for the recording time to end. They can select Stop when they're certain they've finished their responses. The Stop button is disabled until the student selects the Record button. (In other words, students can't stop the recording process until after they've started it.) Scan the room to make sure all students successfully answer the question. Remind students to speak loudly and clearly. Assist students with their headsets and the recording buttons as needed. When students take off their headsets to show they've finished recording their response, continue with these instructions.

Great job! Do you see that both the Record and Stop buttons are gray now?

The Record and Stop buttons don't work anymore because you've already recorded your answer. Remember, you only have ONE chance to record. When you come to a screen like this one that has a blue speech bubble, think carefully about what you want to say before you start recording. Do you have any questions about recording your answer?

Answer any questions students have.