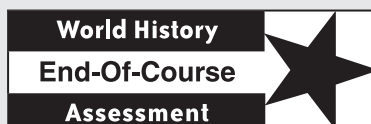


# TEST ADMINISTRATION MANUAL 2011



**World History Online and Paper  
End-of-Course (EOC) Field Test**

**May 2–20, 2011**



**Information about the Texas Assessment Program can be found on TEA's Student Assessment Division website at <http://www.tea.state.tx.us/student.assessment>.**

# Contents

---

<b>Calendar of Events</b> . . . . .	<b>iii</b>
<b>Summary of Responsibilities</b> . . . . .	<b>iv</b>
<b>About This Manual</b> . . . . .	<b>1</b>
<b>Overview: World History End-of-Course Field Test</b> . . . . .	<b>1</b>
Eligibility . . . . .	1
Field-Testing Appropriate Students . . . . .	1
Accommodations . . . . .	2
<b>Test Security and Confidentiality</b> . . . . .	<b>4</b>
<b>Ensuring Proper Testing Procedures</b> . . . . .	<b>4</b>
Preparing for Test Administrations . . . . .	5
During Testing . . . . .	5
After Testing . . . . .	6
<b>Online Administration Directions</b>	
Assembling Materials for Online Testing . . . . .	8
World History EOC Field Test Online Administration Directions . . . . .	9
Completing Online Score Codes . . . . .	14
<b>Paper Administration Directions</b>	
Assembling Materials for Paper Testing . . . . .	16
Completing Scorable Paper Answer Documents . . . . .	16
World History EOC Field Test Paper Administration Directions . . . . .	17
<b>Appendix A</b>	
Completing Student Identification Information . . . . .	22
<b>Appendix B</b>	
Oath of Test Security and Confidentiality for Test Administrator (General) . . . . .	27
Oath of Test Security and Confidentiality for Test Administrator (Administration Specific) . . . . .	29
<b>Appendix C</b>	
Instruction Screens . . . . .	32



## Calendar of Events

Calendar of Events—2011 End-of-Course Testing		
Events	April End-of-Course Assessment	May End-of-Course Assessment
Test administrator training sessions	By 2/25	By 2/25

<b>TEST ADMINISTRATIONS</b>	English I	4/4–4/8	—
	English II Field Test	4/4–4/15	—
	English III Field Test	4/4–4/15	—
	World History Field Test	—	5/2–5/20
	Algebra I	—	5/9–5/27
	Geometry	—	5/9–5/27
	Algebra II	—	5/9–5/27
	Biology	—	5/9–5/27
	Chemistry	—	5/9–5/27
	Physics	—	5/9–5/27
	World Geography	—	5/9–5/27
	U. S. History	—	5/9–5/27

# Summary of Responsibilities

## Test Administrator

---

### Prepare for test administration

- 1) Prepare for and attend test administrator training session; review and sign test administrator security oath.
- 2) Verify online student information; verify precoded materials; hand-grid blank scorable documents.
- 3) Prepare the test environment; prepare test materials for distribution.

### Conduct test administration

- 4) Ensure proper testing procedures.
- 5) Administer each test.

### Return test materials

- 6) Resolve the online test session; return test materials to the campus coordinator and sign administration-specific security oath.

**These test administration directions are intended to be used in conjunction with the *2011 EOC General Test Administrator Manual*. Maintain test security and confidentiality at all times. Report any irregularities to your campus testing coordinator immediately.**

## About This Manual

---

This manual should be used in conjunction with the *2011 District and Campus Coordinator Manual (DCCM) Supplement*, as well as the *2011 EOC General Test Administrator Manual*, and is intended for use immediately prior to and during the administration of the world history EOC field test. This manual should be read in its entirety. The *2011 DCCM Supplement* is available at [http://www.tea.state.tx.us/student.assessment/resources/guides/test\\_admin](http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin).



**During training and administration of the online version of the field test, administrators should access and view the *User's Guide for the Texas Assessment Management System* at <http://www.TexasAssessment.com/Guide>.**

## Overview: World History End-of-Course (EOC) Field Test

---

The world history EOC field test measures a student's mastery of the statewide curriculum, the Texas Essential Knowledge and Skills (TEKS), for world history. The world history EOC field test will be offered in both online and paper formats in 2011.



**The world history EOC field test will be administered during the testing window of May 2–20, 2011.**

## Eligibility

Districts were notified in September 2010 of the campuses selected to participate in the world history EOC field test. **All campuses included in the sample are required to participate in the world history EOC field test.** All students who are scheduled to complete the regular coursework for world history are eligible to take the EOC field test, regardless of grade level. Districts may volunteer to participate in the world history EOC field test, even if they are not selected in the mandatory sample.

## Field-Testing Appropriate Students

Campuses selected to participate in field testing will be assigned to either the paper or the online testing mode for each assignment. For campuses selected to administer online EOC assessments, the maximum number of students required to test online for each subject is 350 per campus. If the selected campus has fewer than 350 students enrolled in the course, all eligible students must be tested. Campuses may elect to test more than the required maximum of 350 students. For paper EOC assessments, all eligible students enrolled in the course at a campus are required to participate. Campuses should determine the students who will

participate by selecting full classes in some random manner, such as listing classes alphabetically by teacher and selecting every other class. Field-test data from a sample of students that is representative of the state are critical to the state's ability to build high-quality assessments.

When randomly assigning students, campuses should follow the participation guidelines below for students served by special education and LEP students.

- **Students served by special education.** Within each randomly assigned class, include students designated by the ARD committee to take the Texas Assessment of Knowledge and Skills (TAKS), including TAKS (Accommodated), tests this spring. If a student receives an accommodation that would invalidate the assessment, it is not appropriate for that student to participate in the EOC field test. Note that the ARD committee is not required to convene to determine test placement.
- **LEP students.** Within each randomly assigned class, include LEP students except first-year immigrants granted an exit level LEP postponement or a LEP exemption from this spring's TAKS tests by his or her language proficiency assessment committee (LPAC). Note that first-year immigrant LEP students who were not granted a LEP postponement or LEP exemption should participate.

All students who are scheduled to complete the regular coursework in subjects for which an EOC assessment is administered are eligible to take the assessment regardless of grade level. In addition, students enrolled in Advanced Placement (AP), International Baccalaureate (IB), college-level concurrent/dual enrollment courses, or courses substituting for an EOC course, i.e., Principles of Technology, are eligible to participate in the EOC field tests or operational EOC assessments. If a district chooses to participate in an EOC assessment on a voluntary basis, it has the flexibility to select participation on a district, campus, or individual student basis.

## Accommodations

Accommodations are practices and procedures that provide equitable access during instruction and assessments for eligible students with disabilities or special needs.

Use of accommodations on EOC assessments is not widely addressed in this manual since EOC assessments are not currently required for graduation. Districts should use their best judgment, and the guidelines for accommodation use on other state assessments, to determine appropriate EOC accommodations.



**Accommodation Request Forms are not required for EOC assessments at this time; all accommodation use will be determined at the local level. For information about accommodations for other state assessments, see the *2010–2011 Accommodations Manual*, available at <http://www.tea.state.tx.us/student.assessment/resources/accommodations>.**



The following is a list of nonallowable accommodations for the world history EOC field test:

- A student may not use foreign-language reference materials.
- Test items must not be translated.
- Other accommodations that would invalidate the assessment are prohibited.
- An oral administration is not allowed for the world history EOC field test.
- Large-print and braille forms are not offered for the world history EOC field test.

## Test Security and Confidentiality

---

As defined by the TEC, Chapter 39, Subchapter B, the TAKS and the EOC assessments are secure testing programs. In addition, all field tests are secure. According to 19 TAC §101, all test materials must be handled in strict accordance with the instructions contained in this manual and in the *2011 DCCM Supplement*. Each person with access to test materials must maintain and preserve the security and confidentiality of all tests. Additionally, student information used or obtained in the administration of these assessments is confidential. Each person with access to student information should maintain and preserve the confidentiality of this information.

### Confidentiality Statement for Online Testing

Before qualified testing personnel can access secure online administrative features of the Texas Assessment Management System to administer any online assessment, they must read and accept a statement of confidentiality that is displayed when logging in to the Texas Assessment Management System for the first time.

Refer to the associated section in the *User's Guide for the Texas Assessment Management System* for more information on the online testing confidentiality statement.

Security oaths for test administrators can be found in Appendix B of this manual. **Test administrators, technology staff, and other school personnel who will be present in the testing room must sign an oath for each administration in addition to the general oath signed after the annual general training.**

*2011 DCCM Supplement*  
Test Security and Confidentiality Requirements, page 6

## Ensuring Proper Testing Procedures

---

Test sessions must be conducted under the best possible conditions. By following the procedures listed below, you ensure the security and confidentiality of the testing program and the uniform evaluation of all students throughout the state. If a situation arises that you do not know how to resolve, the campus coordinator should be contacted.



**A test administrator who has been trained in testing procedures specific to the test being administered must be present in the testing room at all times during the administration.**

## Preparing for Test Administrations

- There must be at least one test administrator for every 30 students.
- A test administrator **must** be present in the testing room at all times during testing.
- No element of the testing room’s environment should hinder any student’s performance. The testing room should be quiet, well lighted, well ventilated, and comfortable. Each student should have enough space in which to work.
- A “Testing—Do Not Disturb” sign should be posted outside the testing room.
- Ensure that the seating chart has been completed, including the names of students testing and the students’ locations in the room. Also include the names of all test administrators/monitors involved in the session. If a seating chart has not been provided for you, contact your campus coordinator. If students are moved to another room to finish testing, an additional seating chart must be completed.
- Bulletin boards and instructional displays that might be a source of direct answers must be covered or removed during testing. Any rooms to which students may be relocated must also be prepared.
- Make sure that all desks or workstations are cleared of books and other materials that are not required for the test.
- To support test security during online testing, testing staff should make a determined effort to prevent students from seeing one another’s monitors. This may include providing an obstruction such as a manila folder taped to each side of the monitor or a cardboard carrel placed around each workstation.
- Student authorizations for online testing must be kept in a secure location until the day of the test.

## During Testing

- Districts may establish starting times for testing. A student who arrives after testing has begun may be tested if sufficient time remains in the day and if the student has not obtained prior knowledge of test content through contact with students who have already finished testing.
- Test administrators **must** be actively engaged in observing students’ behavior at all times during the administration of state assessments. Test administrators should confirm that students do not have access to nonallowed materials, such as cell phones or other personal electronic devices. Test administrators may not view or discuss individual test items or responses.
- Reinforcing, reviewing, and/or distributing testing strategies during an assessment is strictly prohibited. Providing this type of assistance to students can result in the invalidation of their tests and can compromise the assurance that all individuals are equitably tested in accordance with the guidelines for standardized assessments.
- Students must remain seated during testing, except when they are acquiring or returning authorized reference materials or calculators. Students are not allowed to talk while the test is in progress.

- Since the tests are **untimed**, each student must be allowed to have as much time as necessary to respond to every test item. Districts are not required to test beyond the regular school hours, but they are free to do so if they choose.
- Each student must be allowed to work at his or her individual pace. Students may **NOT** be directed to speed up or slow down.
- Test administrators should regularly remind students to record their responses.

## After Testing

- Some students may finish the test earlier than others. After they submit their tests, students may be allowed to quietly read books or leave the testing room.

The test administrator is responsible for test security and confidentiality in the testing room. Testing personnel are required to report immediately any suspected violations of test security and confidentiality to the campus or district coordinator. If a situation arises that you do not know how to resolve, contact your campus coordinator.



**The contents of online and paper assessments are considered secure at all times. No unauthorized viewing, discussing, duplicating, or scoring is allowed.**

# Online Administration Directions

**Assembling Materials for  
Online Testing**

PAGE **8**

**World History EOC  
Field Test Online  
Administration  
Directions**

PAGE **9**

**Completing Online Score  
Codes**

PAGE **14**

## Assembling Materials for Online Testing

---

Test administrators must ensure that the required materials described below are available on the day of testing.

- Test administrators must generate and print student authorizations which contain the information that students need to access an online test. Student authorizations should be printed at least one day before the test administration and stored in a secure location until the day of the test.
- Students taking the world history EOC field test online **must** be provided scratch paper and pencils or pens to use with the scratch paper.

# World History EOC Field Test Online Administration Directions

---

The EOC assessments are untimed. Give students the time they need to respond to each test question.

Before reading the administration directions aloud, distribute the following materials to your students, if they do not already have them:

- student authorizations
- scratch paper for each student
- pencils or pens for use with the scratch paper

Read aloud **WORD FOR WORD** the material that is printed in **bold** type and preceded by the word “**SAY.**” You may repeat the directions as many times as needed. The material in *italics* is information meant for you and should not be read aloud to students.

**SAY**            **Today you will be taking the world history end-of-course assessment. You will be taking this test using the online testing system. It is important that you do your best on this test.**

**You may use scratch paper as you take this online test. If you did not receive any scratch paper, please raise your hand.**

*Distribute scratch paper to students who did not receive it earlier.*

**SAY**            **Look at your computer screen. Double-click the *TestNav* icon that is on your computer desktop.**

*Make sure that all students launch TestNav and that it opens on each computer.*

**SAY**            **The *TestNav* window should now be on your computer screen. Look in the box next to the *GO* button. Click once inside the box and type in the address listed on your student authorization, if it does not already appear in the box. Make sure you type the address exactly as it appears on your student authorization. Once the proper address has been entered, click the *GO* button.**

*Make sure all students have entered the correct URL before proceeding.*

**SAY**            **The *TestNav Login Screen* should now be on your computer screen. Using the information found on the student authorization, type your login ID in the *Login ID* field exactly as it appears in the authorization.**

*Pause while the students locate their login ID on the student authorization and type it into the field on the computer screen.*

**SAY**            **Use the *Tab* key to skip the *Password* field. Type the test code in the *Test Code* field exactly as it appears on the student authorization. Click the *Login* button. If you receive an error message, please raise your hand.**

*Assist students who are having problems with the login process. Ensure that students are entering their login ID and test code exactly as they appear on their student authorization. The Password field should be blank. After a student's third attempt at entering the data, the TestNav application will close and the student will need to relaunch TestNav. This is done by double-clicking the TestNav icon found on the computer desktop, entering the correct address, and clicking the GO button. When all students have logged in, continue.*

**SAY** **Once you have successfully logged in, you will see a screen that says “World History End-of-Course Assessment.” Does everyone see the screen that says “World History End-of-Course Assessment”?**

*Assist any students who do not see the words “World History End-of-Course Assessment” on their screen.*

**SAY** **In addition, please make sure your name appears in the gray area at the bottom of the screen. If you don't see your name, please raise your hand.**

*Assist any students who do not see their names displayed at the bottom of the screen. If someone else's name appears, have the student exit the test. After you have completed reading these instructions and the other students have started testing, contact the campus testing coordinator. The campus testing coordinator should call Pearson's Austin Operations Center for assistance in resolving this issue.*

**SAY** **Click *Next* at the bottom of this screen. You will see a set of instructions. There are two screens of instructions: “Selecting Answers and Moving Through a Test,” and “The Review Screen.” Read these instructions to yourself. If you have any questions, raise your hand.**

*Allow students enough time to review the instructions. The instruction screens are provided in this manual in Appendix C, shown as they appear to the students.*

**SAY** **Test questions will be presented one at a time. Multiple-choice questions will be followed by four answer choices. The computer will allow you to select only one answer at a time for each question.**

**You can use either the mouse button or keyboard to select your answer to a multiple-choice question. Select your answer by clicking once on the circle to the left of your answer choice, clicking once on the answer itself, or by typing the corresponding letter on your keyboard.**

*Allow students a few moments to review the directions on the screen.*

**SAY** **When you finish reading the instructions, click the *Next* button to continue on to the first Review Screen. Do not begin the test until you are instructed to do so.**

**Before you access the test questions, you will be presented with a series of tutorial screens designed to help you practice with the electronic tools that are available during the test. You do not have to go through the tutorial, and any answers provided for the tutorial questions will not affect your test score. The**



first page of the tutorial will provide you with instructions on how to exit the tutorial at any time and move on to the test questions. Does anyone have any questions?

*Answer any questions before continuing.*



*You are not allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may respond, for example, “I can’t answer that for you; just do the best you can.”*

**SAY**

**As you take the test, be sure to indicate your answer for each question. I cannot help you answer any test questions. I will be able to help you only with questions about the directions. You may not know the answers to all the questions. If you do not know the answer to a question, choose the answer you think might be correct. At the bottom of the screen is a *Review* button. Clicking the *Review* button marks a test question, identifying it on the Review Screen so that you can go back to it later, if you choose. Think carefully about your answers. Remember, you may make notes on your scratch paper.**

**When you have come to the end of the test, the Review Screen will show whether you have answered all the questions. You may check over your work at this time and make any changes to your answers. To end the test and submit your answers for final scoring, click the *Submit* button on the Review Screen. Be certain that you have finished your test and are satisfied with your answers before clicking the *Submit* button.**

**While you are working on the test, I will be quietly moving around the room to make sure you are following the directions and working independently. When you have submitted your test, stay in your seat and raise your hand. I will come to help you close the test application. Do not talk to anyone while others are still taking the test. Are there any questions?**

*Answer any questions before continuing.*

**SAY**

**You are not to discuss the test questions or answer choices with anyone during the test, during breaks, or after you have submitted your test. Does anyone have any questions?**

*Answer any questions before continuing.*

**SAY**

**If there are no more questions, you may click the *Next Section* button to proceed to the tutorial and then to the test.**

*The field test is untimed. Be sure to give students all the time they need to take the test.*

While students are working, move around the room to see that they are following directions. You may also monitor the status of each student's session from your workstation by viewing the Session Details screen. Remember to occasionally refresh the page.

Test administrators must be actively engaged in observing students' behavior at all times during the administration of state assessments. Test administrators should confirm that students do not have materials available that are not allowed, such as cell phones or other personal electronic devices. Test administrators may not view or discuss individual test items or responses with students or with other adults unless specifically instructed to do so by the procedures outlined in this manual. Principals and campus testing coordinators must confirm that test administrators are actively monitoring in each testing room.

Remember that you may give students brief breaks, if necessary. The test administrator must provide assistance for students who need help exiting their tests to take a break. **To exit the test**, students should click the "X" at the top right-hand corner of the screen, click "Yes, exit the test," and then click "Yes." Students must **NOT** click the **Submit** button at this time.

**To resume the test**, the test administrator must go to the Session Details screen in the Assessment Management System. Select the check box for the student and click Resume Test. The status column should display a purple "Resumed" to indicate that TestNav can be launched on the student's computer and the test resumed. Have the student launch TestNav by clicking the TestNav icon on the desktop of the student's computer and logging in using the same login ID and test code as before.

2011 DCCM Supplement  
Breaks, page 40

User's Guide for the Texas Assessment Management System  
Resuming a test, section 10.2.5.3

Students may be allowed to read books or leave the room after testing. If they remain in the testing room, students should be reminded not to talk while others are still working.

After **all** students have submitted their tests, you must stop the test session.

User's Guide for the Texas Assessment Management System  
Stopping test sessions, section 10.2.6

You must collect all student authorizations and any scratch paper. If students have written or made notes on these materials, then they must be destroyed immediately after the test session in accordance with campus procedures.

**UNAUTHORIZED VIEWING, DISCUSSION, DUPLICATION, OR  
SCORING OF SECURE TEST MATERIALS IS NOT PERMITTED  
AT ANY TIME.**

## Completing Online Score Codes

To verify and correct student information and score codes for online test administrations, follow the directions here. The drop-down list on the *Student Test Details* screen is accessible by entering the Test Management > Manage Test Sessions area of the Assessment Management System and selecting the appropriate Session Details and student for whom you need to change or select score codes.

### Completing EOC Score Codes in the Assessment Management System

If the student	then
is absent from the assessment,	remove the student from the test session. <ol style="list-style-type: none"> <li>1. Go to Session Details.</li> <li>2. Click the check box next to the student's name.</li> <li>3. Click <b>Remove</b>.</li> </ol> The student may be rescheduled to take the EOC assessment on another day within the testing window.
does not complete or submit the online test due to illness or a testing irregularity,	select either " <b>Other</b> " from the drop-down menu to omit the student's responses from being scored, or leave the drop-down on " <b>Select</b> " to submit the responses to be scored. Then, mark the student's test "Complete." <ol style="list-style-type: none"> <li>1. Go to Session Details.</li> <li>2. Click the check box next to the student's name.</li> <li>3. Click <b>Mark Test Complete</b>.</li> <li>4. Use the radio button to select whether to use the same reason for all checked students or use a different reason for each student.</li> <li>5. Enter a reason in the text field.</li> <li>6. Click <b>Save</b>.</li> </ol> The student may <b>NOT</b> be rescheduled for testing once he or she has begun the test.
completes the test online,	no action is needed. Upon submission of the online test, the online system will set the student's test to "Submitted."

For assistance in completing score codes for online testing, contact Pearson's Austin Operations Center at 800-627-0225.

To make changes to a student's name or date of birth, access the Assessment Management System at <http://TexasAssessment.com/login> and go to the *Manage Student Directory* screen. You will be able to edit student data only for temporary students. Temporary students are indicated with "Yes" in the Temporary column in the Student Directory. Student data for permanent students can be updated only in a PEIMS extract. TEA updates the PEIMS extract twice yearly.

# Paper Administration Directions

**Assembling Materials for  
Paper Testing**

PAGE **16**

**Completing Scorable  
Paper Answer  
Documents**

PAGE **16**

**World History EOC  
Field Test Paper  
Administration  
Directions**

PAGE **17**

## Assembling Materials for Paper Testing

---

Test administrators must ensure that the required materials described below are available on the day of testing.

- two **No. 2** pencils with erasers per student
- one test booklet per student
- one answer document per student
- one answer document for demonstration purposes
- additional answer documents to replace unusable ones

## Completing Scorable Paper Answer Documents

---

Precoded labels for students selected to participate in the paper EOC assessments have been generated based on information provided to the testing contractor by your district. Because of student mobility between districts and among campuses within a district, you may receive labels for students who are not currently enrolled at the selected campus.

- Before the assessments are administered, school personnel should affix precoded labels within the printed box located on the lower right corner of the answer document.
- Submit an answer document only for students who participate in the world history EOC field test.
- It is not necessary to fill out an answer document for students who are absent during the assessment.
- Unused precoded labels do not have to be voided.

If any of the students do not have an answer document already prepared for them, either school personnel or the students themselves must complete the student identification information before the test session. If students are to complete this information, read them the instructions in Appendix A.

# World History EOC Field Test

## Paper Administration Directions

---

The EOC assessments are untimed. Give students all the time they need to respond to each test question.

**Students must use a No. 2 pencil to mark their answer documents.** They are not allowed to use scratch paper but instead may write in their test booklets if necessary.

If any of the students do not have an answer document already prepared for them, either campus personnel or the students themselves must complete the student identification information before the test session. If students are to complete this information, read to them the instructions in Appendix A.

Before reading the administration directions aloud, distribute the following materials to the students if they do not already have them:

- two No. 2 pencils with erasers per student
- answer documents (Make sure that each student receives the document with his or her name on it.)

Read aloud **WORD FOR WORD** the material that is printed in **bold** type and preceded by the word **“SAY.”** You may repeat the directions as many times as needed. The material in *italics* is information meant for you and should not be read aloud to students.

**SAY**            **Today you will be taking the world history end-of-course assessment. Now I am going to give each of you a test booklet. When you get your booklet, do not open it or write on it until I ask you to do so. It is important that you do your best on this test.**

*Give a test booklet to each student.*

**SAY**            **Print your first and last name in the space marked “STUDENT NAME” at the top of your test booklet.**

*When all students have finished, continue.*

**SAY**            **Now look at the top of your answer document. Does everyone see “WORLD HISTORY END-OF-COURSE ASSESSMENT” at the top of your answer document?**

*Assist any students who do not have the correct answer document.*

**SAY**            **Look at the front of your test booklet. On each test booklet is a test form number. Find the space labeled “TEST FORM” on your answer document. Write the number of the test form you have in the boxes and fill in the circles below the number you have written.**

*Monitor students closely while they are completing this field. When all students are ready, continue.*

**SAY**            **On the back of each test booklet, there is a printed number. Each booklet has a different number. This number has nine digits followed by a hyphen and another number. You need to look at only the first nine digits of the number.**

*Hold up one of your students' test booklets and point to the security number on the back.*

**SAY**            **Now find the words "TEST BOOKLET #" at the top of your answer document.**

*Point to TEST BOOKLET # on the answer document given to you for demonstration purposes. When students have located this section, continue.*

**SAY**            **Copy the nine-digit number from the back of your test booklet into the boxes below the words "TEST BOOKLET #" on your answer document. Be sure to copy this number exactly as it appears. Do not copy the hyphen or the number to the right of the hyphen. If you have any questions, please raise your hand.**

*Monitor students closely while they copy the security number. When all students have finished, continue.*

*Directions for breaking the seal on the world history EOC field test follow. Monitor students carefully while they are breaking this seal to prevent test booklets from being damaged and seals from being broken prematurely.*

**SAY**            **Look at your test booklet. It is closed by a seal on the right side.**

*Pick up one of your students' test booklets and demonstrate how to break the seal. Point to the edge of the test booklet as you read.*

**SAY**            **The seal on the edge of your test booklet needs to be broken. First watch me do it. To break the seal, hold your test booklet in one hand. Then use your other hand to pull up on the red tab on the edge of the test booklet. Raise your hand if you need help.**

*Check to see that students are following directions. Move around the testing room to collect the detached seals and to assist any student who may be having difficulty. Dispose of the seals so that they are not returned with the test booklets. When all students are ready, continue.*

**SAY**            **Now turn your answer document over. You will mark your answers to the questions on this page. Multiple-choice questions will be followed by four answer choices. Be sure to mark only one answer on your answer document for each question. Mark your answer very carefully and make your mark dark and neat. If you find that you want to change an answer, completely erase your first response. Then mark your new choice. Are there any questions about how to record your answers on the answer document?**

*Answer all questions. When all students are ready, continue.*



SAY

You will now take the world history end-of-course assessment by yourself. I cannot help you answer any test questions. I will be able to help you only with questions about the directions. You may not know the answers to all the questions. If you do not know the answer to a question, choose the answer you think might be correct. While you are working on the test, I will be quietly moving around the room to make sure you are following the directions and working independently.

You will have all the time you need to complete the test. Stop when you come to the last page of the world history end-of-course assessment. You may check your answers after you have finished. Be sure to erase any stray marks that you might have accidentally made on your answer document. Stay in your seat and raise your hand when you have finished looking over your work. I will come to your desk to collect your answer document and test booklet. Please sit quietly so that you do not disturb others who are still working. Do not talk to one another while others are still taking the test. Are there any questions?



*You are not allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may respond, for example, “I can’t answer that for you; just do the best you can.”*

*Answer all questions. When all students are ready, continue.*

SAY

**If there are no more questions, then open your test booklet. Read any directions that may be provided before you read the questions and mark your answers. Now you may begin.**

*Be sure to give students all the time they need to complete the test. While the students are working, move around the room to see that they are following directions and recording all their answers on the answer document.*

*Test administrators must be actively engaged in observing students’ behavior at all times during the administration of state assessments. Test administrators should confirm that students are working only on the test section being administered that day and that students do not have materials available that are not allowed, such as cell phones or other personal electronic devices. Students should also be reminded periodically, either as a group or individually, to record their responses on the answer document. Test administrators may say, “Remember that you must record your responses on the answer document. Be sure to erase any stray marks that you might have accidentally made on your answer document.” However, test administrators may not view or discuss individual test items or responses with students or with other adults unless specifically instructed to do so by the procedures outlined in the test administration materials. Principals and campus coordinators must confirm that test administrators are actively monitoring in each testing room.*

*Remember that you may give students brief breaks, if necessary. During breaks, students must not discuss the content of the test, and test booklets must be closed with answer documents inside.*

*All unusable answer documents must be marked “VOID” in **large, bold** letters across the front and returned to the campus coordinator.*

*Place each student’s answer document inside his or her booklet when you collect it. **If you notice that a student’s answers are not recorded on the answer document, say, “You have not recorded all of your responses on the answer document. Please go back and fill in your answer document now.”** The testing materials should then be returned so that the student may record his or her answers. You may look at answer documents only to see whether responses are recorded; you may not examine or comment on individual responses.*

*Make sure that the name of each student is written on his or her test booklet before you collect it. Before students leave the testing room, count the test booklets and answer documents to make sure you have all of them.*

*Students may read books or be allowed to leave the room after they have finished testing. If they remain in the testing room, they should be reminded not to talk while others are still working.*

*Return your test materials to the campus coordinator after the test session has been completed. He or she will verify that you have returned all test booklets assigned to you, as recorded on the Materials Control Form, and will initial the “In” box for the appropriate day.*

*At no time should you erase stray marks or darken answer-choice circles on students’ answer documents.*

**UNAUTHORIZED VIEWING, DISCUSSION, DUPLICATION,  
OR SCORING OF SECURE TEST MATERIALS IS NOT  
PERMITTED AT ANY TIME.**

# Appendix A

**Completing Student  
Identification  
Information**

PAGE **22**

## Completing Student Identification Information

---

If you have students in your testing group for whom no answer document has been prepared, students should grid the student identification information before testing begins, following the directions below. If all your students have a precoded label on their answer document, proceed to the test administration directions for the paper version of the assessment.

Read aloud the material that is printed in **bold** type and preceded by the word “**SAY.**” The material in *italics* is information meant for you and should not be read aloud to students.

**SAY**            **Today you will be taking the world history end-of-course assessment. Before you take the test, we are going to fill out the front of the answer document that you will use. It is important that you pay attention and follow directions. Use only a No. 2 pencil to mark your answer document. If you do not have a No. 2 pencil, please raise your hand.**

*Give two pencils to each student who needs them.*

**SAY**            **I am going to give each of you an answer document. Do not write on it until I ask you to do so.**

*Give an answer document to each student. When every student has an answer document, continue.*

**SAY**            **Now look at the top of your answer document. Does everyone see “WORLD HISTORY END-OF-COURSE ASSESSMENT” at the top of your answer document?**

*Assist any students who do not have the correct answer document.*

**SAY**            **Find the words “LAST-NAME” at the top of your answer document. Print your last name in the row of boxes in this section, starting with the first box on the left. Print only one letter in a box. If there are not enough boxes for all the letters in your last name, print as many letters of your last name as you can. If you have any questions, please raise your hand.**

*Check that students are printing their last names in the appropriate section, one letter to a box. When all students are ready, continue.*

**SAY**            **Find the section labeled “FIRST-NAME.” Print your first name in the row of boxes in this section. Print only one letter in a box. If there are not enough boxes for all the letters in your first name, print as many letters as you can.**

**When you are finished, find the column labeled “MI” to the right of the section where you printed your first name. In this box, print the first letter of your middle name. If you do not have a middle name, do not print anything in this box.**

*Check that students are printing their first names and middle initials in the appropriate section, one letter to a box. When all students are ready, continue.*

**SAY** Below the boxes where you printed your name are columns of circles with letters in them. In the first column find the circle with the first letter of your last name. Fill in that circle. Make sure that the mark you make is dark and neat. Be sure to fill in the circle completely. If you make a mistake, completely erase the mark you made and fill in the correct circle. Now do the same thing for the rest of the letters in your last name.

*Check to see that students are gridding the letters correctly. If a student is having difficulty, it may be necessary to help him or her fill in the first few columns. Every attempt should be made to keep students from feeling frustrated by the task and to ensure that the information is accurate. When all students are ready, continue.*

*The answer documents do not have a place to grid hyphens or apostrophes. If a student's name has a hyphen or apostrophe, the student should fill in the empty circle in that position.*

**SAY** Some of you may not have used all the boxes to print your last name. Directly under each of these boxes is a circle without a letter in it. For each empty box following your last name, fill in the empty circle below it.

*When all students are ready, continue.*

**SAY** Now fill in the circles for your first name and middle initial the same way you did for your last name. If you do not have a middle initial, fill in the empty circle in the "MI" column.

*Monitor students as they grid their first names and middle initials. When all students are ready, continue.*

**SAY** At the bottom of your answer document, print the name of our school district in the space under the words "DISTRICT-NAME." I will print the name of our school district on the board for you.

*Print your school district's name on the board. Check that students are printing this information in the appropriate space on their answer documents. When all students are ready, continue.*

**SAY** Now print the name of our campus in the space under the words "CAMPUS-NAME." I will print the name of our campus on the board for you.

*Print your campus name on the board. Check that students are printing this information in the appropriate space on their answer documents. When all students are ready, continue.*

**SAY** Now find the section marked “SEX CODE.” If you are a male, fill in the circle next to the “M.” If you are a female, fill in the circle next to the “F.”

*When all students are ready, continue.*

**SAY** Find the section labeled “ENROLLED GRADE.” Fill in the circle that corresponds to the grade in which you are enrolled. Does anyone have any questions?

*When all students are ready, continue.*

**SAY** Now find the section labeled “DATE-OF-BIRTH.” In the space labeled “MONTH,” fill in the circle next to the month in which you were born.

*Before continuing, draw the following example on the board.*

DAY		YEAR	
0	3	9	3

**SAY** Print the day of your birth and the last two digits of the year in which you were born in the boxes labeled “DAY” and “YEAR.” If you were born before the tenth day of the month, you will need to put a zero in front of the day of your birth, as shown in the example that I have drawn on the board. Now fill in the circles below the numbers you have printed. If you have any questions, please raise your hand. When you finish, put your pencil down.

*Monitor students to ensure that they are filling in this information correctly. Then refer to the administration directions for the paper version of the world history EOC field test on page 17.*

# Appendix B

**Oath of Test Security  
and Confidentiality  
for Test Administrator  
(General)**

PAGE 27

**Oath of Test Security  
and Confidentiality  
for Test Administrator  
(Administration Specific)**

PAGE 29











State of Texas  
County of \_\_\_\_\_

Texas Education Agency  
2011 Student Assessment Program

### Oath of Test Security and Confidentiality for Test Administrator (Administration Specific)

Please indicate the applicable administration (check one):

- March     April     May     June     July     October

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the State Assessment Program. Initial and date each statement below and sign in *Section 1* **BEFORE** handling any secure test materials:

Initials                  Date  
\_\_\_\_                  \_\_\_\_/\_\_\_\_/\_\_\_\_

I have received training on testing procedures specific to the administration indicated above. If conducting an oral administration, I have received training on testing procedures specific to an oral administration; and

\_\_\_\_                  \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read and understand the test administrator manuals governing this administration, and I understand my responsibilities concerning the administration of this test.

**Section 1: FOR ALL TEST ADMINISTRATORS**

IN WITNESS WHEREOF I affix my hand on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Test Administrator	Printed Name of Test Administrator	County-District Number
District Name	Campus Name	Area Code/Telephone #

**AFTER** all testing for this administration has been concluded, initial, sign, and date the applicable statements below and return the oath to the campus coordinator. All individuals who administered a state assessment must complete *Section 2*. Individuals who conducted an oral administration of a state assessment must also complete *Section 3*.

**Section 2: FOR ALL TEST ADMINISTRATORS**

I do hereby certify, warrant, and affirm that I have fully complied with all the requirements governing the State Assessment Program and that I have reported any suspected violations of test security or confidentiality to the campus testing coordinator.

Signature of Test Administrator	Date

**Section 3: FOR TEST ADMINISTRATORS WHO CONDUCTED ORAL ADMINISTRATION(S);**

All test administrators are not permitted to discuss the content of or copy any part of any test in the state assessment program. Individuals who give oral administrations of confidential state assessments have an added responsibility of maintaining confidentiality due to the viewing access they are granted for this type of accommodation. As a reminder of this responsibility, individuals who give oral administrations are required to specifically confirm compliance with state confidentiality requirements by initialing to the left of each statement below.

\_\_\_\_ I have not and will not divulge the contents of the test, generally or specifically, to anyone.

\_\_\_\_ I have not copied any part of the test.

I do hereby certify, warrant, and affirm that I have fully complied with all oral administration requirements governing the State Assessment Program.

Signature of Test Administrator	Date

**Test administrators must sign an oath for each test administration.**



# Appendix C

**Instruction Screens**

PAGE **32**

## WORLD HISTORY EOC FIELD TEST

### Selecting Answers

Test questions will be presented one at a time. Most questions will be followed by four answer choices. The testing program will allow you to select only one answer at a time for each question.

You can use the left mouse button or the keyboard to select your answers. Either move the mouse pointer over an answer and click once or type the letter of the answer you want to select.

### Moving Through a Test

You can also use the mouse or the keyboard controls to move through the test screens. Here are the buttons found at the bottom of each screen.



When a question does not fit completely in the screen, you may not see these buttons. Use the scroll bar that appears on the right side of the window to scroll down to see them. Here are the functions these buttons perform.

<b>Button</b>	<b>Function</b>	<b>Keyboard Control</b>
<b>Back</b>	Returns to the previous screen	CTRL + Left arrow key
<b>Reset</b>	Clears the response from the current question	CTRL + Delete key
<b>Go to...</b>	Takes you to the Review Screen	CTRL + G key
<b>Review</b>	Marks the question for later review	CTRL + R key
<b>Next</b>	Moves to the next screen	CTRL + Right arrow key
	Page down (scroll down)	Page Down key
	Page up (scroll up)	Page Up key

Any electronic tool available for this test, such as a highlighter, can be accessed by clicking the appropriate button on the toolbar at the top left of the screen. For help with a tool, click the *HELP* (question mark) icon at the right end of the toolbar at the top of the screen.

Do not attempt to leave the testing system by closing the window or switching applications. Doing so will stop your test session.

## WORLD HISTORY EOC FIELD TEST

### The Review Screen

A Review Screen appears at the end of each section and at the end of the test. The Review Screen may be used to check for any questions that you have not answered yet or that you have marked for review. You may use the Review Screen before continuing on to the next section or before you submit your answers to be scored.

Review screens between sections will have a **Next Section** button to take you to the next section of the test. The Review Screen for the last section and at the end of the test will have a **Submit** button.

You can click the **Exit Test** button to exit the test without submitting your answers. TestNav will ask you to confirm your decision.

The screenshot shows a review screen with the following components:

- Section Navigation:** A 'Section' header with three diamond-shaped buttons labeled 1, 2, and 3. Callout: 'Click on a number to move to a different section of the test.'
- Table:** A table with three columns: 'Question Name', 'Answered?', and 'Review?'.

Question Name	Answered?	Review?
<a href="#">Question 1</a>		✓ <a href="#">Review</a>
<a href="#">Question 2</a>		
<a href="#">Question 3</a>	<a href="#">Not Answered</a>	

Callout for 'Review?': 'Any question that you have marked for review will have a check mark in the Review column.'  
Callout for 'Not Answered': 'Not Answered appears in this column if a question has been left unanswered.'
- Buttons:** 'Exit Test' and 'Submit' buttons at the bottom. Callout for 'Submit': 'The final section of the test will have a Submit button. Clicking the Submit button ends the test and sends your answers to be scored.'

To move to the Review Screen, click the **Go to...** button at the bottom of any screen. To return to a question, an instruction screen, or a reading passage, click on the underlined text in the first column of that item row.



**TX00046961**