

# LEVELS 4-10

## CTP ONLINE DIRECTIONS FOR ADMINISTRATION



## CTP COMPREHENSIVE TESTING PROGRAM

FALL 2019 | SPRING 2020

If you have any questions, please contact CTP Operations at (866) 683-2335  
or (646) 503-2699 or send an email to [CTPOperations@erblearn.org](mailto:CTPOperations@erblearn.org).

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## TEST ADMINISTRATOR CHECKLIST

ITEM	PAGE
Read these DFAs thoroughly and be familiar with all testing procedures.	
Make sure you are prepared to provide any necessary testing accommodations.	3
Prepare the testing room.	3
Create test session(s).	8
Read the directions for logging in students.	11
Approve students for testing.	9
Read the directions specific to the subtest you are administering.	
Monitor the test session.	10
Report any testing irregularities to the Test Coordinator.	

## ADMINISTRATION PROCEDURES

3	Introduction to CTP Online
–	About CTP
–	Directions for Administration (DFAs)
–	ERB’s CTP Portal
3	Guidelines for Administration
–	Testing Rooms
–	Test Delivery
–	Accommodations
4	Test Timing Charts
–	Review Screen Timing
6	Guidelines for Subtests
–	Subtest Timing
–	Review Screens
–	The Mathematics Subtest
–	Calculator Use
7	Administration on iPads or Chromebooks
–	Verify Readiness
–	Sample Tests
–	Testing On iPads
–	Testing On Chromebooks
8	Creating Test Sessions
–	About Test Sessions
–	Creating Test Sessions
–	Tutorial-Only Sessions
–	Tutorials Included with the Test

9	Starting Test Sessions
–	Proctor Session Screens
–	Test Session Numbers
–	Student Look-Up
–	Approving Students to Test

10	Monitoring Test Sessions
–	Location in Test
–	Pausing Sessions
–	Resuming Paused Sessions
–	Pausing Sessions

## ADMINISTRATION DIRECTIONS

11	Logging in Students
13	All Subtests (Except Science)
21	Science
25	Mathematics Subtest Guide

## INTRODUCTION to CTP ONLINE

### ABOUT CTP

CTP is composed of a number of subtests that vary by level in areas such as reading, listening, vocabulary, writing, science, and mathematics.

Grade in FALL	Grade in SPRING	CTP LEVEL
2	1	1
3	2	2
4	3	3
5	4	4
6	5	5
7	6	6
8	7	7
9	8	8
10	9	9
11	10	10

The CTP level you administer correlates to your students' grade. Use the chart above to confirm the appropriate level(s) for your students.

The Directions for Administration are specific to your students' level(s).

### DIRECTIONS FOR ADMINISTRATION

This guide, the CTP Online Directions for Administration (DFA), provides teachers, proctors, and Test Administrators with the information they need to manage, start, and administer CTP Online. The DFA contains the scripts that are read aloud to students during administration. If you have any questions about this guide, please contact your Test Coordinator.

It is important to read the appropriate DFA carefully at least **one week prior to administration**. You must also have the DFA on hand for all test sessions. You may find it helpful to view DFAs in digital format to take advantage of convenient hyperlinks within the guide.

### ERB'S CTP PORTAL

All testing is managed in the CTP Portal. Log in at <http://ctponline.erblearn.org>. If you're new to CTP, you received a welcome email from [CTPOperations@erblearn.org](mailto:CTPOperations@erblearn.org) with instructions for logging in.

If you're a returning CTP user or you already have an ERB Member Account, use your existing email address to log in. You may be required to reset your password.

Use the "Request New Password" link if you forget your password.

## GUIDELINES for ADMINISTRATION

To compare students' scores to those of the norm group, proctors must follow standard administration procedures.

#### Read-aloud sample:

The text that appears in yellow boxes, similar to this one, throughout this guide is the only text read aloud to students.

All other text is for your information only. Example images of student screens are also included in some of these boxes. These screens are examples only and may not exactly match what your students see.

Proctors must monitor students carefully during testing. Offer as much help as is needed to understand instructions and sample questions without providing information to help answer test questions. If a student is unable to answer a question, advise him or her to skip that question and move on to the next.

Make sure that students proceed through the test and do not stop prematurely. If necessary, discourage younger students from volunteering answers aloud.

### TESTING ROOMS

Testing devices should be placed far enough apart to discourage copying. Keep testing rooms quiet, well lit, and well ventilated. To avoid disruptions during testing, you may want to post a "Testing, Do Not Disturb" sign.

Equip testing rooms with scratch paper and pencils for students to use during administration as well as headsets for any students taking subtests that utilize audio. Proctors need access to a computer or other device to start and monitor each test session. There should also be a phone in all testing rooms.

Subtests that utilize audio are noted with a headset icon in the Test Timing chart.

### TEST DELIVERY

If testing on computers, students will access tests using the ERB Secure Browser, a specialized internet browser designed specifically for testing. An icon to access the browser is already installed on each computer. Ask your Test Coordinator where to find this icon as its location varies. Students will click on this icon to access tests.

If testing on iPads or Chromebooks, students will access tests using the CTP Online App, a specialized app designed specifically for testing. An icon to access the app is already installed on each device. Ask your Test Coordinator where to find this icon as its location varies. Students will click on this icon to access tests.

### ACCOMMODATIONS

Please see your Test Coordinator with any questions about students receiving testing accommodations. A schedule and procedures for accommodations should be in place prior to testing.

## TEST TIMING

LEVELS 4–6: TIMED		
Tutorial (optional)	20 minutes maximum	
Subtest	Timing	Review Screen
Verbal Reasoning	35 minutes	After questions 25 and 45
Vocabulary	20 minutes	After questions 20 and 35
Reading Comprehension	40 minutes	After questions 21 and 37
Writing Mechanics	30 minutes	After questions 25 and 45
Writing Concepts and Skills	42 minutes	After questions 25 and 45
Quantitative Reasoning	45 minutes	After questions 28 and 50
Mathematics Part 1	35 minutes	After question 36
Mathematics Part 2	35 minutes	After question 66
Science	52 minutes	After questions 27 and 48

LEVELS 7–8: TIMED		
Tutorial (optional)	20 minutes maximum	
Subtest	Timing	Review Screen
Verbal Reasoning	35 minutes	After questions 25 and 45
Vocabulary	20 minutes	After questions 20 and 35
Reading Comprehension	40 minutes	After questions 21 and 37
Writing Mechanics	30 minutes	After questions 25 and 45
Writing Concepts and Skills	42 minutes	After questions 25 and 45
Quantitative Reasoning	45 minutes	After questions 28 and 50
Mathematics Part 1	39 minutes	After question 36
Mathematics Part 2	39 minutes	After question 66
Algebra I	45 minutes	After question 45
Science	52 minutes	After questions 27 and 48

## TEST TIMING CONTINUED

LEVELS 9–10: TIMED		
Tutorial (optional)	20 minutes maximum	
Subtest	Timing	Review Screen
Verbal Reasoning	31 minutes	After questions 20 and 40
Vocabulary	17 minutes	After questions 15 and 30
Reading Comprehension	35 minutes	After questions 16 and 32
Writing Mechanics	27 minutes	After questions 20 and 40
Writing Concepts and Skills	37 minutes	After questions 20 and 40
Quantitative Reasoning	40 minutes	After questions 23 and 45
Mathematics Part 1	33 minutes	After questions 15 and 30
Mathematics Part 2	33 minutes	After questions 15 and 30
Algebra I (not available for Level 10)	45 minutes	After question 45
Science	52 minutes	After questions 27 and 48

GUIDELINES for **SUBTESTS****SUBTEST TIMING**

Subtests are automatically timed by the Secure Browser or testing app. The timing for each standard-administration subtest and level is included in the **Test Timing** section of this guide. The timer (if applicable) indicates the time a student has to complete the entire subtest. Not all students will be able to complete every question, but the timing outlined in the timing chart(s) should allow most students adequate time to answer all of the questions.

If desired, students in Levels 4-8 can hide the test timer on their screens. The timer will automatically reappear for the last 5 minutes of the test. Instructions for hiding and showing the timer are included in the subtest administration directions. **The option to hide the timer is not currently available for students in Levels 9-10.**

While tests are designed to test understanding rather than speed, an individual student's reading speed may affect his or her ability to complete a test within the time allowed or recommended. Never begin a test without sufficient time to complete it.

**The time it takes to complete the tutorial is not included in the recommended or allowed time. The test timer (if applicable) will not begin until the student has left the tutorial and entered the actual test.**

It is recommended that you administer only one subtest per session. If you administer more than one subtest per session, we suggest at least a 10-minute break between tests.

**If appropriate for your class, you may allow a break during a test.**

**REVIEW SCREENS**

Review Screens allow students to review their responses from one section before moving onto the next or ending the test. Students must manage their time wisely while they review—the timer does not pause nor does it restart when students begin a new section.

Once students proceed past a Review Screen, they cannot go back to view the questions in a previous section. Students can only navigate within the current section's questions. Review Screens are explained to students during the tutorial included in test delivery, however, you may need to remind students during testing about how to use these screens.

**See the timing chart to determine if and when Review Screens appear in a particular subtest.**

**THE MATHEMATICS SUBTEST**

The **Mathematics** subtest contains two parts (Mathematics Part 1 and Mathematics Part 2) that can be administered on two different days or on the same day. It is recommended that students take at least a 10-minute break between Parts 1 and 2 if the test is administered on the same day. **Students must take both Part 1 and Part 2 to receive a score for the Mathematics subtest.**

Please refer to the **Level 3-10 Mathematics Subtest Guide** for further instructions on administering this subtest.

**CALCULATOR USE**

Students in Levels 9 and 10 have the option of using a calculator while taking Part 2 of the Mathematics subtest only. No other levels or subtests permit the use of calculators.

## OPTIONAL CALCULATOR USE

Level	Math Part 1	Math Part 2	All Other Subtests
4	✗	✗	✗
5	✗	✗	✗
6	✗	✗	✗
7	✗	✗	✗
8	✗	✗	✗
9	✗	✓	✗
10	✗	✓	✗

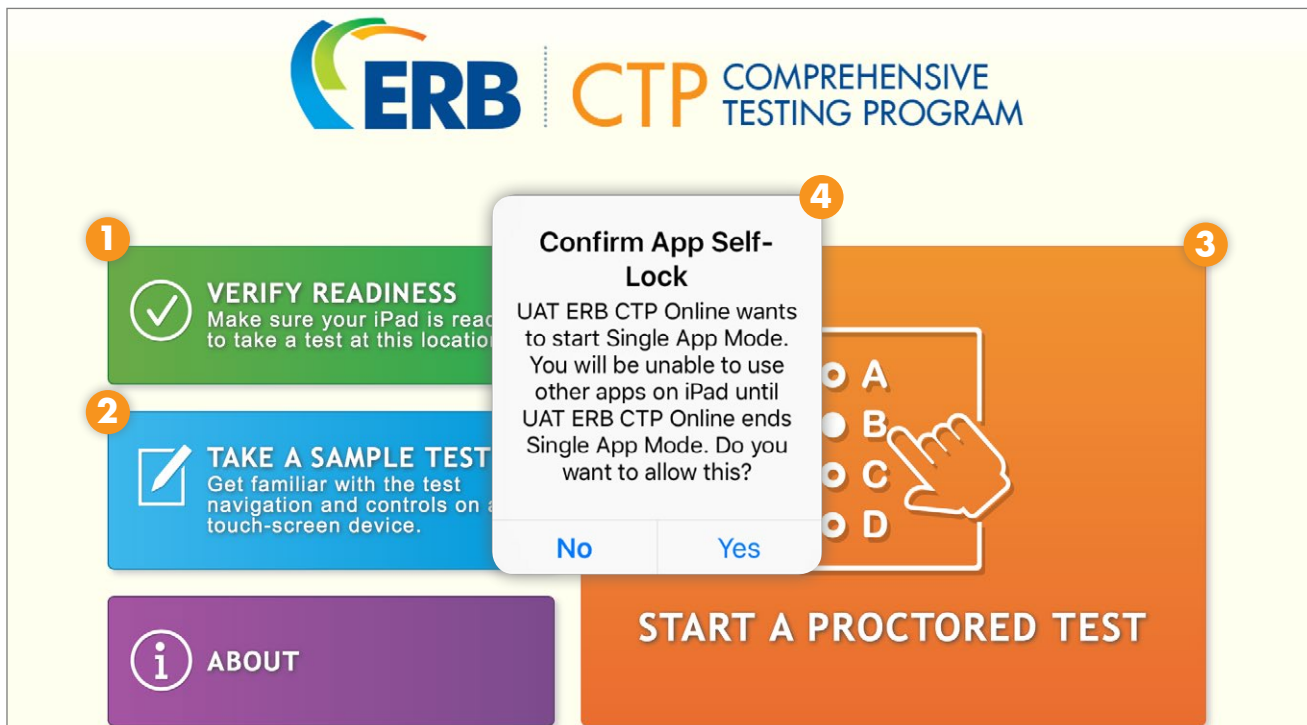
If your students in Levels 9 and 10 are going to take the Mathematics test, please give them the following information at least one day before the test.

Tell your Level 9 and 10 students they have the option of using a calculator on Mathematics Part 2 only.

Encourage them to use a calculator if they are familiar with them and use them with some frequency in class. Tell Level 9 and 10 students they may use any four-function, scientific, or graphing calculator with the following exceptions:

- › No QWERTY (typewriter-like) keypads.
- › No calculators with paper tape.
- › No calculators that make noise or “talk.”
- › No calculators that require an electric outlet.
- › No calculators on cell phones, tablets, pocket organizers, tablets, or laptop computers.
- › No electronic writing pads and pen-input devices.

On test day, it is your responsibility to make sure students do not use any unacceptable calculators. Student's should check that their calculators are in good working order prior to testing.



## ADMINISTRATION on IPADS™ OR CHROMEBOOKS

Tests are administered on an iPad or Chromebook the same as on any other device except that the test is delivered on a secure app specifically designed for these devices.

### 1 VERIFY READINESS

Unless instructed otherwise by your Test Coordinator, Test Administrators can disregard the Verify Readiness button. Your Test Coordinator has already completed this step.

### 2 SAMPLE TEST

Students can use the sample test button to familiarize themselves with testing on iPads or Chromebooks. This step is optional—check with your Test Coordinator about administering sample tests.

### 3 TESTING ON IPADS

When you're ready to administer an assessment, student's will select the "Start a Proctored Test" button to login to the test session and begin testing.

### 4 Confirm App Self-Lock

A notice will appear prompting the student to "Confirm App Self-Lock." This will create a secure testing environment by disabling certain device features like access to other apps and the internet. The test can only be taken if students select "Yes" on this pop-up.

**As of January 13, 2020, iPads are no longer placed in Guided Access mode in order to test. Please be sure that Guided Access mode is turned off before testing on an iPad.**

### 3 TESTING ON CHROMEBOOKS

When you're ready to administer an assessment, student's will select the "Take a Proctored Test" button to login to the test session and begin testing. Chromebooks have already been configured for secure testing by your Test Coordinator.

☰
CTP Portal   Home   Reports   Students   **Test Delivery** 1   Tools   Help & Resources   Member Profile

**Sessions**

- Create a new test session immediately before testing. All sessions expire the end of the day.
- Incomplete subtests can be resumed in the same test session on the same day, or by creating a new test session.
- Use the test session links below to view active test sessions and approve students for testing.

**Create a New Session** 2

Session Name:

Test Administration: **Fall 2019 - CTP 5 Online Testing Package**

Subject:  ⌵

**My Sessions For Today**

Name	Test Administration	Session #
There are no open sessions that you have created		

**My Previous Sessions**

## CREATING TEST SESSIONS

### 1 ABOUT TEST SESSIONS

A test session is a student's access point to a test. Sessions are managed on the **Test Delivery** page of the Portal. Test sessions are created by proctors on the same day as administration and cannot be created ahead of time.

For security purposes, test sessions expire at the end of the day. However, if a test session is interrupted and a student is unable to complete the test, the test may be completed at a later date during a new test session. Please see "Monitoring Sessions" for more information.

### 2 CREATING TEST SESSIONS

To create a session, fill in the required fields and select "Create Session." For the session name, we recommend a name combination of date, testing location (classroom name and number), grade, and subject so that the name is meaningful.

If necessary, select the correct test administration from the drop-down menu. This field may already be pre-populated with the correct information. Next, select the appropriate subtest from the subject drop-down menu. When logging in to the test session, students will only be able to access the subject you select. When your satisfied with your selections, click "Create Session" to complete the test creation process.

### TUTORIAL-ONLY SESSIONS

Your Test Coordinator may choose to schedule a tutorial test session prior to actual testing. A tutorial-only test session is a mock test session that is created and administered just like a real session. These mock sessions familiarize proctors with creating and monitoring sessions and familiarize students with the assessment format and navigation.

If you're administering a tutorial-only test session, select the "Tutorials" option in the subject drop-down menu when creating the session. Then, follow the instructions for administering an actual assessment.

Please see your Test Coordinator with any questions about scheduling a tutorial-only session.

### TUTORIALS INCLUDED WITH THE TEST

A short tutorial is always included as part of the real test. Administration of the tutorial is expected to take about 10-20 minutes.

Some subtests give students the option to skip the tutorial if they are already familiar with that subtest. Other subtests require that students take the tutorial. The "Test Timing" section of this guide notes which subtests (if any) include a required tutorial.

Please consult with your Test Coordinator to decide when it is appropriate to skip a tutorial. To skip the tutorial, all students should have recently taken CTP Online and be comfortable with the online assessment. Younger students in Levels 1-3 may benefit from repeating tutorials.

**Proctor Session**

[Edit Session](#) | [Student Lookup](#) | [Refresh](#) | [Return](#)

## Reading Comprehension / Reading Comprehension

### Test Session Number: 386972-34

- Test sessions are assigned a unique number. Share the session number above with students to log in to their test session.
- Once students log in, use the Waiting for Approval box to approve students for testing and start the test.
- If you experience technical difficulties during testing, call the emergency Technology Hotline at 1-800-227-8274 or 646-503-2696.

**Waiting for Proctor Approval**
(Approve All Waiting)

Last Name	First Name	MI	Student ID	Approve
Stark	Richard		23548	1 <a href="#">Approve</a>

Approved Students All
Pause All

Last Name	First Name	MI	Student ID	Grade	Test	Start Date	Location in Test
Alexander	Lucas		9913	8	Reading Comprehension Level 7	9/10/2019	Section 1 of 2: 7 of 21

## STARTING TEST SESSIONS

### PROCTOR SESSION SCREENS

Proctor Session Screens allow proctors to manage and monitor a test session. When you create a new test session, the session screen will automatically appear. You can also access session screens from the **Test Delivery** page by clicking on the name of a session. Both active and previous sessions are listed.

#### 1 TEST SESSION NUMBERS

Students use session numbers to log in to the secure browser or testing app. Proctors provide these numbers to all students in the classroom. When a student logs in, they automatically receive the correct subtest level as determined by the grade listed in their student profile. There is no way to pre-assign students to a test session.

Student profiles are usually added to the Portal by the Test Coordinator or Purchasing Coordinator prior to testing. These contain basic demographic information such as Student ID, name, age, and grade.

#### 2 STUDENT LOOK-UP

After entering the session number, students must enter either their student ID and last name or their last name, first name, and birth date to complete the login process. If a student is having trouble logging in, use the “Student Lookup” feature to confirm the student’s identifying information. For more information about the student login process, refer to “Logging In Students” in this guide.

Let your Test Coordinator know if a student’s identifying information is listed incorrectly in their Student Profile.

### APPROVING STUDENTS

After students complete the log in process, they must be approved to start testing.

#### 3 Refreshing the Page

As students log in, you may need to refresh the page to see the complete list of students waiting to be approved.

#### 4 Approving a Single Student

Select “Approve” next to a student’s name to allow only that student to begin testing.

#### 5 Approving All Students

Select “Approve All Waiting” to approve all students that have logged in.

**Proctor Session**

[Edit Session](#) | [Student Lookup](#) | [Refresh](#) | [Return](#)

### Reading Comprehension / Reading Comprehension

#### Test Session Number: 386972-34

- Test sessions are assigned a unique number. Share the session number above with students to log in to their test session.
- Once students log in, use the Waiting for Approval box to approve students for testing and start the test.
- If you experience technical difficulties during testing, call the emergency Technology Hotline at 1-800-227-8274 or 646-503-2696.

**Waiting for Proctor Approval**
(Approve All Waiting)

Last Name	First Name	MI	Student ID		Approve
Stark	Richard		23548	1	<a href="#">Approve</a>

**Approved Students** All ▾
Pause All

Last Name	First Name	MI	Student ID	Grade	Test	Start Date	Location in Test
Alexander	Lucas		9913	8	Reading Comprehension Level 7	9/10/2019	Section 1 of 2: 7 of 21

## MONITORING TEST SESSIONS

### 1 LOCATION IN TEST

The session screen indicates the question each student is working on. When you hover over a student's location in the test, the percentage of the test a student has completed is shown. This feature is helpful for determining whether a student is seeing a question for the first time or reviewing previously viewed questions.

If this is a Mathematics test, the location in test section will also indicate whether the student is taking Part 1 or Part 2. For more, information please refer to the Mathematics Subtest Guide.

### 2 Refreshing the Page

Session screens automatically refresh throughout testing, but you may also use the refresh link to manually refresh the screen for the most up-to-date information on student progress.

### PAUSING SESSIONS

Test sessions are paused by the proctor to allow breaks (if appropriate) or because of student illness, device issues, or other unexpected circumstances. Students cannot pause their own tests.

When a test is paused, a student's location in the test and all the questions the student has already responded to are saved. The test timer (if applicable) will stop and the student is automatically logged out of the test after 60 seconds or upon their next navigation attempt.

**Incomplete tests must be resumed and completed within 14 days of the original test start date** and tests can only be resumed if a student still has time remaining on the test. If a student's allotted time for completing a particular test has run out, that student cannot resume the test. For information about retaking tests, please contact your Test Coordinator.

### 3 Pausing a Single Student's Test

To pause a test for an individual student, click the red pause icon next to the student's name.

If a student experiences technical difficulties on a particular device, you may want to pause his or her test and then resume it on another device. Contact your IT staff or Test Coordinator if the problem persists.

### 4 Pausing All Students' Tests

To pause the test for the entire group, click "Pause All" at the top of the Approved Students list.

### RESUMING PAUSED SESSIONS

To resume a paused test, students must log back into a test session and be approved to start testing. **Remember, incomplete tests must be resumed and completed within 14 days of the original test start date.**

If students are resuming a test on the same day, they may reuse the original Test Session Number to log in. If they're resuming a test on a different day, create a new session and provide students with the new Test Session Number to log in.

When students resume a paused assessment, they are automatically placed back into the assessment where they left off. All of their responses from the previous session are intact, and they have exactly as much time left on their test timer (if applicable) as when the session was paused. Students can only resume an assessment that still has time remaining on the timer.

## LOGGING IN STUDENTS

These directions guide students through the login process for accessing a test session.

If you are administering a subtest to younger students, you may choose to log the students in yourself prior to testing. If you go this route, be sure that students use the testing device that you have assigned to them. Once students are seated at their preassigned testing device, skip to the directions specific to the subtest you are administering.

### Once students are seated, say aloud:

Please put away any papers, books, rulers, or calculators that you may have out. *[Calculators may be used on Levels 9 & 10 Mathematics Part 2 ONLY.]* During testing, you may only have out the pencils and scratch paper that I provide.

Distribute pencils and scratch paper. Do not continue until all students put away their materials.

### If testing on computers, say aloud:

Do not enter anything until you are told to do so. To get to the login screen for the test, double-click the **"Secure Browser"** icon *[tell students where to find this icon]*. You should now see the login screen.

On computers, the Secure Browser icon will vary depending on your school's secure browser download. Please check with your Test Coordinator to ensure the correct icon is used.

### If testing on iPads, say aloud:

Do not enter anything until you are told to do so. Open the ERB CTP app and tap **"Start a Proctored Test."** *[Pause]* You should see a pop-up asking you to turn on App Self-Lock. Select "Yes" in this pop-up. You should now see the login screen.

### If testing on Chromebooks, say aloud:

Do not enter anything until you are told to do so. Open the apps menu in the bottom left-hand corner of your screen. Open the ERB CTP app and click **"Take a Proctored Test."** *[Pause]* You should now see the login screen.

### Say aloud:

Is there anyone who does not see the login screen?

Now, enter the session number. *[Say the session number slowly and clearly and write it out in a place that all students can see.]* Click or tap **"Submit"** to move to the next screen.

Students can log in one of two ways:

- › Enter First Name, Last Name, Birth Month, and Birth Date.
- › Enter Student ID and Last Name.

Remind students when logging in to enter their names as they appear in their student profiles. Use the "Student Lookup" feature on the Proctor Session Screen to view a student's profile.

### If using name and birth date, say aloud:

Enter your first name, last name, and birth date, month and day only. Then click or tap the **"Submit"** button. If you need help, raise your hand.

### If using student ID and last name, say aloud:

Enter your student ID number and last name. Then click or tap the **"Submit"** button. If you need help, raise your hand.

### Say aloud:

On the next screen, please confirm that your information is correct. If everything is correct, click or tap **"Continue."** If anything is incorrect, please raise your hand.

If a student's information is incorrect, select "**Go Back.**" Consult with your Test Coordinator to resolve the issue.

**Say aloud:**

You should now see a screen that says "**Please Wait.**" Please wait while I start the assessment.



When you are ready to start the assessment, approve all students for testing using the Proctor Session Screen.

Once approved for testing, students see the start test screen. **There are multiple links on this screen. Students should click "Start" next to the name of the subtest and level.** If students select the link for the tutorial only, they will **only** have access to the tutorial and they will have to return to this screen to start the actual test.

**Say aloud:**

You should now see the start test page. Click "Start" next to the words *[say subtest name and level]*.

**Say aloud:**

The next screen is the **Welcome Screen**. Is there anyone who does not see this screen? *[Pause]*

We will now start the assessment. Please do not click or tap any buttons until you are told to do so. *[Begin reading the directions in this guide for the subtest you are administering].*



This concludes the login process. Proceed to the directions specific to the subtest you are administering.

**ALL SUBTESTS (EXCEPT SCIENCE)**

Repeat these directions when you begin any new subtest or test session (except Science). Keep in mind that some directions only apply to certain subtests. Skip any directions that do not apply to your subtest.

**If a page is not loading, pause the assessment and inform your Test Coordinator or IT department—they can call CTP Operations for help resolving the issue.**

**Please refer to the Level 3–10 Mathematics Subtest Guide for specific instructions about administering both Mathematics Part 1 and Part 2.**



**Begin reading these directions when all students are on the Welcome Screen.**

Make sure all students have nothing out except for the pencils and scratch paper you provided. If you have not already distributed scratch paper and pencils, do so now.

**Say aloud:**

Welcome to the CTP Online *[Test Name]* subtest.

**Say aloud:**

As you take the test, don't be surprised or worried if some questions are very easy and others are very hard.

When we start the test, carefully read all directions and sample questions and pay attention to the test timer as you work. The test will tell you when time is up.

Work as quickly as you can without becoming careless. If you want to change an answer, just select your new answer choice. Try to answer every question, even if you have to guess, and don't spend too much time on any one question. You can always skip a question and come back to it later.

When you come to a **Review Screen**, be sure to review your answers before you move on. Remember, once you continue past the **Review Screen**, you cannot return to the questions in the previous section.

If you finish early, read or sit quietly until the test is over. If there is an emergency or if you need to take a break during the assessment, please raise your hand.

Click or tap "**Next**" to continue.

**If you are skipping the tutorial, say aloud:**

Click or tap the "**Skip Tutorial**" button. *[Proceed to the Test Directions in this section.]*

**TUTORIAL DIRECTIONS****Say aloud:**

We will start by reviewing the tutorial. The tutorial will help you learn how to use the buttons on your screen.

**Say aloud:**

If you can't see your screen very well, use the zoom feature to make text or images larger.

*[Instructions for zooming in vary by testing device. Please read the instructions below for the testing device currently in use.]*

**PC:** Hold down the Control key and tap the plus key on your keyboard to zoom in. To zoom out, hold down the Control key and tap the minus key on your keyboard. To return your screen to the normal zoom setting, hold down the Control key and tap the zero key.

**Mac:** Hold down the Command key and tap the plus symbol on your keyboard to zoom in. To zoom out or return your screen to the normal zoom setting, hold down the Command key and tap the minus key on your keyboard.

**iPad:** Use a pinching gesture to zoom in or out on your screen. Pinch your thumb and index finger together and then touch the center of your screen. While touching the screen, spread your thumb and index finger apart to zoom in. To zoom back out and return your screen to the normal zoom setting, do the opposite.

**Chromebooks:** Hold down the Control key and tap the plus key on your keyboard to zoom in. To zoom out or return your screen to the normal zoom setting, hold down the Control key and tap the minus key on your keyboard.

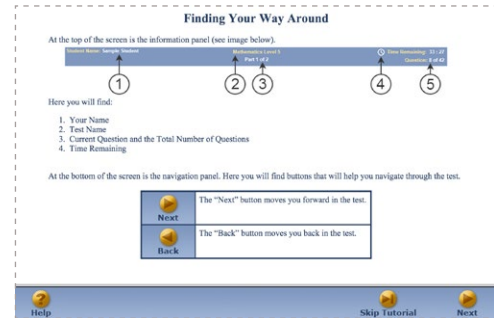
**Say aloud:**

Practice zooming in and out on your screen now. Before we move on, return your screen to the normal zoom setting. Raise your hand when you have done this.

Are there any questions?

**Say aloud:**

Your screen says **"Finding Your Way Around."** Please follow along as I read aloud.

**Say aloud:**

Your name, the current question number, the total number of questions on the test, the clock, the remaining number of questions on the test, and the time remaining on the test are at the top of your screen.

At the bottom of the screen are buttons that help you move through the assessment. The **"Next"** button moves you to the next page. The **"Back"** button moves you back to the previous page.

You have the option of turning off the timer during the duration of the test by clicking on the clock icon. Click on it to turn it on or off. If this option is chosen, please note that the timer will reappear for the last 5 minutes of the test.

Are there any questions?

**Say aloud:**

Read the directions on this screen. We will go over each of these directions using the sample item on the next page. Click **"Next"** to get to the sample item. Read the sample question and think about your answer. Then select the circle next to the answer you believe is correct. To change your answer, select a different circle.

The **"Mark"** button allows you to identify a question that you may want to return to later. The **"Unmark"** button removes the mark button from that question.

The **"Help"** button allows you to review the information from the tutorial during the test.

You will not see the **"Review"** button while initially answering the questions. At the end of each section, you will be presented with a review screen where you can view the questions skipped, answered, and marked. If you choose to return to a particular question, you will then see a review button which will take you back to the review screen.

You will see the **"Finish"** button when you come to the end of a section. You will see an **"End"** button at the very end of the test. You cannot return to the assessment once you have clicked or tapped this button.

Are there any questions? [Pause]

**Say aloud:**

Click or tap **"Next."**

Read the sample question and think about your answer, then select the answer you believe is correct. [Pause]

**Say aloud:**

On the other side of your screen is the **"Scrolling"** screen.

A scroll bar may show up if a test question is too large to fit on the screen. If you see a scroll bar on the side of your screen or at the bottom of your screen, make sure you use it to look at the whole question.

Help students find the scroll bar. Be aware that scroll bars do not appear on all testing devices or computer operating systems. Sometimes, scroll bars only show up once a student starts scrolling with his or her finger or mouse (this is common on Macs and iPads).

**Say aloud:**

If you found a scroll bar on your screen, move the scroll bar up and down and then side to side to see how it works.

If you do not see a scroll bar on your screen, start scrolling with your finger or mouse and see if your screen moves anyway. Raise your hand if you need help.

**Say aloud:**

Click or tap **"Next."** The **Review Screen** allows you to review your answers from a particular section before you leave that section and go on to the next section or end the test.

The **"Review Skipped"** button takes you back to all the questions you did not answer. The **"Review Marked"** button takes you back to all the questions that you marked. The **"Review All"** button takes you back to the first question in the section.

**Say aloud:**

Click or tap **"Next."** This is a sample **Review Screen**. It includes a chart that shows all the questions you skipped. If you did not skip any questions, this chart will not appear. Use the links in this chart to go back to a specific question that you skipped.

Tutorial

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**The box below shows the questions you skipped.**

- To go to a question, click the question in the box below.
- Click **Review All** if you want to check your work in this section.
- Click **Review Skipped** to review the skipped questions in this section.
- Click the **Finish** button if you are ready to start the next section of the test.

Review Skipped Review All

Question	Status
1	Skipped
2	Skipped

Are there any questions? [Pause]

**Say aloud:****There are a few important things to remember about the Review Screen.**

When you see a **Review Screen**, you are not yet finished with the test. You are only at the end of a section. Once you proceed past the **Review Screen** and on to the next section, you **cannot return to the questions in the previous section**. Remember, the test timer does not restart when you begin a new section, nor does it pause while you are reviewing your answers.

Are there any questions? *[Pause]*

**Say aloud:**

Now click or tap **"Finish."** A pop-up asks you if you are finished reviewing and ready to continue. This pop-up appears at the end of each test section after the **Review Screen**.

**www.programworkshop.com says:**

You have not answered all of the questions on this section of the test.

Click the CANCEL button to return to this section of the test and continue working.

If you click on the OK button, you will start the next section of the test, and will not be allowed to return to this section.

Prevent this page from creating additional dialogs.

Cancel

OK

Do not click or tap any of the buttons in the pop-up until you are told to do so. When you see this pop-up during the test, use the **"Cancel"** button if you're not ready to continue or want to return to the questions in the previous section. Use the **"OK"** button if you're ready to continue. **Please note that once you leave this screen, you cannot return to the tutorial.**

The tutorial is over. Now you are going to take the test by yourself.

**TEST DIRECTIONS**  
Timer starts.**If students are in Levels 4-8, say aloud:**

The test timer will begin once you click or tap **"OK"** in the pop-up. You can hide the test timer by clicking on the clock icon next to the time remaining. Click the clock icon again to show the test timer. The timer will automatically reappear when there are 5 minutes remaining on the test.

Do you have any questions before we start the test? *[Pause]* Click or tap **"OK"** now. You may begin testing.

**If students are in Levels 9-10, say aloud:**

The test timer will begin once you click or tap **"OK"** in the pop-up. Do you have any questions before we start the test? *[Pause]* Click or tap **"OK"** now. You may begin testing.

Watch that students proceed through both sections of the test and do not stop at the end of a question or Review Screen. Encourage slower workers to skip questions if necessary. Monitor student progress both on the proctor screen and by walking around the room.

Take note of any testing irregularities such as student illness or technical difficulties and report these to your Test Coordinator when the session is over.

**When the test time is up, say aloud:**

The test is over. If you are still reviewing your answers, click or tap the **"Review"** button, then click or tap the **"Finish"** button. Click or tap the **"OK"** button, then the **"End"** button to close the test.

Collect and dispose of any scratch paper. Verify that all students are logged out of the test.

**STOP** This concludes the subtest directions.

**ALL SUBTESTS (EXCEPT SCIENCE)**

Repeat these directions when you begin any new subtest or test session (except Science). Keep in mind that some directions only apply to certain subtests. Skip any directions that do not apply to your subtest.

**If a page is not loading, pause the assessment and inform your Test Coordinator or IT department—they can call CTP Operations for help resolving the issue.**

**Please refer to the Level 4–10 Mathematics Subtest Guide for specific instructions about administering both Mathematics Part 1 and Part 2.**



**Begin reading these directions when all students are on the Welcome Screen.**

Make sure all students have nothing out except for the pencils and scratch paper you provided. If you have not already distributed scratch paper and pencils, do so now.

**Say aloud:**

Welcome to the CTP Online [Test Name] subtest.

**The directions below are for the Mathematics Part 2 subtest for Levels 9–10 only.** If you are not administering Mathematics Part 2 for Levels 9–10, skip the directions in the next box. Please refer to the **Level 3–10 Mathematics Subtest Guide** for specific instructions about administering both Mathematics Part 1 and Part 2.

**For Math Part 2 Levels 9–10, say aloud:**

You may use a calculator for Mathematics Part 2 Levels 9–10 only. You will not need your calculator to answer every question. Think about how to solve the question and then decide whether or not to use your calculator.

**If you do not have classroom calculators, say:**

If your calculator stops working during the test, continue working without one. You may not borrow a calculator from another student.

**If you have classroom calculators that students are familiar with, say:** If your calculator stops working during the test, raise your hand and I will bring you a new one. You may not borrow a calculator from another student.

**Say aloud:**

As you take the test, don't be surprised or worried if some questions are very easy and others are very hard.

When we start the test, carefully read all directions and sample questions and pay attention to the test timer as you work. The test will tell you when time is up.

Work as quickly as you can without becoming careless. If you want to change an answer, just select your new answer choice. Try to answer every question, even if you have to guess, and don't spend too much time on any one question. You can always skip a question and come back to it later.

When you come to a **Review Screen**, be sure to review your answers before you move on. Remember, once you continue past the **Review Screen**, you cannot return to the questions in the previous section.

If you finish early, read or sit quietly until the test is over. If there is an emergency or if you need to take a break during the assessment, please raise your hand.

Click or tap "**Next**" to continue.

**If you are skipping the tutorial, say aloud:**

Click or tap the "**Skip Tutorial**" button. *[Proceed to the Test Directions in this section.]*

**TUTORIAL DIRECTIONS****Say aloud:**

We will start by reviewing the tutorial. The tutorial will help you learn how to use the buttons on your screen.

**Say aloud:**

If you can't see your screen very well, use the zoom feature to make text or images larger.

*[Instructions for zooming in vary by testing device. Please read the instructions below for the testing device currently in use.]*

**PC:** Hold down the Control key and tap the plus key on your keyboard to zoom in. To zoom out, hold down the Control key and tap the minus key on your keyboard. To return your screen to the normal zoom setting, hold down the Control key and tap the zero key.

**Mac:** Hold down the Command key and tap the plus symbol on your keyboard to zoom in. To zoom out or return your screen to the normal zoom setting, hold down the Command key and tap the minus key on your keyboard.

**iPad:** Use a pinching gesture to zoom in or out on your screen. Pinch your thumb and index finger together and then touch the center of your screen. While touching the screen, spread your thumb and index finger apart to zoom in. To zoom back out and return your screen to the normal zoom setting, do the opposite.

**Chromebooks:** Hold down the Control key and tap the plus key on your keyboard to zoom in. To zoom out or return your screen to the normal zoom setting, hold down the Control key and tap the minus key on your keyboard.

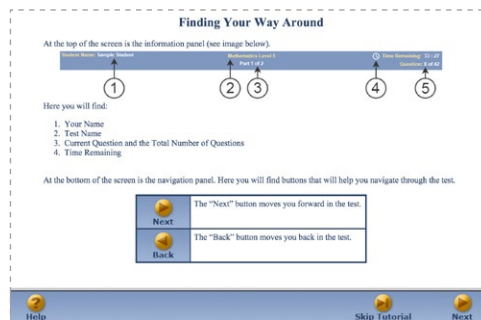
**Say aloud:**

Practice zooming in and out on your screen now. Before we move on, return your screen to the normal zoom setting. Raise your hand when you have done this.

Are there any questions?

**Say aloud:**

Your screen says **"Finding Your Way Around."** Please follow along as I read aloud.

**Say aloud:**

Your name, the current question number, the total number of questions on the test, the clock, the remaining number of questions on the test, and the time remaining on the test are at the top of your screen.

At the bottom of the screen are buttons that help you move through the assessment. The **"Next"** button moves you to the next page. The **"Back"** button moves you back to the previous page.

You have the option of turning off the timer during the duration of the test by clicking on the clock icon. Click on it to turn it on or off. If this option is chosen, please note that the timer will reappear for the last 5 minutes of the test.

Are there any questions?

**Say aloud:**

Read the directions on this screen. We will go over each of these directions using the sample item on the next page. Click **"Next"** to get to the sample item. Read the sample question and think about your answer. Then select the circle next to the answer you believe is correct. To change your answer, select a different circle.

The **"Mark"** button allows you to identify a question that you may want to return to later. The **"Unmark"** button removes the mark button from that question.

The **"Help"** button allows you to review the information from the tutorial during the test.

You will not see the **"Review"** button while initially answering the questions. At the end of each section, you will be presented with a review screen where you can view the questions skipped, answered, and marked. If you choose to return to a particular question, you will then see a review button which will take you back to the review screen.

You will see the **"Finish"** button when you come to the end of a section. You will see an **"End"** button at the very end of the test. You cannot return to the assessment once you have clicked or tapped this button.

Are there any questions? *[Pause]*

**Say aloud:**

Click or tap **"Next."**

Read the sample question and think about your answer, then select the answer you believe is correct. *[Pause]*

**Say aloud:**

On the other side of your screen is the **"Scrolling"** screen.

A scroll bar may show up if a test question is too large to fit on the screen. If you see a scroll bar on the side of your screen or at the bottom of your screen, make sure you use it to look at the whole question.

Help students find the scroll bar. Be aware that scroll bars do not appear on all testing devices or computer operating systems. Sometimes, scroll bars only show up once a student starts scrolling with his or her finger or mouse (this is common on Macs and iPads).

**Say aloud:**

If you found a scroll bar on your screen, move the scroll bar up and down and then side to side to see how it works.

If you do not see a scroll bar on your screen, start scrolling with your finger or mouse and see if your screen moves anyway. Raise your hand if you need help.

**Say aloud:**

Click or tap **"Next."** The **Review Screen** allows you to review your answers from a particular section before you leave that section and go on to the next section or end the test.

The **"Review Skipped"** button takes you back to all the questions you did not answer. The **"Review Marked"** button takes you back to all the questions that you marked. The **"Review All"** button takes you back to the first question in the section.

**Say aloud:**

Click or tap **"Next."** This is a sample **Review Screen**. It includes a chart that shows all the questions you skipped. If you did not skip any questions, this chart will not appear. Use the links in this chart to go back to a specific question that you skipped.

Tutorial

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**The box below shows the questions you skipped.**

- To go to a question, click the question in the box below.
- Click **Review All** if you want to check your work in this section.
- Click **Review Skipped** to review the skipped questions in this section.
- Click the **Finish** button if you are ready to start the next section of the test.

Review Skipped Review All

Question	Status
1	Skipped
2	Skipped

Are there any questions? *[Pause]*

**Say aloud:****There are a few important things to remember about the Review Screen.**

When you see a **Review Screen**, you are not yet finished with the test. You are only at the end of a section. Once you proceed past the **Review Screen** and on to the next section, you **cannot return to the questions in the previous section**. Remember, the test timer does not restart when you begin a new section, nor does it pause while you are reviewing your answers.

Are there any questions? *[Pause]*

**Say aloud:**

Now click or tap **"Finish."** A pop-up asks you if you are finished reviewing and ready to continue. This pop-up appears at the end of each test section after the **Review Screen**.

**www.programworkshop.com says:**

You have not answered all of the questions on this section of the test.

Click the CANCEL button to return to this section of the test and continue working.

If you click on the OK button, you will start the next section of the test, and will not be allowed to return to this section.

Prevent this page from creating additional dialogs.

Cancel

OK

Do not click or tap any of the buttons in the pop-up until you are told to do so. When you see this pop-up during the test, use the **"Cancel"** button if you're not ready to continue or want to return to the questions in the previous section. Use the **"OK"** button if you're ready to continue. **Please note that once you leave this screen, you cannot return to the tutorial.**

The tutorial is over. Now you are going to take the test by yourself.

**TEST DIRECTIONS**  
Timer starts.**If students are in Levels 4-8, say aloud:**

The test timer will begin once you click or tap **"OK"** in the pop-up. You can hide the test timer by clicking on the clock icon next to the time remaining. Click the clock icon again to show the test timer. The timer will automatically reappear when there are 5 minutes remaining on the test.

Do you have any questions before we start the test?  
*[Pause]* Click or tap **"OK"** now. You may begin testing.

**If students are in Levels 9-10, say aloud:**

The test timer will begin once you click or tap **"OK"** in the pop-up. Do you have any questions before we start the test? *[Pause]* Click or tap **"OK"** now. You may begin testing.

Watch that students proceed through both sections of the test and do not stop at the end of a question or Review Screen. Encourage slower workers to skip questions if necessary. Monitor student progress both on the proctor screen and by walking around the room.

Take note of any testing irregularities such as student illness or technical difficulties and report these to your Test Coordinator when the session is over.

**When the test time is up, say aloud:**

The test is over. If you are still reviewing your answers, click or tap the **"Review"** button, then click or tap the **"Finish"** button. Click or tap the **"OK"** button, then the **"End"** button to close the test.

Collect and dispose of any scratch paper. Verify that all students are logged out of the test.

**This concludes the subtest directions.**

## SC SCIENCE

If a page is not loading, pause the assessment and inform your Test Coordinator or IT department—they can call CTP Operations for help resolving the issue.



Begin reading these directions when all students are on the Welcome Screen.

Make sure all students have nothing out except for the pencils and scratch paper you provided.

### Say aloud:

Welcome to the CTP Online **Science** subtest.

### Say aloud:

As you take the test, don't be surprised or worried if some questions are very easy and others are very hard.

When we start the test, carefully read all directions and sample questions and pay attention to the test timer as you work. The test will tell you when time is up.

Work as quickly as you can without becoming careless. If you want to change an answer, just select your new answer choice. Try to answer every question, even if you have to guess, and don't spend too much time on any one question. You can always skip a question and come back to it later.

When you come to a **Review Screen**, be sure to review your answers before you move on. Remember, once you continue past the **Review Screen** you cannot return to the questions in the previous section.

If you finish early, read or sit quietly until the test is over. If there is an emergency or if you need to take a break during the assessment, please raise your hand.

Click or tap "**Next**" to continue.



## TUTORIAL DIRECTIONS

It is recommended that all students take the Science subtest tutorial included in test delivery as this subtest utilizes unique navigation options that are not present in other subtests.

### Say aloud:

If you can't see your screen very well, use the zoom feature to make text or images larger.

*[Instructions for zooming in vary by testing device. Please read the instructions below for the testing device currently in use.]*

**PC:** Hold down the Control key and tap the plus key on your keyboard to zoom in. To zoom out, hold down the Control key and tap the minus key on your keyboard. To return your screen to the normal zoom setting, hold down the Control key and tap the zero key.

**Mac:** Hold down the Command key and tap the plus symbol on your keyboard to zoom in. To zoom out and return your screen to the normal zoom setting, hold down the Command key and tap the minus key on your keyboard.

**iPad:** Use a pinching gesture to zoom in or out on your screen. Pinch your thumb and index finger together and then touch the center of your screen. While touching the screen, spread your thumb and index finger apart to zoom in. To zoom back out and return your screen to the normal zoom setting, do the opposite.

**Chromebooks:** Hold down the Control key and tap the plus key on your keyboard to zoom in. To zoom out or return your screen to the normal zoom setting, hold down the Control key and tap the minus key on your keyboard.

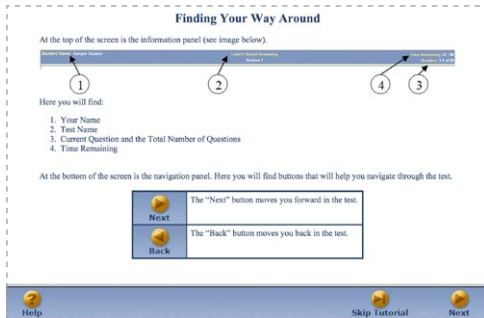
### Say aloud:

Practice zooming in and out on your screen now. Before we move on, return your screen to the normal zoom setting. Raise your hand when you have done this.

Are there any questions?

**Say aloud:**

Your screen says **"Finding Your Way Around."**  
Please follow along as I read aloud.

**Say aloud:**

Your name, the test name, the current question number, the total number of questions on the test, and the time remaining on the test are at the top of your screen.

At the bottom of the screen are buttons that help you move through the assessment. The **"Next"** button moves you to the next page. The **"Back"** button moves you back to the previous page.

Are there any questions?

**Say aloud:**

Click or tap **"Next."** Read the sample question on the right side of your screen and think about your answer. Then select the circle next to the answer you believe is correct. To change your answer, select a different circle.  
**[Pause]**

Now look at the other side of your screen. The chart tells you about more buttons on the test.

Some questions have video. Once all videos are finished playing, the **"Replay"** button appears at the bottom of your screen.

The **"Help"** button allows you to review the information from the tutorial during the test.

The **"Review"** button takes you to a screen where you can see any questions you have skipped. We will discuss the review feature later.

You will see the **"Finish"** button when you come to the end of a section. You will see an **"End"** button at the very end of the test. You cannot return to the assessment once you have clicked or tapped this button.

Are there any questions? **[Pause]**

Say aloud:


Click or tap **"Next."** To answer **Point and Click** questions, click or tap the area of the screen that you think shows the correct answer. If there are circled areas, you can only click or tap in those circles. Your answer is marked with a target. Make sure the target appears in the correct place before moving on to the next question.

Now read the sample question on your screen and think about your answer. Click or tap the picture that you think shows the answer to the question. To change your answer, select another picture. **[Pause]**

Are there any questions? **[Pause]**

**Point and Click Questions**

- To answer Point and Click questions click on the area of the graphic that you feel represents the correct answer to the question. If there are circled areas on the graphic, you can only click in those circles.
- The answer you select will be marked with a target.




This shows a target marker over an area that was clicked.

- Make sure that the target marker appears on your answer choice before moving on to the next question.

**Sample Question**

2. Click on the set of safety equipment that is best used when handling liquids.



Help
Mark
Review
Back
Next

Say aloud:

Click or tap **"Next."** Read the sample question and watch the video, then think about your answer. Use the **"Replay"** button if you need to see the video again. Select the circle next to the answer you believe is correct. To change your answer, select another circle.

Now look at the other side of your screen. When a question has video, the video begins playing automatically. If a question has multiple videos, all videos play at the same time. Once all videos are finished playing, the **"Replay"** button appears at the bottom of your screen. Use this button to play videos a second time. You can only replay videos once.

Say aloud:

Click or tap **"Next."** The **Review Screen** allows you to review your answers from a particular section before you leave that section and go on to the next section or end the test.

The **"Review Skipped"** button takes you back to all the questions you did not answer. The **"Review All"** button takes you back to the first question in the section.

Say aloud:

Click or tap **"Next."** This is a sample **Review Screen**. It includes a chart that shows all the questions you skipped. If you did not skip any questions, this chart will not appear. Use the links in this chart to go back to a specific question that you skipped.

Tutorial

**The box below shows the questions you skipped.**

- To go to a question, click the question in the box below.
- Click **Review All** if you want to check your work in this section.
- Click **Review Skipped** to review the skipped questions in this section.
- Click the **Finish** button if you are ready to start the next section of the test.

Review Skipped
Review All

Question	Status
1	<a href="#">Skipped</a>
2	<a href="#">Skipped</a>

**Say aloud:****There are a few important things to remember about the Review Screen.**

When you see a **Review Screen**, you are not yet finished with the test. You are only at the end of a section. Once you proceed past the **Review Screen** and on to the next section, you **cannot return to the questions in the previous section**. Remember the test timer does not restart when you begin a new section, nor does it pause while you are reviewing your answers.

Are there any questions? [Pause]

**Say aloud:**

Now click or tap "**Finish**." A pop-up asks you if you are finished reviewing and ready to continue. This pop-up appears at the end of each test section after the **Review Screen**.

**www.programworkshop.com says:**

You have not answered all of the questions on this section of the test.

Click the CANCEL button to return to this section of the test and continue working.

If you click on the OK button, you will start the next section of the test, and will not be allowed to return to this section.

Prevent this page from creating additional dialogs.

Cancel

OK

Do not click or tap any of the buttons in the pop-up until you are told to do so. When you see this pop-up during the test, use the "**Cancel**" button if you're not ready to continue or want to return to the questions in the previous section. Use the "**OK**" button if you're ready to continue.

The tutorial is over. Now you are going to take the test by yourself.

**TEST DIRECTIONS**  
Timer starts.**Say aloud:**

The test timer will begin once you click or tap "**OK**" in the pop-up. Do you have any questions before we start the test? [Pause] Click or tap "**OK**" now. You may begin testing.

Watch that students proceed through both sections of the test and do not stop at the end of a question or Review Screen. Encourage slower workers to skip questions if necessary. Monitor student progress both on the proctor screen and by walking around.

Take note of any testing irregularities such as student illness or technical difficulties and report these to your Test Coordinator when the session is over.

**When the test time is up, say aloud:**

The test is over. If you are still reviewing your answers, click or tap the "**Review**" button. Then click or tap the "**Finish**" button. Click or tap "**OK**" in the pop-up, then the "**End**" button to close the test.

Collect and dispose of any scratch paper. Verify that all students are logged out of the test.

**This concludes the subtest directions.**



## ADMINISTERING MATHEMATICS PART 1 and PART 2

The Mathematics subtest has two parts. **Students must complete both Part 1 and Part 2 to receive a score. Refer to these instructions for either Part.**

### CREATE THE TEST SESSION

On the Test Delivery page, select “Mathematics” from the subject drop-down menu to create a session for either Part 1 or Part 2. The appropriate Part is automatically delivered.

### LOG IN STUDENTS

Instruct students to log in to the subtest as they would any other subtest. Students can use the same session number to log in to both Parts if they take them on the same day. Otherwise, they will need a new session number for Part 2.

### ADMINISTERING EITHER PART

#### Tutorial (Part 1 Only)

Guide students through the tutorial as you would any other subtest tutorial. **There is no tutorial in Part 2.**

#### Sample Questions

**The test timer begins to run.** Students answer two sample questions.

#### Test Questions

Students answer the test questions. When students are taking the test, please ensure that if the student is taking Part 1, “Part 1” is displayed under “Location in Test” on the proctor session screen—if the student is taking Part 2, “Part 2” is displayed. Refer to “Monitoring Test Sessions” in this guide for more information.

#### Review Screens

Depending on the students’ level, they will see either one or two review screens during each Part of the Mathematics subtest. For more information about review screens, please refer to “Guidelines for Subtests” in this guide.

For Levels 9-10, students will use each review screen to review only the questions from the section of the test they just completed. They will not be able to review questions from previous sections. Refer to the chart above for details.

#### Close Test

After finishing the last review screen, students are instructed to click “Close.” **If students just finished Part 1, they will close the test and log back in to start Part 2. If students just finished Part 2, the Mathematics subtest is complete.**