

General Information

Online BOG3 Tutorial Requirement

Schools must ensure every student participating in the online Beginning-of-Grade 3 (BOG3) English Language Arts/Reading Test has completed the BOG3 Online Assessment Tutorial at least one time at the school **before** test day. Students should not complete the tutorial on the day of the test administration.

Note: The BOG3 Online Assessment Tutorial may also be used as a tutorial for the Read to Achieve Test and for the English Language Arts/Reading Retest for those students who have not taken a grade 3 online assessment tutorial at least one time at the school before test day.

The BOG3 Online Assessment Tutorial is not an assessment; it allows the user to practice navigating through the testing platform and to respond to sample test items. During the BOG3 Online Assessment Tutorial, students have the opportunity to become familiar with tools, navigation, item tracking/flagging/response features, interactive items, and other test interface features.

For best results, students should complete the BOG3 Online Assessment Tutorial using the devices they will use during the actual online assessment. Completing the tutorial also provides a minimal test of configurations if security settings are followed.

Options for Completing the BOG3 Online Assessment Tutorial

The BOG3 Online Assessment Tutorial script may be used with desktop, laptop, and tablet computers. Schools may use one of two online assessment tutorial options with students:

1. Schools may play a video that demonstrates how to use the available tools, navigate the system, respond to each item type, and use the end-of-test review page. Immediately following the video, students must complete a self-paced interactive set of online sample items. The North Carolina Department of Public Instruction (NCDPI) strongly recommends schools show the video to groups of students rather than allowing them to stream the video to each device individually.
2. Schools may alternately use this standard script developed by the NCDPI, which gives guidance for using the available tools, navigating the system, responding to each item type, and using the end-of-test review page while students complete the tutorial items.

Schools should review both options before conducting the tutorial sessions to determine the best option for students.

Teachers administering the tutorial should monitor students as they complete the sample items and offer assistance and guidance. Teachers should prompt students to practice using the tools, manipulating the items, and navigating to and from the end-of-test review page. Teachers may clarify directions and assist students with the tools and items during the tutorial.



Benefits of the BOG3 Online Assessment Tutorial

Online tests are available in regular or large font and in alternate background colors (including high contrast) to all students; however, the NCDPI recommends these options be considered only for students who routinely use similar tools (e.g., color acetate overlays, alternate background color, large print text) in the classroom. The online assessment tutorial should be used to determine a student’s appropriate font size (i.e., regular or large) and/or alternate background color for test day.

The online assessment tutorial can assist students whose Individualized Education Program (IEP) or Section 504 Plan designates the *Large Print Edition* accommodation in determining if the large font will be sufficient for testing. If the size of the large font is not sufficient for a student because of his/her disability, this accommodation may be used in conjunction with the *Magnification Devices* accommodation, or a *Large Print Edition* of the paper-and-pencil assessment may be ordered. Note: Large font is not recommended for use on tablets because of the smaller screen size and the need for additional scrolling.

Large font and/or an alternate background color must be marked on the tutorial login page for their use during the tutorial. To use these features during the actual assessment, they must be selected for the student in the Student Interface Questions (SIQ) before test day.



ONLINE ASSESSMENT TUTORIAL SCRIPT
Beginning-of-Grade 3 English Language Arts/Reading Test

The BOG3 Online Assessment Tutorial requires the same technical specifications as the actual NCTest online assessment. Schools must review the technical requirements and load the appropriate NCTest application on all devices on days before the tutorial administration and must make any necessary security adjustments. Review the current technical and security requirements at <http://center.ncsu.edu/nct/>. Please note that iPads and Chromebooks have additional settings that must be used to comply with security for state testing. Details are included in the technical requirements support pages.

Launch the NCTest Secure Browser, the NCTest Chrome app for Chromebooks, or the NCTest iPad app and select NCTest Tutorial. The Online Assessment Tutorial Login page will display. Schools may allow students to select the appropriate tutorial on the login page **or** may log in each student by selecting the appropriate tutorial. Note: The *Test Read Aloud (in English)* is not available for the BOG3 tutorial as this accommodation invalidates the results for tests that measure reading comprehension.

On this screen, **select the appropriate settings** for the student:

- **Test Type:** Tutorials
- **Test Name:** Beginning-of-Grade 3 Tutorial
- **Change Font Size:** (regular or large) (large font is not recommended for tablets)
- **Change Theme:** (background color, high contrast)

Click/Touch Login. When all students have a START screen displayed, begin reading the script below. For words in parentheses, read only the words that are appropriate for the device being used by students in the room (e.g., read “click” for computers and “touch” for iPads).

SAY: Today, you will take the Beginning-of-Grade 3 Online Assessment Tutorial. After you complete this tutorial, you will know how to use online tools and navigation buttons to take the Beginning-of-Grade 3 Test. Your responses will not be saved, and you will not get a score.

You should see a START screen. During the actual test, you will see your name and the school information at the top of the screen. On this screen and on others, you will see an EXIT button. DO NOT (click/touch) the EXIT button because it will log you out of the test.

Read Only If Students Are Using Tablets:

SAY: DO NOT touch the HOME button on the side of the tablet; doing so will also log you out of the test.

Continue reading under *For All Students*.

Note: Clicking/Touching the EXIT or HOME button will close NCTest and log the student out of the tutorial. If the EXIT or HOME button is clicked/touched accidentally, the teacher must log the student back into the online tutorial.



For All Students:

SAY: (Click/Touch) START to begin the tutorial. You will see a reading selection and Item 1 on your screen; please do not continue until I tell you to do so.

Read Only If Students Are Using Desktops/Laptops or Chromebooks:

SAY: When navigating the screen, be careful not to click, hover, or, if you are using a touch screen device, touch near the edge of the test window.

Doing this can result in your test session closing, and you will have to be logged back into the tutorial.

Scroll bars will be available if all of the item or the reading selection is not visible on the screen.

Continue reading under For All Students.

Read Only If Students Are Using Tablets:

SAY: If parts of the screen are too small, you can use two fingers to “pinch” and zoom in the area you would like to enlarge. If you do enlarge the screen, you will most likely need to scroll to see the entire item and answer choices.

When rotating the device, if the test window appears either too large or too small after rotating, you can either double tap or pinch the screen to resize the content on the screen to full screen.

Continue reading under For All Students.

For All Students:

SAY: The top of the screen includes your name, the school’s name, and the item number you are currently working on along with the total number of items in the test.

Below your name is a tool bar with several tools you can use during the test. The test item is below the tool bar. At the bottom of the screen are the navigation buttons you will use to move from item to item in the test. Are there any questions?

Pause to answer questions and then continue.

SAY: Let’s look at the tools on the tool bar. Most of the tools may be (clicked/touched) one time to turn them on and (clicked/touched) a second time to turn them off. The first tool is the RESET button. The RESET tool looks like a curved arrow. You will not be able to (click/touch) it until you mark an answer choice and the arrow turns black. To practice,



SAY: (click/touch) answer choice A. The purpose of the RESET tool is to reset the item back to how it originally appeared on the screen. (Click/Touch) the RESET tool. A caution message appears on the screen to make sure you really want to reset the item back to how it was when you first saw it. (Click/Touch) the RESET button in the CAUTION box now to remove your answer and reset the item.

Next is the FLAG tool, which allows you to FLAG any items you might want to review later. There are two ways to use the FLAG tool. You can either (click/touch) in the square box to the left of the word FLAG, or you can (click/touch) the FLAG button. (Clicking/Touching) the square box or the FLAG button will put a check mark in the square box. You can (click/touch) the FLAG button or the square box again to remove the check mark and the flag option for that item. Use the FLAG tool now to flag this item for review later.

You will also have a tool that looks like a circle with an X over it. This is the STRIKE tool. When you (click/touch) it, your (pointer/finger) becomes an X. This tool allows you to put an X on answers you don't think are correct. If you would like to remove an X from any answer choice, (click/touch) the X to remove it. When you are ready to answer the item, (click/touch) the STRIKE button again to turn off the STRIKE tool.

Are there any questions about these three tools?

Pause to answer questions and then continue.

SAY: Now, let's look at the three highlighter tools. Try using these tools as I explain how and when to use them. The first one looks like a small highlighter pen and lets you highlight words. When you (click/touch) the HIGHLIGHT button, your (mouse pointer will change to an icon that looks like a highlighter/finger becomes the highlighter). To use it, (click/touch), hold, and drag (the mouse pointer/your finger) over the text you want to highlight. When you are finished with the HIGHLIGHT tool, (click/touch) on the HIGHLIGHT button to turn it off.

The second highlighter tool looks like a highlighter pen with a line through it. This tool lets you remove some of the highlight from the item. (Click/Touch) the tool to turn it on, and your (mouse pointer/finger) becomes the UNHIGHLIGHT tool. To use it, (click/touch) the screen and use your (mouse/finger) like you would use an eraser on paper to remove highlight from words. When you are finished, (click/touch) the UNHIGHLIGHT button to turn it off.

The third highlighter tool looks like a highlighter pen with an X through it. This tool lets you remove or clear all the highlight at one time. When you (click/touch) on this CLEAR HIGHLIGHT button, any highlight on the item will disappear. Are there any questions?

Pause to answer questions and then continue.



SAY: The last tool looks like a circle with a question mark and is called the HELP tool. If you can't remember how the tools or navigation work, you can (click/touch) the HELP button. (Click/Touch) the HELP tool now.

You will see explanations of the different tools and navigation buttons. There is also information that you will not need for the Beginning-of-Grade 3 Test, such as calculator icon information and item types that are not on the test. The Beginning-of-Grade 3 Test has only multiple-choice items. (Click/Touch) outside of the HELP screen to close the box. Are there any questions?

Note: On computers, students may use the X in the upper right corner of the HELP box to close the screen; on tablets, students may use the NEXT button to close the screen.

Pause to answer questions and then continue.

SAY: The navigation buttons are below the item. The FIRST button takes you back to the first item. The BACK button moves the test back one item. The PAUSE button opens a screen that keeps other students from seeing your test during stretch breaks or if you must leave your device before finishing the test. Your test administrator will tell you when to (click/touch) the PAUSE button. The NEXT button moves the test to the next item. The REVIEW button takes you to the end of the test. Are there any questions about the navigation buttons?

Pause to answer questions and then continue.

SAY: Let's look at sample item 1.

Read Only If Students Are Using Desktops/Laptops or Chromebooks:

SAY: The reading selection is on the left side of the screen, and the item and answer choices are on the right side of the screen. There is a divider bar in the middle that you can move if you want to adjust the screen. If the selection is too large for the screen, there will be scroll bars you can use. As you read the selection, you may want to use the highlighter tools.

Continue reading under *For All Students*.

Read Only If Students Are Using Tablets:

SAY: The reading selection is separated from the item and answer choices. If the selection is too large for the screen, scroll by sliding your finger on the screen in the direction you want the text to move. You can use the two finger "pinch" to zoom in or out of the text. Double tap to get the screen back to normal size. As you read the selection, you may want to use the highlighter tools.

Continue reading under *For All Students*.



For All Students:

SAY: Now go ahead and read the selection and complete item 1. (Click/Touch) the answer you think is correct. You can change your answer by (clicking/touching) another answer choice. Remember the RESET tool becomes active once you select an answer.

Pause to allow students time to finish item 1 and then continue.

SAY: In a moment you will complete items 2 through 9. When you (click/touch) NEXT or REVIEW on the last item, a REVIEW screen will appear that has a TEST SUMMARY. When you get to the REVIEW screen, stop and wait for directions. Raise your hand if you have a question.

Pause to allow students time to ask questions.

SAY: (Click/Touch) NEXT to move to Item 2. Answer items 2 through 9 now, and when you get to the REVIEW screen stop and wait for directions.

Pause to allow students time to finish the items. Once all students are on the REVIEW screen continue.

SAY: Everyone should be on the REVIEW screen. At the top of the page, the TEST SUMMARY shows you the numbers of the items you completed and the numbers of items you flagged to go back to later.

There is a REVIEW section below the TEST SUMMARY. The REVIEW section lists each item number in a column. If you answered the item, there will be an asterisk under it. If you flagged the item to go back to later, it will have a question mark under it. If you didn't answer every item, or if you want to go back and check the items you flagged, you can (click/touch) the item number, and it will take you back to that item. (Click/Touch) any item number now to see how this works.

Pause to allow students time to return to a test item and then continue.

SAY: When you are finished checking your answers, (click/touch) REVIEW to go back to the REVIEW screen. You will see an EXIT button and an END TEST button. The EXIT button is only for the test administrator to use. On test day, do not (click/touch) the EXIT button.

(Click/Touch) the END TEST button. A caution message asking if you are finished with your test will appear on the screen. Once you (click/touch) END TEST in the caution box, you will not be able to go back to the test. If you are not finished, (click/touch) the CANCEL button to go back to the test. If you are finished, (click/touch) the END TEST button. (Click/Touch) the END TEST button now.

A large STOP sign will appear to let your test administrator know you have completed the test. Your test administrator will (click/touch) EXIT on the STOP page when the test session is over. Are there any questions?



Pause to answer questions and then continue.

SAY: You have completed the Beginning-of-Grade 3 Online Assessment Tutorial.

