
AZELLA

Grades 2-3

Online Practice Test

User's Guide



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AZELLA Grades 2-3 Online Practice Test User's Guide

Purpose and Use of the Online Practice Tests

The AZELLA Grades 2-3 Online Practice Test was created to provide opportunities for educators to interact with students in grades two and three as they navigate the online format. The goal is for students to feel comfortable and confident when taking the AZELLA Spring Standalone Field Test (SAFT).

The samples included in this online Practice Test are multiple choice only. This Practice Test provides students with the format and feel of the Grades 2-3 Spring 2021 SAFT and the opportunity to practice the use of the navigation tools within the actual testing platform.

This Practice Test does not contain a complete representation of all the item types on the Grades 2-3 Stand Alone Field Test.

There are some critical differences between multiple-choice items included in this Practice Test and those included in the Stand Alone Field Test. This Practice Test is not scored. Proficiency levels are not provided based on the number of correct responses to the Practice Test. Be aware that student responses are not saved once the student submits or exits any test section.

This User's Guide provides the directions and scripts needed to administer the Practice Test. This document also provides a list of each item on the Grades 2-3 Online Practice Test and the correct response.

The Grades 2-3 online test platform is called TestNav. This application needs to be downloaded onto the devices prior to testing. It is strongly recommended that students do the Online Practice Test before they take the AZELLA Stand Alone Field Test.

The only purpose of the Practice Tests is for students to become familiar with the testing platform and the navigation tools. Students do not require a username and password to access the Online Practice Test. Test Administrators should monitor students to ensure that they are comfortable using the navigation tools and are progressing through the Practice Test at an appropriate pace for the proficiency and grade level.

If the goal is to simulate the actual test environment, teachers must insist that students do their own work on this test. Students should be seated so they cannot see each other's work. Creating an appropriate test environment for the Online Practice Test is another way to assist students to feel comfortable when taking the online Stand Alone Field Test.

The Test Administrator will read some of the directions aloud to students, ensure that students are comfortable with the different item types, and respond to the students' questions regarding the navigation tools. When reading the scripted directions, Test Administrators should speak clearly and fluently using a normal tone of voice.

This Online Practice Test includes pre-recorded narrative directions. These directions are offered to make this Practice Test as self-contained as possible. For your reference, transcripts of the *Audio Scripts* of the recorded directions are also provided in this guide.

There are items on this Practice Test that are the actual sample items from the online Grades 2-3 Stand Alone Field Test. The remaining items are similar to actual item types, but do not appear on the Grades 2-3 Stand Alone Field Test.

The Operational AZELLA Tests require that specific administrative procedures be followed. The scripted directions, in audio format and Test-Administrator delivered, are formatted to guide you through the test administration and to help ensure proper testing procedures. The Online Practice Test is designed to parallel the procedures for the Grades 2-3 Stand Alone Field Test. Please review the directions in advance to become familiar with the scripted text and testing procedures.

Introduction - About this User's Guide

What does the Test Administrator read?

The Test Administrator reads the **TA Scripted Directions**.

Examples of the format for the scripted directions are as follows:

SAY	Read aloud to students only what is marked with "SAY" and printed in bold type.
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<i>Text Printed in Italics</i>	<i>Directions and information for Test Administrators are printed in italics. Text printed in italics should not be read aloud to students.</i>
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NOTE: In all directions delivered to students, recorded or TA scripted, the Test Administrator is referred to as the "teacher."

What are the **audio scripts**?

The audio scripts are transcriptions of the pre-recorded scripts included on the Online Practice Test that contain directions, sample items, and other materials that help the student navigate through the Practice Test. The audio scripts are included in this User's Guide for reference only and are not meant to be read aloud to students by the Test Administrator.

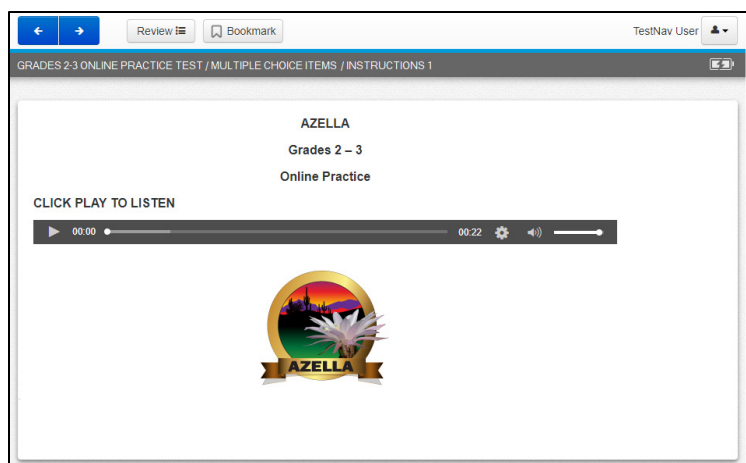
Examples of the format for the audio scripts are as follows:

Screen #X – Audio Scripts

Directions and information given to students via audio recording when students press the "Play" button on a given Screen or Sample Item.

What is a **screen**?

A **screen** is what students can see as they navigate through the Online Practice Test and include features such as the play bar, tools, and icons. Screens are represented in this User's Guide with screenshots to help Test Administrators keep students on track. Example of a **screen**:

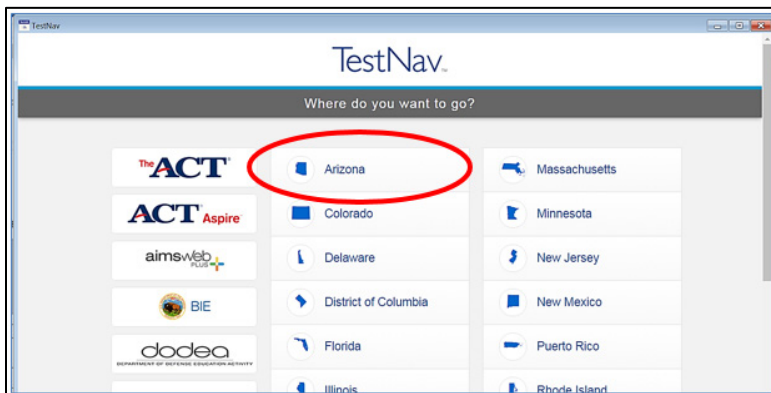


Required and Allowable Materials and Equipment

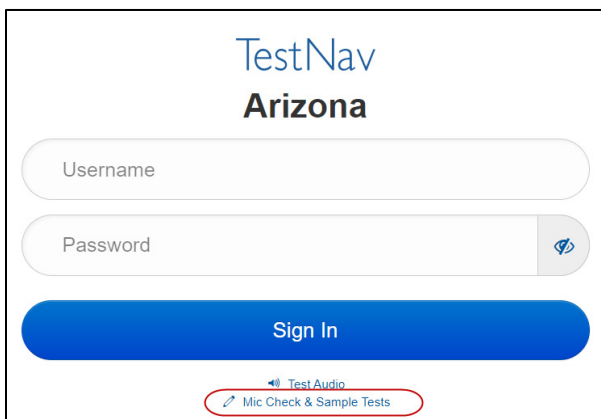
Grades 2-3 Online Practice Test				
Practice Test	Setting	Scratch Paper	Headphones or Earbuds	Headsets with Microphone
Grades 2-3 Online Practice Test Multiple Choice Only	whole class	yes	yes	not required

How to Log on to TestNav Grades 2-3 Online Practice Test

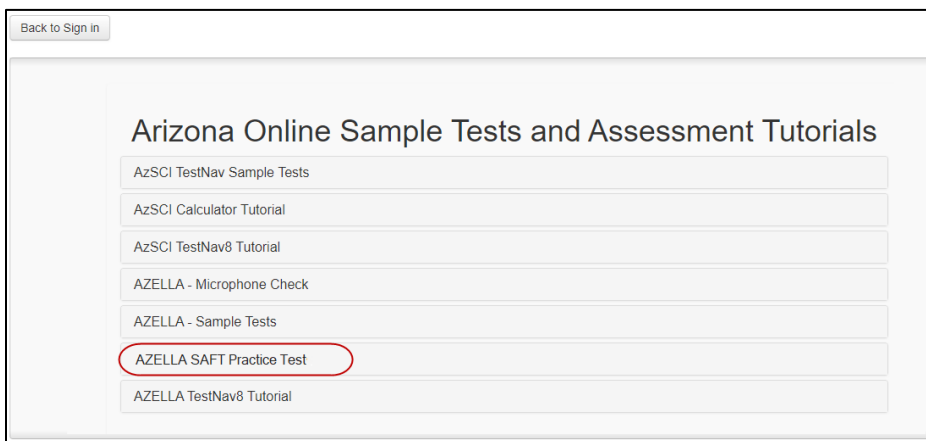
1. Open the TestNav app and select Arizona.



2. Click on Mic Check & Sample Tests.



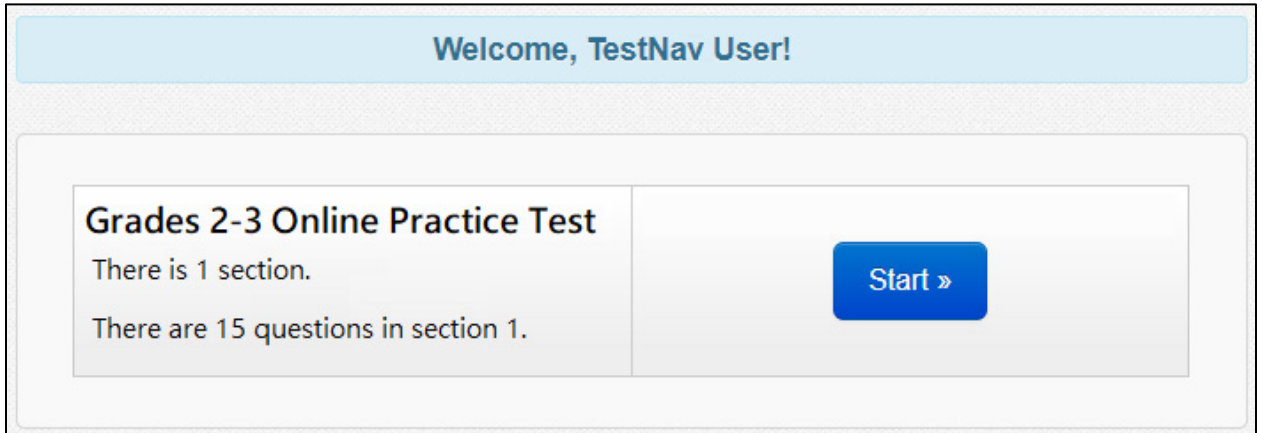
3. Locate the "AZELLA -SAFT Practice Tests" menu in the "Arizona Online Practice Test and Assessment Tutorials" landing page.



4. *Select the Grades 2-3 Practice Test.*



5. *The Grades 2-3 Online Practice Test start screen will appear indicating the number of questions.*



Administering the Grades 2-3 Practice Test

The AZELLA Grades 2-3 Online Practice Test can be administered in a group setting. There are Listening, Reading and Writing multiple-choice questions on the Practice Test. The Practice Test is presented a single section with the items grouped by domain. The table below describes the number of items presented for each domain.

Domain	Number of Items	Item Type
<i>Listening</i>	<i>5</i>	<i>Multiple Choice</i>
<i>Reading</i>	<i>5</i>	<i>Multiple Choice</i>
<i>Writing</i>	<i>5</i>	<i>Multiple Choice</i>

There is a limited amount of text that the Test Administrator will read from the script in this User's Guide. The Practice Test Administrator's role is to assist students with navigation questions, and answer student questions about tools. The Test Administrator will need to monitor students' work to ensure they are following the directions and responding to the questions by clicking on their selected answer choice. Students are allowed to take notes on their scratch paper during the Practice Test.

The Practice Test items and directions are recorded and formatted in the same way as the items on the operational tests. Make sure each student has a set of headphones or earbuds in good working condition. Be sure that all desks are cleared of books and other materials not needed for the test.

TA Scripted Directions:

SAY Today, you will be taking the Grades 2-3 Online Practice Test. This test has three parts: Listening, Reading, and Writing.

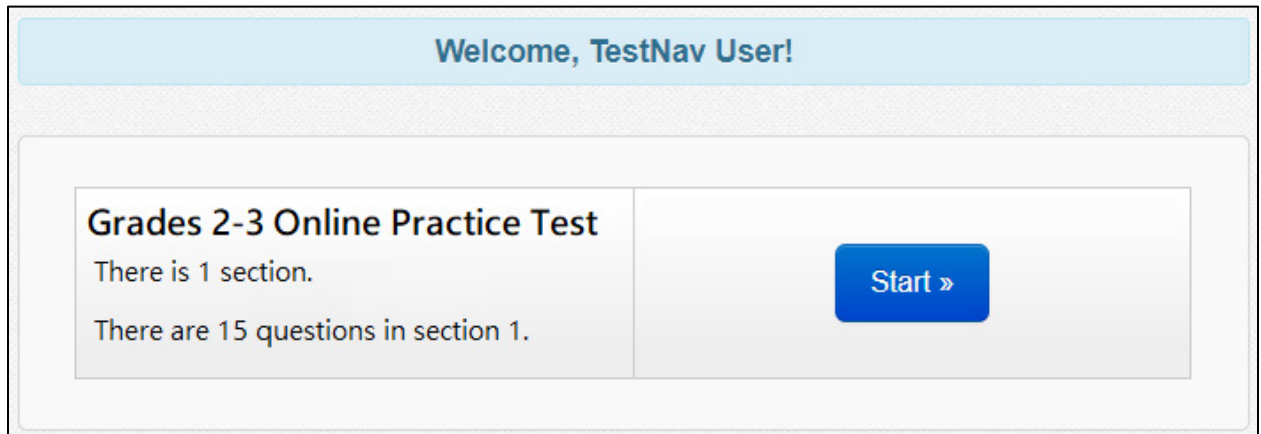
Do not start the Practice Test until I tell you to do so. Electronic devices, such as cell phones, are not permitted during the entire testing session.

Be sure to answer all the questions on the test. There are 15 questions on the Practice Test. The computer will collect your answers.

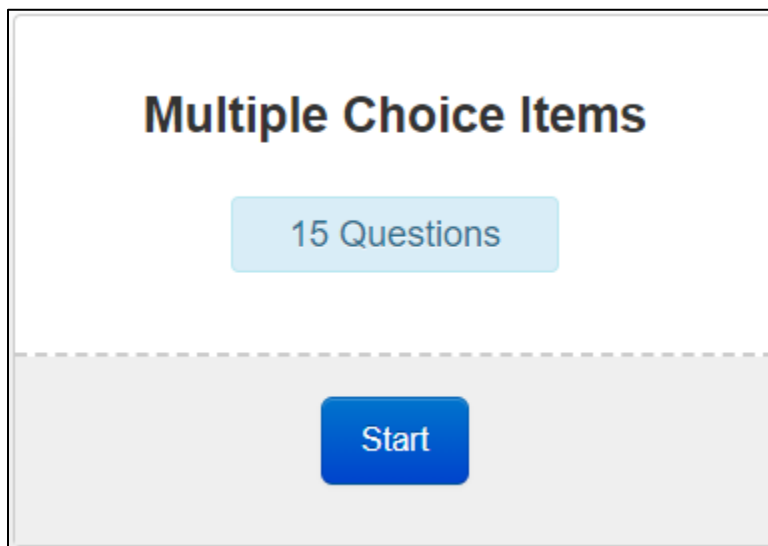
SAY Now, we will begin the Practice Test. Talking during the Practice Test is not allowed. You may take notes on your scratch paper as you listen to the passages and questions.

You will respond to each question by selecting the circle next to your answer choice. If you want to change an answer, just click on the circle next to your new answer choice.

Click on the blue “Start” button.



Click on the blue “Start” button, again.

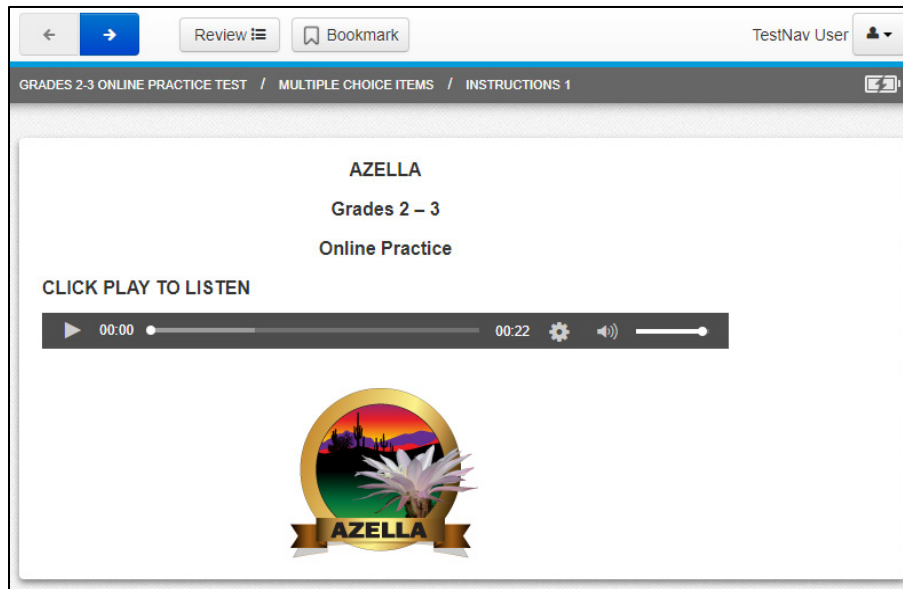


Make sure students are now on the **Welcome Screen** (shown below) of the Grades 2-3 Online Practice Test.

SAY Now, put on your headphones and click the “Play” button to listen to the directions.

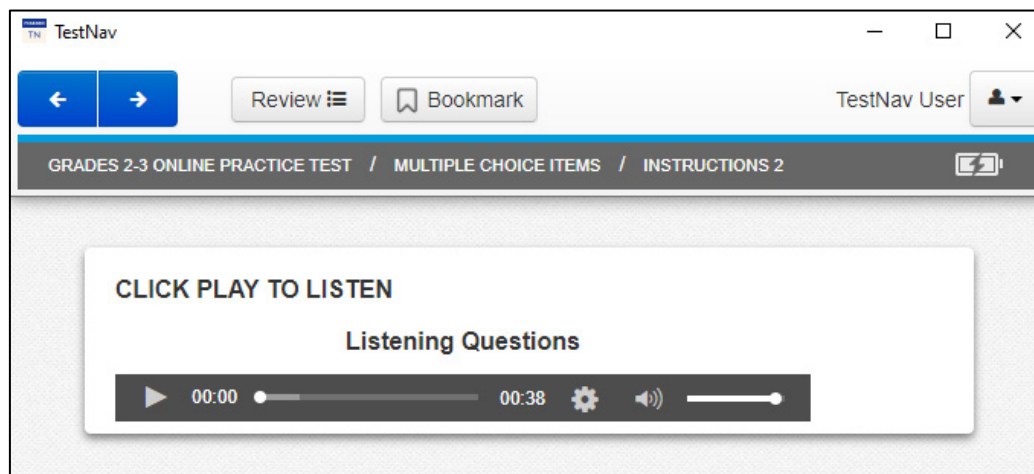
Listening Audio Scripts:

Screen #1 – Instructions 1



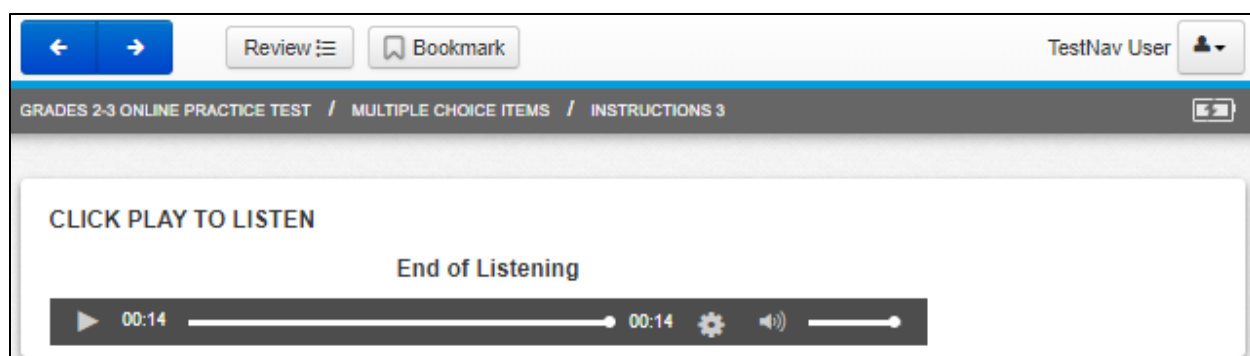
Welcome to the AZELLA Online Practice for Grades 2 - 3. In this practice, you will answer some Listening, Reading, and Writing multiple-choice questions. Click the blue “next” button at the top of the screen and then, click the “play” button to begin.

Screen #2 - Instructions 2



For the Listening questions, you will listen to a passage, a question, and the answer choices. The answer choices will appear on your screen. You will mark your answer by selecting the circle next to your answer choice. Raise your hand if you have any questions. Click the blue “next” button at the top of the screen to go to the first Listening question.

Screen # 3 – Instructions 3



Congratulations! You have now finished the AZELLA Listening Online Practice.

When you are ready, click the blue “next” button to go to the Reading questions.

There are 5 Listening items on the Grades 2-3 Online Practice Test. The correct response of each item is included on the table below for your reference. The item number can be found in the gray banner on the screen, above each item.

Test Administrators may choose to review the correct Listening responses with the testing group. Once a student submits his/her responses or exits the Practice Test, the student responses will no longer be available for review.

Item #1 Correct response is A.	Item #4 Correct response is C.
Item #2 Correct response is A.	Item #5 Correct response is B.
Item #3 Correct response is B.	

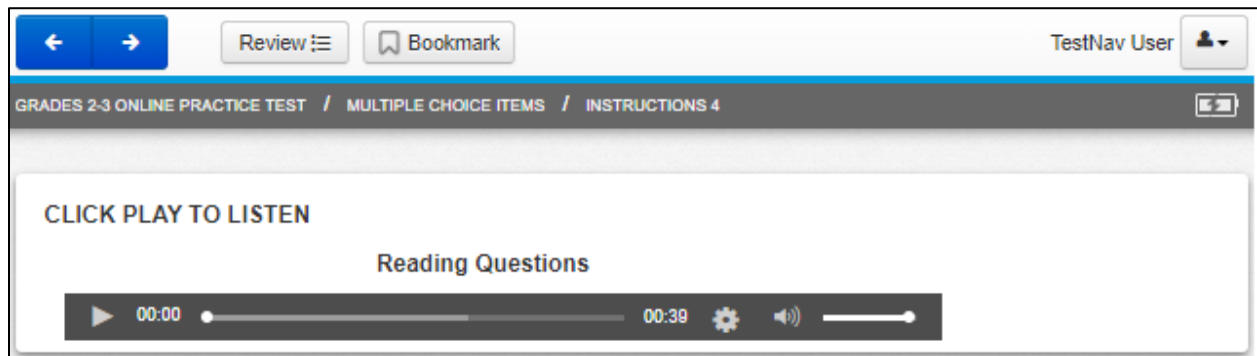
TA Scripted Directions:

SAY Now, we will begin the Reading part of the test. There are 5 questions.

Talking during the Reading portion of the test is not allowed. If it helps you to select your answer choice, you may write on your scratch paper.

Reading Audio Scripts:

Screen # 4 – Instructions 4



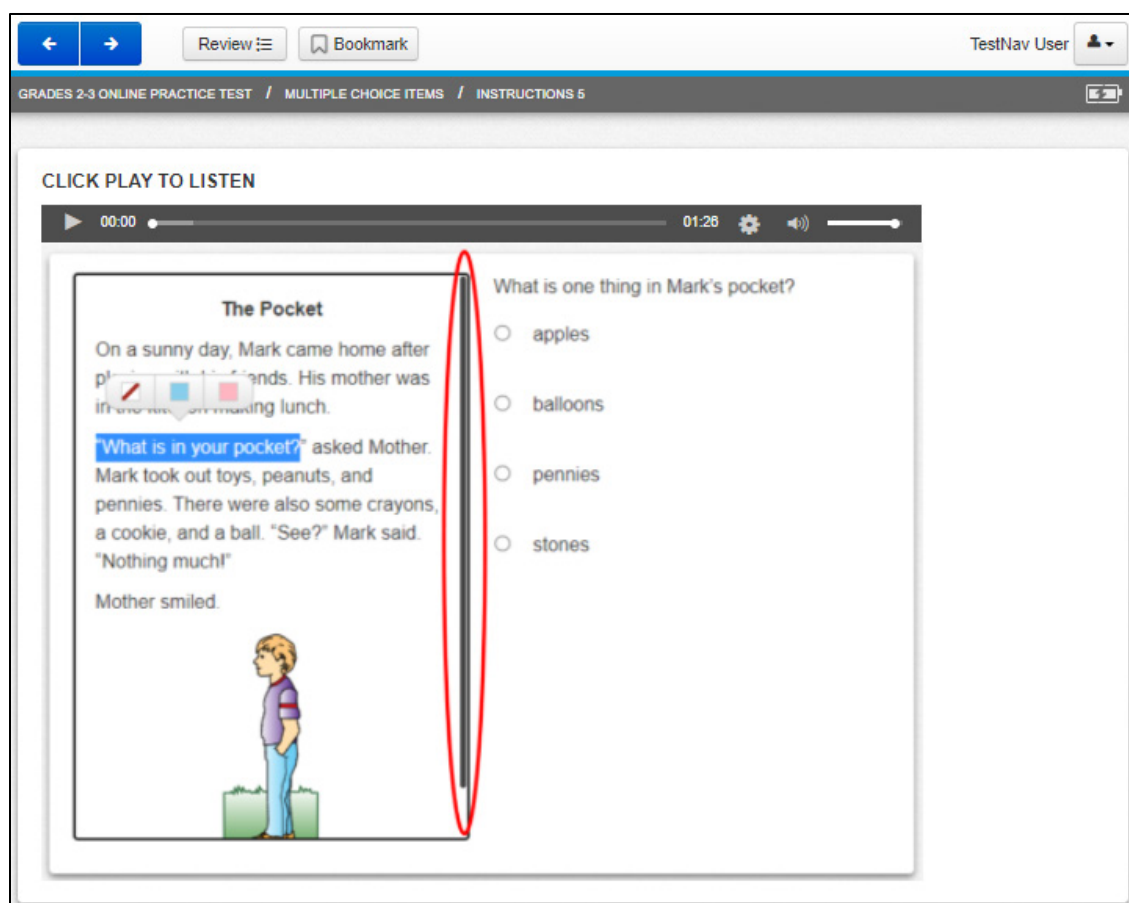
The Reading Online Practice has multiple choice questions.

For some of the Reading questions you will read a sentence, the question, and the answer choices. You will mark your answer by selecting the circle next to your answer choice.

You will also answer Reading questions about a passage that you will read on your screen.

Click the blue “next” button at the top of the screen to go to the first Reading question.

Screen # 5 – Instructions 5



Look at the passage. The title of the story is “The Pocket.” This story has more than one question.

You will be able to see the story with every question. You will use the blue “next” button to go from one question to the next.

The whole story might not fit on that part of the screen at one time. You may need to scroll to read the whole story.

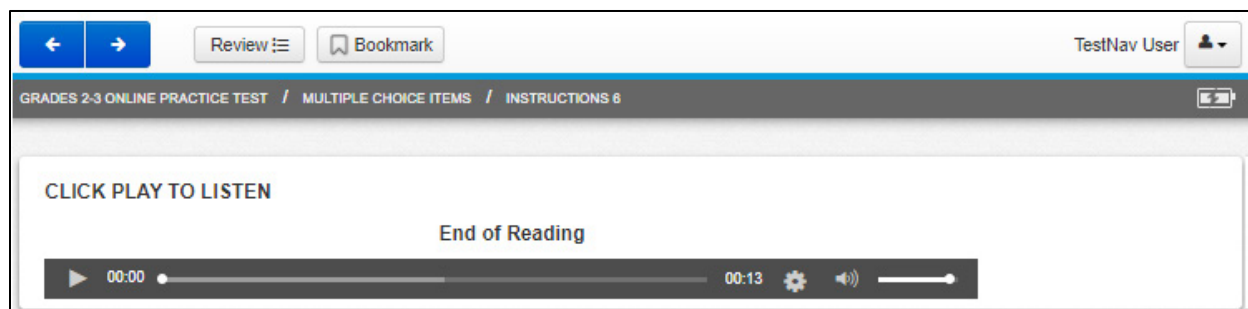
You will see a question on the other part of your screen. This is the first question for this story. You will read the story and the question before you answer the question.

You might want to use some of the computer tools to help you select your answer. One of the computer tools you might want to use is the highlight tool.

You will mark your answer by selecting the circle next to your answer choice.

Raise your hand if you have any questions. If you don't have any questions, start reading the story to answer the question.

Screen # 6 – Instructions 6



Congratulations! You have now finished the AZELLA Reading Online Practice.

When you are ready, click the blue “next” button to go to the Writing questions.

There are 5 Reading items on the Grades 2-3 Online Practice Test. The point value and correct response of each item are included on the list for your reference.

Item #6 <i>Correct response is B.</i>	Item #9 <i>Correct response is C.</i>
Item #7 <i>Correct response is C.</i>	Item #10 <i>Correct response is D.</i>
Item #8 <i>Correct response is B.</i>	

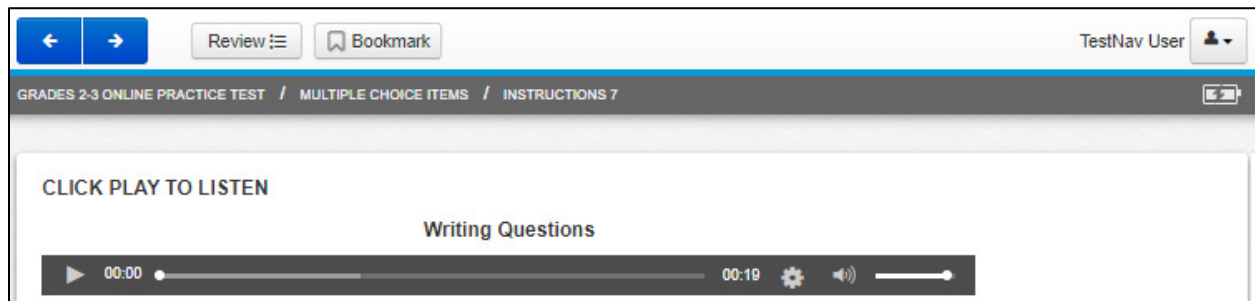
Test Administrators may choose to review the correct Reading responses with the testing group. Once a student submits his/her responses or exits the Practice Test, the student responses will no longer be available for review.

TA Scripted Directions:

SAY Now, we will begin the Writing part of the test. The test has 5 questions. Talking during the Writing portion of the test is not allowed. If it helps you to select your answer choice, you may write on your scratch paper.

Writing Audio Scripts:

Screen #7 – Instructions 7

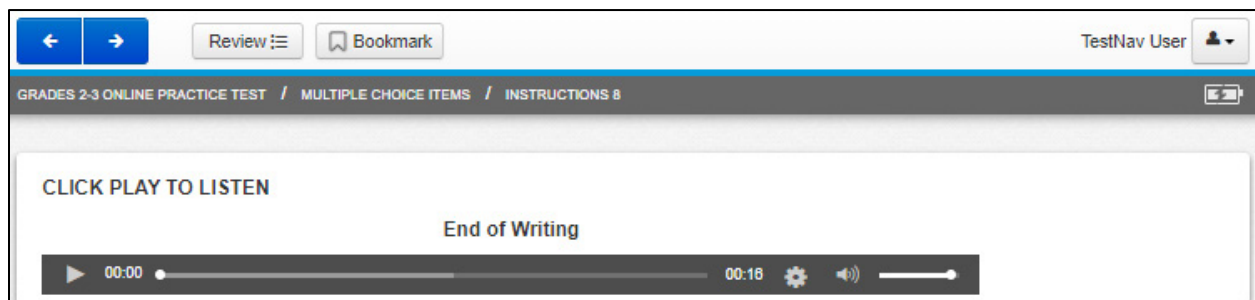


The Writing Online Practice has multiple choice questions.

You will mark your answer by selecting the circle next to your answer choice.

Click the blue “next” button at the top of the screen to go to the first Writing question.

Screen # 8 – Instructions 8

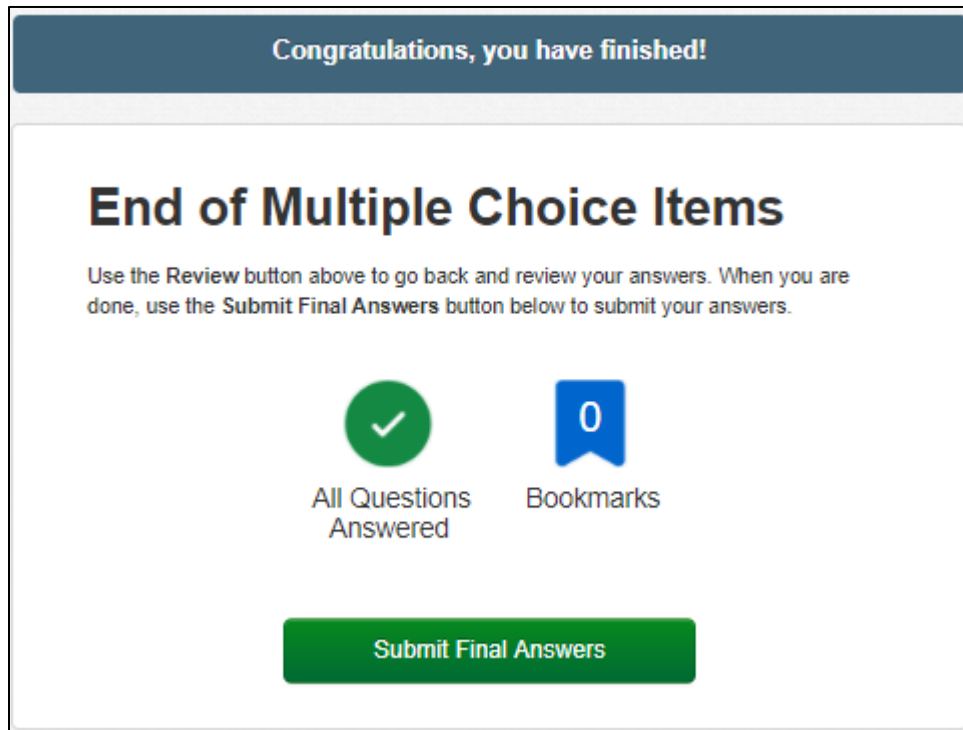


Congratulations! You have now finished the AZELLA Writing Online Practice.

Thank you for participating in the AZELLA Online Practice. If you have any questions, please make sure to ask your teacher.

TA Scripted Directions:

End Test Screen



SAY When you click the blue “Next” button, you will see a screen that says, “End of Multiple Choice Items.” You may also see a number inside a circle. That number tells you how many questions you did not answer. It is not too late to go back and answer any questions that you missed. If you answered all of the questions the circle will have a checkmark.

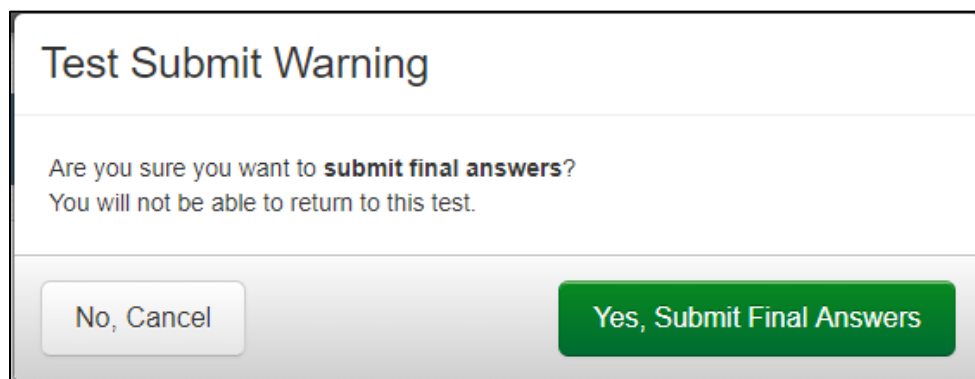
SAY When you are ready, click on the green “Submit Final Answers” button.

Monitor that students are comfortable using the “Review” button to go to an unanswered question. If a student cannot answer a question, it is ok to submit a Section without having answered all the questions. The purpose of the “Review” tool is to ensure that a student did not leave a question unanswered by mistake.

You can also review the correct Writing responses with the testing group.

Remind students that once they exit a section of the Practice Test, their responses will no longer be available for review.

SAY You have now completed the last part of the Grades 2-3 Online Practice Test. After you click “Submit Final Answers”, the “Test Submit Warning” will pop up.



Test Submit Warning

Are you sure you want to **submit final answers**?
You will not be able to return to this test.

No, Cancel Yes, Submit Final Answers

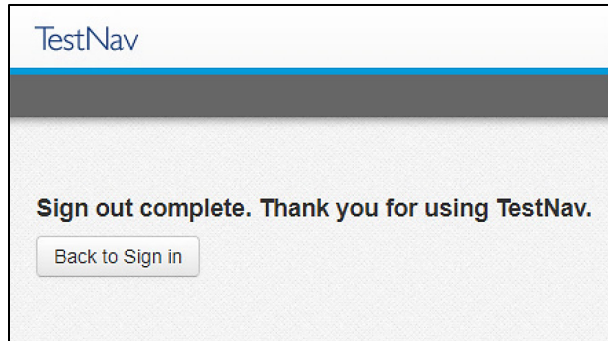
SAY This is a very important screen. It says, “Are you sure you want to submit final answers. You will not be able to return to this test.” When you are sure you are ready, click on the green “Yes, Submit Final Answers” button.

NOTE: It is important to impress upon the students that for the Operational Test, clicking “Yes” on the Test Submit Warning will submit the answers to that section and that they will not be able to return

There are 5 items on the Grades 2-3 Online Practice Test. The point value and correct response of each item are included on the list for your reference.

Item #11 Correct response is D.	Item #14 Correct response is C.
Item #12 Correct response is D.	Item #15 Correct response is A.
Item #13 Correct response is D.	

After submitting the Practice Test, TestNav will show this screen:



The “Back to Sign in” button will take the student back to the Sign In page:

