

eMPower**ME**

Directions for Administering the **Student Tutorials**

Grades 3–8



TABLE OF CONTENTS

Directions for Administering the Student Tutorials	1
Reading	2
General Directions for Administering the Reading Student Tutorial for Grades 3–8	
Writing & Language	8
General Directions for Administering the Writing & Language Student Tutorial for Grades 3–8	
Mathematics	14
General Directions for Administering the Mathematics Student Tutorial for Grades 3–8	

For questions about the Maine testing program, information is available at maine.onlinehelp.cognia.org.

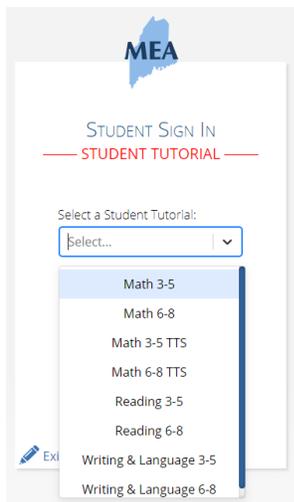
DIRECTIONS FOR ADMINISTERING THE STUDENT TUTORIALS

The following directions for administration are for the eMPower ME Student Tutorials. The directions introduce the following aspects of the online testing platform:

- How to sign in to the eMPowerME testing site
- The navigation tools available during testing
- The tools available to support students' ability to respond to test questions
- The types of items that may be encountered on eMPowerME assessments

To sign in to the tutorials, students will launch the eMPowerMEA Kiosk or App and click the **Access the Student Tutorial** link. Unlike in previous years, **students will not need a username or password to sign in to the student tutorials**. Rather, students will select the appropriate test from the **Select a Test** dropdown menu and click the **Go** button to enter the test session.

Note: There will be the option to select text-to-speech (TTS) versions of the Mathematics tests.



Directions are presented as scripts that the test administrator should follow exactly. Instructions for the test administrator that precede, follow, or are interspersed within the scripts are in italic type. The words that the test administrator should say aloud are in bold type.

READING

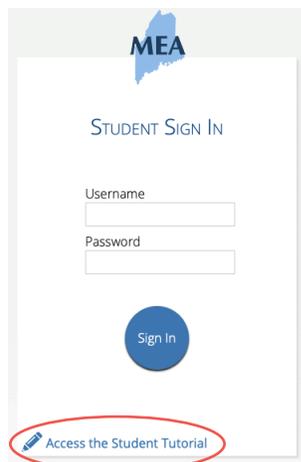
General Directions for Administering the Reading Student Tutorial for Grades 3–8

Distribute scratch paper and No. 2 pencils.

Say: **Today, you will be taking a practice test or tutorial in reading. It is an important opportunity to practice using your computer to take a test. Your answers will not count toward an actual test score, but it is important that you take your time and do your best. The practice test will help you become familiar with the types of questions and the tools that will be available to you when you take the actual test. As you take the practice test, be sure you understand how to answer each type of question.**

Double-click the test icon on your desktop. Once the program opens, you will see a student login page. Raise your hand if you do not see the login page.

Click on the **Access the Student Tutorial link in the lower left corner of the login page.**

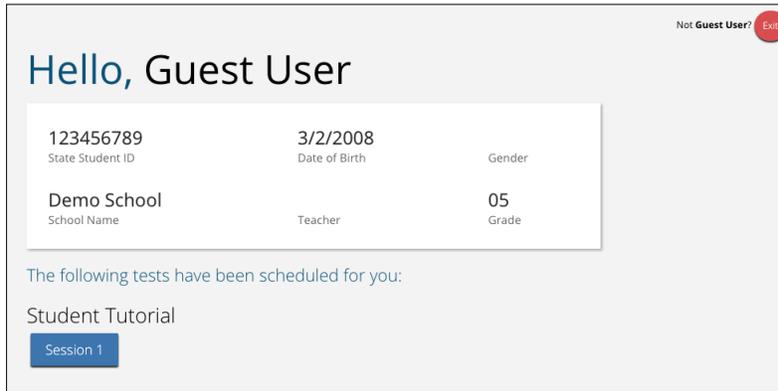


Select the appropriate Reading tutorial from the “Select a Test” dropdown menu and click the “Go” button to do the reading sample items.

Wait for everyone to have the test selection page displayed on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the eMPowerME testing program.

Pause to allow students to access the Student Tutorial.

Say: **If you have successfully logged in, you will see the words “Hello, Guest User.” If the information on the screen is not correct, raise your hand.**



Work with any students who may need extra help logging in to the program.

Say: **Click the “Session 1” button. Please raise your hand if you are not viewing a page that says “Session 1 Directions.”**

Pause; wait for students to raise their hands.

Say: **Now you should be viewing the reading directions. Take a moment and read the directions to yourself as I read them aloud.**

“Today you will take a test in reading. For this test, you will read passages and then answer questions about the passages. Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best. If you are not sure of the answer to a question, you should still try to answer it.”

When you finish reading the directions, click “Continue.”



Pause, if needed, for students to finish reading. Make sure all students click “Continue” to move to the next screen.

Say: **You will read passages and answer questions about the passages. Sometimes two passages will be together. They will be found on separate tabs. Please be sure to use these tabs on the practice test. You will need information from both passages to answer some of the questions on the test.**

A reading passage should show on the left side of your screen. Sample question 1 should show on the right side of your screen.

Look at the buttons on the bottom right of the screen. These are your navigation buttons. Note: The “Back” button will appear when you have moved forward from question 1.



- “Clear” will clear your answers for the question on the page. If you click this button, you will be asked if you are sure you want to reset the page.
- The “Pause/Exit” button gives you the option to either pause or exit your test session. If you choose to pause a test, you will have 30 minutes to resume testing or else you will be automatically logged out of the test session and your notes and markups will NOT be saved. If you choose to exit a test, your notes and markups will NOT be saved.
- Clicking the “Next” button will take you to the next question.
- Clicking the “Back” button will take you to the previous question. Note: The “Back” button will appear when you have moved forward from question 1.
- You can bookmark any item to go back to it later by clicking the star next to the arrow to the right of the question number in the upper left of the screen.



- Remember you may not be able to see the entire item, text or questions at once, depending on your device screen size. Use the blue scroll bars to make sure that you have read the entire item before answering the question(s).
- Another way to move around in the test form is by using the Test Review Page. You can access the Test Review Page by clicking the down arrow next to the question number at the top left of the screen.



- The Test Review Page lists all of the questions on the test. Answered questions appear blue; questions you have viewed but not answered are red; bookmarked questions have a yellow star next to them; and questions that have not been visited are gray.
- Clicking a question number will take you directly to that question on the test. You can also pause, return to the test, or submit your test from the Test Review Page.

You have completed: 5 out of 10 question(s).

★ 1 not answered	2 answered	3 answered
4 answered	5 answered	6 answered
7 not visited	8 not visited	9 not visited
10 not visited		

Pause/Exit Return to test Turn In

As you move through the test, please ask any questions you have about how to navigate.

Say: There are additional tools you can use to help you answer questions.

Look at the four options in sample question 1. Next to each letter is an icon that looks like an eye. Clicking this “eye” will hide the option. Clicking again will make it reappear. You can use this tool if you are unsure of an answer but would like to hide the options you know are not correct.



Say: You can also use the “Hide All” or “Show All” button above the options to hide all the options or show all the options if some have been hidden.

Show All

Say: There is also a tool box in the lower left corner. There you will see several tools available to use on this test.

The “Guideline” tool has the letters “abc.” This tool provides a small window that you can move up and down the page to cover some of the words to help with reading. You can also resize it to add more white space or more gray space.



Say: The “Answer Eliminator” tool is a series of lines with an X over them. This tool allows you to put a red X through answer choices on multiple choice items. Click the tool to enable it. Click it again to disable it.



Say: The “Reverse Contrast” tool is a circle that is half black and half white. This tool allows you to change the white background to black and the black type to white. Click the circle to change how the letters look. Click again to change back.



Say: The “Color Contrast” tool is a circle that is half blue and half yellow. It will open 12 color choices. Click to choose the color for the typed words and for the background. Click “default” to go back to a white background with black words.



Say: The “Sketch” tool will open a toolbox containing several colored pencils, an eraser, and a highlighter.



Say: Use this tool to highlight parts of the passage or question that you want to stand out. Do not use it to write your answers. Click this tool now.

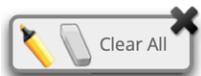


Say: Now, click the yellow highlighter and highlight a word in the item. Now click the blue pencil and circle a word in the item. You can erase the marks you just made by clicking the eraser and then clicking the mark. Click the "X" in the upper right corner of the tool to close the "Sketch" tool.

Click on the yellow highlighter. This is the "Text Highlight" tool. This tool will allow you to select specific words you want to highlight.



Say: From the pop-up menu, you can highlight the selected text or use the eraser to remove some or all of the highlighted text.



Say: Now look at the picture of a pencil and pad of paper. This is the "Notepad" tool. You can write notes to yourself about your ideas while you read a passage or answer a question. Click the Notepad to open the pad and click the Notepad again to close it. Your notes will stay on the Notepad for items that share the same passage and will be available until your test session is submitted. If you exit the test session, your notes will not be saved.



Say: Finally, the "Custom Masking" tool lets you cover blocks of the passage or item words.



Say: Click the "X" in the upper right corner of the tool to close it.



Raise your hand if you have any questions.

Pause to answer questions. When there are no more questions, continue.

There are several item types that students will see on the eMPowerME assessments. Once you have explained the item types, students can move through the items, answering the questions.

Say: **The Reading Tutorial has sample passages and items. Read the first passage and answer the questions that follow. You will see several types of items. Be sure to read any instructions prior to answering the questions. There are multiple-choice questions where you will select one or more correct answers and two-part multiple-choice questions where you will need to answer two questions that are related to each other.**

There is also a set of two passages in this sample item set. The first passage is on the left side of your screen. Above the passage are the words “Passage 1” and “Passage 2”. Click “Passage 2”.



Say: **You will see the second passage. Anytime you want to change from one passage to another, click the passage number in the upper left part of the screen.**



Say: **To view a passage in full screen mode, click on the Expand icon.**

There are also questions for which you must write your own answer. For these questions, you must click in the answer box below the item and type your answer. The answer space has basic font tools, such as bold, italics, and underline, as well as editing tools, such as undo and redo. When a question has more than one part, each part will have its own answer space. Make sure to put your answers in the correct answer spaces.



When you finish all the questions, click the “Finish” button.

Give students about 15–30 minutes to use the tools and respond to the sample items. Then continue.

Say: **You may now click the “Finish” button to be taken to the Test Review Page. If you want to go back and answer any questions you skipped, click the question number. Then click the “Finish” button. Click “Turn In” to end the reading practice session, and then click “Turn In” again to confirm.**



Any questions?

Answer all questions.

Once the tutorial is complete, collect all assessment materials, including scratch paper and No. 2 pencils.

IMPORTANT NOTE: *The online test will log out after 60 minutes of inactivity. Students must interact with the online test within 60 minutes or they will have to sign in again. They need to be actively answering questions in order to be considered “active” in the system. Just moving the mouse or using the tools is not considered activity.*

WRITING & LANGUAGE

General Directions for Administering the Writing & Language Student Tutorial for Grades 3–8

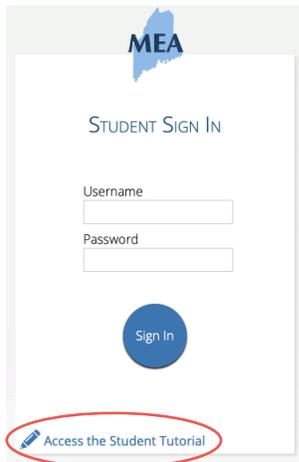
Distribute scratch paper and No. 2 pencils.

Say: **Today, you will be taking a practice test or tutorial in writing and language. It is an important opportunity to practice using your computer to take a test. Your answers will not count toward an actual test score, but it is important that you take your time and do your best. The practice test will help you become familiar with the types of questions and the tools that will be available to you when you take the actual test. As you take the practice test, be sure you understand how to answer each type of question.**

You will read a passage and answer questions about how to improve the passage.

Double-click the test icon on your desktop. Once the program opens, you will see a student login page. Raise your hand if you do not see the login page.

Click on the **Access the Student Tutorial link in the lower left corner of the login page.**



Select the appropriate Writing tutorial from the “Select a Test” dropdown menu and click the “Go” button to do the writing and language sample items.

Wait for everyone to have the test selection page displayed on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the eMPowerME testing program.

Pause to allow students to access the Student Tutorial.

Say: **If you have successfully logged in, you will see the words “Hello, Guest User.” If the information on the screen is not correct, raise your hand.**

Work with any students who may need extra help logging in to the program.

Say: **Click the “Session 1” button for your grade. Please raise your hand if you are not viewing a page that says “Session 1 Directions.”**

Pause; wait for students to raise their hands.

Say: **Now you should be viewing the writing and language directions. Take a moment and read the directions to yourself as I read them aloud.**

“Today you will take a test in writing and language. For this test, you will read passages and answer questions. Some questions might ask about how to improve the passage. Other questions might ask you to correct errors in the passage. Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best. If you are not sure of the answer to a question, you should still try to answer it.”

When you finish reading the directions, click “Continue.”



Pause, if needed, for students to finish reading. Make sure all students click “Continue” to move to the next screen.

Say: **A passage should show on the left side of your screen. Sample question 1 should show on the right side of your screen.**

Look at the buttons on the bottom right of the screen. These are your navigation buttons. Note: The “Back” button will appear when you have moved forward from question 1.



- **“Clear” will clear your answers for the question on the page. If you click this button, you will be asked if you are sure you want to reset the page.**

- The “Pause/Exit” button gives you the option to either pause or exit your test session. If you choose to pause a test, you will have 30 minutes to resume testing or else you will be automatically logged out of the test session and your notes and markups will NOT be saved. If you choose to exit a test, your notes and markups will NOT be saved.
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- You can bookmark any item to go back to it later by clicking the star next to the arrow to the right of the question number in the upper left of the screen.



- Remember you may not be able to see the entire item, text or questions at once, depending on your device screen size. Use the blue scroll bars to make sure that you have read the entire item before answering the question(s).
- Another way to move around in the test form is by using the Test Review Page. You can access the Test Review Page by clicking the down arrow next to the question number at the top left of the screen.



- The Test Review Page lists all of the questions on the test. Answered questions appear blue; questions you have viewed but not answered are red; bookmarked questions have a yellow star next to them; and questions that have not been visited are gray.
- Clicking a question number will take you directly to that question on the test. You can also pause, return to the test, or submit your test from the Test Review Page.

You have completed: 5 out of 10 question(s).

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Pause/Exit Return to test Turn In

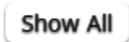
As you move through the test, please ask any questions you have about how to navigate.

Say: There are additional tools you can use to help you answer questions.

Look at the four options in sample question 1. Next to each letter is an icon that looks like an eye. Clicking this “eye” will hide the option. Clicking again will make it reappear. You can use this tool if you are unsure of an answer but would like to hide the options you know are not correct.



Say: You can also use the “Hide All” or “Show All” button above the options to hide all the options or show all the options if some have been hidden.



Say: There is also a tool box in the lower left corner. There you will see several tools available to use on this test.

The “Guideline” tool has the letters “abc.” This tool provides a small window that you can move up and down the page to cover some of the words to help with reading. You can also resize it to add more white space or more gray space.



Say: The “Answer Eliminator” tool is a series of lines with an X over them. This tool allows you to put a red X through answer choices on multiple choice items. Click the tool to enable it. Click it again to disable it.



Say: The “Reverse Contrast” tool is a circle that is half black and half white. This tool allows you to change the white background to black and the black type to white. Click the circle to change how the letters look. Click again to change back.



Say: The “Color Contrast” tool is a circle that is half blue and half yellow. It will open 12 color choices. Click to choose the color for the typed words and for the background. Click “default” to go back to a white background with black words.



Say: The “Sketch” tool will open a toolbox containing several colored pencils, an eraser, and a highlighter.



Say: Use this tool to highlight parts of the passage or question that you want to stand out. Do not use it to write your answers. Click this tool now.

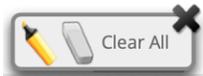


Say: Now, click the yellow highlighter and highlight a word in the item. Now click the blue pencil and circle a word in the item. You can erase the marks you just made by clicking the eraser and then clicking the mark. Click the “X” in the upper right corner of the tool to close the “Sketch” tool.

Click on the yellow highlighter. This is the “Text Highlight” tool. This tool will allow you to select specific words you want to highlight.



Say: From the pop-up menu, you can highlight the selected text or use the eraser to remove some or all of the highlighted text.



Say: Now look at the picture of a pencil and pad of paper. This is the “Notepad” tool. You can write notes to yourself about your ideas while you read a passage or answer a question. Click the Notepad to open the pad and click the Notepad again to close it. Your notes will stay on the Notepad for items that share the same passage and will be available until your test session is submitted. If you exit the test session, your notes will not be saved.



Say: Finally, the “Custom Masking” tool lets you cover blocks of the passage or item words.



Say: Click the “X” in the upper right corner of the tool to close it.



Raise your hand if you have any questions.

Pause to answer questions. When there are no more questions, continue.

There are several item types that students will see on the eMPowerME assessments. Once you have explained the item types, students can move through the items, answering the questions.

Say: **The Writing and Language Tutorial has sample passages and items. Read the first passage and answer the questions that follow. You will see several types of items. Be sure to read any instructions prior to answering the questions. There are multiple-choice questions where you will select one or more correct answers and two-part multiple-choice questions where you will need to answer two questions that are related to each other. Writing questions may ask how words or passage parts may be changed. In these questions the first answer choice is “NO CHANGE.” Select “NO CHANGE” when you think the best answer is to leave the word or sentence the way that it is.**

When you finish all the questions, click the “Finish” button.

Give students about 15–20 minutes to use the tools and respond to the sample items. Then continue.

Say: **You may now click the “Finish” button to be taken to the Test Review Page. If you want to go back and answer any questions you skipped, click the question number. Then click the “Finish” button. Click “Turn In” to end the writing and language practice session, and then click “Turn In” again to confirm.**



Any questions?

Answer all questions.

Once the tutorial is completed, collect all assessment materials, including scratch paper and No. 2 pencils.

IMPORTANT NOTE: The online test will log out after 60 minutes of inactivity. Students must interact with the online test within 60 minutes or they will have to sign in again. They need to be actively answering questions in order to be considered “active” in the system. Just moving the mouse or using the tools is not considered activity.

MATHEMATICS

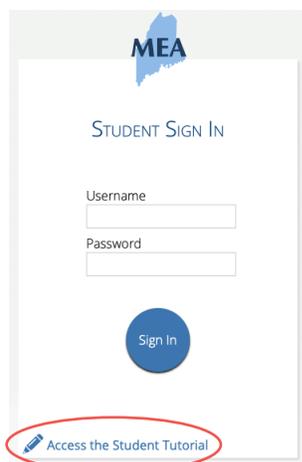
General Directions for Administering the Mathematics Student Tutorial for Grades 3–8

Distribute scratch paper and No. 2 pencils.

Say: **Today, you will be taking a practice test or tutorial in mathematics. It is an important opportunity to practice using your computer to take a test. Your answers will not count toward an actual test score, but it is important that you take your time and do your best. The practice test will help you become familiar with the types of questions and the tools that will be available to you when you take the actual test. As you take the practice test, be sure you understand how to answer each type of question.**

Double-click the test icon on your desktop. Once the program opens, you will see a student login page. Raise your hand if you do not see the login page.

Click on the **Access the Student Tutorial link in the lower left corner of the login page.**



Select the appropriate Math tutorial from the “Select a Test” dropdown menu and click the “Go” button to do the math sample items.

Students will be able to select either a text-to-speech (TTS) or non-TTS version of the math tutorials. Refer to [page 1](#) for additional information.

Wait for everyone to have the test selection page displayed on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the eMPowerME testing program.

Pause to allow students to access the Student Tutorial.

Say: **If you have successfully logged in, you will see the words “Hello, Guest User.” If the information on the screen is not correct, raise your hand.**

Work with any students who may need extra help logging in to the program.

Say: **Click the “Session 1” button. Please raise your hand if you are not viewing a page that says “Session 1 Directions.”**

Pause; wait for students to raise their hands.

Say: **Now you should be viewing the mathematics directions. Take a moment and read the directions to yourself as I read them aloud.**

“Today you will take a test in mathematics. For this test, you will answer selected-response and constructed-response questions. Some of the questions may look different to you and ask about material that is not familiar to you, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.”

When you finish reading the directions, click “Continue.”



Pause, if needed, for students to finish reading. Make sure all students click “Continue” to move to the next screen.

Say: **Sample question 1 should be on your screen.**

Look at the buttons on the bottom right of the screen. These are your navigation buttons. Note: The “Back” button will appear when you have moved forward from question 1.



- **“Clear” will clear your answers for the question on the page. If you click this button, you will be asked if you are sure you want to reset the page.**
- **The “Pause/Exit” button gives you the option to either pause or exit your test session. If you choose to pause a test, you will have 30 minutes to resume testing or else you will be automatically logged out of the test session and your notes and markups will NOT be saved. If you choose to exit a test, your notes and markups will NOT be saved.**

- Clicking the “Next” button will take you to the next question.
- Clicking the “Back” button will take you to the previous question. Note: The “Back” button will appear when you have moved forward from question 1.
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- Clicking a question number will take you directly to that question on the test. You can also pause, return to the test, or submit the test from the Test Review Page.

You have completed: 5 out of 10 question(s).

★ 1 not answered	2 answered	3 answered
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7 not visited	8 not visited	9 not visited
10 not visited		

Pause/Exit Return to test Turn In

As you move through the test, please ask any questions you have about how to navigate.

Say: There are additional tools you can use to help you answer questions.

Look at the four options in sample question 1. Next to each letter is an icon that looks like an eye. Clicking this “eye” will hide the option. Clicking again will make it reappear. You can use this tool if you are unsure of an answer but would like to hide the options you know are not correct.



Say: You can also use the “Hide All” or “Show All” button above the options to hide all the options or show all the options if some have been hidden.

Show All

Say: There is also a tool box in the lower left corner. There you will see several tools available to use on this test.

The “Guideline” tool has the letters “abc.” This tool provides a small window that you can move up and down the page to cover some of the words to help with reading. You can also resize it to add more white space or more gray space.



Say: The “Answer Eliminator” tool is a series of lines with an X over them. This tool allows you to put a red X through answer choices on multiple choice items. Click the tool to enable it. Click it again to disable it.



Say: The “Reverse Contrast” tool is a circle that is half black and half white. This tool allows you to change the white background to black and the black type to white. Click the circle to change how the letters look. Click again to change back.



Say: The “Color Contrast” tool is a circle that is half blue and half yellow. It will open 12 color choices. Click to choose the color for the typed words and for the background. Click “default” to go back to a white background with black words.



Say: The “Sketch” tool will open a toolbox containing several colored pencils, an eraser, and a highlighter.



Say: Use this tool to highlight parts of the passage or question that you want to stand out. Do not use it to write your answers. Click this tool now.



Say: Now, click the yellow highlighter and highlight a word in the item. Now click the blue pencil and circle a word in the item. You can erase the marks you just made by clicking the eraser and then clicking the mark. Click the "X" in the upper right corner of the tool to close the "Sketch" tool.

Click on the yellow highlighter. This is the "Text Highlight" tool. This tool will allow you to select specific words you want to highlight.



Say: From the pop-up menu, you can highlight the selected text or use the eraser to remove some or all of the highlighted text.



Say: Now look at the picture of a pencil and pad of paper. This is the "Notepad" tool. You can write notes to yourself about your ideas while you read a passage or answer a question. Click the Notepad to open the pad and click the Notepad again to close it. Your notes will stay on the Notepad for items that share the same passage and will be available until your test session is submitted. If you exit the test session, your notes will not be saved.



Say: Finally, the "Custom Masking" tool lets you cover blocks of the passage or item words.



Say: Click the "X" in the upper right corner of the tool to close it.



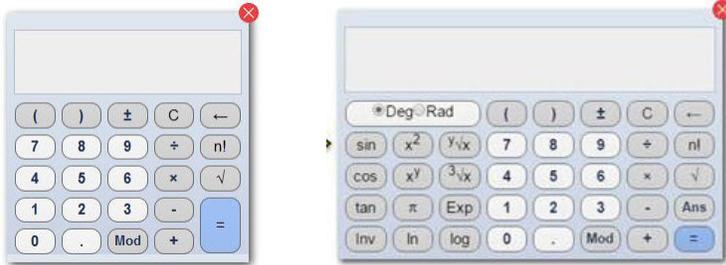
Raise your hand if you have any questions.

Say: Some questions will allow you to use a calculator.



The availability of a calculator depends on whether the item requires one.

- The Basic calculator will be available for specific items to students in grades 3–6 taking the mathematics tests.
- The Scientific calculator will be available for specific items to students in grades 7–8 taking the mathematics tests.



Clicking the calculator icon at the bottom of the screen opens a moveable calculator. Students use their mouse to choose numbers and functions. The red "X" closes the calculator.

Pause to answer questions. When there are no more questions, continue.

There are several item types that students will see on the eMPowerME assessments. Once you have explained the item types, students can move through the items, answering the questions.

Say: **The Mathematics Tutorial includes a series of items. Be sure to read any instructions prior to answering the questions. There may be information on the left side of the screen that is used for more than one question. There are multiple-choice questions where you will select one or more correct answers and two-part multiple-choice questions where you will need to answer two questions that are related to each other.**

There are questions for which you must write your own answer. For these questions, you must click in the answer box below the item and type your answer. When a question has more than one part, each part will have its own answer space. Make sure to put your answers in the correct answer spaces. The answer space has basic font tools, such as bold, italics, and underline, as well as editing tools, such as undo and redo.



Say: **The functions button $f(x)$ allows users to select and insert a math function or symbol in order to develop equations or responses using math symbols.**

Write this equation in the answer space:

$5 + 3 = 8$

Enter Math Expression:

$5 + 3 = 8$

Use Expression
Cancel

7	8	9	÷	x	y	()	backspace		
4	5	6	×	<	≤	sin	log	\sqrt{x}	$\sqrt[y]{x}$	x^a
1	2	3	-	>	≥	cos	\log_a	exp	↑	abs
0	.	=	+	π	$\frac{x}{y}$	tan	ln	↔	↓	⇒

Choose the numbers and symbols, then click "Use Expression"

Say: **When you finish all the questions, click the “Finish” button.**

Give students about 15–20 minutes to use the tools and respond to the sample items. Then continue.

Say: **You may now click the “Finish” button to be taken to the Test Review Page. If you want to go back and answer any questions you skipped, click the question number. Then click the “Finish” button. Click “Turn In” to end the mathematics practice session, and then click “Turn In” again to confirm.**



Any questions?

Answer all questions.

Once the tutorial is completed, collect all assessment materials, including scratch paper and No. 2 pencils.

IMPORTANT NOTE: *The online test will log out after 60 minutes of inactivity. Students must interact with the online test within 60 minutes or they will have to sign in again. They need to be actively answering questions in order to be considered “active” in the system. Just moving the mouse or using the tools is not considered activity.*



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