Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) Practice Site Guidance Document for the Online Tests

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AASCD Practice Test Overview

About the AASCD Online Assessment Practice Tests

The Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) Practice Tests include alternate assessment items in all subjects and tested grades. There are at least 5 items per practice test. The AASCD online practice tests give students the opportunity to navigate through the online testing system, use the available tools and features, and familiarize themselves with the testing experience. For educators, the tests provide an opportunity to practice logging students in and administering an online test.

Accessing the AASCD Online Assessment Practice Test Sites

The AASCD online practice test site can be accessed from the OH Alternate Assessment Portal.

There are three options to access the Student Practice Site:

1. Launch the Secure Browser or Secure Test App from the student’s testing device, then select the option for [Take a Practice Test]. This method is preferred, as it is the closest to mimicking logging into the Student Testing Site during operational testing.

2. From a supported web browser, select the Practice Test icon on the AASCD portal homepage:

3. From a supported web browser, select [Students and Families] from the Users dropdown on the AASCD portal homepage. Then select the [Student Practice Site] portal card (see figure 1 below).

Refer to the Quick Guide for Setting Up Your Online Testing Technology document for a listing of supported web browsers.

The TA Practice Site can be accessed from the AASCD portal homepage by selecting [Teachers/Test Administrators] from the Users dropdown and then the [TA Practice Site] portal card (see figure 2 below).
For the operational tests, a test session must be created in the TA Interface before the student can begin testing. Test administrators who wish to practice establishing a test session can use the TA (Test Administrator) Practice Site available on the portal. Authorized user accounts are required. If you need a user account, contact your test coordinator.

After logging into the TA Practice Site, you will be prompted to select the tests you plan to administer using the “Test Selection Tree”. To select a test, first click on the [+] icon to expand the list. Then, check the box next to the appropriate test(s). You can also check the box next to the grade level to select all available tests in that grade.

Once you are done selecting the tests to add to your session, click [Start Session].

The TA Interface will populate a session ID at the top of the screen. For operational tests, the session ID will start with “OHIO” and for practice tests the session ID will start with “TRAIN”. For a student to access your practice test session, the session ID will need to be entered into the Student Practice Site login page. Once a student logs into your practice test session, you will need to approve the test from the Approvals button in the TA Interface.

From the Approvals screen you can select the “eye” icon to view and set the students practice test settings. You can also Approve or Deny the student to test.
Signing in to the AASCD Practice Site and Selecting Available Features

See the screen shots and information below for guidance on signing in to the Student Practice Site and the available features on the Choose Settings page.

Step 1.
Students can sign in to the practice site using the default “Guest User” access, shown here on the left. You can also toggle the button next to “Guest User” to “OFF”, as shown on the right, and enter the student’s first name and student ID as it is entered in TIDE. There is no limit to the number of times a student can sign in and review the practice tests.

For AASCD, administrators can assist students with logging into and navigating the student practice test site.

Test proctors who wish to practice establishing a test session will access the TA Practice Site available on the portal. Authorized user accounts are required. If you need a user account, contact your test coordinator.

Students can sign in to a practice session established by a test proctor but are not required to do so. Users can use the pre-selected guest session to sign in.
## Signing in to the AASCD Practice Site and Selecting Available Features

<table>
<thead>
<tr>
<th>Step 2.</th>
<th>On the “Your Tests” page, select the grade that corresponds with the AASCD content you wish to access:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Grade 3 = AASCD Grade 3 English language arts and mathematics</td>
</tr>
<tr>
<td></td>
<td>• Grade 4 = AASCD Grade 4 English language arts and mathematics</td>
</tr>
<tr>
<td></td>
<td>• Grade 5 = AASCD Grade 5 English language arts, mathematics and science</td>
</tr>
<tr>
<td></td>
<td>• Grade 6 = AASCD Grade 6 English language arts and mathematics</td>
</tr>
<tr>
<td></td>
<td>• Grade 7 = AASCD Grade 7 English language arts and mathematics</td>
</tr>
<tr>
<td></td>
<td>• Grade 8 = AASCD Grade 8 English language arts, mathematics and science</td>
</tr>
<tr>
<td></td>
<td>• Grades 9, 10, 11, 12 = AASCD High school English language arts, mathematics, science and social studies</td>
</tr>
</tbody>
</table>

**IMPORTANT:** If using the student’s first name and SSID to login, the student will not be able to select a grade. The tests available to the student in the Practice Test Site will be based on the student’s enrolled grade in TIDE.
Signing in to the AASCD Practice Site and Selecting Available Features

Step 3.
Once a grade has been selected, options are available on the “Your Tests” page based on the enrolled grade selected. If using the student’s first name and SSID to login, the student will not be able to select a grade. The tests available to the student in the Practice Test Site will be based on the student’s enrolled grade in TIDE.

Click on one of the test options to get started. The AASCD practice tests are located at the end of the “Your Tests” page and appear in a teal color.

Opportunities to visit this page are unlimited and the options will reset each time a student revisits this page.
### Signing in to the AASCD Practice Site and Selecting Available Features

#### Step 4.
On the Practice Site, if using the “Guest User” login or if using the student first name and SSID, but “Guest Session”, users will have the option of selecting among several different features on the Choose Settings page.

If a student logs in to the practice test site using a session ID, the student first name and SSID information, the student will not have the option to select these features. The features will be based on the student’s test settings in TIDE or the test settings selected by the test coordinator or test proctor in the TA Interface.

For the operational tests, students will not have the option to select these features. For operational testing, the features must be marked by the test coordinator or test proctor in TIDE or the TA Interface.

#### General Testing Tools

- **Highlighter**: The default setting is “ON” for all tests. This tool is described later in this document.

- **Masking**: The default setting is “ON” for all tests. This tool is described later in this document.

- **Strikethrough**: The default setting is “ON” for all tests. This tool is described later in this document.

#### Reading Tools

- **Text-to-Speech**: This feature is necessary for AASCD tests and turned “ON” for all students. This tool is described later in this document.

- **Text-to-Speech Tracking**: Add-on feature for use with text-to-speech. The default setting is “ON” for all tests. This tool is described later in this document.

- **Line Reader**: The default setting is “ON” for all tests. This tool is described later in this document.
Signing in to the AASCD Practice Site and Selecting Available Features

**Visual Tools**

**Color Choices:** Students can select from a range of text and background colors. Defaults to Black on White.

**Mouse Pointer:** Students can select from a range of mouse pointer sizes and colors. Defaults to the system default for the device being used.

**Print Size:** The default print size is approximately 12 point; other sizes (levels 1-4) scale up.

**Other Tools**

**Permissive Mode:** For those students with disabilities who need to use specialized software or assistive technology in the secure browser, permissive mode enables them to do so. Test administrators can enable permissive mode in the practice test site to verify the assistive technology will work with the Secure Browser. For AASCD operational tests, Permissive Mode is set to on for all tests and cannot be turned off. For additional information, refer to the [Assistive Technology Manual](#) and the Assistive Technology Guidelines in [Ohio's Accessibility Manual with Appendices](#).
The “Text-to-Speech Sound Check” page allows users to verify their audio functionality for text-to-speech. When clicking the speaker button, students should hear “This text is being read aloud.”

- **I did not hear the voice**: Make sure the computer’s sound is on.
- **I heard the voice**: Clicking this button will allow the student to move on to the Instructions and Help page.
- **Skip TTS Check**: Clicking this button and then clicking Continue will allow the student to move on to the Instructions and Help page. NOTE: TTS is needed to access all items, passages, and other stimuli in the tests.

Use of the text-to-speech (TTS) feature requires the student’s device to have a voice pack installed. Students who use the text-to-speech feature on Macs, tablets and Chromebooks will use pre-installed voice packs.

The Sound Settings display the voice pack that will be used for text-to-speech. If more than one voice pack is installed on the computer, a dropdown will be available. Additionally, there are three slider bars that allow users to adjust volume, pitch, and rate.

**REMINDER**: Text-to-speech is only available to users who are accessing the Practice Site through a browser that supports TTS.

Users who select the text-to-speech feature and access the practice site from a web browser which does not support TTS will see the “Text-to-Speech is Not Available” message. These users can [Continue] to the practice test, but the text-to-speech feature will not be available.

**IMPORTANT**: Regardless of device, students should have a voice pack that they are familiar with and that has been confirmed to work with the secure browser.
## Signing in to the AASCD Practice Site and Selecting Available Features

### Instructions and Help

You may select the question mark button to access this Help Guide at any time during your test.

**Test Settings**

- Use this button to verify your test settings
- View Test Settings

**Additional Test Information**

All user tests consisting of test passages, test questions and any other test material designed for use with any operational tests are secure materials. It is not permissible to reproduce any of this secure material or cause it to be reproduced in any format. You are not permitted to reveal any test question that is known to be on a test and in any manner whatsoever. The following includes, but is not limited to, examples of actions that would be considered test security violations and end your test opportunity immediately:

- Using and/or possessing cellphones, cameras, smart watches or any other internet connected devices;
- Sharing test and test-related information (giving or receiving);
- Moving notes, study guides, or other devices.

**Help Guide**

The Help Guide and test notes can be accessed at any time by using the button on the top part of the test page.

### Step 5.

After selecting features on the Choose Settings page and clicking **[Continue]**, the “Instructions and Help” page is presented.

On this page, the student can click **[View Test Settings]** to confirm they are set correctly. If the test settings are not correct, the student can click **[Return to Login]** to have the settings updated.

The student can also review the Additional Test Information from this screen as well.

At the bottom of the page is the Help Guide. The Help Guide is available throughout the test by clicking the button in the top right area of the toolbar within the Student Interface.

After reviewing the information and confirming the test settings are correct, the student can select **[Begin Test Now]** to start the test.
AASCD Student Practice Site
The sections that follow describe elements of the AASCD Student Practice Site and explains how the system works.

**Toolbar Overview**

By default, for AASCD tests, the student interface is in Full Screen Mode, meaning the toolbar is hidden from view. To access the toolbar, click the gray Full Screen Mode button in the top left of the page, where you will be prompted to enter a password. The password is the student’s first name. If the student is logged in as a guest, enter “guest” as the password. Once the toolbar has been accessed, it will remain visible throughout the test session until the [End Test] or the [Full Screen] icon is selected.

The image below displays a sample toolbar for a grade 4 mathematics test. Note that the buttons may vary as the student navigates through the test. Select [Full Screen] to hide the toolbar again.
### Toolbar Navigation

Students can navigate through test questions using the **[Back]** and **[Next]** arrow buttons located on the top left of the toolbar. Students can also jump directly to an item by using the “Items” pop-up window on the top left of the toolbar.

Students are required to mark a response before moving on to the next test question. Additional items will appear in the “Items” pop-up window as the student advances through the test.

Note: when selecting the “Items” pop-up window, the item the student is currently on will appear with a dotted outline and a black arrow. If users hover over another question option, that option will appear in blue.

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### Toolbar Test Progress Indicator

The **test progress indicator** located on the top left of the toolbar shows the percentage of the test that the student has completed. This indicator updates each time a response has been selected.

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### Toolbar Buttons

Click the question mark inside the circle at the top right of the toolbar to view the “Help Guide”.

The **[Zoom Out]** and **[Zoom In]** buttons at the top right of the toolbar can be used to decrease and increase the size of the text and graphics on the page.

If students require a larger default size, the print size can be preset under the student’s test settings and tools when signing the student in or approving the student to test.
## Toolbar Buttons

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save" /></td>
<td>The [Save] button located on the top left of the toolbar ensures the response is committed. Although the [Save] button is available, it is not a requirement to save a response. Other actions, such as moving forward to the next question, automatically save the response. Please note that the Student Practice Site does not save any responses upon sign-out.</td>
</tr>
</tbody>
</table>
| ![Pause](image) | The Student Practice Site is set up to simulate the test-taking experience for operational tests. Thus, the message that displays when the student clicks [Pause] is the same message that will appear on operational assessments:  

![Attention](image)  
Are you sure you want to pause the test? Ask your Test Administrator before pausing your test. [Message Code: 10890]  

Please note, however, that unlike the operational site, the Student Practice Site does not save any responses upon sign-out. Clicking [Pause] then [Yes] signs the student out of the test. |
| ![Calculator](image) | For AASCD mathematics tests, students will have access to the Desmos Calculator. All AASCD mathematics tests will have a basic calculator available on the toolbar. Some mathematics tests may have items that state that a calculator may not be used for that specific item. Although the desmos calculator will be available, neither it, not a handheld calculator, may be used. |
In order for the **masking tool** or **line reader tool** to be available on the practice site toolbar, the appropriate setting must be turned on under Choose Settings. If one of these tools is off on the Choose Settings page, the tool will not display in the toolbar.

For operational tests, these tools will be turned “on” by default for all students. Districts that feel these tools are distracting to students may elect to turn one or both of these tools off.

When the masking or line reader tools have been selected/turned on by the student, their buttons change color.

Masking allows students to “cover” an area of the item so they can focus on certain item elements. There are several things to note about the masking feature:

- While it is turned on, with each click and drag, the student is creating a new “mask.” To stop creating masks, the student must click the masking tool button again, which will turn the feature off.

- While creating the mask, the student will see a box with a dashed outline and a transparent fill. When the student releases the click, the box will be a nearly opaque dark gray.

- Once the mask (the dark gray box) is created, it cannot be moved or manipulated. To remove the box, the student must click the X in its top right corner.

- Students should not try to place a mask near response boxes. The operational Student Testing Site and the Student Practice Site will prevent the student from creating the mask on or near the response box.

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**Student Observations for a City in Ohio**

<table>
<thead>
<tr>
<th>Hours of Darkness</th>
<th>Average Temperature (°F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.25</td>
<td>68.0</td>
</tr>
<tr>
<td>11.66</td>
<td>62.6</td>
</tr>
<tr>
<td>12.66</td>
<td>57.2</td>
</tr>
<tr>
<td>12.91</td>
<td>56.8</td>
</tr>
<tr>
<td>13.75</td>
<td>48.2</td>
</tr>
<tr>
<td>13.68</td>
<td>50.0</td>
</tr>
</tbody>
</table>

Which statement explains the trend seen in the table?

- The length of darkness causes warmer temperatures.
# Toolbar Buttons

The **Notes** button brings up an online notepad that students can use to type notes while testing. The Notepad pops up in front of the test question.

The student must click **[Save and Close]** to preserve notes for future reference as he or she takes the test, or **[Cancel]** to close the pop-up window without saving notes.

The **Notes** button is available on every item, and by clicking it students can access notes that were recorded and saved at any point during the active test session.

If a student clicks **[Pause]** and signs out of the Student Practice Site, notes are no longer available when the student signs back in. When taking tests operationally, student notes will be saved.

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The line reader tool highlights text for students as they read. To activate the tool, students will click the **[Line Reader]** button.

It is suggested that students use the up and down arrows on their keyboards to move the line reader tool from line to line.

Students can also click each line to highlight it with the line reader. Students should be cautious when doing so, however, because if they click on a response option with the line reader, the option they click could be selected (e.g., the multiple-choice option letter will be darkened).

The line reader tool cannot be used on graphics.

To remove the line reader’s highlighting, students should click the **[Line Reader]** button.
Basic Navigation: The image below displays a sample page in Full Screen Mode. To select an answer, click on one of the answer options. To move to the next item, click the [Next] button at the top of the page.

Here are place value models for 89 and 88.

Which statement correctly compares the numbers 89 and 88?

- $89 > 88$
- $89 < 88$
- $89 = 88$
Response Option Selection: For AASCD tests, all questions are required to be answered before moving on to the next question. Once a response option has been selected a bold blue line with arrows pointing inward appears around the selected response option.

Note: If the Next button is selected before a response option has been selected the below message code will appear. Select OK to go back to the question and select a response option or to select the Mark as No Response option from the context menu.

Attention
You must answer all questions on this page before moving to the next page. (You may have to scroll down to see all questions.) Question(s) that still require an answer: 2. [MessageCode: 12309]
Expandable Passages: Some items have a stimulus that sets up the question. The stimulus appears on the left side of the page. You can expand the stimulus by clicking the arrows at the top. Clicking them again returns the stimulus to its original size.

Here are place value models for 89 and 88.

Which statement correctly compares the numbers 89 and 88?

- 89 > 88
- 89 < 88
- 89 = 88
## Item Features and Additional Tools

**Test questions are numbered on the left.**

To the top right of an item, test takers will see three horizontal bars within a blue circle, or the **context menu**. The context menu includes a listing of available item tools.

### Mark as No Response

If a student does not provide a discernible response to an item, the test administrator can select the “Mark as No Response” option from the context menu.

**Warning**

Are you sure you want to mark this item with a No Response?

Yes  No

After selecting the “Mark as No Response” option, a warning message will display.

If Yes is selected in the warning message, a “No Response” icon will display next to the item and a response option cannot be selected.

To unmark an item as no response, select “Unmark No Response” from the context menu. The “No Response” icon will no longer display next to the item number and a response options will be available for selection.
Strikethrough or Eliminate Answer Choices

In order for the **strikethrough** option to be available on the Practice Site, the appropriate setting must be turned on under Choose Settings. If the strikethrough settings is off on the Choose Settings page, the strikethrough option will not display in the context menu. For operational tests, strikethrough will be turned “on” by default for all students. Districts that feel that this setting is distracting to students may elect to turn it off.

On multiple-choice items, students can strikethrough a response option. To strikethrough a response option, right click the response or select “Strikethrough” from the context menu and select a response to strikethrough. A diagonal gray line will display across any response option that has been striked through. However, a response that has been striked through can still be selected as a response.

Students can undo the strikethrough using the same steps.
Item Features and Additional Tools

Highlighting

In order for the **highlighting** option to be available on the practice site, the appropriate setting must be turned on under Choose Settings. If the highlight settings is off on the Choose Settings page, the highlighting option will not display in the context menu. For operational tests, highlighting will be turned “on” by default for all students. Districts that feel that this setting is distracting to students may elect to turn it off.

Students can select text and right click to highlight it. Alternatively, they can select text then the context menu to highlight their selection.

Right click or click on the context menu for the option to reset highlighting.
### Text-to-Speech and Text-to-Speech Tracking

**Text-to-speech (TTS)** is an accessibility feature that speaks aloud words in test questions and descriptions of graphics. It is available only to users accessing the practice site from the secure browser, secure test app, or supported web browser. Refer to the Quick Guide for Setting Up Your Online Testing Technology document for a listing of supported web browsers. Please note that the native TTS in some browsers may have difficulty with the items. You can use this practice test to explore different TTS applications.

For practice and operational tests, text-to-speech is necessary and turned “ON” for all students. To activate TTS, click on the ear icon. Each stimulus, question, and answer options have an ear. Click on the ear next to the text you wish to have read by TTS.

TTS can also be activated by right clicking on the question, passage, or highlighted text and selecting [Speak Question], [Speak Passage], or [Speak Selection] respectively. Please note that you do not need to use the highlighter tool to Speak Selection, simply highlight with your cursor and right click.

To stop the TTS from speaking before it is finished, click the ear again or right click and select [Stop Speaking].

| Text-to-Speech Tracking | **Text-to-speech tracking** is an accessibility feature that highlights words in test questions as the words are spoken aloud. | Text-to-speech tracking is not available for most graphics, although it may be available for some (but not all) tables. |
# Ending the Test

## Attention

If you click [Next] after reaching the last question on the test, you will see this message. Clicking [OK] returns you to the last question on the test.

If you are ready to end the test, click [End Test] in the toolbar.

**IMPORTANT:** If you are in Full Screen Mode you will need to access the toolbar to be able to see/click the End Test button.

After clicking [End Test], you will see this message. If you click [No], you will be taken back to the last question on the test.

If you click [Yes], you will be taken to a page that allows you to submit the test.

## Congratulations, you reached the end of the test!

From this page, click [Submit Test] to end the test.

**IMPORTANT:** Since answered questions should not be re-administered or reviewed, neither students nor administrators should select any of the question buttons on this page to go back to a question on the test.

After clicking [Submit Test], a warning message displays. Click [Yes], to be taken to the Your Results Page.
The "Your Results" page lists the student name, test name and the date the test was completed on. No scores will be displayed on this screen.

Click [Log Out] to end the test and be taken back to the Student Sign in page.

For assistance with the Student and TA Practice Sites, please contact the Ohio Help Desk at ohhelpdesk@air.org, 877-231-7809 option 2.