What to do on test day

Proctor Script:

This script should be read aloud to all students completing the assessment:

Today you are going to use the Internet to take an assessment. The reason for this assessment is to let you show what you know about being digitally literate. It is okay if you do not understand all the questions. Just do your best.

For this assessment you have to follow the same rules you do for any test: no talking, no copying your neighbor's answers, and sit quietly when you are done.

To get started, you will log in to **login.learning.com** by typing in your username, password, and district name.

Once logged in you will click on [Class Name] and click on [name of assessment: 'Benchmark 5th/8th Grade' or 'Summative 5th/8th Grade'] to get started. Pay attention to the controls introduced on the first slide. Click the "Start" button to begin testing.

Read and follow the directions in the questions to answer them. If you need help reading a word in the question item, please raise your hand. I can help you with word pronunciation, but I cannot help you with any of the answers to questions. If you experience a problem with the computer during the assessment, please raise your hand right away and I will assist you.

When taking the test, you will not be able to use keyboard shortcuts or right-click shortcuts to answer questions. You may use left-click actions only.

The assessment is not timed; however, try to complete it during this class period. Be sure to press the 'REVIEW' button only when you have answered all the questions. You will need to attempt to answer all questions before you're able to submit the test. If you've attempted to answer all the questions, click 'Finish' to submit your test.

Your test has been successfully submitted only when you see a message saying, 'Way to Go!' Do not close out of the assessment window until you've received this message. If you do not get this message, please let me know.

At the end of our testing time if you are not finished, please use the "Finish Later" button in the lower left-hand corner. I will remind you how to do that at the end of the testing period today.

If you need to change your assessment settings, such as font size or background color, you can click 'Settings' in the lower left-hand corner and adjust your settings accordingly.
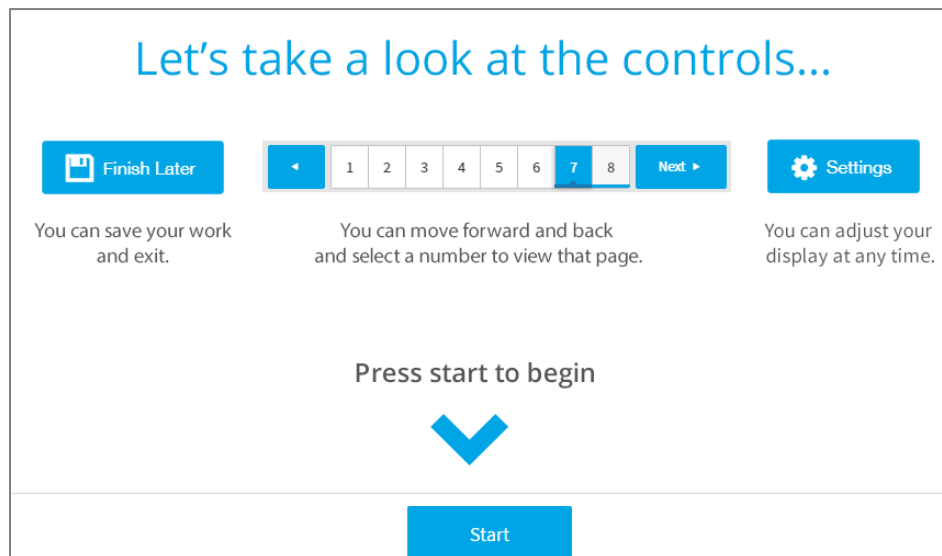
It is time to start the test.

Are there any questions? Please begin.

What Students Can Expect on Test Day:

Students will see the assigned assessment in their class list like any other assignment. There is not a separate 'Assessment' tab that hosts the DLA exams. Students will open the test by clicking anywhere on the assessment field.
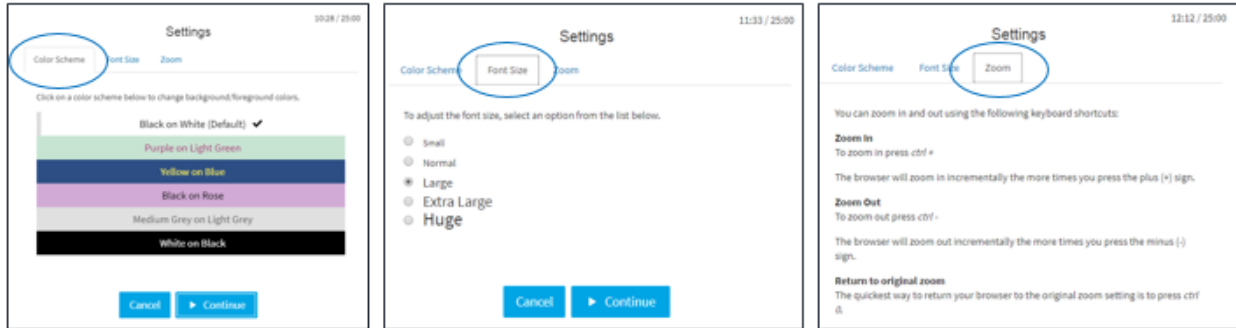

When students open the assessment for the first time, they will see a description of controls that may help them as they work through the exam:

Navigating the Assessment:

⚙ Settings By clicking 'Settings' in the lower left-hand corner of their question slides, the test taker can change the background and foreground color scheme, adjust the font size, and learn keyboard shortcuts to zoom in and out in the browser when taking the exam.
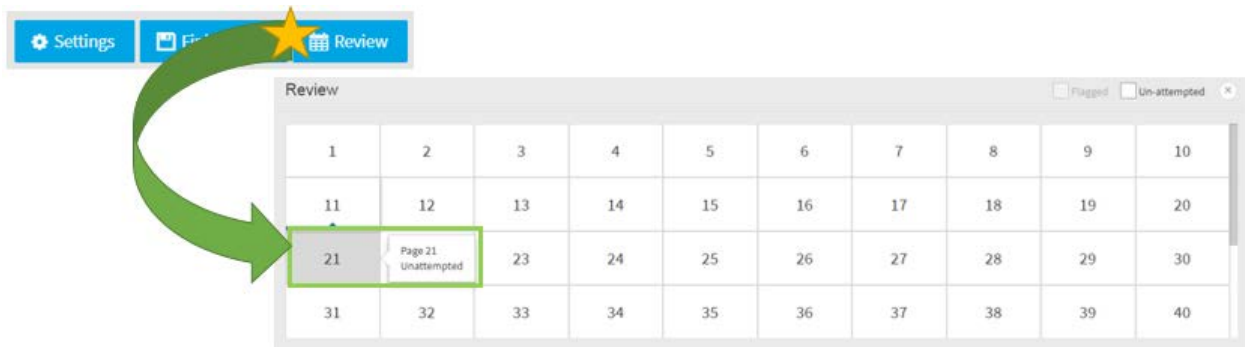

Students do not automatically progress to the next question once a question is answered; the student must click the 'Next Question' button to proceed.

If students need to revisit a previous question, they can use the back-arrow button to return to the previous question or can select the question number they need to revisit. Students can change their answers if necessary.

At any point during the assessment, students can click the 'Review' button in the bottom left-hand corner of the window. This will show students a grid of question numbers, with the answered items underlined and unanswered items not underlined. Hovering over the question numbers will tell the student if the question has been "Fully attempted," "Partially attempted," or "Not attempted." Partially attempted questions will not be otherwise noted in this grid.

Students can also see their questions by reviewing which numbers are **not** underlined in the bottom-right corner item breakout list.
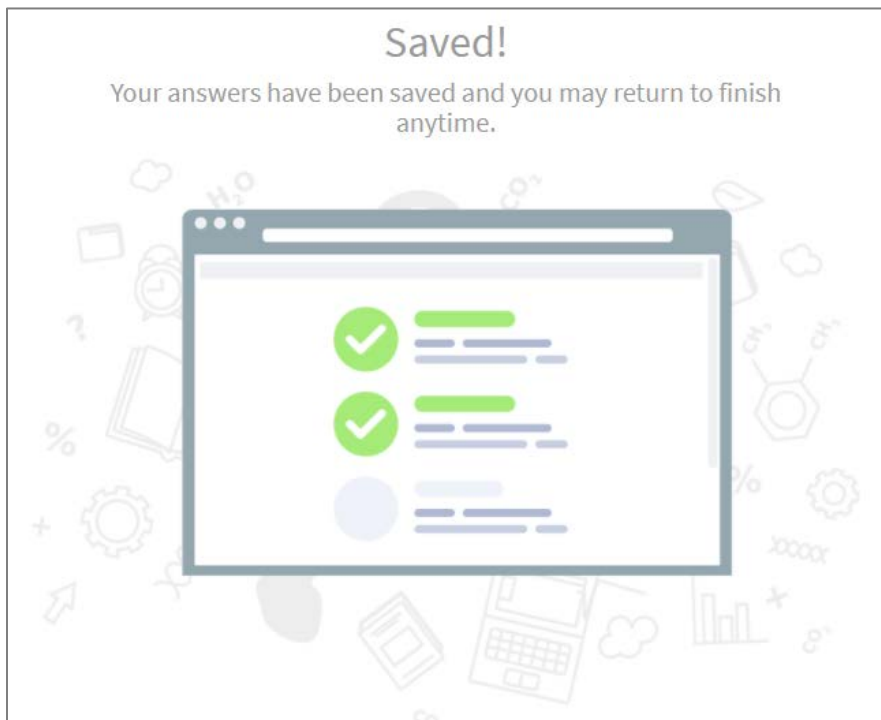

Students can expect to see a variety of questions types, including: multiple choice, multi-select, sort list, simple chart, hotspot, image association, classification, and fill-in-the-blank.

Every question in the assessments is linked to a sub-standard; every sub-standard has three questions. This information will be captured in the raw data assessment report that can be pulled from the DLA Coordinator Dashboard; the seven main standards will be covered in the DLA Teacher Dashboard.

If a student can't complete the assessment in one sitting, the student can press the 'Finish Later' button and relaunch it at a later time. If a student accidentally closes out of the assessment without clicking 'Finish Later,' the student's answers will automatically save. When relaunching the exam, the student will not see the introductory graphic explaining the controls, but will instead see the last question worked on.

Saved!
Your answers have been saved and you may return to finish anytime.
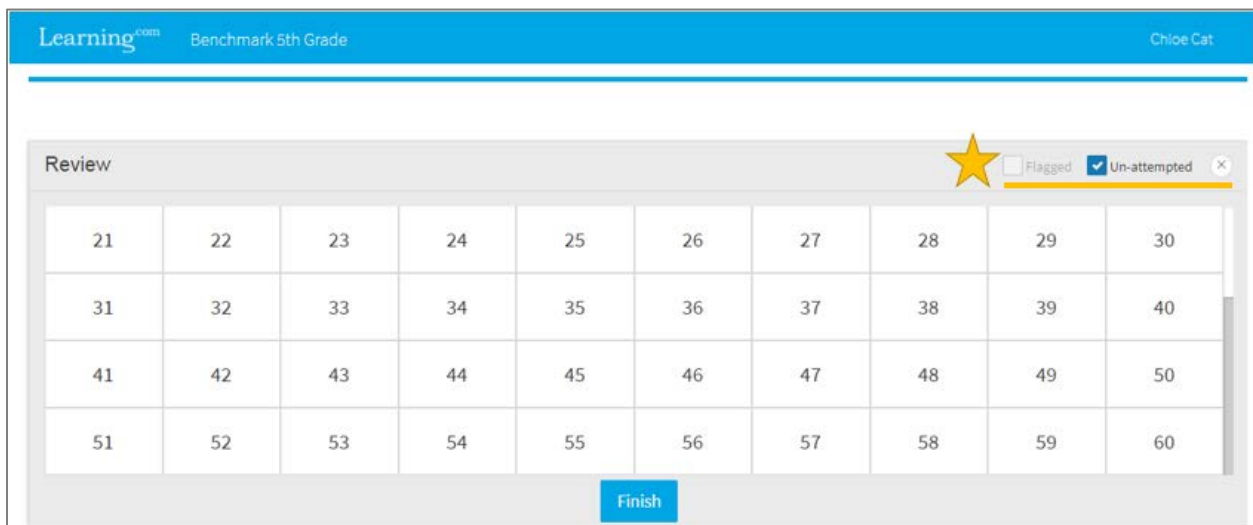
Submitting the assessment:

Once the student is ready to submit the assessment, s/he will select the 'Review' button in the bottom right hand corner of the screen.
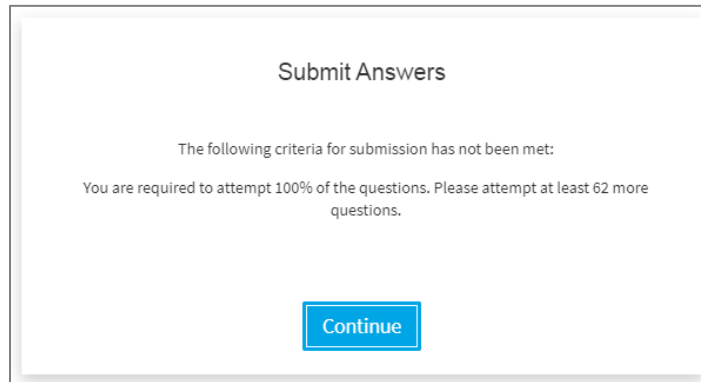

Students must attempt to complete all questions in order to submit the assessment (two-part questions must be completely answered).
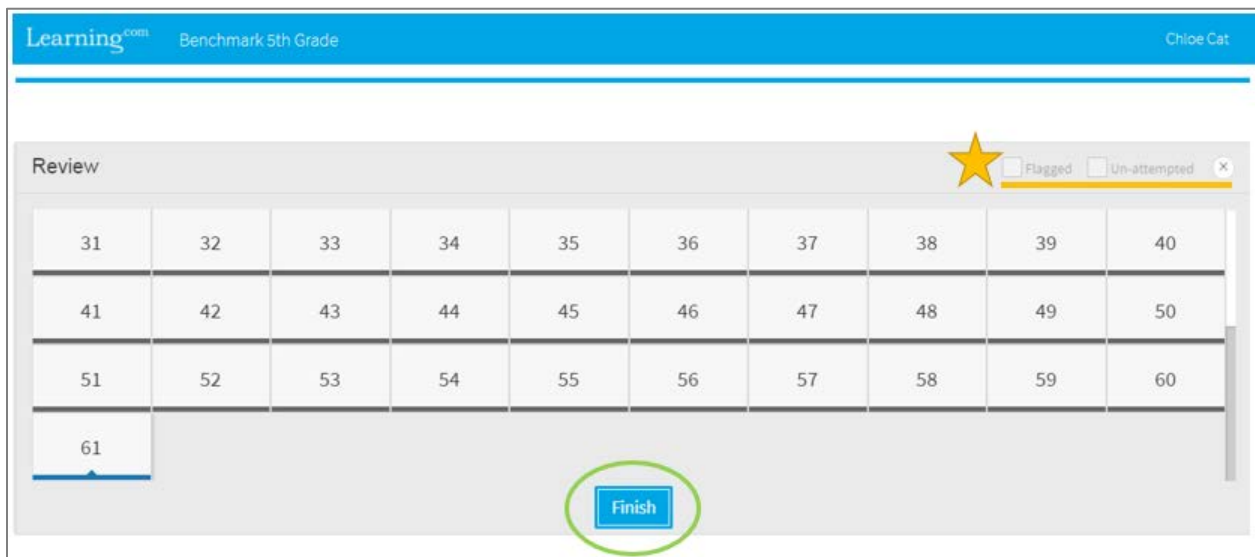
If the student does not attempt to complete every question, s/he will see question numbers without an underline, and selecting the 'Flagged' or 'Un-attempted' checkbox will pull up unanswered question numbers.
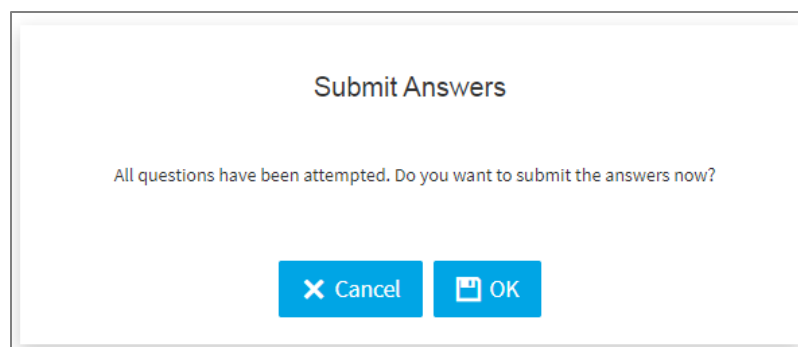
Students cannot submit the test without attempting to answer each question. If a student does click 'Finish' without answering each question, the following message will appear and the student will need to revisit the unanswered questions:

Submit Answers

The following criteria for submission has not been met:

You are required to attempt 100% of the questions. Please attempt at least 62 more questions.
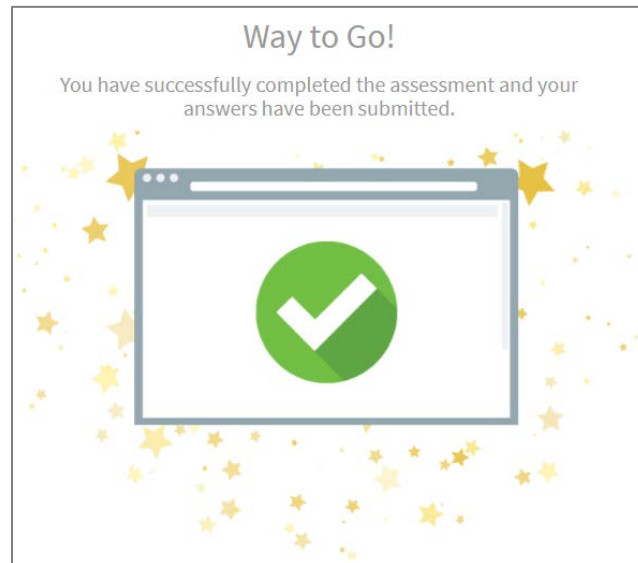
Continue

If the student has attempted to answer every question, all question numbers will be underlined and the student will see a red circle when trying to select 'Flagged' or 'Un-attempted' in the Review page.

Learning.com Benchmark 5th Grade									Chloe Cat

Review   ⭐ ☐ Flagged ☐ Un-attempted ⊗

31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61									

Finish

The student can then click 'Finish' and 'OK' to submit the assessment.

Submit Answers

All questions have been attempted. Do you want to submit the answers now?
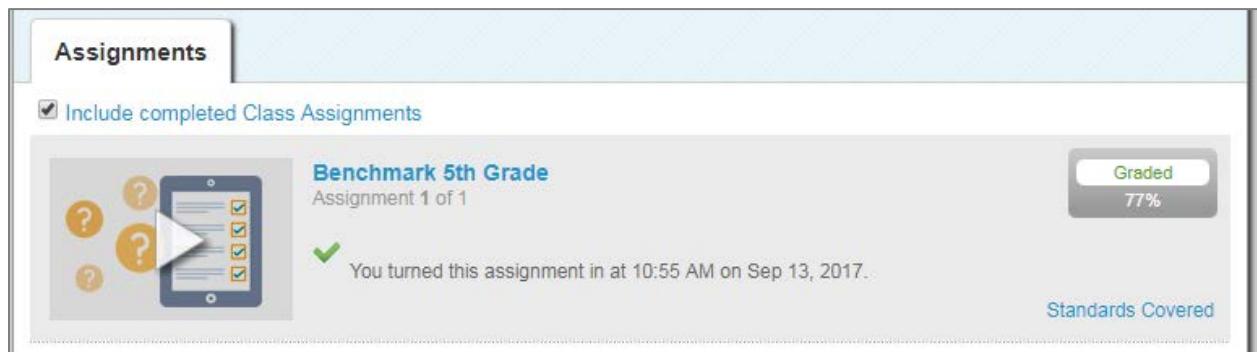
✕ Cancel   💾 OK

A student's exam has been officially submitted once the student receives the 'Way to Go!' message.

After submission:

Once the assessment has been submitted, the student will see a score in his/her class assignment list where the assessment is listed. There is not currently a way to hide the student's score in the student interface.

If a student tries to reopen a test after it has been submitted, s/he will see the 'Way to Go!' message that came up upon submitting the assessment.

Students can only access the test again if the proctor chooses to reopen that student's exam.

You can find more information about the DLA on our Resources and Support page or by reaching out to Learning.com's Customer Support team.