



## **SAGE Summative**

# Test Administration Manual 2013–2014

English Language Arts  
Science  
Mathematics



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# SAGE Summative Test Administration

## Introduction

The SAGE Summative assessments are highly secure and must be treated as such. They are designed to assess the knowledge, skills, and abilities described in the Utah Core Standards for English Language Arts (ELA), Mathematics, and Science.

The SAGE Summative assessments are untimed tests. It is important for the Test Administrator/Proctor to ensure all students have adequate time to complete the test. This ensures that all students have a similar (standardized) experience. For this Spring 2014 administration, student results will be available during Fall 2014 through the SAGE Online Reporting System (ORS).

It is extremely important that all staff members involved in the administration of these tests follow the directions for administering the test as outlined in this document and according to requirements of the testing ethics policy located at [http://schools.utah.gov/assessment/Testing-Director-Resources/Ethics\\_Policy-2013-Final.aspx](http://schools.utah.gov/assessment/Testing-Director-Resources/Ethics_Policy-2013-Final.aspx).

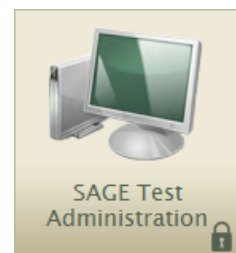
## Proctor Instructions

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### Log into the SAGE Testing System

Using your username and password, log into the Test Administrator (TA) Live Site via the SAGE portal. If you do not have a username and password, contact your school's Test Coordinator.

For details, see page 20 of the *SAGE Test Administration Policies and Procedures*.

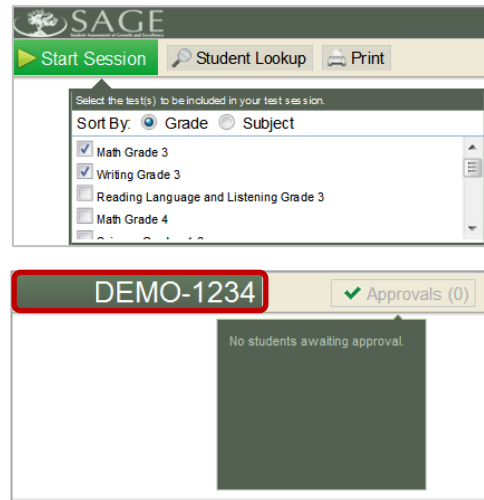


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## Select Tests to Administer

Once you have logged in, select the tests you will administer and then click the **Start Session** button in the top left corner.

Each test session will be automatically assigned a unique Test Session ID. Please provide students with the Test Session ID in order to login.



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## Launch Secure Browsers

Follow local procedures to launch the secure browser on each device students will use for testing. Ensure that all students have headphones and a keyboard.



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## Help Students Log In

**SAY:** You should see a login screen on your device. Please enter your legal first name (not your nickname), your 10-digit State Student Identification Number (SSID), and the Test Session ID I have given you into the appropriate areas. Press the **Sign In** button.

Pause while students log in.

**SAY:** Please confirm the information on the screen. If any of the information is incorrect, please raise your hand and I will help you; otherwise, select **YES** to continue.

Please select the [**name subject**] test and wait while I approve you for testing.

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## Distribute Materials

Ensure that any needed materials have been distributed to students. For details on this step, see page 8 of the *SAGE Test Administration Policies and Procedures*.

Note: A student may use his or her scratch paper for multiple sessions of the same test as long as it was collected and stored securely between sessions.

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## Calculator Instructions (Math Grades 5-7 Only)

### *Math Grade 5 Only*

**SAY:** For the first segment of this test, you will not be allowed to use a calculator. You may review the questions in the first segment before beginning the second segment. You will not be able to go back once you have moved into the second segment. You may use the onscreen calculator provided in the second segment to answer those questions.

### *Math Grade 6 Only*

**SAY:** For the first segment of this test, you will not be allowed to use a calculator. You may review the questions in the first segment before beginning the second segment. When you finish the first segment, please raise your hand and I will allow you to access the second segment. You will not be able to go back once you have moved into the second segment. You may use the onscreen calculator provided in the second segment to answer those questions.

### *Math Grade 7 Only*

**SAY:** For the first segment of this test, you will not be allowed to use a calculator. You may review the questions in the first segment before beginning the second segment. When you finish the first segment, please raise your hand and I will allow you to access the second segment. You will not be able to go back once you have moved into the second segment. For the second segment of the test, you may use the on screen or a handheld calculator.

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## Starting Instructions

### *Initial Test Session Only*

**SAY:** You must answer each question on the screen before going on to the next question. Click **Yes, Start My Test**, read the instructions, and begin your test.

### *Make-Up Sessions Only*

**SAY:** You must answer each question on the screen before going on to the next question. Click **Yes, Resume My Test**, read the instructions, and begin your test.

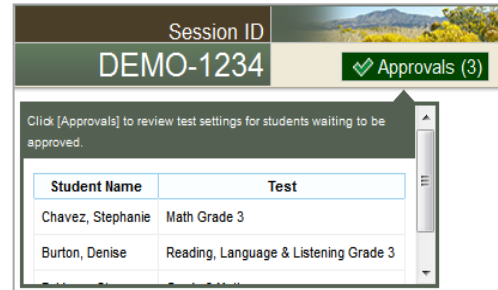
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## Approve Students for Testing

Click the **Approvals** button in the upper right corner of the page to view the students waiting for approval. Verify that each student on the list should be in your test session. Adjust the test settings for any students who require them.

Click the **Approve** button to approve a single student or the **Approve All** button to approve all students.



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## Monitor Student Progress

Follow local procedures to actively proctor the test session and to document any testing anomalies that occur.

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## Approve Students in Segmented Tests (Math Grade 6 and 7 Only)

Students taking the Math Grade 6 and 7 tests will need to be approved to start the calculator segment. Approve those students as they finish the first segment and prepare to enter the calculator segment, using the same procedure above.

Students taking the Math Grade 7 test may use an appropriate handheld calculator during the calculator segment.

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## Give Students a Five-Minute Alert Before the End of the Test Session

Follow appropriate local procedures to attract the students' attention.

### *ELA Writing Section*

**SAY:** There are five minutes remaining in this test session. Please prepare to pause or end your writing test. You will be able to return to your responses later if you are not finished.

### *All Tests Except ELA Writing Section*

**SAY:** There are five minutes remaining in this test session. Please review any test questions you marked or any other test questions you would like to check now, because you will not be able to review them later. If you are not finished with this test, you will have a chance to answer the rest of the questions later.

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## End the Session and Log Out

**SAY:** The test session is now over. If you have not finished, click **Pause**. Then click **Log Out**.

If you have completely finished the test, click **Submit Test For Scoring**. Then click **Log Out**.

I will now collect your scratch paper and other testing materials.

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## Collect Any Used Scratch Paper or Other Materials

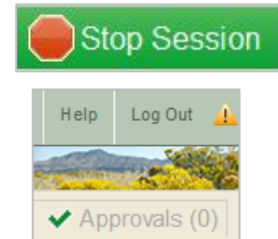
Any used scratch paper, graph paper, or other materials written on by students during testing sessions are secure materials. Secure materials should be stored between sessions and destroyed at the end of testing according to local procedures.

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## Stop the Test Session and Log Out

Click the green **Stop Session** button in the top left corner of the TA Interface. This will end the test session.

Click **Log Out** in the top right corner of the TA Interface.



## User Support (Technical Help)

Questions related to 2013-2014 SAGE Summative testing may be directed to the SAGE Help Desk. The SAGE Help Desk will be open Mondays–Fridays from **7:00 a.m. to 7:00 p.m. MT** (except Memorial Day) throughout the summative testing window.

### **SAGE Help Desk Contact Information**

Toll-Free Phone Support: 1-855-570-7239

E-mail Support: [SAGEHelpDesk@air.org](mailto:SAGEHelpDesk@air.org)

E-mails to the Help Desk will be automatically logged and will be responded to by project staff within one working day (typically sooner). Urgent requests will be given priority. If you contact the Help Desk, you will be asked to provide as much detail as possible about the issue(s) you encountered.

Please always include the following information:

- Test Administrator name and IT/Network contact person and contact information
- SSID(s) of affected student(s)
  - Do not send identifiable student information via email. Only the student's SSID may be emailed to the help desk. Student names and other student demographics may not be sent to the help desk via email.
- Results ID for the affected student test(s)
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
  - Secure browser installation (to individual machines or network)
  - Wired or wireless Internet network setup

### **Supported Operating Systems**

As a reminder, official technical support is provided only for the systems listed in the System Requirements document found on the SAGE Portal (<http://sageportal.org>).