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) 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 test administrators (TA), the AASCD online practice tests provide an opportunity to practice logging students in and administering an online test. The following AASCD subjects practice tests are available by grade and each practice test consists of 20 items/questions:

- Grade 3 - English language arts and mathematics
- Grade 4 - English language arts and mathematics
- Grade 5 - English language arts, mathematics and science
- Grade 6 - English language arts and mathematics
- Grade 7 - English language arts and mathematics
- Grade 8 - English language arts, mathematics and science
- High school - English language arts, mathematics, science and social studies

Accessing the AASCD Online Assessment Practice Test Sites

The AASCD Online Practice Test Site can be accessed from the OH Alternate Assessment Portal by the test administrator.

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 test portal homepage:

3. From a supported web browser, select [Students and Families] from the Users dropdown on the AASCD test 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 test 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 on the TA’s device before the student can begin testing on the student’s device. Test administrators who wish to practice establishing a test session can utilize the TA Practice Site available on the test portal. Authorized user accounts are required. If you need a user account, contact your test coordinator.

After logging into the TA Practice Site, the administrator will be prompted to select the tests to be administered using the “Test Selection Tree.” The AASCD Practice Tests are at the bottom of the “Test Selection Tree” in teal. To select a test, first click on the [+ ] icon to expand the list. Then, check the box next to the appropriate test(s) you want to add to your session. You can also check the box next to the grade level to select all available tests in that grade.

Once tests selection is complete for your session, click [Start Practice Session].

The TA Practice Site will populate a session ID at the top of the screen. Session IDs for practice tests will always start with “TRAIN.” For operational tests, the session ID will start with “OHIO.” For a student to access your practice test session, the session ID from the TA Practice Site will need to be entered into the Student Practice Site login page. The Student Practice Site must be accessed from a device separate from the one that you used to generate the practice test session. Once a student logs into your practice test session, you will need to approve the student to test by selecting the Approvals button in the TA Practice Site. Refer to Signing into the AASCD Practice Site and Selecting Available Features for more information.

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

The following screenshots and information provide guidance for signing into the Student Practice Site and the available features on the “Choose Settings” page.

### Step 1.
For AASCD, administrators may assist students with logging into and navigating the Student Practice Test Site as needed. There are multiple options for signing a student into the practice test:

- **Guest User**
  - Allows the student to access the Practice Test Site without signing in with their first name and SSID. To log into the Practice Test Site as a guest user, leave the “Guest User” toggle button to “ON.”
    - If the “Guest Session” toggle button is changed to “OFF,” the session ID from the TA Practice Site can be entered but the student will be signed into the session as a guest user.

- **Test Administrator Test Session**
  - Allows the student to access an active practice test session created by a test administrator in the TA Practice Site. To access a practice test session, change the “Guest Session” toggle button to “OFF.” The session ID created in the TA Practice Site must be entered. 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.
### Signing into the AASCD Student Practice Site and Selecting Available Features

#### Step 2.
On the “Your Tests” page, select the grade that corresponds with the AASCD content you wish to access:

- **Grade 3** = AASCD Grade 3 English language arts and mathematics
- **Grade 4** = AASCD Grade 4 English language arts and mathematics
- **Grade 5** = AASCD Grade 5 English language arts, mathematics and science
- **Grade 6** = AASCD Grade 6 English language arts and mathematics
- **Grade 7** = AASCD Grade 7 English language arts and mathematics
- **Grade 8** = AASCD Grade 8 English language arts, mathematics and science
- **Grades 9, 10, 11, 12** = AASCD High school English language arts, mathematics, science and social studies

**IMPORTANT:** If using the student’s first name and SSID to log in, 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.
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 log in, 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.

The AASCD practice tests are located at the end of the “Your Tests” page and appear in a teal color. Click on the AASCD practice test that you wish to take.

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

**Step 4.**
If a student logs in to the Practice Test Site using a session ID, student first name and SSID information, the student will not have the option to select from the features on the “Choose Settings” page. Settings are pre-selected based on the student’s test settings in TIDE or the test settings selected by the test administrator in the TA Practice Site when approving the student to test.

If a student logs into the Student Practice Site with a session ID and “Guest User” or logs in with their first name and SSID and the “Guest Session” option, the student may change these features on the “Choose Settings” page.

Note: For operational tests, students will not have the option to select these features. For operational testing, these features must be marked in the student’s pre-ID record in TIDE by a test coordinator prior to testing or marked by the test administrator in the TA Interface before approving the student to test.

**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:** This is an 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 into the AASCD Student Practice Site and Selecting Available Features

Choose Settings:
Review the following test settings. You can change the options, if necessary.

### Visual Tools

**Color Choices:** Students can select from a range of text and background colors. The default setting is “Black on White”.

**Mouse Pointer:** Students can select from a range of mouse pointer sizes and colors. The default setting is 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 text-to-speech.

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 into the AASCD Student Practice Site and Selecting Available Features

**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 explain how the system works.

**Toolbar Overview**

By default, the AASCD tests display in the Student Interface in Full Screen Mode, meaning the toolbar is hidden from view to prevent the student from becoming distracted. To access the toolbar, click the gray Full Screen Mode button in the top left of the page. 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.

![Sample Toolbar](image)

The image below displays a sample toolbar for a Grade 4 Mathematics test. Note that the buttons may vary depending on the subject being taken or as the student navigates through the test. Select **[Full Screen]** to hide the toolbar again.

![Sample Toolbar](image)
## Toolbar Navigation

<table>
<thead>
<tr>
<th>Items</th>
<th>40% AASCD Grade 4 Mat</th>
</tr>
</thead>
<tbody>
<tr>
<td>▶️ = This symbol indicates unanswered items.</td>
<td></td>
</tr>
</tbody>
</table>

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

The student is 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.

## Toolbar Test Progress Indicator

| 40% AASCD Grade 4 Math Practice Test |

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.

## 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 the student requires 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 submitted. 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**

Are you sure you want to pause the test? Ask your Test Administrator before pausing your test. [Message Code: 10899]

[No] [Yes]  

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 all AASCD mathematics tests, students will have access to the Desmos 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 nor a handheld calculator may be used. |
### Toolbar Buttons

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 the student 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 the student 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 creates 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.
- The student 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>50.0</td>
</tr>
<tr>
<td>13.75</td>
<td>48.2</td>
</tr>
<tr>
<td>14.08</td>
<td>42.8</td>
</tr>
</tbody>
</table>

**Which statement explains the trend seen in the table?**

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

<table>
<thead>
<tr>
<th>Notes Button Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Notes Button" /></td>
</tr>
</tbody>
</table>

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 the student 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.
The line reader tool allows a single line of text to be highlighted to help students focus on that specific line. To activate the tool, click the [Line Reader] button.

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

The student can also use their mouse to click each line to highlight it with the line reader. The student should be cautious when clicking on a response option with the line reader, as the response option they click could be selected.

The line reader tool may not highlight text within a graphic.

To remove the line reader’s highlighting, click the [Line Reader] button from the global toolbar.
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.
**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, students 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.

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 the response options will be available for selection.
Item Features and Additional Tools

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. Administrators may turn off this setting if they feel it is distracting to their student.

On multiple-choice items, a student 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.

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

Which spoon do you use when you make soup?

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. Administrators may turn off this setting if they feel it is distracting to their student.

The student can select the text and right-click to highlight it. Alternatively, the student can select the text then the context menu to highlight their selection.

Right-click or click on the context menu for the option to reset highlighting.
**Item Features and Additional Tools**

**Score Item**

**IMPORTANT:** This feature is only available for practice tests.

Select “Score Item” from the context menu to receive feedback on how a student responded to an item. Alternatively, you can right-click on the item and select “Score Item”.

After selecting “Score Item,” a pop-up will display scoring results for the selected item, the number of points earned, the number of points possible and the scoring rationale for that item.

<table>
<thead>
<tr>
<th>Achieved</th>
<th>Max</th>
<th>Score Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>The student chooses the correct figure, providing evidence of the ability to identify the whole figure given a fractional part of the whole.</td>
</tr>
</tbody>
</table>
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 enable the “Speak Selection” feature; simply highlight with your curser and right-click.

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

<table>
<thead>
<tr>
<th>Text-to-Speech Tracking</th>
<th><strong>Text-to-speech tracking</strong> 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.</th>
</tr>
</thead>
</table>
Exiting a Test Segment

Each test has two segments; segment 1 consists of the first 4 items and segment 2 consists of the remaining 16 items. Segment 1 is in place to mimic the early stopping rule that is on the operational tests.

Once you click [Next] after entering a response to the fourth question on the test, you will see a message warning that you are about to leave the current segment. Clicking [No] returns you back to the fourth item on the test.

If “Mark as No Response” was selected for all four of the items in the first segment, and you select [Yes], you will receive a message that there are no more questions on the test. Once you click [OK], you will be directed back to the fourth item. You will not have the option to move onto the second segment and you will need to end the test. “Mark as No Response” should only be marked for all four items if the student does not have a mode of communication.

If a response has been entered for at least 1 of the items in the first segment, and you select [Yes], you will be taken to the fifth question. You will not be able to go back into the first segment of the test unless you exit out of the practice test and start over.

Once all items in the second segment have been responded to, you will again see the message warning that you are about to leave the current segment. Clicking [No] returns you back to the last item on the test. If you select [Yes], you will receive the message that there are no more questions on the test.
## Ending the Test

<table>
<thead>
<tr>
<th><strong>End Test</strong></th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th><strong>Attention</strong></th>
</tr>
</thead>
</table>

You have clicked [End Test] button. Click [Yes] to continue to the next page. Click [No] to keep working on your test. [MessageCode: 10900]

[Yes] [No]

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.

<table>
<thead>
<tr>
<th><strong>Congratulations, you reached the end of the test!</strong></th>
</tr>
</thead>
</table>

All items have a response entered. Select Submit Test to submit the test for scoring.

[Submit 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.

<table>
<thead>
<tr>
<th><strong>Warning</strong></th>
</tr>
</thead>
</table>

Are you sure you want to submit the test?

[Yes] [No]

After clicking [Submit Test], a warning message displays. Click [Yes], to be taken to the “Your Results” page.
Ending the Test

When submitting a practice test, the summary report on the “Your Results” page shows how the student did on each item. No overall test score, such as scale score or performance level, will be provided. Refer to the AASCD Practice Test Scoring Guides for more information on scoring for AASCD practice test items. These guides can be found in the Student Practice Resources folder on the Ohio Alternate Assessment test portal.

Click [Log Out] to end the test.

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