Ohio’s State Tests
English Language Arts and Mathematics Sample Items
Science and Social Studies Practice Tests and Released Items
Guidance Document
Updated Oct. 20, 2015

This document covers the following information:

- About the Items
- Signing in to the Practice Site and Selecting Available Features
- Student Practice Site
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  - Text-to-Speech and Text-to-Speech Tracking
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About the Items

Sample online items for Ohio English language arts and mathematics, as well as online practice tests and released items for the Ohio science and social studies tests, are available on the Portal for Ohio’s State Tests. Look for the Practice Tests icon on the home page.

Students will see the types of questions that Ohio may administer online. Additionally, the online items give students the opportunity to navigate through the online testing system, use the available tools and features and familiarize themselves with the testing experience. Test takers will not receive scores when submitting tests in the Practice Site.

For educators, the tests provide an opportunity to review examples of how Ohio’s Learning Standards may be assessed.

English Language Arts and Mathematics

Sample mathematics items for all grades will be released in October, as will grade 3 and high school English language arts sample items. Sample items for additional English language arts grades will be released by the end of the year. Each set includes five to seven items aligned to Ohio’s Learning Standards.

Educators should review items from multiple grades for a preview of various item types.

Answer keys are available for English language arts and mathematics. They include alignment information, the answer key, exemplars and scoring information.

Science and Social Studies

The science and social studies materials are organized by Part 1/performance-based assessments and Part 2/end-of-year tests, as this was the test format in 2014-2015. Scoring guidelines are available for science and social studies. They include additional information about each question, such as alignment to the standards; an answer key and rubrics; and sample exemplar responses.
Signing in to the Practice Site and Selecting Available Features

See the screen shots and information below for guidance on signing in to the Practice Site as a guest and the available features that users will select on the Choose Settings page.

**Practice Test Sign In**

- **Guest User**
  - First Name: GUEST
  - Student ID: GUEST

- **Guest Session**
  - Session ID: GUEST - GUEST - GUEST

**Step 1.**
All users will sign in to the Practice Site using the “Guest User” access. No users will enter a “first name” or “student ID” on the sign-in page. There is no limit to the number of times a guest user can sign in and review the sample items, practice tests and released items.

Test proctors who wish to practice establishing a test session will use the Test Administrator (TA) Practice Site available on the Portal. Authorized user accounts are required. If you need a user account, talk with your test coordinator.

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

**Step 2.**
On the “Is This You?” page, select the grade that corresponds with content you wish to access:
- Grade 3 = Grade 3 English language arts and mathematics
- Grade 4 = Grade 4 social studies and mathematics
- Grade 5 = Grade 5 science and mathematics
- Grade 6 = Grade 6 social studies and mathematics
- Grade 8 = Grade 8 science and mathematics
- Grades 9, 10, 11, 12 =
  - American government
  - American history
  - Biology
  - Physical science
  - English language arts
  - Algebra/integrated math I
  - Geometry/integrated math II

Additional English language arts content will be added to the Practice Site later in the year.

**Step 3.**
On the “Your Tests” page, a Part 1/performance-based assessment and a Part 2/end-of-year option are available for the science and social studies practice tests and released items.

For English language arts and mathematics, links to sample items are available.

Click on one of the options to get started.

Opportunities for guests to visit this page are unlimited and the options will reset each time a guest user revisits this page.
Signing in to the Practice Site and Selecting Available Features

Step 4.
On the Practice Site, users have the option of selecting among several different features on the Choose Settings page. For the operational tests, students will not have the option to select these features. For operational testing, the features must be marked by test coordinators or test proctors in TIDE or the TA Interface.

Text-to-Speech: Text-to-speech will only play in the secure browser or app; this tool is described later in this document.

Color Choices: The following background colors* are available in addition to the default black on white
- Light yellow;
- Light blue;
- Light magenta;
- Reverse contrast (black background with white text);
- White on navy (navy background with white text).

*The background color of some graphics will not change.

Masking: This tool is described later in this document.

Language: English and Spanish are available for science and social studies practice items. Although online Spanish mathematics forms will be available for operational testing, the sample items are not available in Spanish at this time. English language arts items are never translated.

Permissive Mode: Permissive mode, which the department must approve for operational use, enables students to accessibility software in addition to the secure browser.

Text-to-Speech Tracking: Add-on feature for use with text-to-speech; this tool is described later in this document.

Streamline: This mode is intended for students who use screen readers and is described later in this document. This mode is not available for all tests.

Print Size: The default print size is approximately 12 point; other sizes (levels 1-4) scale up.
Step 5.
After selecting features on the Choose Settings page and clicking [Select], the “Is This Your Test?” page gives users the opportunity to confirm their selections.

If the correct features are listed, click [Yes, Start My Test].
Signing in to the Practice Site and Selecting Available Features

Text-to-Speech is Not Available

Text-to-Speech is not available on the browser and/or platform that using a supported secure browser.

Continue  Log Out

REMINDER: Text-to-speech is only available to users who are accessing the Practice Site through the secure browser or AIR Secure Test App.

Users who select the text-to-speech feature and access the Practice Site from a commercially available Web browser such as Firefox will see the “Text-to-Speech is Not Available” message. These users can [Continue] to the Practice Site, but the text-to-speech feature will not be available.

Test Instructions and Help

Click (?) to access this Help Guide at any time during your test. Scroll down for more information.

Contents
- Overview of the Student Testing Site and Test Tools
- Test Rules
- About Text-to-Speech

Overview of the Student Testing Site and Test Tools
All tests have navigation and test tools. Some test tools are available only for specific tests or questions.

Return to Login  Begin Test Now

Step 6.
The last page users see before the first test question loads is the “Test Instructions and Help” page.

Students have access to this page throughout the test by clicking the question mark button in the top right area of the toolbar.

Click [Begin Test Now] to load the first test question.
Student Practice Site
The sections that follow describe elements of the Student Practice Site and explain how the system works.

Toolbar Overview

The image below displays a sample toolbar for the physical science tests. Note that the buttons may vary as the student navigates through the test.

The image below displays a sample toolbar for a grade 4 social studies test. Note that the buttons may vary as the student navigates through the test.

Navigation

Students will navigate through test questions using the “Questions” drop-down menu or the [Back] and [Next] arrow buttons.

Students are not required to mark a response before moving on to the next test question. Students can skip a question and are encouraged to mark a question for review if they do not answer it (see below for more information on marking items for review).
Items that are Part of a Cluster

Navigation for questions that are part of a cluster, meaning the questions share a common stimulus, is slightly different. The “cluster” is available in the question’s drop-down menu (e.g., Questions: 7-10). Students can navigate forward by clicking [Next]. They also can click the question numbers that appear between the test question and the toolbar. In the example below, the individual question numbers associated with the stimulus are available on the right and are highlighted with the red box. This layout allows students who have run a simulation to see their results as they move forward through the associated questions.

Test Progress Indicator

The test progress indicator (# out of #) shows the student how many questions he or she has responded to out of the total number of questions.

IMPORTANT: The operational Student Testing Site and the Practice Site do not determine whether the response is complete, only that the student has taken sufficient action to signal the student has attempted a response.
## Toolbar Buttons

| ![Question Mark] | Click the question mark inside the circle at the top right of the toolbar to reach the "Test Instructions and Help" page. |
| ![Zoom Out] ![Zoom In] | Students use the [Zoom Out] and [Zoom In] buttons at the top right to decrease and increase the size of the text and graphics on the page. If students require a larger default size, this can be preset. |
| ![Save] | The operational Student Testing Site and the Practice Site do not immediately capture each individual typed character in some item types. [Save] ensures the response is committed. Although the [Save] button is available for some items, it is not a requirement to save an item. Other actions, such as moving forward to the next question, save the response. Please note that the Student Practice Site does not save any responses upon sign-out. |
| ![Pause] | 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. 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. |
| ![Periodic Table] ![Formula] ![Calculator] | Students in grades 4-5 have access to a formula sheet for all mathematics items. Students in grades 6-7 have access to a formula sheet for all mathematics items and a calculator for some mathematics items. Students taking the grade 8 mathematics test or a high school mathematics test have access to a calculator and formula sheet for all items. Students taking the physical science test have access to the periodic table, a formula (reference) sheet, and a calculator for all items. |
In order for the **masking tool** to be available on the Practice Site, the “masking” setting must be turned on under Choose Settings. If masking is off on the Choose Settings page, the tool will not display in the toolbar. For operational tests, masking will be turned “on” by default for all students. Districts that feel this tool is distracting to students may elect to turn it off.

If masking is available, the tool’s button will display toward the right side of the toolbar.

In order to use the masking feature, students must click the [Masking] button to turn it “on.” When the masking tool is on, its button changes 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, 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.
- If a student advances to the next item, the mask will not be present if the student returns to the item that had the mask.
- Students should not try to place a mask near response boxes. The operational Student Testing Site and the Practice Site will prevent the student from creating the mask and the outline that appears before the mask is created will drag around the screen but will not create the masking box.
### Toolbar Buttons

**Notes**

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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**Line Reader**

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.
### Item Features and Additional Tools

<table>
<thead>
<tr>
<th>Item Features and Additional Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test questions are numbered on the left.</td>
</tr>
</tbody>
</table>

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

Click on the **context menu** (three horizontal bars) to see available options. Note that options will vary by item. In this example, the item has two available tools: Tutorial and Mark for Review.

Select “**Tutorial**” from the context menu to see a short clip on how to answer the item type. Students can also “right-click” to access the item type’s tutorial.

**IMPORTANT:** The tutorials do not have audio.
Marking Items for Review

Students who wish to mark items for later review can select “Mark for Review” from the context menu. Alternatively, they can "right-click" on the item and select "Mark for Review."

After marking an item for review, the item number display shows a “folded corner” mark.

Additionally, after marking an item for review, “(marked)” displays next to the item number in the Questions drop-down menu.

Lastly, when the student reaches the end of the test and is given the opportunity to review his or her responses, marked items are noted with a flag and checkmark.

To unmark an item, select “Unmark Review Item” from the context menu or right click and select “Unmark Review Item.”
Strikethrough or Eliminate Answer Choices

On multiple-choice items, students can strikethrough answer choices. To strikethrough an answer choice, right click the answer choice or select “Strikethrough” from the context menu and select an answer choice to strikethrough.

Students can undo the strikethrough using the same steps.
As a result of the changing nature of work during the time period following the Civil War, some members of the working class formed unions to address work-related issues.

A. Identify the problems that represent the common labor movement demands by moving the correct solutions into the blank boxes.

B. Then, identify each problem by moving the correct solutions into the blank boxes. Be sure to move the solution next to the problem that it addresses.

**Highlighting**

Students can select text and right click to highlight it. Additionally, 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.
Some items require students to write/type responses and include **writing tools**. When the toolbar is present, students have access to

- numbered lists, bullet lists, and indent text features.
- cut, copy, and paste tools, as well as options to undo and redo.
- a spellcheck tool (see below for more details).
- a button to insert special characters.

**Spell check:** Spell check is available for some science and social studies items that require a student to write/type a response. Spell check is not available for the English language arts test. Unlike some word processing programs, the operational Student Testing Site and the Practice Site do not automatically highlight misspelled words as the student types.

Students must click the ABC button to check spelling. Misspelled words will turn color and be underlined. While the spell check is on, students cannot edit the response.

By clicking on the misspelled word (do not right click), a list of options will display. The student can select one of these options to replace the misspelled word.

To resume editing the response, the student must unclick the ABC (spell check) button.
<table>
<thead>
<tr>
<th>Text-to-Speech and Text-to-Speech Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Text-to-Speech</strong></td>
</tr>
</tbody>
</table>
| *Text-to-speech* 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 or app.*  
Select “Item Stimuli Instructions and non-item pages” from the drop-down menu on the Choose Settings page. This selection allows all test elements that have been tagged for text-to-speech to be spoken to the student.  
For operational tests, by default, text-to-speech will be turned “on” for all students taking mathematics, science and social studies tests. Districts may elect to turn it “off”. |
| **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. |
| **Voice Pack**                           |
| Use of the text-to-speech feature requires the student’s device to have a voice pack installed. If the student will be testing with the Spanish form, the device must have both an English and Spanish voice pack installed.  
Students who use the text-to-speech feature on Macs, tablets and Chromebooks will use pre-installed voice packs on these devices.  
AIR recommends that districts download and install the “Julie” voice pack for students who will use English text-to-speech and the “Violeta” voice pack for students who will use Spanish text-to-speech on supported Windows-based PCs. These voice packs are available in TIDE. Use of these voice packs is optional. If students prefer another voice pack that is compatible with the secure browser, they are permitted to use it.  
**IMPORTANT:** Regardless of device, students should select a voice pack option that they are familiar with and that has been confirmed to work with the secure browser. Districts can access the Student Practice Site via the secure browser to check text-to-speech. Refer to the *Technical Specifications Manual* for a list of voice packs that have been confirmed to work with the secure browser and for more detailed guidance on voice packs for text-to-speech. |
# Text-to-Speech and Text-to-Speech Tracking

**Did you hear the English text?**

Students who are accessing the Student Practice Site using the secure browser or app will see this page after the “Is This Your Test?” page.

The “Did you hear the English text?” page allows users to verify their audio for text-to-speech. When clicking the green button, users should hear “This text is being read aloud.”

- [No, I did not hear the voice] Make sure the computer’s sound is on.
- [Yes, I heard the voice] Clicking this button moves the user to the Test Instructions and Help page.
- [Skip English TTS Check] Clicking this button moves the user to the Test Instructions and Help page.

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.

**IMPORTANT:** Students who access the Spanish form will check both their English voice pack and Spanish voice pack on this page.

### Listening to Text-to-Speech Audio

**IMPORTANT:** The text-to-speech audio does not automatically play. There are a few ways for students to have the text spoken aloud:

- Open the context menu and choose one of the [Speak] options. Students can also right click on the question and choose one of the [Speak] options.
  - [Speak Question] reads the question and graphic descriptions (if a graphic with text is part of the test question). [Speak Question and Options] reads the question, graphic descriptions (if applicable), and all the response options.
- Right click on a response option and choose [Speak Option] to hear that option only.
- Highlight a section of text, open the context menu or right click, and choose [Speak Selection] to hear the highlighted words only. Students cannot highlight specific text within a graphic.

If the Text-to-Speech Tracking feature is on, words in test questions will be highlighted as they are read aloud. Words in graphics are not highlighted.
<table>
<thead>
<tr>
<th>Items with Graphics</th>
<th>Text-to-Speech and Text-to-Speech Tracking</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Students must listen for the directional cues in the text-to-speech descriptions of graphics. Although there are some general rules for descriptions, because of the variation among items and graphics, different approaches may be taken when describing the image depending on the graphic’s text and presentation.</td>
<td>▪ Generally speaking, for graphics that do not have defined rows and columns, descriptions start with the left-most text, move from the top of the page to the bottom, and then move to elements that are to the right, from top to bottom, and so on. Items that are read in this way are described as being read “left to right, top to bottom.”</td>
</tr>
<tr>
<td>▪ Generally speaking, for graphics that do not have defined rows and columns, descriptions start with the left-most text, move from the top of the page to the bottom, and then move to elements that are to the right, from top to bottom, and so on. Items that are read in this way are described as being read “left to right, top to bottom.”</td>
<td>▪ Descriptions of tables and charts generally refer to column headings or row headings followed by values. The description will let the student know when elements are being read in columns or in rows from left to right, or from top to bottom.</td>
</tr>
<tr>
<td>▪ Descriptions of graphs with axes will refer to the horizontal axis and vertical axis.</td>
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</tr>
<tr>
<td>▪ Some descriptions may state that words in graphics will be read in a clockwise order.</td>
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</tr>
<tr>
<td>▪ The system will not read aloud texts associated with simulations.</td>
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</tr>
</tbody>
</table>
Screen Reader Mode (Streamline Mode or Enhanced Accessibility Mode)

This mode is available for grades 4 and 6 social studies, grade 5 science, American History and American Government, math tests and English language arts tests. It is intended for students with visual impairments and who use screenreaders. This mode changes the presentation of items. An example is shown below. Note that this mode offers a vertical presentation (rather than displaying item elements side-by-side) and offers more white space.

IMPORTANT:
- Students who have this mode turned “on” will not see animations for those item types. Instead, alternative text will display that describes the animation.
- Students who are working in this mode must use the context menu (☰ ) to access tools such as text to speech (if turned on) and highlighting.

<table>
<thead>
<tr>
<th>Screen Reader (Streamline) Mode</th>
<th>Standard Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two students are pushing blocks of different masses* along the floor. They start the blocks at the same position and time and try to push them so that each block gets to the same finish position at the same time. A. Move a block to each starting position. B. Move an arrow to the left of each block to represent the amount of force needed for each block to get to the finish position at the same time. • The length of the arrow represents the amount of force used to push the block. • Place only one object in each blank box. • There may be more than one correct answer.</td>
<td>Two students are pushing blocks of different masses* along the floor. They start the blocks at the same position and time and try to push them so that each block gets to the same finish position at the same time. A. Move a block to each starting position. B. Move an arrow to the left of each block to represent the amount of force needed for each block to get to the finish position at the same time. • The length of the arrow represents the amount of force used to push the block. • Place only one object in each blank box. • There may be more than one correct answer.</td>
</tr>
</tbody>
</table>

*masses/weights
## Ending the Test

**Attention**

- There are no more questions on the test. When you have finished checking your answers, click the [End Test] button. [Message Code: 10915]

- If students click [Next] after reaching the last question on the test, they will see this message. Click [OK] to return to the last question on the test.

- Students can navigate back through the test if they would like to review questions or responses, or they can click [End Test].

- If satisfied with their responses, students will click [End Test], which is available toward the left side of the toolbar.

**Attention**

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

- After clicking [End Test], students will see this message. If they click [No], they will be taken back to the last question on the test. Students can navigate back through the test if they would like to review questions or responses.

- If students click [Yes], they will be taken to a page that allows them to review questions they have marked or not answered.
Ending the Test

When students reach this page, they will see items that they marked for review ( ). They will also see items for which they marked no response ( ). If an item does not display the symbol, it does not mean the student fully answered the question. No symbol means only that the student took sufficient action to signal a response. The absence of the symbol does not mean the student answered the question fully or correctly.

Students can click on any question in the listing to return to that question. Once the student returns to a question, he or she can continue to navigate forward and backward through the questions or click [End Test] to return to this page.

Click [Submit Test] to end the test.

After clicking [Submit Test], students have one last opportunity to return to the test. If students click [Yes] to indicate they want to submit their test, they will be taken to the Your Results Page.
Ending the Test

Your Results

Student Name: GUEST, GUEST (Student ID: GUEST)
Test Name: G4 Social Studies PBA Practice Test
Test Completed On: 7/26/2015

Scores are not displayed for Practice Tests. Congratulations, you have finished your test.

Log Out

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited.

The Student Practice Site does not provide scores or a summary of responses.

Refer to the scoring information for answer keys, rubrics, sample responses and information on scoring. This information can be found in the Student Practice Resources folder on the Ohio’s State Tests Portal. Each content folder contains this information.