



DIRECTIONS FOR ADMINISTRATION

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DIRECTIONS FOR ADMINISTRATION

PART 1: LIMELIGHT ONLINE ADMINISTRATION

Test administrators for Limelight online tests do not need special training, but they must be able to carry out standard examination procedures. To ensure accurate and reliable results, the test administrator should read and become familiar with these testing procedures before administering the test.

1.1 GENERAL DIRECTIONS FOR ADMINISTRATION

1.1.1 PRELIMINARY PLANNING

1. Gather appropriate materials for the testing session, such as pencils and scratch paper.
2. Be aware that many students may have little experience with taking an online test that requires them to navigate on a computer, use virtual tools, and mark their answers by using a mouse. Ensure that you are familiar with the design and functionality of Limelight online tests, including use of the virtual math and passage markup tools, so that you will be able to assist students with their use.
3. Ensure that conditions in the testing room allow for an appropriate test-taking environment. There should be adequate lighting, ventilation, spacing, quiet, and minimal distraction. Students should not be able to easily view other computer screens; if partitions are available, place them in between students' computers during testing. If necessary, use other visual blocks (e.g., file folders taped to the side of monitors).
4. Each student taking the test must have exclusive use of a computer for testing. If there are not enough computers, it may be necessary to schedule more than one testing session. Additional testing sessions should be conducted on the same day.

1.1.1.1 TECHNICAL REQUIREMENTS

For proper display and functionality, the Limelight Education Desktop should be accessed only with Mozilla Firefox 3.5 or higher, Internet Explorer 8.0 or higher on PCs running Windows XP or later and MACs running OS 10.4 or later.

1.1.1.2 MATERIALS REQUIRED BY THE TEST ADMINISTRATOR

- A copy of these directions.


- A networked computer meeting the technical requirements with access to Limelight.
- Login cards for each student (supplied by the program coordinator or school administration) and a list of all student usernames and passwords. The list and cards contain the unique usernames and passwords for each student user, and should be stored in a secure location.
- A supply of sharpened No. 2 pencils with erasers.
- A watch or clock (digital or with a second hand).

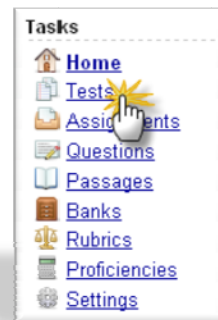
1.1.1.3 MATERIALS REQUIRED FOR EACH STUDENT

- A networked computer meeting the technical requirements with access to Limelight.
- Two No. 2 pencils with erasers.
- Scratch paper.

1.1.2 PREPARING TO ADMINISTER THE TEST

1.1.2.1 ASSIGN THE TEST

- Access the Education Desktop by entering your Limelight subscription web address into the browser address bar; enter your username and password to log in.
- Under the **Tasks** sidebar on the right side of the page, click Tests to open the test management menu.
- Select search criteria and/or enter the test name in the field to help you locate the desired test. Tests are displayed by name, bank, type, grade, subject, and date of creation.
- Click on the name of the test you will be administering to access the Test Details screen.
- Under **Assignments**, click the  [Create a new assignment](#) link to access the Create a new administration page.
- Adjust the default assignment attributes as appropriate:
 - Allow students to review this assignment after completion?
 - Should online testing require students to use the secure browser application?



- Is this a timed assignment?
- Click the checkbox next to each class to which the test should be assigned.
- Click **Create Administration** in the *Administration Blueprint*.

Note:

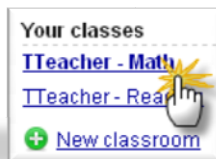
If the "Oops, this assignment isn't quite ready" message displays, you have two options.

If you are assigning the same test to another class, click the checkbox next to *Merge Assignments* and click *Create Administration*.


If you are assigning a different test, adjust the administration name and click *Create Administration*.

1.1.2.2 PRINT STUDENT USERNAMES AND PASSWORDS

- Click on the **Teacher Tools** tab at the top of the screen.
- Under the **Tasks** sidebar on the right-hand side of the page, click *Classes* to open the class management menu.

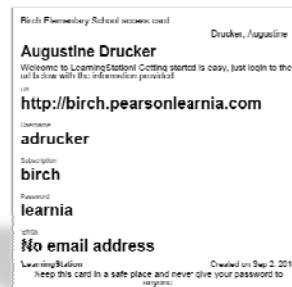


- A list of your classes will be displayed. Click on the Class to which you will administer the test and the class roster will display.

- Click the  [Excel Roster](#) link at the bottom of the roster to generate a .csv file that contains a list of student usernames.
- Open the document with Excel and print. You will use this list to assist any student who has difficulty logging in to Limelight. When not in use, it should be kept in a secure location.

1.1.2.3 PRINT LOGIN CARDS FOR EACH STUDENT






- Currently, only School Administration can access and print more than one card at a time.



1.1.2.4 PREPARE THE TESTING ROOM

- Open the Limelight login page on all student computers.
- Set up any necessary visual blocks between computers to maintain confidentiality.
- Cover or remove any subject-related materials.
- Post procedures for getting materials, asking questions, dealing with possible interruptions such as an announcement, taking restroom breaks, etc.
- If necessary, post a “**Do Not Disturb—Testing in Progress**” sign on the door.

1.1.3 DURING ADMINISTRATION

- Distribute the login cards.
- Have the students log in to Limelight.
- A list of all assigned tests will be displayed; students may click on either the name of the test, or on the  [Take this test](#) link to the right of the test name.
- The test will open in a full-screen window.
- Students may navigate through the test by clicking on the left  and right  arrow buttons underneath the item or by clicking on individual item numbers in the light gray navigation bar along the top of the test window.
- If a student must leave the room for any reason before completing the test, have him or her click the **Pause**  button at the top right corner of the test window, then click **Pause this Test** in the pop-up confirmation window. This will save any answers already selected and allow the student to resume work later. Once a test has been paused, the student should click **Logout** in the top right corner of the Limelight desktop; when they are ready to resume work, they should enter their username and password and launch the test as before.
- When a student has finished working on the test, have him or her click the **Finish**  button at the top right corner of the test window, then click **I’m finished. Submit it.** in the pop-up confirmation window. *If Review is enabled for the test, the student may continue to the review to see the correct answers and review any missed questions.* Once the test has been completed and submitted for scoring, the student should log out of Limelight by clicking **Logout** in the top right corner of the Limelight desktop.
- For untimed tests, students should be allowed to continue working until they have completed the test. Districts may choose whether to release students as they complete the test or have all students remain until everyone is finished. If necessary, students who have not completed the test by the end of the planned testing period should be

allowed to continue working at an alternate testing location while class resumes. However, students who have not completed the test by the end of the school day should stop working and click **Done!** to submit their test as is.

- Test administrators should try to maintain a natural classroom atmosphere during the test and encourage students to do their best.

1.1.4 SPECIFIC DIRECTIONS FOR ADMINISTRATION

All directions that you are to read aloud to students are printed in boldface text. Read them exactly as they are written, using a natural tone and manner. If necessary, you may supplement the directions with your own explanations, but do not give help on specific test questions.

If you make a mistake in reading a direction that would hinder students' understanding, stop and say, **"No, that was wrong. Listen again."** Then repeat the direction.

Have the students seated at their computers with the Limelight login display on-screen.

Say: **Today you will use the computer to answer questions about what we have been working on in class. Your answers will help us understand what you already know well and what we need to spend more time on. Are there any questions so far?**

Address any questions.

Say: **I will give you a login card with your username and password. Please do not log in or begin the test until you have listened carefully to all the directions.**

Distribute the login cards *and any other materials such as scratch paper or pencils.*

Say: **Your login card should have your name written at the top. Has everyone received the appropriate login card?**

Ensure that all students have received a login card, and that it is their own.

Say: **Now, type your username and password. Then click "Login."**

Assist any students who are not able to log in. If necessary, refer to the list of all student usernames and passwords.

Say: **The name of the test you will be taking today is (Test Name). Find the test. Now, click on the test name or on "Take this test" to open the test in a new window.**

Make sure all students have accessed the correct test.

Say: **You will mark your answers by clicking on the circle next to the answer option you choose. You can change your answer if you make a mistake or change your mind. Just click on the circle for your new answer.**

Some questions on this test are open-ended; for these questions, type your answers into the text box provided. Be sure to explain your answers fully with words, numbers, and sentences.

When working on an open-ended question, you can click on the link above the question that says Grading Rubric to view a copy of the rubric that will be used to score your answer. This rubric lists the requirements for each score point and will help explain how to write an answer that earns full credit.

You have scratch paper and a pencil to use to work out problems if you need them. If your pencil breaks while you are working, raise your hand and I will bring you a new pencil.

Don't look to see what others are doing. Just do your best work on your own computer.

You can move through the test by clicking on the left and right arrows underneath each question or by clicking on the question numbers in the navigation bar across the top of the test window. If a particular question is too difficult, move on to the next question and continue working.

After you reach the end of the test, you can go back and check your work or return to any questions you have skipped. When you are completely finished with the test, click on the button in the top right corner of the test window that says "Done!" Then click "Complete Test" to submit your finished test for scoring.

Does everyone understand what you are to do?

Answer all questions.

Say: You may start working now.

After (50 minutes) or when everyone is finished,

Say: Okay. If you have not already done so, click the "Done!" button. Then click "Complete Test."

Pause while students complete test.

Say: Now click "Return to your test list."

All screens should display the assigned test list. Check to make sure that the current test has been completed (there should no longer be a Take this test option to the right of the test name).

Say: All right. Now click "Logout" at the top right corner of the screen.

If necessary, collect the student login cards and return them to a secure location along with the class list of usernames and passwords.

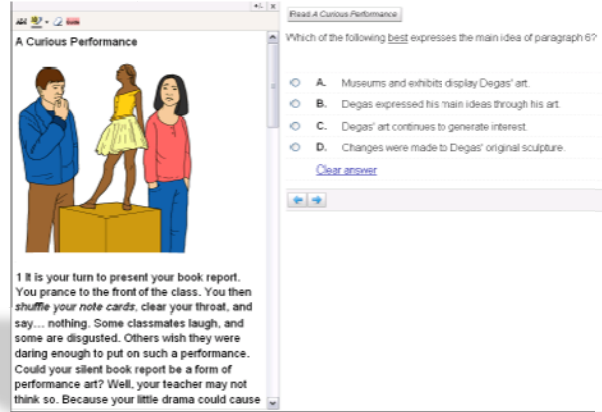
STOP This is the end of the administration of this Limelight online test.

1.1.5 SPECIAL DIRECTIONS FOR READING TESTS WITH ASSOCIATED PASSAGES

Say:

You will notice that the reading passage associated with the question appears to the left of the question. You can use the scroll bar at the right side of the passage to scroll up and down so that you can read the entire passage.

You can change the width of the passage using the icons at the top right of the passage window. To make the passage half-width, click on the minus (-) icon; to make the passage full-width, click on the plus (+) icon. To remove the passage from the test window, click on the X icon. If you need to refer to the passage again, you can click on the “Read Passage” button above the question to reopen the passage in the test window.



You may wish to use the markup tools to help you read and understand the passage. To strike through text, highlight the desired portion of the passage with the mouse and click on the icon of the letters “ABC” with a line through them above the passage. To add a highlighter color to text, highlight the desired portion of the passage with the mouse and click on the highlighter icon above the passage. You can change the highlighter color by clicking on the arrow to the right of the icon. If you wish to remove strikethrough or highlighter colors from the passage, highlight the text with the mouse and click on the eraser icon above the passage.

If you wish to use a horizontal reading guide while reading the passage, click on the “Guide” icon above the passage. A transparent red reading guide will appear over the text. You can click and drag the guide up and down in the passage over different lines of text. If you need to scroll up or down in the passage, you will first need to remove the reading guide by clicking again on the “Guide” icon.

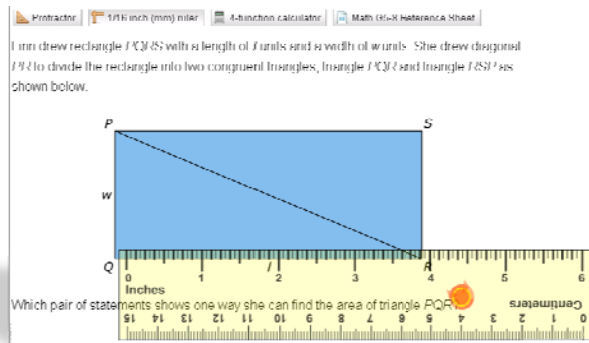
If you need help resizing the passage or using the markup tools during the test, raise your hand and I will assist you.

1.1.6 SPECIAL DIRECTIONS FOR MATH TESTS WITH MATH TOOLS

Say:

Some questions on this test may require the use of math tools.

GRADE 3 ONLY: If you need to use the ruler, click on the button above the question that says “1/4 inch (1/2 cm) ruler” to make the ruler appear on-screen. You can click anywhere on the ruler and drag it to the desired position. To rotate the ruler or turn it upside down, click on the orange red circle to the right of the ruler’s center and move the mouse. When you are finished with the ruler, click the “1/4 inch (1/2 cm) ruler” button again.



GRADES 4–8: If you need to use the ruler, click on the button above the question that says “1/16 inch (mm) ruler” to make the ruler appear on-screen. You can click anywhere on the ruler and drag it to the desired position. To rotate the ruler or turn it upside down, click on the red circle to the right of the ruler’s center and move the mouse. When you are finished with the ruler, click the “1/16 inch (mm) ruler” button again.

If you need to use the calculator, click on the button above the question that says “4-function calculator” to make the calculator appear on-screen. This virtual tool functions like a normal four-function calculator. When you are finished with the calculator, click on the “4-function calculator” button again.

GRADES 5–8: If you need to use the protractor, click on the button above the question that says “Protractor” to make the protractor appear on-screen. You can click anywhere on the protractor and drag it to the desired position. To rotate the protractor, click on the red circle surrounded by rotating arrows at the bottom right of the protractor and move the mouse. When you are finished with the protractor, click the “Protractor” button again.

GRADES 5–8: If you need to refer to the Math Reference Sheet, click on the button above the question that says “Math G5–8 Reference Sheet” to make the reference sheet appear on-screen. You can make the reference sheet appear bigger by right-clicking on the image and selecting Zoom In. You can click anywhere on the reference sheet and drag it up or down to view the entire image. When you are finished with the reference sheet, click on the “Math G5–8 Reference Sheet” button again.

When working on an open-ended question, if you need to include special math symbols or formulas that cannot be typed with the keyboard, open the Formula Editor tool by clicking on the icon of a square root symbol in the navigation bar above the answer box. You can use this tool to create your answer with all the necessary math

layouts and symbols. If you need help figuring out how to create your answer in Formula Editor, raise your hand and I will help you. When you have finished creating your answer, click “Accept” to insert the completed answer into the answer box. You may insert more than one formula into the answer box.

If you need help using any of the math tools during the test, raise your hand and I will assist you.

PART 2: LIMELIGHT PAPER AND PENCIL ADMINISTRATION

Test administrators for Limelight tests do not need special training, but they must be able to carry out standard examination procedures. To ensure accurate and reliable results, the test administrator should read and become familiar with these testing procedures before administering the test.

2.1 GENERAL DIRECTIONS FOR ADMINISTRATION

2.1.1 PRELIMINARY PLANNING

1. Review your school district's testing protocol, including security of test manuals and response forms when not in use.
2. Gather appropriate tools and materials for the testing session, such as pencils, scratch paper, rulers, etc.
3. Become familiar with the testing booklet and answer sheet.
4. Ensure that conditions in the testing room allow for an appropriate test-taking environment. There should be adequate lighting, ventilation, spacing, quiet, and minimal distraction.

2.1.1.1 MATERIALS REQUIRED BY THE TEST ADMINISTRATOR

- A copy of these directions.
- For proper display and functionality, the Limelight Education Desktop should be accessed only with Mozilla Firefox 3.5 or higher, Internet Explorer 8.0 or higher on PCs running Windows XP or later and MACs running OS 10.4 or later meeting the technical requirements with access to Limelight.
- An appropriate supply of test booklets.
- A uniquely pre-printed answer sheet for each student.
- A supply of sharpened No. 2 pencils with erasers.
- A watch or clock (digital or with a second hand).


2.1.1.2 MATERIALS REQUIRED FOR EACH STUDENT

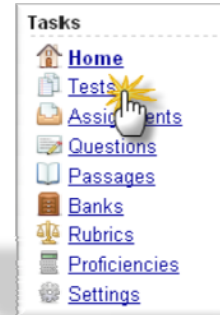
- Printed test booklet.
- Answer sheet or scannable test booklet.

- Two sharpened No. 2 pencils with erasers.
- Scratch paper.

2.1.2 PREPARING TO ADMINISTER THE TEST

2.1.2.1 PRINT THE TESTS (if Pearson has not supplied printed tests)

- Under the **Tasks** sidebar on the right side of the page, click [Tests](#) to open the test management menu.
- Select search criteria and/or enter the test name in the field to help you locate the desired test. Tests are displayed by name, bank, type, grade, subject, and date of creation.
- Click on the name of the test you will be administering to access the Test Details screen.
- Under **Printable test**, click  [High quality PDF](#).
- Save the test.
- Open the .pdf document and print one copy of the test for each student.



2.1.2.2 PREPARE THE TESTING ROOM

- Cover or remove any subject-related materials.
- Post procedures for getting materials, asking questions, dealing with possible interruptions such as an announcement, taking restroom breaks, etc.
- If necessary, post a **“Do Not Disturb—Testing in Progress”** sign on the door.

2.1.3 DURING ADMINISTRATION

- Distribute the answer sheets and test booklets.
- If a student must leave the room for any reason before completing the test, that student’s testing materials must be retained and secured in the testing room while he or she is gone. Upon the student’s return, testing materials should be returned so that he or she may resume working.
- When students have finished working on the test, they should close the test booklet and place their answer sheet on top. Districts may choose whether to collect the testing

materials as students complete the test or wait and collect all materials after everyone is finished.

- For untimed tests, students should be allowed to continue working until they have completed the test. Districts may choose whether to release students as they complete the test or have all students remain until everyone is finished. If necessary, students who have not completed the test by the end of the planned testing period should be allowed to continue working at an alternate testing location while class resumes. However, students who have not completed the test by the end of the school day should stop working and have their testing materials collected.
- Test administrators should try to maintain a natural classroom atmosphere during the test and encourage students to do their best.

2.1.4 SPECIFIC DIRECTIONS FOR ADMINISTRATION

All directions that you are to read aloud to students are printed in boldface text. Read them exactly as they are written, using a natural tone and manner. If necessary, you may supplement the directions with your own explanations, but do not give help on specific test questions.

If you make a mistake in reading a direction that would hinder students' understanding, stop and say, **"No, that was wrong. Listen again."** Then repeat the direction.

Before distributing the test booklets,

Say: **Today you will answer questions about what we have been working on in class. Your answers will help us understand what you already know well and what we need to spend more time on. Are there any questions so far?**

Address any questions.

Say: **I will give you your answer sheet for the test. Handle your answer sheets carefully; do not wrinkle them, and do not draw or make extra marks.**

Distribute the pre-printed answer sheets *and any other materials such as scratch paper or mathematical tools* to each student.

Say: **Your name should be printed on the answer sheet I gave you. Has everyone received the appropriate answer sheet?**

Ensure that all students have received a correctly pre-printed answer sheet. If you confirm that any student has the wrong answer sheet or the answer sheet has been printed incorrectly, provide correctly printed answer sheets before continuing.

Say: **Record all answers on your answer sheet. Read each question and choose the best answer, then mark the space on your answer sheet that has the same letter as the answer option you chose. Be sure to darken the circle completely, and do not leave**

any white spaces. Try not to mark outside of the circle. If you make a mistake or change your mind, erase your first mark completely and then fill in the correct circle.

Some questions on this test are open-ended; instead of choosing from four answer options, work the problem or write your answer in the space provided. Be sure to explain your answers fully with words, numbers, and sentences.

You may use your scratch paper to work out problems if necessary. If your pencil breaks while you are working, raise your hand and I will bring you a new pencil.

Make sure all students understand how to use their answer sheets before proceeding.

Say: Now that you know how to use your answer sheet, I will hand out the test. Please do not open your test booklet or begin working until you have listened carefully to all the directions.

Distribute the test booklets.

Say: Don't look to see what others are doing. Just do your best work on your own. If a particular question is too difficult, move on to the next question and continue working.

After you reach the end of the test, you can go back and check your work or return to any questions you have skipped. When you are completely finished with the test, set your pencil down, close your test booklet, and place your answer sheet on top. Wait quietly for the other students to finish the test.

Remember to record your answers on your answer sheet. Do not mark in the test booklet.

Does everyone understand what you are to do?

Answer all questions.

Say: Open your test booklet to the first page.

You may start working now.

After (50 minutes) or when everyone is finished,

Say: Okay. If you have not already done so, set your pencil down and close your test booklet. Place your answer sheet on top. I will come around to collect everything.

Collect the test booklets and answer sheets.

STOP This is the end of the administration of this Limelight test.