

Instructions

Online Testing Tools Training

Purpose:

The purpose of this supplemental training is to help educators teach students how to effectively use

What's Included

These materials consist of a PowerPoint lesson, script, and a link to sample test questions. You will need to print sample questions for your students to use during the optional activities. These can be found here: [Sample Items for SC READY and EOCEP](#). Choose the appropriate grade level and subject, then find questions that would work best for your students. There are many questions on this site, so this lesson may be repeated.

Implementation

- Read through the *Universal Supports for Online Testing* PowerPoint and gather any materials needed for students to practice using the tools during the lesson. Materials are listed on slide 2.
- Consider which information may not apply to your specific grade level or subject, such as calculator, graphing tools, and keyboard only access. Any slides that do not apply to your class may be hidden or skipped. To hide a slide, right click on the slide in the navigation pane then left click on “hide slide”.
- When presenting the lesson to your students, simply follow the script as you click through the presentation. The script can be found in the presentation notes and is also included as a separate document in this packet.
- Several of the tools have video demonstrations that follow their description. For these, simply click “Play/Pause” on the navigation bar under the video window. Ensure that your speakers are working and the volume is turned up for students to hear the explanation.
- When you come to “Optional Activity” slides, guide students through practice using the materials you gathered at the start.
- After completing this training, have your students practice what they have learned using sample items placed on the testing platform. These can be accessed from the [SCDE Assessment webpage](#). Instructions can be found on the “Online Practice” slide at the end of the lesson.

As your students practice, they will become more comfortable with using the universal supports available on SC READY and EOCEP. These tools are intended to strengthen students’ ability to access and process information and should be used often in the classroom as well as on testing days.

For more information about SC READY or EOCEP, please visit <https://ed.sc.gov/tests/assessment-information/> or reach out to your District Testing Coordinator.