



2016  
Dakota State Test of Educational Progress (*DSTEP*)  
Science Directions for Administering  
Grades 5, 8, and 11

These Online Directions for Administering serve to guide Examiners in log-in, Tutorial, and general test administration activities.



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# Test Administrator Checklist of Activities

## Important Dates

DSTEP and DSTEP-A Testing Window	March 28, 2016 through April 22, 2016
District and School Logins Available	March 14, 2016
Student Logins Available	March 21, 2016 (One week prior to the testing window.)
Test Administrators Training Session 1	February 17, 2016
Test Administrators Training Session 2	March 16, 2016
Test Administrators Training Session 3	March 23, 2016
Test Administrators Training Session 4	March 30, 2016
Reports Available	May 16, 2016

## Before test administration

- Attend a training session provided by your Test Coordinator.
- Review this manual and any specific instructions provided by your Test Coordinator.
- Follow your school's testing schedule.
- Inform students of scheduled testing dates and times.
- Arrange for appropriate physical conditions for testing.
- Arrange for the provision of testing accommodations (if applicable).
- Assemble the materials needed for testing.
- Ensure that you have received all necessary test materials from your Test Coordinator.
- Ensure that student information is accurate prior to the first test administration.
- Calculator use is permitted at all grade levels. Refer to the Guidelines for Calculator Use section for further information.
- Ensure all teachers/examiners have accepted and agreed to the Test Security Agreement/Affidavit online.

All computer workstations intended for use in the *DSTEP* tests must be set up and configured to test using the student test delivery system. If you have any questions, contact Questar Assessment, Inc. by calling (866) 644-6648 or sending an e-mail to [SDcustomersupport@questarai.com](mailto:SDcustomersupport@questarai.com). For more information about the *DSTEP* and *DSTEP-A*, visit the Online Administration System at <https://sddstep.questarai.com/admin/>.

### **During test administration**

- Follow all directions in the Directions for Administering.
- Maintain test security before, during, and after each testing session.

### **After test administration**

- Inspect and organize students' test materials.
- Review student test completion status to ensure all students are “finished” on the Test Sessions tab in the Admin site.
- Return ALL test materials to your Test Coordinator.

# Overview

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## **This Manual**

Review these Directions for Administering carefully to ensure that you are familiar with this document prior to the first day of testing. If you have any questions or concerns about the test administration, contact your District or School Test Coordinator.

There is one manual to be used for administering all grade levels of the test. Refer to grade-specific sections of this manual for directions and sample items to be read aloud to students. While some ancillary materials can be printed if you choose, they will also be available online with the test.

## **Test Administration**

The South Dakota Department of Education (SDDOE) recommends each test be administered on the same day. Students must be given a minimum of a 10–15 minute stretch break between test sessions.

While the students are working, walk quietly around the room to make sure they are following directions and selecting test answers correctly. If a student has trouble understanding the directions, explain as quickly and quietly as possible. If a student asks for assistance in pronouncing a word, tell the student to do the best he or she can.

## **Student Participation**

The SDDOE requires the annual administration of the Dakota STEP Science test to ALL students in grades 5, 8, and 11. According to the No Child Left Behind Act of 2001 (NCLB) and SDCL 13-3-55, schools are required to show improvement each year in student proficiency levels defined by the South Dakota Content Standards in Science for grades 5, 8, and 11.

## **Test Security**

It is important to follow all security measures before, during, and after each administration to ensure the integrity and validity of the assessment. All student information and secure login credentials should be kept in a secure location except when being used by students. Teachers/examiners are asked to report any questions/concerns regarding test security to the District Test Coordinator immediately.

*DSTEP* Science testing materials are confidential and must not be reviewed except to the extent necessary for test administration. Teacher/examiners must ensure the confidentiality of the testing materials under their control and take no actions that review, record, or release content of the tests. All testing materials are confidential and secure. No part of any test material may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or placement in any information storage or retrieval system.

Teachers are not permitted to review students' answers to check for incomplete sessions or incorrectly answered questions.

**Note: Once a testing session has been completed, students cannot return to previous sessions.**

**The District Test Coordinator should report any incident to the SDDOE immediately.**

**Cell phones, iPods, tablets, and other communication devices** that can be used to transmit information and capture images must be turned off and kept out of view and reach during the test administration. Use of these devices during testing will result in an irregularity and possible invalidation of test scores.

**Students' backpacks and purses** should be placed at a distance from students' seats so they may not retrieve items without leaving their seats.

No school personnel should attempt to score or grade any student responses, with the exception of the *DSTEP-A*. It is unlawful and unethical to keep, photocopy, or otherwise reproduce any of the tests. After testing is completed, all secure test materials—used and unused—must be accounted for and returned to your District Test Coordinator.

Questions or concerns regarding test security should be discussed with your District or School Test Coordinator. Any potential breach of test security should be reported immediately.

### **Scheduling**

The Dakota STEP Science test is to be administered between the dates of March 28—April 22, 2016, including any makeup testing. Consult your School Test Coordinator for the test administration schedule for your school.

Once the test session has begun, it must be completed in one sitting. Under extreme circumstances, a student may complete the test session that he or she had begun on a prior day. If you encounter an extreme situation, contact the SDDOE for guidance.

Students must be given a minimum of a 10–15 minute stretch break between each testing session.

# Inform Students of Testing

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Inform students in advance of scheduled testing dates and times. Since some students will complete the test sessions early, Test Administrators (at their discretion) may suggest students bring a book to read for when they finish a test session.

# Testing Environment

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Arrange rooms and seating well in advance of test administration. Generally, regular classrooms with groups of students no larger than usual provide the best testing environment. Adequate lighting, ventilation, freedom from noise and interruptions, and comfortable seats are important factors to consider when selecting a test site. Students should be seated in such a way that they will not be tempted to look at the answers of others. To avoid confusion, seating arrangements should be completed prior to test administration. If more than 25 students test in the same location, it is recommended that there be more than one proctor available during the test session.

To avoid interruptions during the testing sessions, make sure that students have had an opportunity to visit the restroom and get a drink of water before beginning each test session. Post a “Testing—Do Not Disturb” sign on the door.

# Guidelines for Calculator Use

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Students in grades 5, 8, and 11 are allowed to use the calculator tool available on the Questar Assessment System Student Webclient on all portions of the test.

Separate calculators may not be used, except by students with IEPs and Section 504 Plans; those students may use talking or Braille calculators if it is written as an accommodation in their IEPs or 504 Plans. Only talking or Braille calculators may be used for this accommodation.

# Test Accommodations

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Accommodations are practices and procedures in areas of presentation, response, setting, and timing/scheduling that provide equitable access during instruction and assessments for students with disabilities and students who are Limited English Proficient (LEP). Accommodations should be arranged at least five weeks prior to test administration.

Accommodations are intended to reduce or even eliminate the effects of a student's disability; they do not reduce learning expectations and should not give a false picture of what the students know and can do. The accommodations provided to a student must be the same for classroom instruction and assessments, though not all classroom accommodations are appropriate for standardized testing.

Appropriate accommodations vary according to the disability addressed by the IEP or Section 504 plan. Three criteria are essential when considering an accommodation on the Dakota STEP Science test:

- The accommodation provides the student with the same opportunities in the testing situation as those students who require no accommodation.
- The purpose of the test is not compromised by the accommodation. The Science test can be read aloud to a student whose IEP specifies a reading disability.
- Test security is not compromised by the accommodation. All conditions pertaining to test security still apply.

The following are examples of inappropriate accommodations that are not allowed because they undermine or negate the purpose of the Dakota STEP Science test:

- Out-of-level testing—testing a grade 8 student with a grade 5 test.
- Teacher or proctor highlighting (or indicating in any way) key parts of test questions for a student prior to or during the test administration.
- Teacher or proctor crossing out or eliminating one or more incorrect alternatives from multiple-choice questions.

Accommodations must be determined locally on an individual student basis. The student's IEP team makes the decision about any needed test accommodations. If you have questions about appropriate test accommodations or administering tests under special conditions, consult your Test Coordinator or local Special Education Director.

Accommodations may be assigned from the Questar Assessment System (QAS) Admin site. A dropdown menu includes the following:

- Adaptive Furniture
- Alternate Response Options
- American Sign Language
- Audio Amplification
- Bilingual Glossary
- Breaks – Flexible Schedules
- Calculator (Braille or talking calculator)
- Magnification (magnifiers)
- Masking
- Noise Buffers
- Read Aloud
- Repeating and/or Simplifying Instructions
- Scribe (Response Assistance)
- Individual Setting
- Small Group Setting

For questions related to student accommodations, the District Test Coordinator should contact Beth Schiltz at the Special Education Office, Division of Education Services and Support at (605) 773-4257.

All Test Administrators and/or teachers must have been trained in proper test administration procedures for providing allowable accommodations. However, all remaining requirements concerning test security still apply. Test instructions should be read to students before each test, just as they are for the paper/pencil administration. Only the questions can be read.

- Individual Testing—Optimal testing conditions would be a read-aloud administration in a separate room (one student and one Test Administrator as reader) to avoid disturbing other students.

## Read-Aloud Test Administration

If you are conducting a read-aloud administration, consult with your District Test Coordinator and review the guidelines for Read-Aloud accommodations. The training resource for read aloud accommodations can be found at <http://doe.sd.gov/octe/SMARTERbalanced.aspx> in the Accommodations table. The Read Aloud protocol document for Smarter Balanced applies to DSTEP Science as well.

Prior to selecting Read Aloud within the students' profiles, ensure a separate class was created for those students receiving the Read aloud accommodation. The test administrator providing the accommodation should be assigned to this class. The Read Aloud accommodation must be selected prior to the student accessing the test.

## Read-Aloud Accommodation

1.) Log in to the QAS Admin site. Select the “Students” tab.

The screenshot shows the QAS Administration Center interface. At the top left is the South Dakota Department of Education logo. The top right shows the user is logged in as 'QUESTAR ADMINISTRATOR' and is currently working in 'Science' and 'DSTEP Science'. A navigation bar contains tabs for HOME, STATUS, TEST ADMINISTRATORS, CLASSES, STUDENTS, TEST SESSIONS, REPORTS, ACCOUNTS, and HELP. The main content area is divided into two columns. The left column, titled 'DTC Important Information', contains a link to 'Collection of Evidence Tool' and a list of 'IMPORTANT DATES' including online testing windows and material pickup windows. The right column, titled 'Administration Center', contains an important notice about working in the correct administration, instructions for selecting assessment types, and a table for 'Operating System' and 'CDA Web Testing Client' with links for Windows, Mac OS, Android, and iPad app. A red circle with the number '1' highlights the 'CDA Web Testing Client' section.

2.) Select the District and School from the dropdown menu.

3.) Select “View/Edit” for the student entry in the Manage Students area.

The screenshot shows the 'Administration Center' interface for the South Dakota Department of Education. At the top, there is a navigation menu with buttons for HOME, STATUS, TEST ADMINISTRATORS, CLASSES, STUDENTS, TEST SESSIONS, REPORTS, ACCOUNTS, and HELP. Below this is the 'Students' section, which includes a message: 'To set up or edit the list of Students, first select the District and/or School from the drop down menus below.' This message is accompanied by a red circle with the number '2'. Below the message are two dropdown menus: 'District' (set to 'QAJ Test Corp Alpha (T001)') and 'School' (set to 'All Schools'). There is also a checkbox for 'View students across all subjects and students not assigned to a class'. Below this, it states 'Fields can be sorted by clicking on the STN, First Name, Last Name, or Class headings'. The main section is titled 'Manage Students:' and contains a message: 'There are 8 students in All Schools taking Science in DSTEP Science.' Below this is a table with columns for STN, First Name, MI, Last Name, and Science Class. Each row has a 'View/Edit' link to its right. A red circle with the number '3' highlights the 'View/Edit' link for the student with STN 485456454. At the bottom of the table, there is a link for 'Download Student List (Excel CSV)'. Below the table are navigation controls including '<<< Page 1 of 1 >>>', 'Jump to Page: [ ] Go', 'View All', and 'Search By STN/Last Name'.

4.) In the “Edit Details” area, users can select single or multiple accommodations. Select multiple accommodations by holding down the Control key (Ctrl) on your keyboard and select the appropriate accommodation(s). Select Save to keep the changes, or Cancel to cancel the changes. Select “Read Aloud” from the dropdown menu of accommodations. When a user selects the Read-aloud accommodation, all students with the approved read-aloud accommodation will be assigned the Read-aloud form. Test administrators will need to read over the student’s shoulder, as a Test Administrator Read-aloud form will not be provided. If this accommodation was not selected prior to testing, and should have been, contact Beth Schiltz at the Special Education Office, Division of Education Services and Support at (605) 773-4257 for further instructions. Accommodations in this dropdown menu are:

- Adaptive Furniture
- Alternate Response Options
- American Sign Language
- Audio Amplification

Test Accommodations

General Directions for  
Administering

General Directions for  
Login

Grade 5 Practice  
Test

Grade 5 Operational  
Test

Grade 8 Practice  
Test

Grade 8 Operational  
Test

Grade 11 Practice  
Test

Grade 11 Operational  
Test

Contact Information

- Bilingual Glossary
- Breaks – Flexible Schedules
- Calculator (Braille or talking calculator)
- Magnification (magnifiers)
- Masking
- Noise Buffers
- Read Aloud
- Repeating and/or Simplifying Instructions
- Scribe (Response Assistance)
- Individual Setting
- Small Group Setting

The screenshot shows the 'Administration Center' interface for the South Dakota Department of Education. The user is logged in as 'QUESTAR ADMINISTRATOR'. The page title is 'Administration Center'. The user is currently working in 'Science' and 'DSTEP Science'. The main navigation bar includes: HOME, STATUS, TEST ADMINISTRATORS, CLASSES, STUDENTS, TEST SESSIONS, REPORTS, ACCOUNTS, HELP.

The main content area is titled 'Edit Details for JOEL HOOPER'. It contains the following fields and options:

- District of Record: QAI Test Corp Alpha (T001)
- School of Record: QAI Test Alpha High (TSA1)
- Demographic Information:
  - STN: 465456464
  - First Name: JOEL
  - MI: J
  - Last Name: HOOPER
  - Date of Birth: 11/04/2001
- SSID: 123456789
- Grade: 08
- Gender: Male
- Ethnicity: Black or African American, Native Hawaiian or Other Pacific Islander, White, Two Or More Ethnicities
- Spec Ed: No
- LEP: No
- FRL: No
- 504 Plan: Yes
- Content Area: Science
- Classes: TEST, TEACHER-Test Alpha
- Accommodation: Adaptive Furniture, Alternate Response Options, American Sign Language, Audio Amplification

A red circle with the number 4 highlights the Accommodation dropdown menu.

## Braille Test Administration

Braille versions of the Dakota STEP Science test are available for visually impaired students whose IEPs call for such test materials. For Braille test booklets, contact Jan Martin at the Office of Assessment, Division of Assessment and Accountability at (605) 773-3246.

# General Directions for Administering

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## Sample Items

It is important that all students understand the mechanics of test taking. Sample items are provided to familiarize students with the process of selecting an answer, navigating the test session, and using the tools provided.

On the following pages, there are scripts for you to read during administration. 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 you make a mistake when reading the directions, stop and say, “No. That is wrong. Listen again.” Then read the directions again.

## Reference Sheets

For grades 8 and 11, Science Formula Reference Sheets and the Periodic Table of Elements are available to view under the **Ref** tab. Students may refer to the two reference sheets as needed throughout the administration of the test.

## Calculator Use

The SDDOE has approved the use of an online calculator tool for students in all grade levels. Refer to the **Guidelines for Calculator Use** section of this manual prior to testing.

## Recorded Training

A recorded version of the Test Administration training is available on the Questar Assessment System (QAS) Admin site’s Help tab.

# General Directions for Login

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Read these directions before administering the *DSTEP* Science Assessment.

The material to be read aloud to the students is printed in boldface and is preceded by the word **SAY**. All other information is for the Test Administrator/Examiner and should not be read to the students. To ensure reliable results, the specific directions for administration of test sessions should be followed exactly.

## **Proctor Passwords**

Proctor passwords are required if a student has exited a test for a period of longer than 20 minutes.

These passwords can be obtained by calling Questar's South Dakota Customer Support at **866-644-6648**.

**Note:** the system does not allow a student to re-enter a test session after selecting **Submit**.

**NOTE: Cell phones should not be present in the testing environment. This applies to both students and adults.**

# Grade 5 Practice Test

The instructions below are provided for Grade 5 students using the Questar Assessment System to take the *DSTEP* Science Grade 5 assessment.

**Bold** text is to be read aloud to the students. *Italicized* text is for Test Administrator/Examiner information only.

The Practice Test is a separate test that must be given to students. The Practice Test should be given at least one week prior to the school test window.

**Username: sddstep05**

**Password: practice**

**SAY Today you will log in to take the *DSTEP* Science Grade 5 Practice Test. We will begin by accessing the Questar Assessment System.**

*Pause to ensure student screens are displaying the login screen. Refer to the Setup and Installation Guide in the Questar Assessment System Admin site Help tab, if needed. If student workstations are not displaying the login screen, read the following directions.*

## **For Desktop Computers and iPads**

Prior to beginning, confirm that the Student Web Client has been installed on all of the workstations being used for testing. Instructions for installing the Web Client were sent to your School Test Coordinator or School Information Technology Coordinator. The icon shown below will appear on each desktop that has the Student Web Client installed.



**SAY On your device, locate the icon titled “QAI Secure Browser.”**

**Select this icon and the program will launch. Once the program has opened, you will see the login screen for the Student Web Client.**

*On iPads, students will need to select “South Dakota” as their state prior to being directed to the login screen.*

**SAY Do not enter anything until you have been instructed to do so.  
Is there anyone who does not see the login screen?**

*Pause to ensure student screens are displaying the Student Web Client login screen.*

### **For Chromebook**

*Students need to be logged in to the Google Secure Device account provided by Questar for the Chromebook they are using.*

*If students are not logged in to the Google Secure Device account, have them do so. If you do not have a Google Secure Device account, contact your school's information technology coordinator.*

**SAY On your Chromebook, log in to the Google Secure Device account you were provided. Once the program has opened, you will see the login page for the Student Client. Do not enter anything until you have been instructed to do so. Is there anyone who does not see the login page?**

*Pause to ensure student screens are displaying the Student Web Client login screen. If the login page for Student Web Client is not displayed, students should select the Home button to refresh the screen.*

*An example of the login page is below. Be sure all students are on this page before proceeding with instructions.*

Sign-In | Enter your username and password as listed on your test ticket.  
If you do not have a test ticket, raise your hand and ask your teacher.

Username: sddstep05  
Password: .....

2.1.7.6541

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ASSESSMENT, INC.

SIGN IN

**SAY Type “sddstep05” in the field titled “Username.” Are there any questions?**

*Answer any questions the students may have.*

**SAY Now select the Password field. Once your cursor is in the Password field, type the word “practice.” Does anyone have any questions or need help finding the information you need to enter?**

*When you have confirmed everyone has entered their login information, proceed with the instructions.*

**SAY Select Sign In to enter the Student Web Client.**

*This will log the students in to the Student Web Client. When the students log in to the practice test, they will see a generic profile page. When a student logs in to a test session he or she will see their personal profile page.*

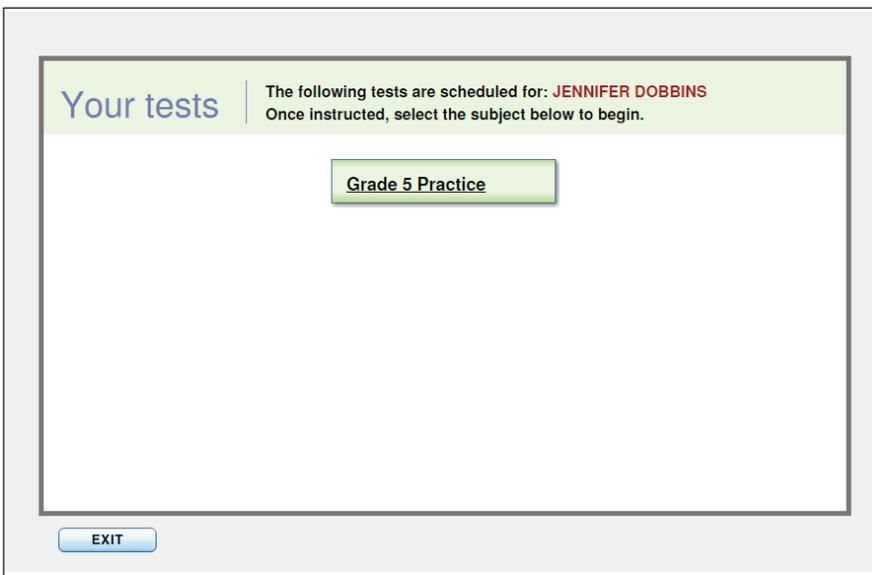
The screenshot shows a web interface for student verification. At the top left, it says "Is this you?". To the right of this is a green box with the instruction: "Verify the information below is correct. If anything is incorrect, raise your hand and tell your teacher. Otherwise click 'Continue.'" Below this, the following information is displayed:

- Student Name: JENNIFER DOBBINS
- Student ID: 33333333
- Gender:
- Date of Birth: 01/01/2000
- Grade:
- Teacher Name: TEST, TEACHER-student group
- School Name: QAI Test Alpha High

At the bottom of the form, there are two buttons: "EXIT" on the left and "CONTINUE" on the right.

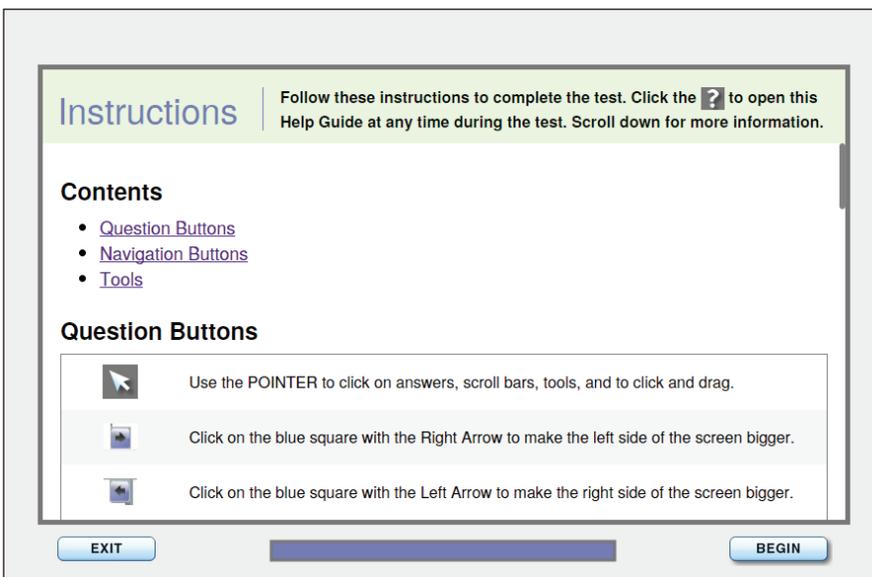
**SAY This page displays a generic student profile. Select Continue.**

*Sample questions have been developed for each grade level to prepare students for the assessment using the Questar Assessment System. The Practice Test is required and must be completed by every student prior to taking the DSTEP Science assessment. The purpose of this required Practice Test for DSTEP Science Grade 5 assessment is to allow practice using the different computer keys necessary to complete the DSTEP. The Practice Test will also help to familiarize students with the content of the questions.*



**SAY Now you will complete some practice questions to become familiar with the Student Web Client. Follow all instructions as they are read aloud. Do not continue until you are instructed to do so. Locate the test named “Grade 5 Practice.” Select the name of the test.**

*Pause to ensure all students have located the DSTEP test. The test will begin by displaying a window that contains the test directions.*



**SAY** Follow these directions for taking the test. You will need to scroll to view all the test directions.

### Question Buttons



- Use the **POINTER** to click on answers, scroll bars, tools, and to click and drag.
- Click on the blue square with the Right Arrow to make the left side of the screen bigger.
- Click on the blue square with the Left Arrow to make the right side of the screen bigger.
- Use the **SCROLL BAR** to read the entire question. You may need to scroll to see the entire question or all answer choices. If you need to scroll, use the Scroll Bar to move the information **UP/DOWN** and **LEFT/RIGHT**.
- Click once on the circle next to the answer you have chosen. When the circle is filled in, you have answered the question.

### Navigation Buttons



- Click once on the **NEXT** arrow when you are ready to go to the next question.
- Click on the **BACK** arrow to go back.
- You may click on the **QUESTION MARK** button to see these directions at any time. Click on the **X** in the upper right to close the directions.
- At the end of the test, you will see the green **REVIEW** button. Click on the Review button to open the Review Screen, which shows you any questions you did not answer and any questions you bookmarked. You can go back to these questions by clicking on them. Click on the Review button again to return to the Review Screen.
- When you are finished with your test, click on **SUBMIT** at the bottom of the Review Screen and click on **OK** to show you are done.
- You may click on the **PAUSE** button to exit the test before finishing it. Check with me before you pause the test. You will have to log in again before you can continue.
- Click on the dropdown menu of the **QUESTION COUNTER** to move to any question on the test.



### Tools



- You may click on the **BOOKMARK FLAG** to mark a question you want to come back to later.
- You may click on the **DIGITAL NOTEPAD** button to open a window where you can type notes to help you answer the question. Click on the **X** at the upper right to close the Digital Notepad.
- You may click on the **HIGHLIGHTER** button to highlight key words or areas. Click on it again to turn it off.

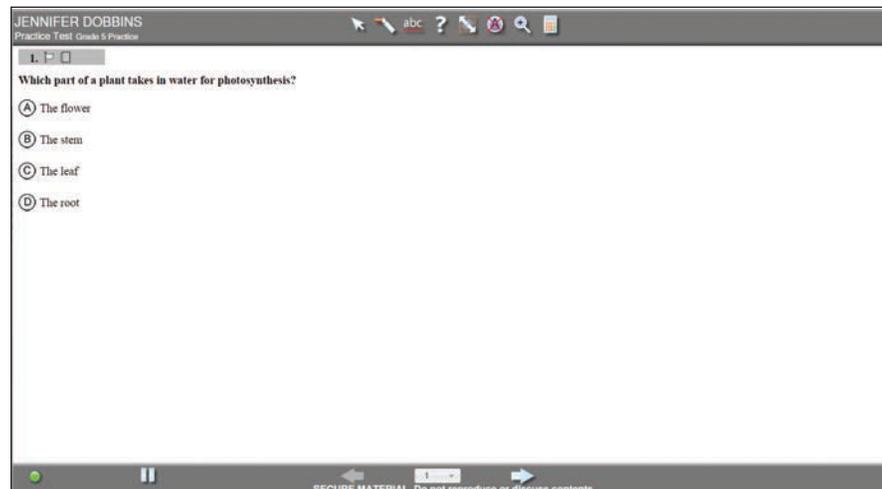


- You may click on the **ANSWER CHOICE ELIMINATOR** button to cross out answer choices you don't want. Click on it again to turn it off.
- **ZOOM** can be used to make words and pictures on the screen bigger, if they are hard for you to see. You can make them up to 4 times bigger.
- The **LINE READER** is a line that moves up and down the block of text, line by line with the mouse, to assist in reading the content. To access this tool, click the **LINE READER** button. To exit, click the **LINE READER** or **ARROW** button.
- **MAGNIFY** can be used to enlarge pictures or text. Click the **MAGNIFY** button and the cursor will change to a large magnifying box that can be moved around the screen. Click the **MAGNIFY** button or **ARROW** button to exit **MAGNIFY**.
- Use the **CALCULATOR** button when permitted to make calculations, if necessary. Click on the **X** at the upper right to close the **CALCULATOR**.

**SAY Do not work ahead. Are there any questions?**

*Answer any questions the students may have. Note the Line Reader does not read aloud, but rather guides the student as they read the text silently.*

**SAY Select Begin.**



*The first question will be displayed.*

**SAY You will see a screen count area on the bottom of the test. This indicates the screen number you are on in the Practice Test. You are on screen 1.**

**There is a button with a question mark on it. Selecting this button will display the Test Directions. Select the button with a question mark to see the directions displayed.**

**To close the Test Directions, select the X, located on the top right corner of the Test Directions. Are there any questions?**

*Answer any questions the students may have or provide assistance for students who might have trouble managing the buttons.*

**SAY The Practice Test screen you are viewing is an example of a multiple-choice question. For multiple-choice questions, you will select the circle to the left of the answer you want to choose. Select the circle to the left of one of the answers. You can change your answer by selecting a different circle. Now change your answer.**

*Pause while students practice changing their answers.*

**SAY Are there any questions?**

*Answer any questions the students may have.*

**SAY You may eliminate answer choices by using the Answer Choice Eliminator tool. The Option Eliminator tool is the button at the top with an X. To practice, select the Answer Choice Eliminator button, then select the answer choice you want to eliminate. The answer choice you eliminated should now have an X drawn over the top of it.**

*Pause to allow students to practice using this tool.*

**SAY To remove the X, select the answer choice again. To close this tool, select the tool again from the toolbar, or select a different tool. Are there any questions?**

*Answer any questions the students may have.*

**SAY Find the answer. Select the circle to the left of the answer to indicate your choice. After you have finished, STOP.**

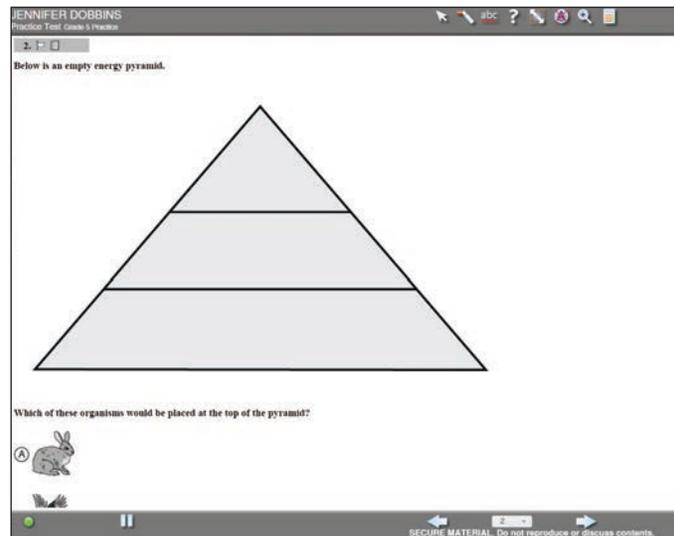
*Pause to allow students to do Sample Question 1. Do not read the sample aloud.*

**SAY You should have selected circle D, the root. If you did not select circle D, select circle D now.**

**Locate the arrows on the bottom of the screen. You will use these buttons to move backward or forward one question/screen at a time. You may also use the drop-down to move throughout the test.**

**SAY** Select the arrow pointing to the right to advance to Sample Question 2.

*Pause while the students move to the next screen of the Practice Test.*

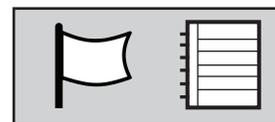


**SAY** You will now see Sample Question 2 on your screen. Read the question and look at the answer choices below the question. You may need to use the scrollbar at times during the test to see all of the item or question. Use the scrollbar that appears to the right of this screen for practice.

*Pause and allow students to practice scrolling.*

**SAY** The test also allows you to bookmark a question as a reminder to return to that question for review before submitting your test for scoring. To practice this, select the Bookmark button to bookmark this question. You will see the bookmark indicator on the Review screen at the end of the test. Next to the Bookmark button is the Digital Notepad button. You may select this to take notes; however, all of your work must be in the answer box. Nothing in the Notepad will be scored.

*An example of the Bookmark and Notepad buttons are below. They are located immediately to the right of the item number.*



**SAY** Are there any questions?

*Answer any questions the students may have.*

**SAY** You may highlight text on the screen to assist in answering questions. The Highlight tool is the marker icon at the top of the screen. To practice this, select the Highlight button and highlight a few words on the screen by dragging the cursor over the words you want to highlight.

*Pause to allow students to practice using the Highlight tool.*

**SAY** To remove the highlight, select the highlighted text again. To turn off the highlighter, select the Highlight tool again. Are there any questions?

*Answer any questions the students may have.*

**SAY** Find the answer. Select the circle to the left of the answer to indicate your choice. After you have finished, STOP.

*Pause to allow students to do Sample Question 2. Do not read the sample aloud.*

**SAY** You should have selected circle B, the hawk. If you did not select circle B, select circle B now. Select the arrow pointing to the right to go to the next screen.

*Pause to make sure all students are now on screen 3.*

The screenshot shows a practice test interface. At the top, it says "JENNIFER DOBBINS" and "Practice Test Grade 5 Practice". Below that, there is a text block: "Lee did an investigation with magnets. He held two different magnets over piles of paperclips and counted how many paperclips were lifted to the magnet. The table below shows the setup and results of his investigation." To the right of the text is a table with three columns: "Type of Magnet", "Height above pile (cm)", and "Number of paperclips lifted". The table has four rows of data. To the right of the table is a multiple-choice question: "Which of the following best explains why the ceramic magnet picked up more paperclips?" with four options labeled A, B, C, and D. At the bottom of the screen, there are navigation icons including a pause button, a left arrow, a right arrow, and a stop button.

Type of Magnet	Height above pile (cm)	Number of paperclips lifted
Ceramic	5	12
Ceramic	10	8
Iron	5	10
Iron	10	6

Which of the following best explains why the ceramic magnet picked up more paperclips?

- (A) The ceramic magnet produced more force.
- (B) The iron magnet produced more force.
- (C) The ceramic magnet had more mass.
- (D) The iron magnet had more mass.

**SAY** You are on Sample Question 3 of the Practice Test. To make words or pictures on the screen bigger, select the Zoom tool, which is a square with two arrows at the top of your screen. You may make objects up to four times bigger. You can also enlarge pictures or text with the Magnify button, which is in the shape of a magnifying lens with a plus symbol inside it. Click the Arrow to exit either of these tools.

Answer any questions the students may have.

**SAY Read the question and find the answer. Select the circle to the left of the answer to indicate your choice. After you have finished, STOP.**

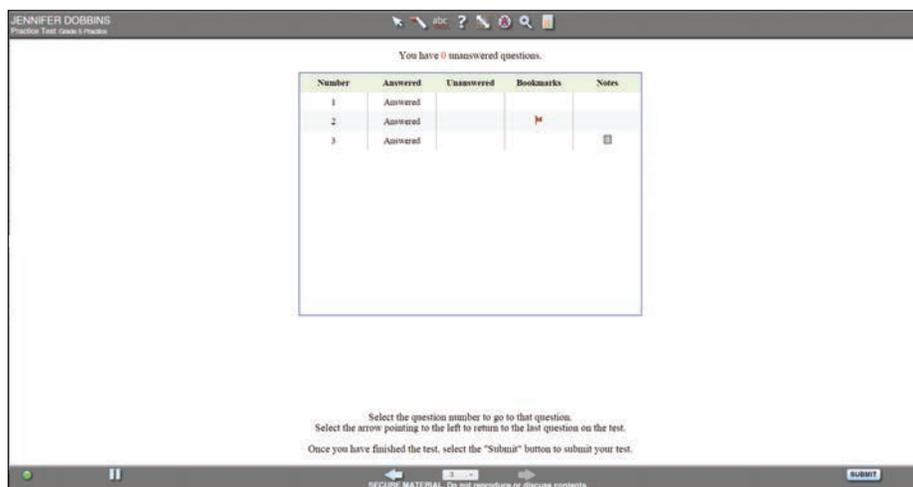
*Pause to allow students to do Sample Question 3. Do not read the sample aloud.*

**SAY You should have selected circle A, the ceramic magnet produced more force. If you did not select circle A, select circle A now. To review your test before submitting it for scoring, select the Review button. The Review button will not show as an option until you reach the last question on the test. Select the Review button now.**

*Make sure all students have selected the Review button.*

**SAY You are now on the Review screen.**

*An example of the Review screen is below.*



**SAY** At the top of the Review screen there will be a message indicating the number of questions you have left unanswered. For example, if you left one question unanswered, it will read “You have 1 unanswered question.” On the left-hand side of the Review screen is the question number. To the right of each question number, you will see a status for that question. The status is either Answered or Unanswered. If you used the Bookmark button for any questions, there will be a flag in the column titled “Bookmarks.” Are there any questions about what displays on the Review screen?

*Pause and answer any questions the students may have.*

**SAY** From the Review screen, you can return to any of the questions on the Practice Test by selecting the appropriate screen number. To try this out, let’s return to screen 2. Select number 2 on the Review screen. You will now see screen 2 of the Practice Test. Are there any questions?

*Pause and answer any questions the students may have.*

**SAY** Now, you can change your answer for this question. To add or remove the bookmark, select the Bookmark button. To return to the Review screen, select the Review button. Are there any questions?

*Pause and answer any questions.*

**SAY** Now, select the Review button to return to the Review screen.

*Pause to make sure everyone is in the right place and to answer any questions.*

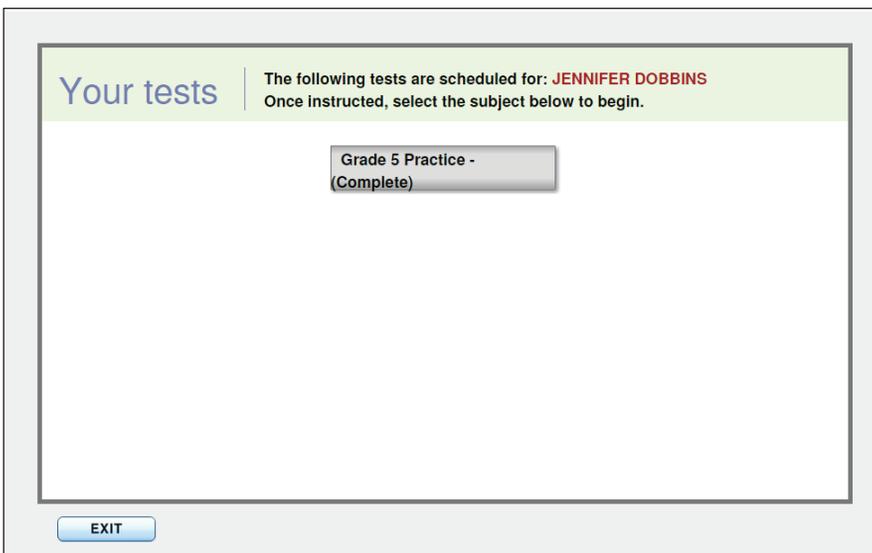
**SAY** We are now ready to complete the Practice Test. You will find the Submit button in the lower right-hand corner of the Practice Test Review screen.

**When you are finished with a test session, you will select Submit. Once you select Submit, YOU WILL NOT BE ABLE TO RE-ENTER that test session to change or answer any additional questions.**

*To start the operational test, students will need to log out of the Practice Test and then log back in using their username and password.*

**SAY** On the Review screen, select the Submit button at the bottom right of the screen. There will be a message box asking if you are sure you want to submit this test and an option to cancel this action. If all questions have been answered or time is up, then select the OK button. You will then see the Main Menu page with the word “Complete” next to the test you have just submitted. Are there any questions?

- Test Administrator Checklist of Activities
- Overview
- Inform Students of Testing
- Testing Environment
- Guidelines for Calculator Use
- Test Accommodations
- General Directions for Administering
- General Directions for Login
- Grade 5 Practice Test
- Grade 5 Operational Test
- Grade 8 Practice Test
- Grade 8 Operational Test
- Grade 11 Practice Test
- Grade 11 Operational Test
- Contact Information



*Pause and answer any questions the students may have.*

**SAY Select Exit to log out of the Student Web Client.**

# Grade 5 Operational Test

## **DSTEP Science Grade 5**

Once you have directed students through the login process and administered the required Practice Test for *DSTEP* Science (starting on Page 15 of this manual), the students are ready to begin the test. If your students are not logged in and/or have not completed the Practice Test, reference the applicable section of this manual and follow the instructions. **Once again, you will need to have the list of the student logins for all of the students who will be testing, along with the unique four-digit Access Code for each test session.** This information may be retrieved from the Questar Assessment System Admin site. This test session may be read aloud to students if they have an IEP, Section 504 plan, or ILP (EL plan) that allows for such accommodation. Be sure to have scratch paper available for students. All scratch paper must be **collected and securely destroyed** at the end of the test administration. Click on the Secure Browser icon and enter your login credentials.

**Bold** text is to be read aloud to the students. *Italicized* text is for Examiner information only.

*Once students are logged in to the Student Web Client, read the following instructions:*

**SAY You are currently viewing the Test Center. Here you will see the *DSTEP* Science test. Do not select anything until I tell you to do so. Locate the test called *DSTEP* Science. This is the test you will be taking today. Select once on the name of the test.**

*Pause to allow students to locate *DSTEP* Science.*

**SAY You should now be prompted to enter a four-digit Access Code. The Access Code for *DSTEP* Science is \_\_\_\_\_.**

*After reading the Access Code aloud, you should also write it on the board.*

**SAY Enter code in the space provided and select Enter.**

*Pause to allow students to enter the code. Verify that students have selected Enter.*

**SAY You should complete all of the questions on the test. You may use the scratch paper provided to complete the questions; however, be sure to record your answers on the computer.**

*Be sure to collect and securely destroy all scratch paper after the test has been administered.*

**SAY Remember, read each question carefully, and select your answer by selecting the circle to the left of the answer for multiple-choice questions. Are there any questions?**

*Answer any questions the students may have.*

**SAY Be sure to answer each question completely. If you do not understand what to do during this test, raise your hand and I will clarify the directions for you. This test is not timed. Are there any questions?**

*Answer any questions the students may have.*

**SAY In the lower left-hand corner of your screen there is a light that will be either green or red during the test. If at any point while you are taking the test this light turns to red, raise your hand and I will check to make sure your computer is connected to the server. Are there any questions?**

*Answer any questions the students may have. During the test, monitor the room to make sure all student connection lights are green.*

**SAY Review the test.**

*For DSTEP Science, read the following directions:*

**SAY Follow these directions for taking the test. You will need to scroll to view all the test directions.**

### **Question Buttons**



- Use the **POINTER** to click on answers, scroll bars, tools, and to click and drag.
- Click on the blue square with the Right Arrow to make the left side of the screen bigger.
- Click on the blue square with the Left Arrow to make the right side of the screen bigger.
- Use the **SCROLL BAR** to read the entire question. You may need to scroll to see the entire question or all answer choices. If you need to scroll, use the **Scroll Bar** to move the information **UP/DOWN** and **LEFT/RIGHT**.
- Click once on the circle next to the answer you have chosen. When the circle is filled in, you have answered the question.

### **Navigation Buttons**



- Click once on the **NEXT** arrow when you are ready to go to the next question.
- Click on the **BACK** arrow to go back.
- You may click on the **QUESTION MARK** button to see these directions at any time. Click on the **X** in the upper right to close the directions.
- At the end of the test, you will see the green **REVIEW** button. Click on the Review button to open the Review Screen, which shows you any questions you did not answer and any questions you

bookmarked. You can go back to these questions by clicking on them. Click on the Review button again to return to the Review Screen.



- When you are finished with your test, click on **SUBMIT** at the bottom of the Review Screen and click on **OK** to show you are done.
- You may click on the **PAUSE** button to exit the test before finishing it. Check with me before you pause the test. You will have to log in again before you can continue.
- Click on the dropdown menu of the **QUESTION COUNTER** to move to any question on the test.

### Tools



- You may click on the **BOOKMARK FLAG** to mark a question you want to come back to later.
- You may click on the **DIGITAL NOTEPAD** button to open a window where you can type notes to help you answer the question. Click on the **X** at the upper right to close the Digital Notepad.
- You may click on the **HIGHLIGHTER** button to highlight key words or areas. Click on it again to turn it off.
- You may click on the **ANSWER CHOICE ELIMINATOR** button to cross out answer choices you don't want. Click on it again to turn it off.



- **ZOOM** can be used to make words and pictures on the screen bigger, if they are hard for you to see. You can make them up to 4 times bigger.
- The **LINE READER** is a line that moves up and down the block of text, line by line with the mouse, to assist in reading the content. To access this tool, click the **LINE READER** button. To exit, click the **LINE READER** or **ARROW** button.
- **MAGNIFY** can be used to enlarge pictures or text. Click the **MAGNIFY** button and the cursor will change to a large magnifying box that can be moved around the screen. Click the **MAGNIFY** button or **ARROW** button to exit **MAGNIFY**.
- Use the **CALCULATOR** button when permitted to make calculations, if necessary. Click on the **X** at the upper right to close the **CALCULATOR**.

**SAY** Do not work ahead. Are there any questions?

*Answer any questions the students may have. Note the Line Reader does not read aloud, but rather guides the student as they read the text silently.*

**SAY** Once you have answered all the questions, go back and review your work. Are there any questions?

*Answer any questions the students may have.*

**SAY When you complete the test, raise your hand and I will come to your workstation. Once you select Submit you will not be able to re-enter this test session to change or answer any more questions. You are now ready to start the test. Select Begin to start.**

*Move around the room during the test session in order to make sure that everyone is following directions. Make sure that students are recording their answers properly. Be sure to monitor students during the entire test session. As students raise their hands indicating they have completed the test, walk over to their workstation and verify that they are finished. Their screens should display the Test Center. The test you administered will no longer appear as a link; just the name will display on the Test Center with the word “Completed” in parentheses next to the test name.*

*If the test name appears as a link, instruct the students to select the test name and have them select the Review button. Choose Submit at the bottom of the Review page. This is the only way the test will be scored. Once you have verified that the students have completed the test, instruct them to select Exit in the lower right corner of the Test Center page. All materials distributed to the students must be collected before they may leave the testing area.*

**SAY If you are on the Review page, select the Submit button at the bottom of the Review page to complete your test. Select the Review button and then select Submit to complete your test. Once you have completed your test, you will return to the Test Center. From the Test Center, locate Exit in the lower right corner. Select Exit to log out of the Student Web Client. If you have any questions, raise your hand.**

*Answer any questions the students may have. If your students will be completing more than one test session today, make sure that they complete one session at a time, and that they have a short break between sessions. Be sure to **collect and securely destroy** all used scratch paper, and clear the memory in each calculator if students are using external calculators. This completes the DSTEP Science assessment.*

**THANK YOU FOR YOUR PARTICIPATION IN THE  
DSTEP SCIENCE ASSESSMENT ADMINISTRATION.**

# Grade 8 Practice Test

The instructions below are provided for Grade 8 students using the Student Web Client to take the *DSTEP* Science Grade 8 assessment.

**Bold** text is to be read aloud to the students. *Italicized* text is for Examiner information only.

The Practice Test is a separate test that must be given to students. The Practice Test should be given at least one week prior to the school test window.

**Username: sddstep08**

**Password: practice**

**SAY Today you will log in to take the *DSTEP* Science Grade 8 Practice Test. We will begin by accessing the Questar Assessment System.**

*Pause to ensure student screens are displaying the login screen. Refer to the Setup and Installation Guide in the Questar Assessment System Admin site Help tab if needed. If student workstations are not displaying the login screen, read the following directions.*

## **For Desktop Computers and iPads**

Prior to beginning, confirm that the Student Web Client has been installed on all of the workstations being used for testing. Instructions for installing the Web Client were sent to your School Test Coordinator or School Information Technology Coordinator. The icon shown below will appear on each desktop that has the Student Web Client installed.



**SAY On your device, locate the icon titled “QAI Secure Browser.”**

**Select this icon and the program will launch. Once the program has opened, you will see the login screen for the Student Web Client.**

*On iPads, students will need to select “South Dakota” as their state prior to being directed to the login screen.*

**SAY Do not enter anything until you have been instructed to do so.  
Is there anyone who does not see the login screen?**

*Pause to ensure student screens are displaying the Student Web Client login screen.*

### **For Chromebook**

*Students need to be logged in to the Google Secure Device account provided by Questar for the Chromebook they are using.*

*If students are not logged in to the Google Secure Device account, have them do so. If you do not have a Google Secure Device account, contact your school's information technology coordinator.*

**SAY On your Chromebook, log in to the Google Secure Device account you were provided. Once the program has opened, you will see the login page for the Student Client. Do not enter anything until you have been instructed to do so. Is there anyone who does not see the login page?**

*Pause to ensure student screens are displaying the Student Web Client login screen. If the login page for Student Web Client is not displayed, students should select the Home button to refresh the screen.*

*An example of the login page is below. Be sure all students are on this page before proceeding with instructions.*

Sign-In | Enter your username and password as listed on your test ticket.  
If you do not have a test ticket, raise your hand and ask your teacher.

Username: sddstep08  
Password: .....

2.1.7.6541

QUESTAR<sup>®</sup>  
ASSESSMENT, INC.

SIGN IN

**SAY Type “sddstep08” in the field titled “Username.” Are there any questions?**

*Answer any questions the students may have.*

**SAY Now select the Password field. Once your cursor is in the Password field, type the word “practice.” Does anyone have any questions or need help finding the information you need to enter?**

*When you have confirmed everyone has entered their login information, proceed with the instructions.*

**SAY Select Sign In to enter the Student Web Client.**

*This will log the students in to the Student Web Client. When the students log in to the practice test, they will see a generic profile page. When a student logs in to a test session he or she will see their personal profile page.*

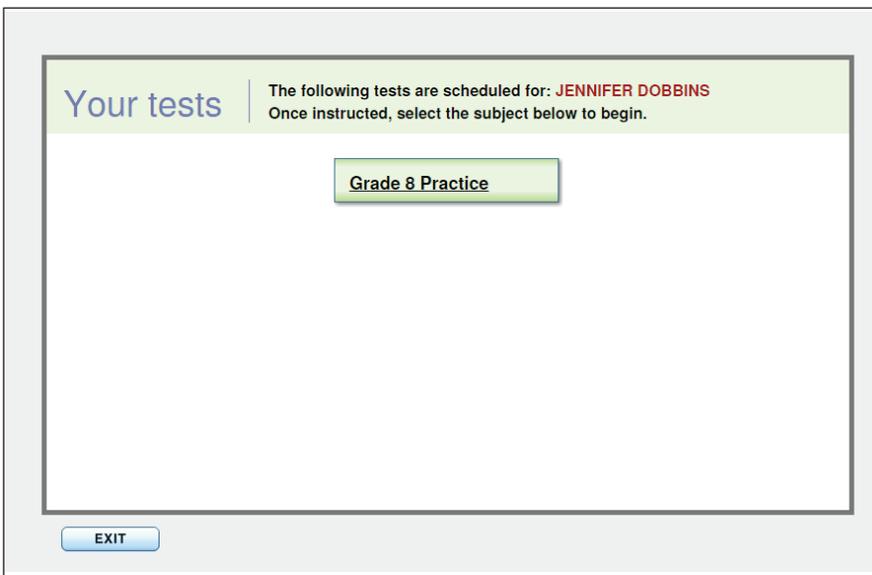
The screenshot shows a web interface for student verification. At the top left, it says "Is this you?". To the right, a green box contains the instruction: "Verify the information below is correct. If anything is incorrect, raise your hand and tell your teacher. Otherwise click 'Continue.'" Below this, the following information is displayed:

- Student Name: JENNIFER DOBBINS
- Student ID: 33333333
- Gender:
- Date of Birth: 01/01/2000
- Grade:
- Teacher Name: TEST, TEACHER-student group
- School Name: QAI Test Alpha High

At the bottom of the form, there are two buttons: "EXIT" on the left and "CONTINUE" on the right.

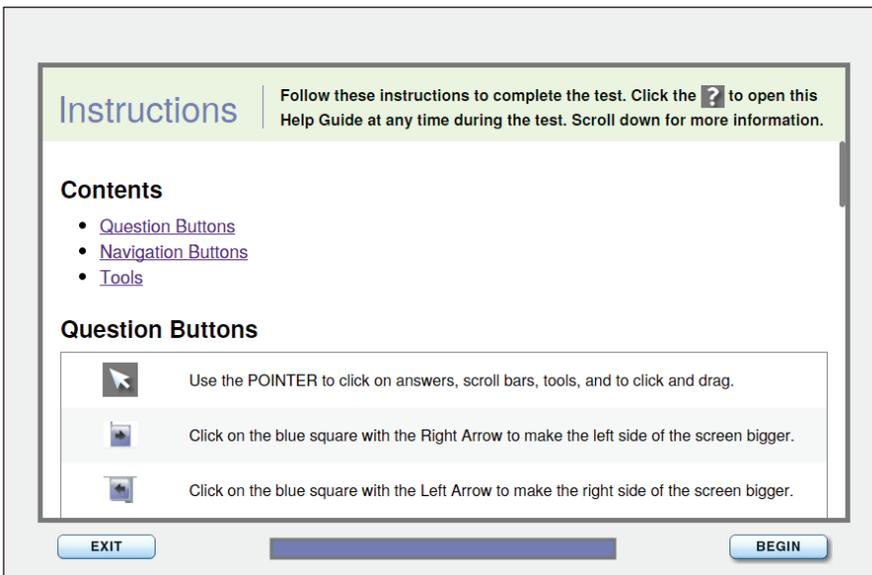
**SAY This page displays a generic student profile. Select Continue.**

*Sample questions have been developed for each grade level to prepare students for the assessment using the Questar Assessment System. The Practice Test is required and must be completed by every student prior to taking the DSTEP Science assessment. The purpose of this required Practice Test for DSTEP Science Grade 8 assessment is to allow practice using the different computer keys necessary to complete the DSTEP. The Practice Test will also help to familiarize students with the content of the questions*



**SAY** Now you will complete some practice questions to become familiar with the Student Web Client. Follow all instructions as they are read aloud. Do not continue until you are instructed to do so. Locate the test named “Grade 8 Practice.” Select the name of the test.

*Pause to ensure all students have located the DSTEP test. The test will begin by displaying a window that contains the test directions.*



**SAY** Follow these directions for taking the test. You will need to scroll to view all the test directions.

### Question Buttons



- Use the **POINTER** to click on answers, scroll bars, tools, and to click and drag.
- Click on the blue square with the Right Arrow to make the left side of the screen bigger.
- Click on the blue square with the Left Arrow to make the right side of the screen bigger.
- Use the **SCROLL BAR** to read the entire question. You may need to scroll to see the entire question or all answer choices. If you need to scroll, use the Scroll Bar to move the information **UP/DOWN** and **LEFT/RIGHT**.
- Click once on the circle next to the answer you have chosen. When the circle is filled in, you have answered the question.

### Navigation Buttons



- Click once on the **NEXT** arrow when you are ready to go to the next question.
- Click on the **BACK** arrow to go back.
- You may click on the **QUESTION MARK** button to see these directions at any time. Click on the **X** in the upper right to close the directions.
- Use the **REFERENCE SHEET** button to view formulas and other information that may help you solve problems on the test.
- At the end of the test, you will see the green **REVIEW** button. Click on the Review button to open the Review Screen, which shows you any questions you did not answer and any questions you bookmarked. You can go back to these questions by clicking on them. Click on the Review button again to return to the Review Screen.



- When you are finished with your test, click on **SUBMIT** at the bottom of the Review Screen and click on **OK** to show you are done.
- You may click on the **PAUSE** button to exit the test before finishing it. Check with me before you pause the test. You will have to log in again before you can continue.
- Click on the dropdown menu of the **QUESTION COUNTER** to move to any question on the test.

### Tools



- You may click on the **BOOKMARK FLAG** to mark a question you want to come back to later.
- You may click on the **DIGITAL NOTEPAD** button to open a window where you can type notes to help you answer the question. Click on the **X** at the upper right to close the Digital Notepad.

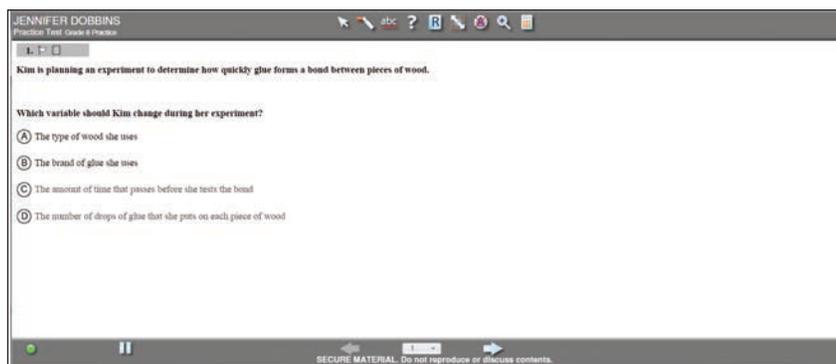
- You may click on the **HIGHLIGHTER** button to highlight key words or areas. Click on it again to turn it off.
- You may click on the **ANSWER CHOICE ELIMINATOR** button to cross out answer choices you don't want. Click on it again to turn it off.
- **ZOOM** can be used to make words or pictures on the screen bigger, if they are hard for you to see. You can make them up to 4 times bigger.
- The **LINE READER** is a line that moves up and down the block of text, line by line with the mouse, to assist in reading the content. To access this tool, click the **LINE READER** button. To exit, click the **LINE READER** or **ARROW** button.
- **MAGNIFY** can be used to enlarge pictures or text. Click the **MAGNIFY** button and the cursor will change to a large magnifying box that can be moved around the screen. Click the **MAGNIFY** button or **ARROW** button to exit **MAGNIFY**.
- Use the **CALCULATOR** button when permitted to make calculations, if necessary. Click on the X at the upper right to close the **CALCULATOR**.



**SAY Do not work ahead. Are there any questions?**

*Answer any questions the students may have. Note the Line Reader does not read aloud, but rather guides the student as they read the text silently.*

**SAY Select Begin.**



*The first question will be displayed.*

**SAY You will see a screen count area on the bottom of the test. This indicates the screen number you are on in the Practice Test. You are on screen 1.**

**There is a button with a question mark on it. Selecting this button will display the Test Directions. Select the button with a question mark to see the directions displayed.**

**To close the Test Directions, select the X, located on the top right corner of the Test Directions. Are there any questions?**

*Answer any questions the students may have or provide assistance for students who might have trouble managing the buttons.*

**SAY The Practice Test screen you are viewing is an example of a multiple-choice question. For multiple-choice questions, you will select the circle to the left of the answer you want to choose. Select the circle to the left of one of the answers. You can change your answer by selecting a different circle. Now change your answer.**

*Pause while students practice changing their answers.*

**SAY Are there any questions?**

*Answer any questions the students may have.*

**SAY You may eliminate answer choices by using the Answer Choice Eliminator tool. The Answer Choice Eliminator tool is the button at the top with an X. To practice, select the Answer Choice Eliminator button, then select the answer choice you want to eliminate. The answer choice you eliminated should now have an X drawn over the top of it.**

*Pause to allow students to practice using this tool.*

**SAY To remove the X, select the answer choice again. To close this tool, select the tool again from the toolbar, or select a different tool. Are there any questions?**

*Answer any questions the students may have.*

**SAY Find the answer. Select the circle to the left of the answer to indicate your choice. After you have finished, STOP.**

*Pause to allow students to do Sample Question 1. Do not read the sample aloud.*

**SAY You should have selected circle C, The amount of time that passes before she tests the bond. If you did not select circle C, select circle C now.**

**Locate the arrows on the bottom of the screen. You will use these buttons to move backward or forward one question/screen at a time. You may also use the drop-down to move throughout the test.**

**SAY** Select the arrow pointing to the right to advance to Sample Question 2.

*Pause while the students move to the next screen of the Practice Test.*

The screenshot shows a practice test interface. At the top, it says "JENNIFER DOBBINS Practice Test Grade 8 Practice". Below that, it says "In the following chart, substances have been placed in two groups." The chart is a table with two columns: "Group 1" and "Group 2".

Group 1	Group 2
H	MgS
C	HCl
Na	LiBr
Be	KI

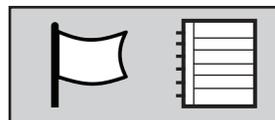
Below the table, there is a question: "Which was most likely used to group these substances?" with four multiple-choice options: (A) Elements versus compounds, (B) Elements versus mixtures, (C) Acids versus bases, and (D) Acids versus salts. At the bottom of the interface, there is a navigation bar with a left arrow, a right arrow, and a "2" in a box, indicating the current question number. A "SECURE MATERIAL" warning is also visible at the bottom.

**SAY** You will now see Sample Question 2 on your screen. Read the question and look at the answer choices below the questions.

*Pause and allow students to review the question.*

**SAY** The test also allows you to bookmark a question as a reminder to return to that question for review before submitting your test for scoring. To practice this, select the Bookmark button to bookmark this question. You will see the bookmark indicator on the Review screen at the end of the test. Next to the Bookmark button is the Digital Notepad button. You may select this to take notes; however, all of your work must be in the answer box. Nothing in the Notepad will be scored.

*An example of the Bookmark and Notepad buttons are below. They are located immediately to the right of the item number.*



**SAY** Are there any questions?

*Answer any questions the students may have.*

**SAY You may highlight text on the screen to assist in answering questions. The Highlight tool is the marker icon at the top of the screen. To practice this, select the Highlight button and highlight a few words on the screen by dragging the cursor over the words you want to highlight**

*Pause to allow students to practice using the Highlight tool.*

**SAY To remove the highlight, select the highlighted text again. To turn off the highlighter, select the Highlight tool again. Are there any questions?**

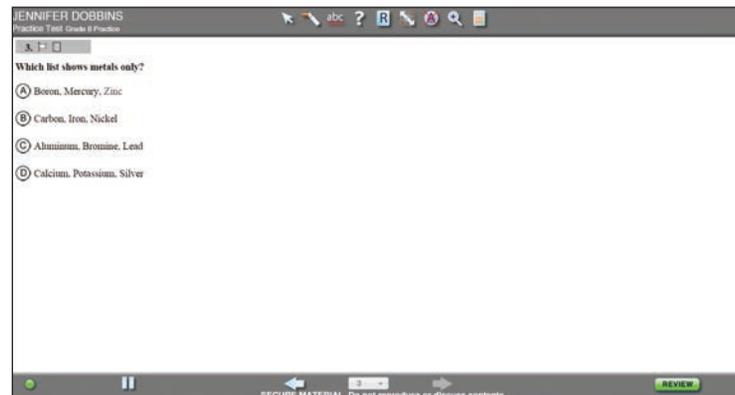
*Answer any questions the students may have.*

**SAY Find the answer. Select the circle to the left of the answer to indicate your choice. After you have finished, STOP.**

*Pause to allow students to do Sample Question 2. Do not read the sample aloud.*

**SAY You should have selected circle A, Elements versus compounds. If you did not select circle A, select circle A now. Select the arrow pointing to the right to go to the next screen.**

*Pause to make sure all students are now on screen 3.*



**SAY You are on Sample Question 3 of the Practice Test. To make words or pictures on the screen bigger, select the Zoom tool, which is a square with two arrows at the top of your screen. You may make objects up to four times bigger. You can also enlarge pictures or text with the MAGNIFY button, which is in the shape of a magnifying lens with a plus symbol inside it. Click the arrow to exit either of these tools.**

*Answer any questions the students may have.*

**SAY Read the question and find the answer. Select the circle to the left of the answer to indicate your choice. After you have finished, STOP.**

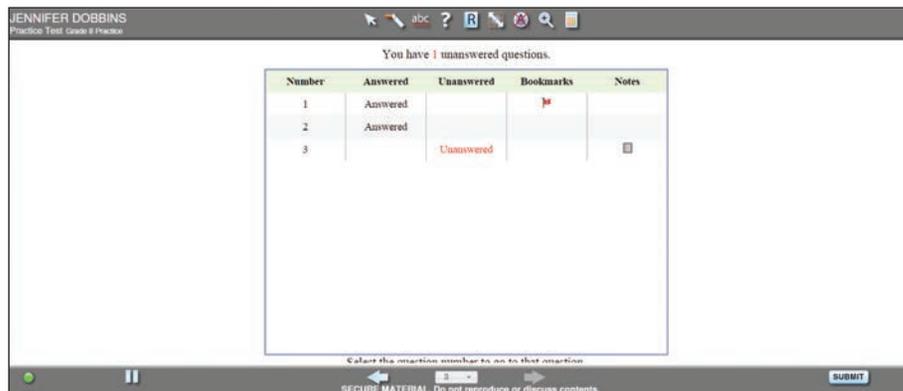
*Pause to allow students to do Sample Question 3. Do not read the sample aloud.*

**SAY You should have selected circle D, Calcium, Potassium, Silver. If you did not select circle D, select circle D now. To review your test before submitting it for scoring, select the Review button. The Review button will not show as an option until you reach the last question on the test. Select the Review button now.**

*Make sure all students have selected the Review button.*

**SAY You are now on the Review screen.**

*An example of the Review screen is below.*



**SAY** At the top of the Review screen there will be a message indicating the number of questions you have left unanswered. For example, if you left one question unanswered, it will read “You have 1 unanswered question.” On the left-hand side of the Review screen is the question number. To the right of each question number, you will see a status for that question. The status is either Answered or Unanswered. If you used the Bookmark button for any questions, there will be a flag in the column titled “Bookmarks.” Are there any questions about what displays on the Review screen?

*Pause and answer any questions the students may have.*

**SAY** From the Review screen, you can return to any of the questions on the Practice Test by selecting the appropriate screen number. To try this out, let’s return to screen 2. Select number 2 on the Review screen. You will now see screen 2 of the Practice Test. Are there any questions?

*Pause and answer any questions the students may have.*

**SAY** Now, you can change your answer for this question. To add or remove the bookmark, select the Bookmark button. To return to the Review screen, select the Review button. Are there any questions?

*Pause and answer any questions.*

**SAY** Now, select the Review button to return to the Review screen.

*Pause to make sure everyone is in the right place and to answer any questions.*

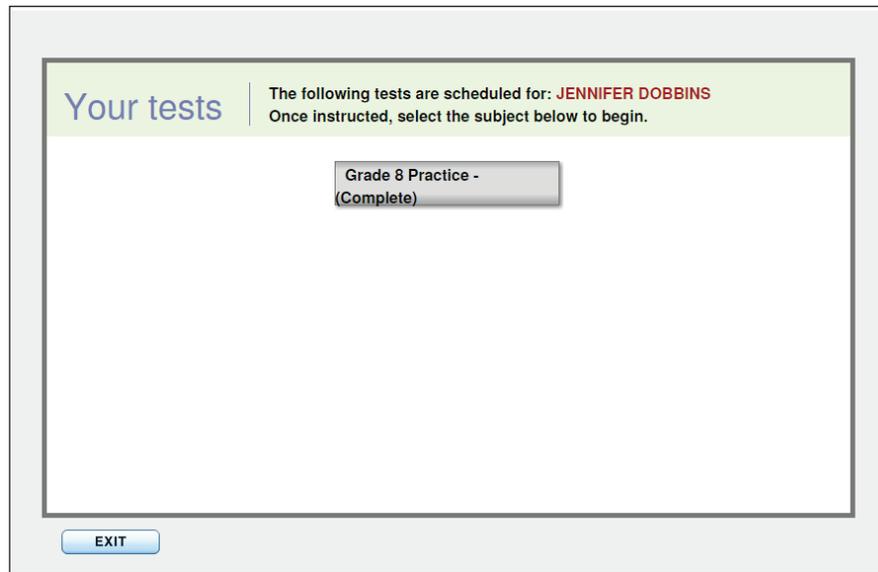
**SAY** We are now ready to complete the Practice Test. You will find the Submit button in the lower right-hand corner of the Practice Test Review screen.

**When you are finished with a test session, you will select Submit. Once you select Submit, YOU WILL NOT BE ABLE TO RE-ENTER that test session to change or answer any additional questions.**

*To start the operational test, students will need to log out of the Practice Test and then log back in using their username and password.*

**SAY** On the Review screen, select the Submit button at the bottom right of the screen. There will be a message box asking if you are sure you want to submit this test and an option to cancel this action. If all questions have been answered or time is up, then select the OK button. You will then see the Main Menu page with the word “Complete” next to the test you have just submitted. Are there any questions?

- Test Administrator Checklist of Activities
- Overview
- Inform Students of Testing
- Testing Environment
- Guidelines for Calculator Use
- Test Accommodations
- General Directions for Administering
- General Directions for Login
- Grade 5 Practice Test
- Grade 5 Operational Test
- Grade 8 Practice Test
- Grade 8 Operational Test
- Grade 11 Practice Test
- Grade 11 Operational Test
- Contact Information



*Pause and answer any questions the students may have.*

**SAY Select Exit to log out of the Student Web Client.**

# Grade 8 Operational Test

## **DSTEP Science Grade 8**

Once you have directed students through the login process and administered the required Practice Test for *DSTEP* Science (starting on page 31 of this manual), the students are ready to begin the test. If your students are not logged in and/or have not completed the Practice Test, reference the applicable section of this manual and follow the instructions. **Once again, you will need to have the list of the student logins for all of the students who will be testing, along with the unique four-digit Access Code.** This information may be retrieved from the Questar Assessment System Admin site. This test session may be read aloud to students if they have an IEP, Section 504 plan, or ILP (EL plan) that allows for such accommodation. Be sure to have scratch paper available for students. All scratch paper must be **collected and securely destroyed** at the end of the test administration. Click on the Secure Browser icon and enter your login credentials.

**Text** is to be read aloud to the students. *Italicized* text is for Examiner information only.

*Once students are logged in to the Student Web Client, read the following instructions:*

**SAY You are currently viewing the Test Center. Here you will see the *DSTEP* Science test. Do not select anything until I tell you to do so. Locate the test called *DSTEP* Science. This is the test you will be taking today. Select once on the name of the test.**

*Pause to allow students to locate *DSTEP* Science.*

**SAY You should now be prompted to enter a four-digit Access Code. The Access Code for *DSTEP* Science is \_\_\_\_\_.**

*After reading the Access Code aloud, you should also write it on the board.*

**SAY Enter this code in the space provided and select Enter.**

*Pause to allow students to enter the code. Verify that students have selected Enter.*

**SAY You should complete all of the questions on the test. You may use the scratch paper provided to complete the questions; however, be sure to record your answers on the computer.**

*Be sure to **collect and securely destroy** all scratch paper after the test has been administered.*

**SAY Remember, read each question carefully, and select your answer by selecting the circle to the left of the answer for multiple-choice questions. Are there any questions?**

*Answer any questions the students may have.*

**SAY Be sure to answer each question completely. If you do not understand what to do during this test, raise your hand and I will clarify the directions for you. This test is not timed. Are there any questions?**

*Answer any questions the students may have.*

**SAY In the lower left-hand corner of your screen there is a light that will be either green or red during the test. If at any point while you are taking the test this light turns to red, raise your hand and I will check to make sure your computer is connected to the server. Are there any questions?**

*Answer any questions the students may have. During the test, monitor the room to make sure all student connection lights are green.*

**SAY Review the test.**

*For DSTEP Science, read the following directions:*

**SAY Follow these directions for taking the test. You will need to scroll to view all the test directions.**

### **Question Buttons**



- Use the **POINTER** to click on answers, scroll bars, tools, and to click and drag.
- Click on the blue square with the **Right Arrow** to make the left side of the screen bigger.
- Click on the blue square with the **Left Arrow** to make the right side of the screen bigger.
- Use the **SCROLL BAR** to read the entire question. You may need to scroll to see the entire question or all answer choices. If you need to scroll, use the **Scroll Bar** to move the information **UP/DOWN** and **LEFT/RIGHT**.
- Click once on the circle next to the answer you have chosen. When the circle is filled in, you have answered the question.

### **Navigation Buttons**



- Click once on the **NEXT** arrow when you are ready to go to the next question.
- Click on the **BACK** arrow to go back.
- You may click on the **QUESTION MARK** button to see these directions at any time. Click on the **X** in the upper right to close the directions.
- Use the **REFERENCE SHEET** button to view formulas and other information that may help you solve problems on the test.

- At the end of the test, you will see the green REVIEW button. Click on the Review button to open the Review Screen, which shows you any questions you did not answer and any questions you bookmarked. You can go back to these questions by clicking on them. Click on the Review button again to return to the Review Screen.



- When you are finished with your test, click on SUBMIT at the bottom of the Review Screen and click on OK to show you are done.
- You may click on the PAUSE button to exit the test before finishing it. Check with me before you pause the test. You will have to log in again before you can continue.
- Click on the dropdown menu of the QUESTION COUNTER to move to any question on the test.

### Tools



- You may click on the BOOKMARK FLAG to mark a question you want to come back to later.
- You may click on the DIGITAL NOTEPAD button to open a window where you can type notes to help you answer the question. Click on the X at the upper right to close the Digital Notepad.
- You may click on the HIGHLIGHTER button to highlight key words or areas. Click on it again to turn it off.
- You may click on the ANSWER CHOICE ELIMINATOR button to cross out answer choices you don't want. Click on it again to turn it off.



- ZOOM can be used to make words or pictures on the screen bigger, if they are hard for you to see. You can make them up to 4 times bigger.
- The LINE READER is a line that moves up and down the block of text, line by line with the mouse, to assist in reading the content. To access this tool, click the LINE READER button. To exit, click the LINE READER or ARROW button.
- MAGNIFY can be used to enlarge pictures or text. Click the MAGNIFY button and the cursor will change to a large magnifying box that can be moved around the screen. Click the MAGNIFY button or ARROW button to exit MAGNIFY.
- Use the CALCULATOR button when permitted to make calculations, if necessary. Click on the X at the upper right to close the CALCULATOR.

**SAY** Do not work ahead. Are there any questions?

*Answer any questions the students may have. Note the Line Reader does not read aloud, but rather guides the student as they read the text silently.*

**SAY** Once you have answered all the questions, go back and review your work. Are there any questions?

*Answer any questions the students may have.*

**SAY** When you complete the test, raise your hand and I will come to your workstation. Once you select **Submit** you will not be able to re-enter this test session to change or answer any more questions. You are now ready to start the test. Select **Begin** to start.

*Move around the room during the test session in order to make sure that everyone is following directions. Make sure that students are recording their answers properly. Be sure to monitor students during the entire test session. As students raise their hands indicating they have completed the test, walk over to their workstation and verify that they are finished. Their screens should display the Test Center. The test you administered will no longer appear as a link; just the name will display on the Test Center with the word “Completed” in parentheses next to the test name.*

*If the test name appears as a link, instruct the students to select the test name and have them select the Review button. Choose Submit at the bottom of the Review page. This is the only way the test will be scored. Once you have verified that the students have completed the test, instruct them to select Exit in the lower right corner of the Test Center page. All materials distributed to the students must be collected before they may leave the testing area.*

**SAY** If you are on the Review page, select the **Submit** button at the bottom of the Review page to complete your test. Select the **Review** button and then select **Submit** to complete your test. Once you have completed your test, you will return to the Test Center. From the Test Center, locate **Exit** in the lower right corner. Select **Exit** to log out of the Student Web Client. If you have any questions, raise your hand.

*Answer any questions the students may have. If your students will be completing more than one test session today, make sure that they complete one session at a time, and that they have a short break between sessions. Be sure to **collect and securely destroy** all used scratch paper, and clear the memory in each calculator if students are using external calculators. This completes the DSTEP Science assessment.*

**THANK YOU FOR YOUR PARTICIPATION IN THE  
DSTEP SCIENCE ASSESSMENT ADMINISTRATION.**

# Grade 11 Practice Test

The instructions below are provided for Grade 11 students using the Questar Assessment System to take the *DSTEP* Science Grade 11 assessment.

**Bold** text is to be read aloud to the students. *Italicized* text is for Examiner information only.

The Practice Test is a separate test that must be given to students. The Practice Test should be given at least one week prior to the school test window.

**Username: sddstep11**

**Password: practice**

**SAY Today you will log in to the *DSTEP* Science Grade 11 Practice Test. We will begin by accessing the Questar Assessment System.**

*Pause to ensure student screens are displaying the login screen. Refer to the Setup and Installation Guide in the Questar Assessment System Admin site Help tab if needed. If student workstations are not displaying the login screen, read the following directions.*

## **For Desktop Computers and iPads**

Prior to beginning, confirm that the Student Web Client has been installed on all of the workstations being used for testing. Instructions for installing the Web Client were sent to your School Test Coordinator or School Information Technology Coordinator. The icon shown below will appear on each desktop that has the Student Web Client installed.



**SAY On your device, locate the icon titled “QAI Secure Browser.”**

**Select this icon and the program will launch. Once the program has opened, you will see the login screen for the Student Web Client.**

*On iPads, students will need to select “South Dakota” as their state prior to being directed to the login screen.*

**SAY Do not enter anything until you have been instructed to do so.  
Is there anyone who does not see the login screen?**

*Pause to ensure student screens are displaying the Student Web Client login screen.*

### **For Chromebook**

*Students need to be logged in to the Google Secure Device account provided by Questar for the Chromebook they are using.*

*If students are not logged in to the Google Secure Device account, have them do so. If you do not have a Google Secure Device account, contact your school's information technology coordinator.*

**SAY On your Chromebook, log in to the Google Secure Device account you were provided. Once the program has opened, you will see the login page for the Student Client. Do not enter anything until you have been instructed to do so. Is there anyone who does not see the login page?**

*Pause to ensure student screens are displaying the Student Web Client login screen. If the login page for Student Web Client is not displayed, students should select the Home button to refresh the screen.*

*An example of the login page is below. Be sure all students are on this page before proceeding with instructions.*

Sign-In | Enter your username and password as listed on your test ticket.  
If you do not have a test ticket, raise your hand and ask your teacher.

Username: sddstep11  
Password: .....

2.1.7.6541

QUESTAR<sup>®</sup>  
ASSESSMENT, INC.

SIGN IN

**SAY Type “sddstep11” in the field titled “Username.” Are there any questions?**

*Answer any questions the students may have.*

**SAY Now select the Password field. Once your cursor is in the Password field, type the word “practice.” Does anyone have any questions or need help finding the information you need to enter?**

*When you have confirmed everyone has entered their login information, proceed with the instructions.*

**SAY Select Sign In to enter the Student Web Client.**

*This will log the students in to the Student Web Client. When the students log in to the practice test, they will see a generic profile page. When a student logs in to a test session he or she will see their personal profile page.*

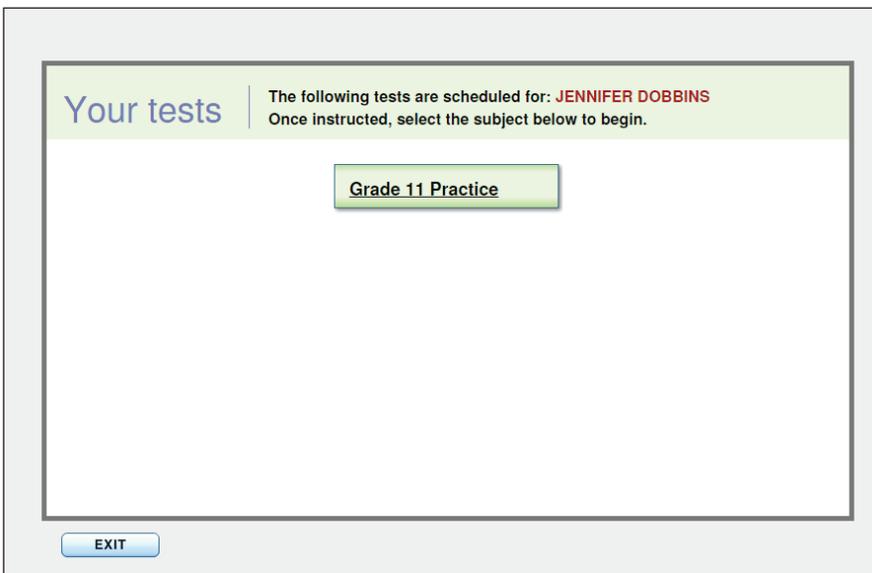
The screenshot shows a web interface for student verification. At the top left, it says "Is this you?". To the right of this is a green box with the instruction: "Verify the information below is correct. If anything is incorrect, raise your hand and tell your teacher. Otherwise click 'Continue.'" Below this, the following information is displayed:

- Student Name: JENNIFER DOBBINS
- Student ID: 33333333
- Gender:
- Date of Birth: 01/01/2000
- Grade:
- Teacher Name: TEST, TEACHER-student group
- School Name: QAI Test Alpha High

At the bottom of the form, there are two buttons: "EXIT" on the left and "CONTINUE" on the right.

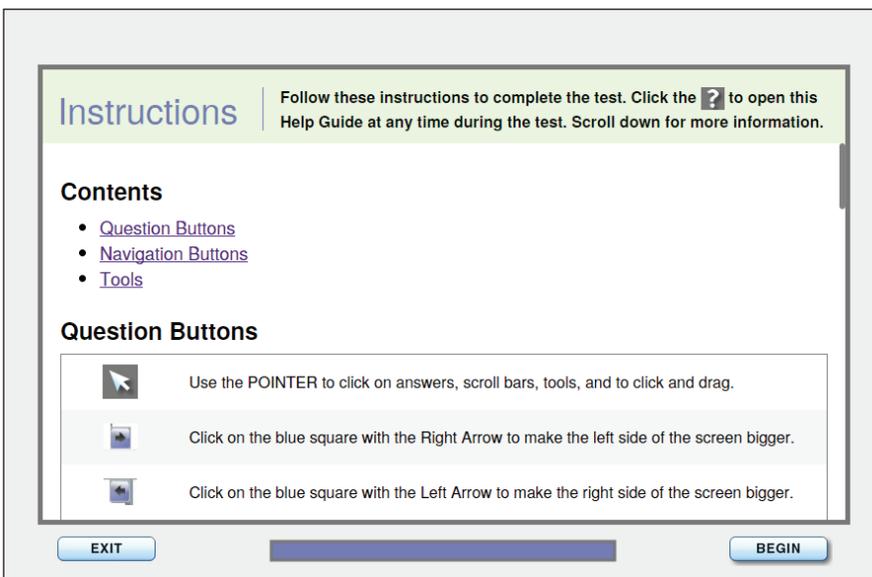
**SAY This page displays a generic student profile. Select Continue.**

*Sample questions have been developed for each grade level to prepare students for the assessment using the Questar Assessment System. The Practice Test is required and must be completed by every student prior to taking the DSTEP Science assessment. The purpose of this required Practice Test for DSTEP Science Grade 11 assessment is to allow practice using the different computer keys necessary to complete the DSTEP. The Practice Test will also help to familiarize students with the content of the questions.*



**SAY** Now you will complete some practice questions to become familiar with the Student Web Client. Follow all instructions as they are read aloud. Do not continue until you are instructed to do so. Locate the test named “Grade 11 Practice.” Select the name of the test.

*Pause to ensure all students have located the DSTEP test. The test will begin by displaying a window that contains the test directions.*



**SAY** Follow these directions for taking the test. You will need to scroll to view all the test directions.

### Question Buttons



- Use the **POINTER** to click on answers, scroll bars, tools, and to click and drag.
- Click on the blue square with the Right Arrow to make the left side of the screen bigger.
- Click on the blue square with the Left Arrow to make the right side of the screen bigger.
- Use the **SCROLL BAR** to read the entire question. You may need to scroll to see the entire question or all answer choices. If you need to scroll, use the Scroll Bar to move the information **UP/DOWN** and **LEFT/RIGHT**.
- Click once on the circle next to the answer you have chosen. When the circle is filled in, you have answered the question.

### Navigation Buttons



- Click once on the **NEXT** arrow when you are ready to go to the next question.
  - Click on the **BACK** arrow to go back.
  - You may click on the **QUESTION MARK** button to see these directions at any time. Click on the **X** in the upper right to close the directions.
  - At the end of the test, you will see the green **REVIEW** button. Click on the Review button to open the Review Screen, which shows you any questions you did not answer and any questions you bookmarked. You can go back to these questions by clicking on them. Click on the Review button again to return to the Review Screen.
- 
- When you are finished with your test, click on **SUBMIT** at the bottom of the Review Screen and click on **OK** to show you are done.
  - You may click on the **PAUSE** button to exit the test before finishing it. Check with me before you pause the test. You will have to log in again before you can continue.
  - Click on the dropdown menu of the **QUESTION COUNTER** to move to any question on the test.

### Tools



- You may click on the **BOOKMARK FLAG** to mark a question you want to come back to later.
- You may click on the **DIGITAL NOTEPAD** button to open a window where you can type notes to help you answer the question. Click on the **X** at the upper right to close the Digital Notepad.
- You may click on the **HIGHLIGHTER** button to highlight key words or areas. Click on it again to turn it off.

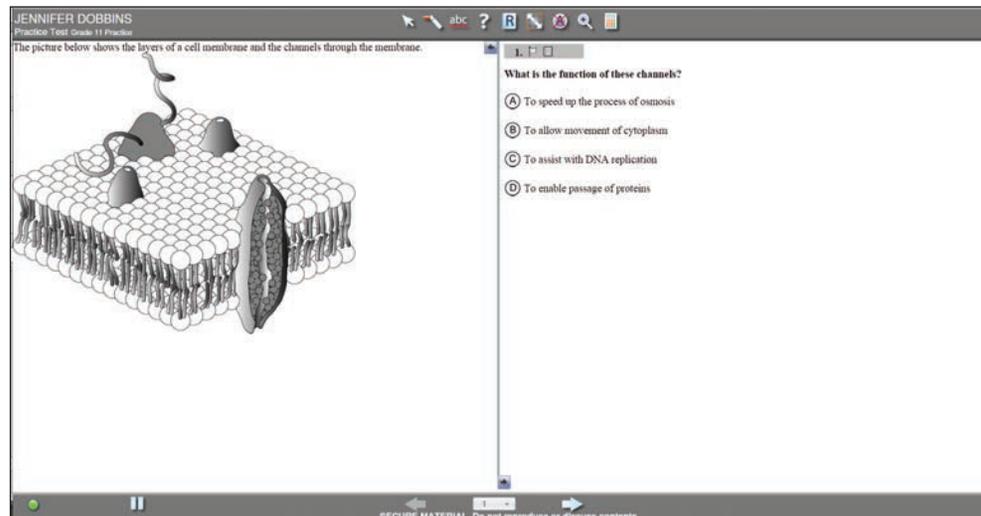
- You may click on the **ANSWER CHOICE ELIMINATOR** button to cross out answer choices you don't want. Click on it again to turn it off.
- **ZOOM** can be used to make words and pictures on the screen bigger, if they are hard for you to see. You can make them up to 4 times bigger.
- The **LINE READER** is a line that moves up and down the block of text, line by line with the mouse, to assist in reading the content. To access this tool, click the **LINE READER** button. To exit, click the **LINE READER** or **ARROW** button.
- **MAGNIFY** can be used to enlarge pictures or text. Click the **MAGNIFY** button and the cursor will change to a large magnifying box that can be moved around the screen. Click the **MAGNIFY** button or **ARROW** button to exit **MAGNIFY**.
- Use the **CALCULATOR** button when permitted to make calculations, if necessary. Click on the **X** at the upper right to close the **CALCULATOR**.



**SAY Do not work ahead. Are there any questions?**

*Answer any questions the students may have. Note the Line Reader does not read aloud, but rather guides the student as they read the text silently.*

**SAY Select Begin.**



*The first question will be displayed.*

**SAY You will see a screen count area on the bottom of the test. This indicates the screen number you are on in the Practice Test. You are on screen 1.**

**There is a button with a question mark on it. Selecting this button will display the Test Directions. Select the button with a question mark to see the directions displayed.**

**To close the Test Directions, select the X, located on the top right corner of the Test Directions. Are there any questions?**

*Answer any questions the students may have or provide assistance for students who might have trouble managing the buttons.*

**SAY The Practice Test screen you are viewing is an example of a multiple-choice question. For multiple-choice questions, you will select the circle to the left of the answer you want to choose. Select the circle to the left of one of the answers. You can change your answer by selecting a different circle. Now change your answer.**

*Pause while students practice changing their answers.*

**SAY Are there any questions?**

*Answer any questions the students may have.*

**SAY You may eliminate answer choices by using the Answer Choice Eliminator tool. The Answer Choice Eliminator tool is the button at the top with an X. To practice, select the Answer Choice Eliminator button, then select the answer choice you want to eliminate. The answer choice you eliminated should now have an X drawn over the top of it.**

*Pause to allow students to practice using this tool.*

**SAY To remove the X, select the answer choice again. To close this tool, select the tool again from the toolbar, or select a different tool. Are there any questions?**

*Answer any questions the students may have.*

**SAY Find the answer. Select the circle to the left of the answer to indicate your choice. After you have finished, STOP.**

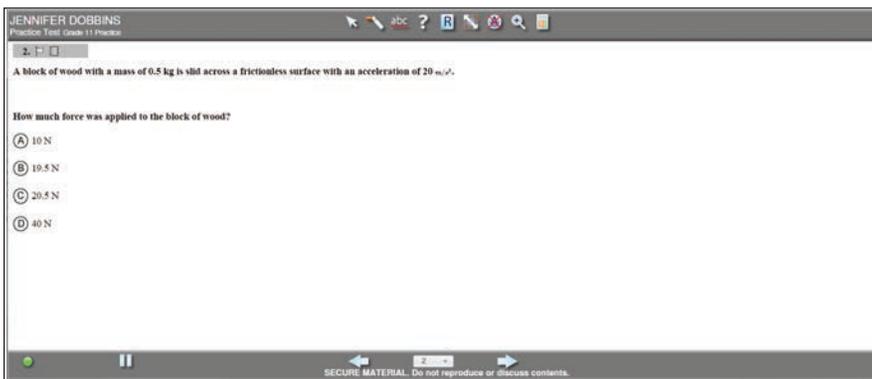
*Pause to allow students to do Sample Question 1. Do not read the sample aloud.*

**SAY You should have selected circle D, To enable passage of proteins. If you did not select circle D, select circle D now.**

**Locate the arrows on the bottom of the screen. You will use these buttons to move backward or forward one question/screen at a time. You may also use the drop-down to move throughout the test.**

**SAY** Select the arrow pointing to the right to advance to Sample Question 2.

*Pause while the students move to the next screen of the Practice Test.*

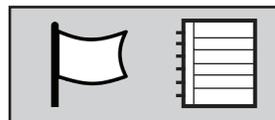


**SAY** You will now see Sample Question 2 on your screen. Read the question and look at the answer choices below the question. You may need to use the scrollbar at times during the test to see all of the item or question.

*Pause and allow students to practice scrolling.*

**SAY** The test also allows you to bookmark a question as a reminder to return to that question for review before submitting your test for scoring. To practice this, select the Bookmark button to bookmark this question. You will see the bookmark indicator on the Review screen at the end of the test. Next to the Bookmark button is the Digital Notepad button. You may select this to take notes; however, all of your work must be in the answer box. Nothing in the Notepad will be scored.

*An example of the Bookmark and Notepad buttons are below. They are located immediately to the right of the item number.*



**SAY** Are there any questions?

*Answer any questions the students may have.*

**SAY** You may highlight text on the screen to assist in answering questions. The Highlight tool is the marker icon at the top of the screen. To practice this, select the Highlight button and highlight a few words on the screen by dragging the cursor over the words you want to highlight.

*Pause to allow students to practice using the Highlight tool.*

**SAY** To remove the highlight, select the highlighted text again. To turn off the highlighter, select the Highlight tool again. Are there any questions?

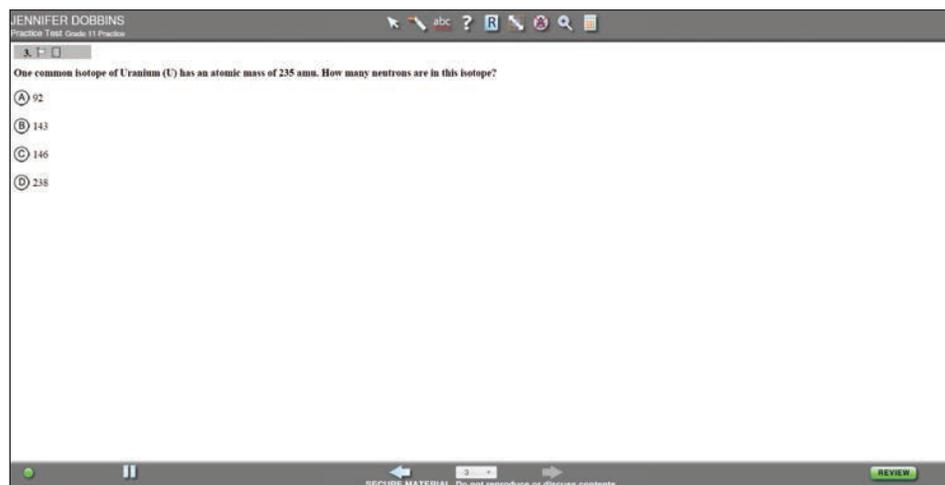
*Answer any questions the students may have.*

**SAY** Find the answer. Select the circle to the left of the answer to indicate your choice. After you have finished, STOP.

*Pause to allow students to do Sample Question 2. Do not read the sample aloud.*

**SAY** You should have selected circle A, 10 N. If you did not select circle A, select circle A now. Select the arrow pointing to the right to go to the next screen.

*Pause to make sure all students are now on screen 3.*



**SAY** You are on Sample Question 3 of the Practice Test. To make words or pictures on the screen bigger, select the Zoom tool, which is a square with two arrows at the top of your screen. You may make objects up to four times bigger. You can also enlarge pictures or text with the Magnify button, which is in the shape of a magnifying lens with a plus symbol inside it. Click the Arrow to exit either of these tools.

Answer any questions the students may have.

**SAY Read the question and find the answer. Select the circle to the left of the answer to indicate your choice. After you have finished, STOP.**

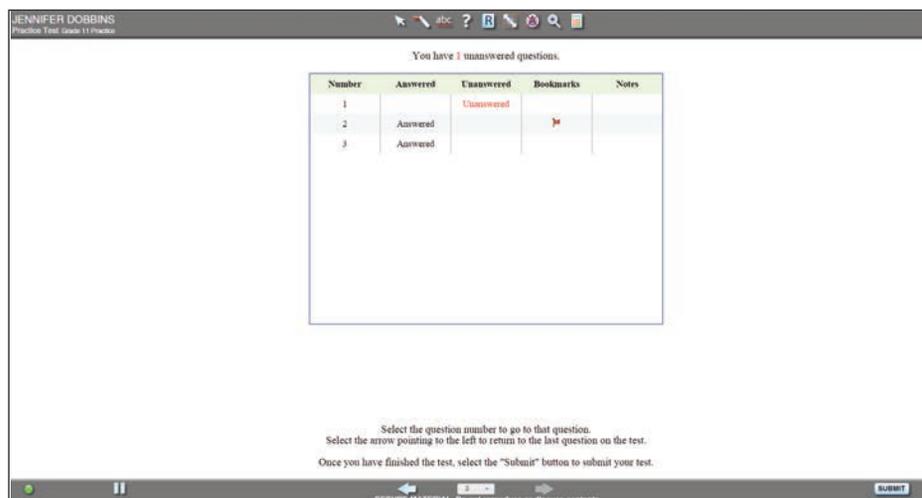
Pause to allow students to do Sample Question 3. Do not read the sample aloud.

**SAY You should have selected circle B, 143. If you did not select circle B, select circle B now. To review your test before submitting it for scoring, select the Review button. The Review button will not show as an option until you reach the last question on the test. Select the Review button now.**

Make sure all students have selected the Review button.

**SAY You are now on the Review screen.**

An example of the Review screen is below.



**SAY At the top of the Review screen there will be a message indicating the number of questions you have left unanswered. For example, if you left one question unanswered, it will read “You have 1 unanswered question.” On the left-hand side of the Review screen is the question number. To the right of each question number, you will see a status for that question. The status is either Answered or Unanswered. If you used the Bookmark button for any questions, there will be a flag in the column titled “Bookmarks.” Are there any questions about what displays on the Review screen?**

Pause and answer any questions the students may have.

**SAY From the Review screen, you can return to any of the questions on the Practice Test by selecting the appropriate screen number. To try this out, let's return to screen 2. Select number 2 on the Review screen. You will now see screen 2 of the Practice Test. Are there any questions?**

*Pause and answer any questions the students may have.*

**SAY Now, you can change your answer for this question. To add or remove the bookmark, select the Bookmark button. To return to the Review screen, select the Review button. Are there any questions?**

*Pause and answer any questions.*

**SAY Now, select the Review button to return to the Review screen.**

*Pause to make sure everyone is in the right place and to answer any questions.*

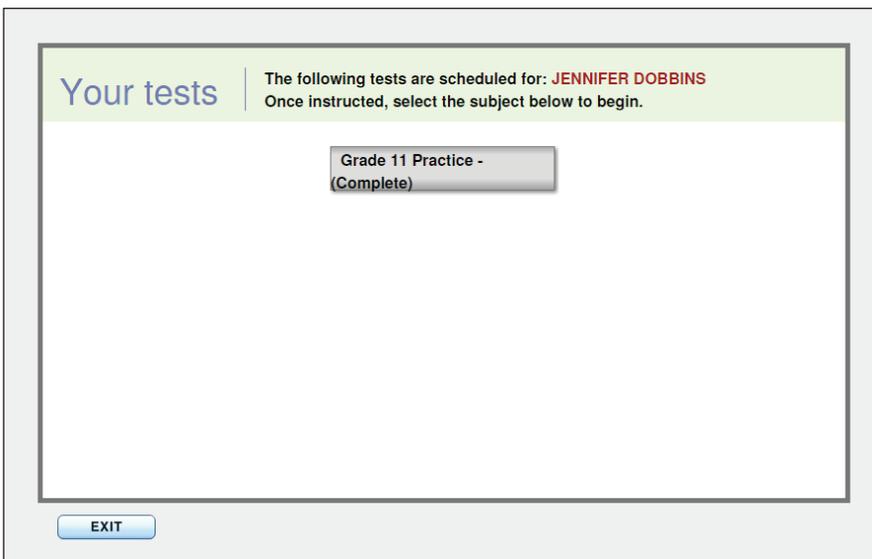
**SAY We are now ready to complete the Practice Test. You will find the Submit button in the lower right-hand corner of the Practice Test Review screen.**

**When you are finished with a test session, you will select Submit. Once you select Submit, YOU WILL NOT BE ABLE TO RE-ENTER that test session to change or answer any additional questions.**

*To start the operational test, students will need to log out of the Practice Test and then log back in using their username and password.*

**SAY On the Review screen, select the Submit button at the bottom right of the screen. There will be a message box asking if you are sure you want to submit this test and an option to cancel this action. If all questions have been answered or time is up, then select the OK button. You will then see the Main Menu page with the word "Complete" next to the test you have just submitted. Are there any questions?**

- Test Administrator Checklist of Activities
- Overview
- Inform Students of Testing
- Testing Environment
- Guidelines for Calculator Use
- Test Accommodations
- General Directions for Administering
- General Directions for Login
- Grade 5 Practice Test
- Grade 5 Operational Test
- Grade 8 Practice Test
- Grade 8 Operational Test
- Grade 11 Practice Test
- Grade 11 Operational Test
- Contact Information



*Pause and answer any questions the students may have.*

**SAY Select Exit to log out of the Student Web Client.**

# Grade 11 Operational Test

## **DSTEP Science Grade 11**

Once you have directed students through the login process and administered the required Practice Test for *DSTEP* Science (starting on Page 47 of this manual), the students are ready to begin the test. If your students are not logged in and/or have not completed the Practice Test, reference the applicable section of this manual and follow the instructions. **Once again, you will need to have the list of the student logins for all of the students who will be testing, along with the unique four-digit Access Code for each test session.** This information may be retrieved from the Questar Assessment System Admin site. This test session may be read aloud to students if they have an IEP, Section 504 plan, or ILP (EL plan) that allows for such accommodation. Be sure to have scratch paper available for students. All scratch paper must be **collected and securely destroyed** at the end of the test administration. Click on the Secure Browser icon and enter your login credentials.

**Bold** text is to be read aloud to the students. *Italicized* text is for Examiner information only.

*Once students are logged in to the Student Web Client, read the following instructions:*

**SAY You are currently viewing the Test Center. Here you will see the *DSTEP* Science test. Do not select anything until I tell you to do so. Locate the test called *DSTEP* Science. This is the test you will be taking today. Select once on the name of the test.**

*Pause to allow students to locate *DSTEP* Science.*

**SAY You should now be prompted to enter a four-digit Access Code. The Access Code for *DSTEP* Science is \_\_\_\_\_.**

*After reading the Access Code aloud, you should also write it on the board.*

**SAY Enter this code in the space provided and select Enter.**

*Pause to allow students to enter the code. Verify that students have selected Enter.*

**SAY You should complete all of the questions on the test. You may use the scratch paper provided to complete the questions; however, be sure to record your answers on the computer.**

*Be sure to collect and securely destroy all scratch paper after the test has been administered.*

**SAY Remember, read each question carefully, and select your answer by selecting the circle to the left of the answer for multiple-choice questions. Are there any questions?**

*Answer any questions the students may have.*

**SAY Be sure to answer each question completely. If you do not understand what to do during this test, raise your hand and I will clarify the directions for you. This test is not timed. Are there any questions?**

*Answer any questions the students may have.*

**SAY In the lower left-hand corner of your screen there is a light that will be either green or red during the test. If at any point while you are taking the test this light turns to red, raise your hand and I will check to make sure your computer is connected to the server. Are there any questions?**

*Answer any questions the students may have. During the test, monitor the room to make sure all student connection lights are green.*

**SAY Review the test.**

*For DSTEP Science, read the following directions:*

**SAY Follow these directions for taking the test. You will need to scroll to view all the test directions.**

### **Question Buttons**



- Use the **POINTER** to click on answers, scroll bars, tools, and to click and drag.
- Click on the blue square with the Right Arrow to make the left side of the screen bigger.
- Click on the blue square with the Left Arrow to make the right side of the screen bigger.
- Use the **SCROLL BAR** to read the entire question. You may need to scroll to see the entire question or all answer choices. If you need to scroll, use the Scroll Bar to move the information **UP/DOWN** and **LEFT/RIGHT**.
- Click once on the circle next to the answer you have chosen. When the circle is filled in, you have answered the question.

### **Navigation Buttons**



- Click once on the **NEXT** arrow when you are ready to go to the next question.
- Click on the **BACK** arrow to go back.
- You may click on the **QUESTION MARK** button to see these directions at any time. Click on the **X** in the upper right to close the directions.
- Use the **REFERENCE SHEET** button to view formulas and other information that may help you solve problems on the test.

- At the end of the test, you will see the green REVIEW button. Click on the Review button to open the Review Screen, which shows you any questions you did not answer and any questions you bookmarked. You can go back to these questions by clicking on them. Click on the Review button again to return to the Review Screen.

 SUBMIT

- When you are finished with your test, click on SUBMIT at the bottom of the Review Screen and click on OK to show you are done.
- You may click on the PAUSE button to exit the test before finishing it. Check with me before you pause the test. You will have to log in again before you can continue.
- Click on the dropdown menu of the QUESTION COUNTER to move to any question on the test.

## Tools



- You may click on the BOOKMARK FLAG to mark a question you want to come back to later.
- You may click on the DIGITAL NOTEPAD button to open a window where you can type notes to help you answer the question. Click on the X at the upper right to close the Digital Notepad.
- You may click on the HIGHLIGHTER button to highlight key words or areas. Click on it again to turn it off.
- You may click on the ANSWER CHOICE ELIMINATOR button to cross out answer choices you don't want. Click on it again to turn it off.



- ZOOM can be used to make words or pictures on the screen bigger, if they are hard for you to see. You can make them up to 4 times bigger.
- The LINE READER is a line that moves up and down the block of text, line by line with the mouse, to assist in reading the content. To access this tool, click the LINE READER button. To exit, click the LINE READER or ARROW button.
- MAGNIFY can be used to enlarge pictures or text. Click the MAGNIFY button and the cursor will change to a large magnifying box that can be moved around the screen. Click the MAGNIFY button or ARROW button to exit MAGNIFY.
- Use the CALCULATOR button when permitted to make calculations, if necessary. Click on the X at the upper right to close the CALCULATOR.

**SAY** Do not work ahead. Are there any questions?

*Answer any questions the students may have. Note the Line Reader does not read aloud, but rather guides the student as they read the text silently.*

**SAY** Once you have answered all the questions, go back and review your work. Are there any questions?

*Answer any questions the students may have.*

**SAY** When you complete the test, raise your hand and I will come to your workstation. Once you select **Submit** you will not be able to re-enter this test session to change or answer any more questions. You are now ready to start the test. Select **Begin** to start.

*Move around the room during the test session in order to make sure that everyone is following directions. Make sure that students are recording their answers properly. Be sure to monitor students during the entire test session. As students raise their hands indicating they have completed the test, walk over to their workstation and verify that they are finished. Their screens should display the Test Center. The test you administered will no longer appear as a link; just the name will display on the Test Center with the word “Completed” in parentheses next to the test name.*

*If the test name appears as a link, instruct the students to select the test name and have them select the Review button. Choose Submit at the bottom of the Review page. This is the only way the test will be scored. Once you have verified that the students have completed the test, instruct them to select Exit in the lower right corner of the Test Center page. All materials distributed to the students must be collected before they may leave the testing area.*

**SAY** If you are on the Review page, select the **Submit** button at the bottom of the Review page to complete your test. Select the **Review** button and then select **Submit** to complete your test. Once you have completed your test, you will return to the Test Center. From the Test Center, locate **Exit** in the lower right corner. Select **Exit** to log out of the Student Web Client. If you have any questions, raise your hand.

*Answer any questions the students may have. If your students will be completing more than one test session today, make sure that they complete one session at a time, and that they have a short break between sessions. Be sure to **collect and securely destroy** all used scratch paper, and clear the memory in each calculator if students are using external calculators. This completes the DSTEP Science assessment.*

**THANK YOU FOR YOUR PARTICIPATION IN THE  
DSTEP SCIENCE ASSESSMENT ADMINISTRATION.**

# Contact Information

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## Test Coordinator Resources

For general information and policy questions about the *DSTEP Science and DSTEP-A Science*, contact the South Dakota Department of Education (SDDOE) Assessment Office.

1. Consult the SDDOE website at <http://doe.sd.gov>

2. Contact the District Test Coordinator\*

\* The District Test Coordinator will contact the SDDOE for any unanswered questions.

## Contact Information

1. Consult the SDDOE website at <http://doe.sd.gov>

2. SDDOE Assessment Office (For *DSTEP* Policy, Student Enrollment, Accommodations, or Reports issues)

Jan Martin, Director of Assessment

Office Number: 605-773-3246

Fax Number: 605-773-3782

Email Address: [jan.martin@state.sd.us](mailto:jan.martin@state.sd.us)

Chris Booth, Program Specialist

Office Number: 605-773-6156

Fax Number: 605-773-3782

Email Address: [christina.booth@state.sd.us](mailto:christina.booth@state.sd.us)

3. SDDOE Special Education Office (For DSTEP IEP, Accommodations, Large-Print, Braille, or Special Populations Policy questions or issues)

Beth Schiltz, Education Specialist

Office Number: 605-773-4257

Fax Number: 605-773-3782

Email Address: [beth.schiltz@state.sd.us](mailto:beth.schiltz@state.sd.us)

4. SDDOE Data Office (For Student Records or Updating Data issues)

Randy Hanson, Data Specialist

Office Number: 605-773-4727

Fax Number: 605-773-3782

Email Address: [randy.hanson@state.sd.us](mailto:randy.hanson@state.sd.us)

5. Questar Assessment, Inc.

*DSTEP* and *DSTEP-A* Customer Support

Office Number: 866-644-6648

Email Address: [SDcustomersupport@questarai.com](mailto:SDcustomersupport@questarai.com)

***DSTEP* Science**  
**Online Directions for Administering**

