The Grade 8 Alternative Reading Assessment is **SECURE** material. Please do not distribute test booklets outside of a test administration session.

GRADE 8 OCCT ALTERNATIVE READING ASSESSMENT
TEST ADMINISTRATION MANUAL
Table of Contents
Contact Information........................................................................................................2
Introduction .................................................................................................................. 2
Responsibilities of the Test Administrator .................................................................. 2
  • Before Testing ........................................................................................................... 2
  • During Testing .......................................................................................................... 2
  • After Testing ............................................................................................................. 2
Time Schedule ............................................................................................................... 2
Online Administration ................................................................................................... 3
  Before Online Testing .................................................................................................. 3
    Step 1: Prepare Assessment ....................................................................................... 3
    Step 2: Schedule Testing .......................................................................................... 3
    Step 3: Review List of Required Test Materials ....................................................... 3
      Cell Phones and Other Recording and Transmitting Devices ............................... 3
  During Online Testing ............................................................................................... 3
  After Online Testing .................................................................................................. 5
Paper Administration .................................................................................................... 5
  Before Paper Testing .................................................................................................. 5
    Step 1: Prepare Assessment ....................................................................................... 5
    Step 2: Schedule Test ............................................................................................... 5
    Step 3: Review List of Required Test Materials ....................................................... 5
      Cell Phones and Other Recording and Transmitting Devices ............................... 5
  During Paper Testing .................................................................................................. 5
  Single Session Directions ......................................................................................... 6
  Two Session Directions ............................................................................................. 7
  After Paper Testing .................................................................................................... 10
Contact Information
Christina McCreary
ELA/Social Studies Assessment Specialist
chris.mccreary@sde.ok.gov
405-522-3302

Introduction
This assessment is provided free of charge to schools for use an Alternative Reading Assessment for Grade 8. This test may be used to determine reading proficiency for Driven-to-Read.

Responsibilities of the Test Administrator

- **Before Testing**
  - Schedule testing.
  - Prepare test materials and location.
    - For online testing, tests may be uploaded to an online assessment tool.
    - For paper/pencil testing, test booklets may be photocopied, and answer sheets should be provided by the school.
  - A key will be provided through the Single Sign-on server so that schools may score the tests.

- **During Testing**
  - Administer tests, reading directions as given. Modifications may be made to the directions as appropriate.
  - Monitor students.
  - Collect test materials at the conclusion of the testing session.

- **After Testing**
  - Score tests.
  - Complete paperwork for Driven-to-Read proficiency OR remediation plan, as appropriate.

Time Schedule

<table>
<thead>
<tr>
<th>Time Event</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Test</td>
<td>Approximately</td>
</tr>
<tr>
<td>Distributing tests, reading directions</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Administering the test</td>
<td>85 minutes</td>
</tr>
<tr>
<td><strong>Total time required</strong></td>
<td><strong>Approximately 95 minutes</strong></td>
</tr>
</tbody>
</table>
Students who finish early may be dismissed, at the discretion of the test administrator.

The test may be administered in two sections or in one continuous administration.

Online Administration

Before Online Testing

Step 1: Prepare Assessment
The assessment should be downloaded from the Single Sign On and uploaded to the online assessment platform your district uses. The key will be available on the Single Sign On for scoring purposes, as individual districts will score these assessments, and should be uploaded as well.

Step 2: Schedule Testing
The test may be scheduled as a single, continuous test, or it may be separated into two testing sessions. Please choose the option that best fits your needs and situation.

Step 3: Review List of Required Test Materials
You will need:

- A copy of the Test Administration Manual
- One computer for each student

Cell Phones and Other Recording and Transmitting Devices
Cell phones and other devices that have the capability of recording, reproducing, or transmitting test items within or outside of the testing location are prohibited. Test items and answers may not be recorded or distributed outside of the testing session.

During Online Testing
Provide students appropriate directions for the specific platform you have chosen.

If there is no option for sample questions on your answer forms, instruct the students to answer these questions aloud only, and not mark them on the answer sheet.

If there is an option for sample questions on your answer forms, instruct the students in the correct way to mark that answer.

Say:  Today you will take the Grade 8 OCCT Alternative Reading Assessment. It is important that you do your best on this test.

The use of reference materials, dictionaries, cell phones, electronic devices, or additional material or equipment is not allowed on this test. Cell phones or other devices need to be turned off during testing to avoid distractions and disruptions to other students. These
devices must remain off and put away during the entire testing session. No text messaging is allowed.

Direct students through the log-in procedures for your format. When all students are at the testing screen,

Say:  **Now find the sample selection, “Camping Adventure.” Read the selection to yourself.**

Pause while students read the selection.

Say:  **Read Sample Question A to yourself as I read it aloud.**

The author provides enough evidence to show that (A) Daniel had chosen the campsite himself, (B) Daniel’s father had forgotten to pack a flashlight, (C) Daniel and his father were experienced campers, (D) Daniel was sorry that he and his father had gone camping.

**Which is the correct answer?**

Pause for replies.

Say:  **The correct answer is “(C) Daniel and his father were experienced campers.”**

Say:  **Now look at Sample B. Read the sample to yourself as I read it aloud.**

Why did Daniel and his father need to move their camp? (A) because the wind was blowing, (B) because the river might flood, (C) because their tent was soggy, (D) because their campsite was too remote.

Pause.

Say:  **Which is the correct answer?**

Pause for replies.

Say:  **The correct answer is “(B) because the river might flood.”**

Instruct the students in how to mark answers on the answer document you are using.

Say:  **Are there any questions?**

Answer all questions about how to mark the answer, but do not give students instructions about the content of the question.

The following instructions are provided for districts that choose to complete the test in two sessions.

If you would prefer to test continuously, without a break between sessions, please adjust instructions accordingly. Both sections given continuously, should take approximately 90 minutes.
Say: You may have as much time as you need to complete this test. This is not a “timed” test. If you are not finished with the section when time is called, you will be given additional time as an immediate extension of this testing session. Remember, after taking the test, you should not discuss the test with anyone.

Please begin.

When students finish, you may dismiss them from the testing session at your discretion. Make sure they follow whatever guidelines your format requires for submitting test answers.

**After Online Testing**
Make sure your follow your district’s protocol in tracking and recording Alternative Reading Assessment scores.

**Paper Administration**

**Before Paper Testing**

**Step 1: Prepare Assessment**
Print the assessment book from the Single Sign On and make enough copies for each student to have one. The key should be printed from the Single Sign On and answers keyed into whatever scoring device you plan to use.

**Step 2: Schedule Test**
The test may be scheduled as a single, continuous test, or it may be separated into two testing sessions. Please choose the option that best fits your needs and situation.

**Step 3: Review List of Required Test Materials**
You will need:

- A copy of the *Test Administration Manual*
- One test booklet for each student
- One answer sheet for each student, or 2 answer sheets if you plan to give the test in two sessions.

**Cell Phones and Other Recording and Transmitting Devices**
Cell phones and other devices that have the capability of recording, reproducing, or transmitting test items within or outside of the testing location are prohibited. Test items and answers may not be recorded or distributed outside of the testing session.

**During Paper Testing**
Provide students appropriate materials for the testing session option you have chosen.
If there is no option for sample questions on your answer forms, instruct the students to answer these questions aloud only, and not mark them on the answer sheet.

If there is an option for sample questions on your answer forms, instruct the students in the correct way to mark that answer.

Instruct students to complete name, date, and test title as is appropriate for the answer sheet.

Direct students to open the test to the first page (sample questions).

If there is no option for sample questions on your answer forms, instruct the students to answer these questions aloud only, and not mark them on the answer sheet.

If there is an option for sample questions on your answer forms, instruct the students in the correct way to mark that answer.

**Single Session Directions**

Say: **Open your Test Booklet to page 1. Look at the directions at the top of the page. Read them to yourself as I read them aloud.**

Read each selection and the questions that follow it. Choose the best answer for each question. Then mark your answer in the answer document. Make sure you find the question number in the answer document that matches the question number in the Test Booklet.

Now find the sample selection "Camping Adventure," in the box.

Point to the sample selection.

Make sure everyone has found the sample selection.

Say: **Read the selection to yourself.**

Pause while students read the selection.

Say: **Now look at Sample A.**

Read the sample to yourself as I read it aloud.

The author provides enough evidence to show that (A) Daniel had chosen the campsite himself, (B) Daniel's father had forgotten to pack a flashlight, (C) Daniel and his father were experienced campers, (D) Daniel was sorry that he and his father had gone camping.

Which is the correct answer?

Pause for replies.

Say: **The correct answer is “(C) Daniel and his father were experienced campers.”**

Say: **Now look at Sample B. Read the sample to yourself as I read it aloud.**
Why did Daniel and his father need to move their camp? (A) because the wind was blowing, (B) because the river might flood, (C) because their tent was soggy, (D) because their campsite was too remote.

Pause.

Say:  Which is the correct answer?

Pause for replies.

Say:  The correct answer is “(B) because the river might flood.”

Instruct the students in how to mark answers on the answer document you are using.

Say:  Are there any questions?

Answer all questions about how to mark the answer, but do not give students instructions about the content of the question.

Instruct students to turn to the next page.

The following instructions are provided for districts that choose to complete the test in two sessions.

If you would prefer to test continuously, without a break between sessions, please adjust instructions accordingly. Both sections given continuously, should take approximately 90 minutes.

Say:  Read the selection and answer the questions that follow. When you come to the end of Section 1, on page 21, you will see the word "STOP," but continue on to Section 2. When you come to the end of Section 2, on page 45, you will see the word "STOP," and that is the end of the test.

Be sure to mark all your answers in the answer document.

As you are taking the Reading Test, you may find you have been asked to read part of a selection you have read previously, either in a class or on your own. When you answer the questions that follow the test selection, it is important that your answer be based only on the selection as it appears in the test book.

If you finish early, you may check your work, but you may not change any of your answers once you have closed your test book. Does everyone understand what to do?

Two Session Directions

Say:  Open your Test Booklet to page 1. Look at the directions at the top of the page. Read them to yourself as I read them aloud.
Read each selection and the questions that follow it. Choose the best answer for each question. Then mark your answer in the answer document. Make sure you find the question number in the answer document that matches the question number in the Test Booklet.

Now find the sample selection “Camping Adventure,” in the box.

Point to the sample selection.

Make sure everyone has found the sample selection.

Say:  
Read the selection to yourself.

Pause while students read the selection.

Say:  
Now look at Sample A.

Read the sample to yourself as I read it aloud.

The author provides enough evidence to show that (A) Daniel had chosen the campsite himself, (B) Daniel's father had forgotten to pack a flashlight, (C) Daniel and his father were experienced campers, (D) Daniel was sorry that he and his father had gone camping.

Which is the correct answer?

Pause for replies.

Say:  
The correct answer is “(C) Daniel and his father were experienced campers.”

Say:  
Now look at Sample B. Read the sample to yourself as I read it aloud.

Why did Daniel and his father need to move their camp? (A) because the wind was blowing, (B) because the river might flood, (C) because their tent was soggy, (D) because their campsite was too remote.

Pause.

Say:  
Which is the correct answer?

Pause for replies.

Say:  
The correct answer is “(B) because the river might flood.”

Instruct the students in how to mark answers on the answer document you are using.

Say:  
Are there any questions?

Answer all questions about how to mark the answer, but do not give students instructions about the content of the question.

Instruct students to turn to the next page.
The following instructions are provided for districts that choose to complete the test in two sessions.

If you would prefer to test continuously, without a break between sessions, please adjust instructions accordingly. Both sections given continuously, should take approximately 90 minutes.

**Say:** Read the selection and answer the questions that follow. Keep working until you come to the end of Section 1, where you see the word “STOP.”

Be sure to mark all your answers in the answer document.

As you are taking the Reading Test, you may find you have been asked to read part of a selection you have read previously, either in a class or on your own. When you answer the questions that follow the test selection, it is important that your answer be based only on the selection as it appears in the test book.

If you finish early, you may check your work in Section 1 only. Do not go on to Section 2. You may not change any of your answers once you have closed your test book. Does everyone understand what to do?

Answer all questions related to completing the test, but do not give students any reading content instruction.

**Say:** You should be able to complete Section 1 in about 40 minutes. If you cannot finish Section 1 within this amount of time, keep working. You will be given additional time.

If you do finish early, close your test book. You may read or sit quietly until everyone has completed the test.

Remember, choose the best answer for each question. If you’re not sure about an answer, do the best you can, but don’t spend too much time on any one question.

You may start working now.

While students are working, walk around the room to see that they are following directions, not making any stray marks on the answer document, and not looking at other students’ tests. Do not give help on specific test questions.

After approximately 40 minutes, or when all students have completed Section 1,

**Say:** Put your pencils down and close your test book. That concludes Session 1 of the Grade 8 OCCT Alternative Reading Assessment.

When you are ready to begin Section 2, distribute test booklets and answer sheets.

**Say:** Now, you will take Section 2 of the Reading Test. Be sure to mark all your answers in the answer document.
As you are taking the Reading Test, you may find you have been asked to read part of a selection you have read previously, either in a class or on your own. When you answer the questions that follow the test selection, it is important that your answer be based only on the selection as it appears in the test book.

If you finish early, you may check your work in Section 1 only. Do not go on to Section 2. You may not change any of your answers once you have closed your test book. Does everyone understand what to do?

Answer all questions related to completing the test, but do not give students any reading content instruction.

**Say:** Answer all of the questions until you come to the end of the Reading Test, where you will see the work “STOP.”

If you finish early, you may check your work in Section 2 only. Do not go back to Section 1.

You should be able to complete Section 2 in about 45 minutes. If you cannot finish Section 2 within this amount of time, keep working. You will be given additional time.

When you have finished, close your test. You may read or sit quietly until everyone has completed the test.

When students have finished Section 2, or after the suggested time period,

**Say:** Stop. You have completed the Reading Test.

Give additional instructions as appropriate to your test format. Be sure to collect test booklets and answer sheets for paper/pencil tests. This completes the administration of the Reading Test.

**After Paper Testing**
Score the answer sheets (a key will be available on the WAVE). Make sure your follow your district’s protocol in tracking and recording Alternative Reading Assessment scores.