

TELPAS

Reading Practice Test Administration Directions Grades 2–12



Contact Information/Resources

Online Resources	
Reference materials available online include	Located at
TELPAS resources	http://tea.texas.gov/student.assessment/ell/telpas/
<i>TELPAS Assessment Management System User's Guide</i>	http://www.TexasAssessment.com/TELPAS/

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TELPAS Reading Practice Tests

The Texas English Language Proficiency Assessment System (TELPAS) reading tests for grades 2–12 are administered as an online testing program. The practice tests contain only a sampling of reading passages and test questions. The purpose of the practice tests is to familiarize students with the online interface, the available tools, and the variety of test item formats. The practice tests should not be used to evaluate students' level of language proficiency.

You may explain the directions further, translate them, simplify an explanation, or restate the information in a different way to make the directions more understandable.

After conducting the guided portion of the practice test with students, you may choose to have them continue with the self-paced portion of the practice test. The self-paced portion contains approximately 20 representative test items per grade cluster. The practice test answer keys are available on the same webpage as the instructions for accessing the practice tests.

During the practice tests, students are able to exit TestNav and then restart without assistance from the administrator. However, if a student does close the practice, all work will be lost and the student will need to begin again.

In contrast, when students exit TestNav during the operational assessment, the test administrator must resume the test. All answers are saved during an operational assessment, and when the student's test is resumed, the student may begin where he or she left off. **Test administrators should clarify this difference in function to students in preparation for the upcoming spring assessment.**

Administration Directions—Grade 2

Before beginning, explain that the practice test is not a test, but rather an activity to practice using the computer to take the test.

To get to the practice tests, launch TestNav. From the login screen, select “Practice Tests,” and select the appropriate grade level. After the practice test is launched, the first screen is the *Start* screen. If you are planning to log in to each student’s test during the actual test administration, click the **Start** button to proceed to the TELPAS introduction screen displaying the grade. If you are planning to allow your students to log in to the test themselves during the actual test administration, on-screen instructions will tell the students how to proceed.

Read aloud the following directions. You may paraphrase, translate, shorten, or repeat the directions as needed to best communicate with your students. Text that is printed in **bold** type and preceded by the word “**SAY**” is for you to read aloud. Text in *italics* is for you and should not be read to students.

Note that the directions provided assume that the students have the practice test on their computer screens. If you show them the practice test on a screen first before having them follow along on their own computers, adjust the directions accordingly.

SAY This practice test is for students to practice using the computer to take a TELPAS reading test. When you take the test, you will answer the questions on the computer.

For students starting their own practice test:

SAY Now we will start the practice test through TestNav. I will read the instructions, and you follow along on the computer. If you have any questions, raise your hand and I will help you.

Look at your computer. Does everyone see the *Start* screen with the name of the practice test on it? Make sure it includes your grade. Raise your hand if you do not see your grade.

*Assist any students whose computers do not display the *Start* screen with the correct grade. When students are ready, continue.*

SAY If your grade is correct on the screen, click the *Start* button. Next, click the *Start* button.

SAY Look at your computer. Does everyone see the *Introduction* screen? Make sure it includes your grade. Raise your hand if you do not see your grade.

*Assist any students whose computers do not display the *Introduction* screen with the correct grade. When students are ready, continue.*

SAY Look at the top of the screen. Do you see the two buttons with arrows on them? Raise your hand if you do not see the buttons.

Help any students having difficulty finding the blue buttons. You may wish to point to the blue buttons on the computer screen. When students are ready, continue.

SAY During your test you will use these buttons to see test questions. You click the forward arrow button to go to the next question. You click the back arrow button to go back to a question. Now we are going to practice answering test questions. Click the forward arrow button to go to the directions for the first sample question.

Help any students having difficulty with the arrow buttons.

SAY Look at the directions on the screen. These directions tell you what you will do to answer the question that comes next. Follow along as I read the directions aloud. The directions for SAMPLE A say, “Choose the word that best completes the sentence. Use the arrow above to continue.” Does everyone see the directions? Does everyone understand how to go to the next page to see the question?

Assist any students having difficulty.

SAY Now click the forward arrow button again to see the first sample, SAMPLE A. Let’s do SAMPLE A together. The sentence says, “This is a blank.” Look at the words next to the circles: “door,” “table,” “house,” “room.” Which word tells what the picture is?

Click the circle next to the answer you choose. Now you can see the answer you chose in the blank space in the sentence. Be very careful when you click the buttons on the test. Raise your hand if you need help. When you click an answer, you will see a dot inside the answer circle. Does everyone see a dot in the circle next to their answer?

Wait for students to respond. If students do not understand the word “dot,” draw a dot for them.

SAY The correct answer is “door.” The picture in SAMPLE A is a picture of a door. If you did not click the first answer, “door,” change your answer now by clicking the circle next to the word “door.”

Point to the word “door” as needed. Assist any students having difficulty.

SAY Now let’s look at the directions for the next sample question. Click the forward arrow button at the top of the screen. Be careful not to skip screens.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY Look at the directions on the screen. Follow along as I read the directions aloud. The directions for SAMPLE B say, “Choose the answer that best completes the diagram. Move the answer to the empty space.” Does everyone see the directions?

Assist any students having difficulty. If students do not understand the word “diagram,” explain it to them.

SAY Now click the forward arrow button to see **SAMPLE B**. Let's do **SAMPLE B** together. The question says, "Which of these belongs in the empty oval?" Now look at the diagram. Read the words in the rectangle, "Words That Tell When Something Happens." Read the words in the ovals, "Today," "Later." Now look at the words below the question: "So," "Old," "This," "Now." Which word belongs in the empty oval?

For this question, you will choose the answer by clicking on the word you choose and moving the word into the empty oval.

Wait for students to respond. If students have difficulty moving the answer, explain that students can drag and drop the word into the oval.

SAY The correct answer is "Now." "Today," "Later," and "Now" are all words that tell when something happens. If you did not choose "Now" as your answer, click on the word you chose before and move it out of the oval back to the gray rectangle. Then move the word "Now" into the oval. Does everyone understand how to choose your answer for this question?

Assist any students having difficulty. Demonstrate how to drag and drop the answer in and out of the empty oval if necessary.

SAY Now let's look at the directions for the next sample question. Click the forward arrow button at the top of the screen.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY Look at the directions on the screen. Follow along as I read the directions aloud. The directions for **SAMPLE C** say, "Read the selection and choose the word that best fits in the sentence." Does everyone see the directions?

If students are unfamiliar with the term "selection," explain what it means (for example, "story"). Assist any students having difficulty.

SAY Now click the forward arrow button to see **SAMPLE C**. Let's do **SAMPLE C** together. The screen has a story with a picture. The words "**SAMPLE C**" are at the top of the story. Does everyone see **SAMPLE C**?

Assist any students who are on the wrong screen.

SAY For these kinds of questions, you will see a story with some missing words. Where the words are missing, you will see empty boxes. You can click on the arrow to see four words. One of the words belongs in the empty box. Choose the word that fits best in the sentence. When you choose a word, it will show in the box.

Now read the story called "**Birds**" and choose the words that fit best in the sentences.

Observe students reading the story and selecting their answers. Assist any students having difficulty. When all students have finished, continue.

SAY Is everyone finished reading the story and choosing the words that go best in the empty boxes? Let's look at the first empty box. The correct answer is "students" because the sentence should say, "Today Mrs. Nelson is teaching her students about birds."

If you did not choose the word "students," click on the arrow in the box and change your answer. You should see the word "students" in the box. When you change your answer, the word "students" will show in the box. The computer will let you choose only one answer for each question. Are there any questions?

Assist any students having difficulty.

SAY Now we will go to the next empty box in the story. Let's go over the answer. The correct answer is "learn" because the sentence should say, "The students learn how baby birds hatch from eggs."

Point to the answer choice that says "learn."

SAY If you did not choose the word "learn," click on the arrow in the box and change your answer. Are there any questions?

Observe students choosing the answer. Assist any students having difficulty. Answer any questions students have before continuing.

SAY We have practiced using the forward arrow button to go to the next screen. But you can also go back to look at questions you already saw. If you want to go back to look at the screen before this one, you can do that by clicking the back arrow button at the top of the screen. If you do not see the back arrow button, raise your hand. Click the back arrow button now.

Observe students clicking the back arrow button. Assist any students having difficulty.

SAY You should now see the directions for SAMPLE C. Click the back arrow button again to see SAMPLE B. The answer we chose for that question, "Now," is still there. Raise your hand if you do not see this question.

Assist any students having difficulty, then continue.

SAY You can use the back arrow button and forward arrow button whenever you want to move back and forth in the test. Let's click the forward arrow button two times to get to the story called "Birds."

Assist any students having difficulty.

SAY You should see that your answers are still marked. Now click the forward arrow button.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY This screen has a story and a picture. Does everyone see the story and the picture?

Assist any students who are on the wrong screen.

SAY Let’s look at the directions on the side of the screen. The directions say, “Read the selection and choose the best answer to each question.”

The reading selections may be short or they may be long. Sometimes you will click and move the scroll bar next to the reading selection up and down to read all of the selection.

If students are unfamiliar with the term “selection,” explain what it means (for example, “story”).

SAY Read the story, “A Surprise at the Door.”

Observe students reading the story. Assist any students having difficulty.

SAY Is everyone finished reading the story?

When all students have finished reading the story, continue.

SAY Let’s look at the first question about this story. Click the forward arrow button to see the question, SAMPLE D.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY Remember, you will see the story on one side of the screen and the question that goes with the story on the other side of the screen. The question asks, “Where does Max put the food?”

Assist any students whose computers are on the wrong screen.

SAY We will now look at the tools. Find the tool that has the X on it at the top of the screen. This tool can help you cross out answers you think are wrong. Does everyone see this tool? Click the X now.

Point to this tool on the computer screen. Wait for students to find the tool and click it. Assist any students having difficulty.

SAY You are ready to cross out answers that you think are not correct. Read the question and the answers. Cross out two answers that you think are wrong by clicking them. If you change your mind, you can click the answer again to remove the red X.

Assist any students having difficulty with this tool.

SAY You turn on a tool by clicking the picture of the tool one time. When you are ready to choose an answer, turn the tool off by clicking the picture of the tool again. Another way you can turn off a tool is by clicking the picture of the arrow at the top of the screen. Find the tool with the arrow next to the tool with the X on it and click it now. Then choose the answer you think is correct by clicking the circle next to it. If you have any questions, raise your hand.

Wait for students to read and answer the question before continuing. Assist any students who need it. When students are ready, continue.

SAY Let's go over the answer to this question. The correct answer is "On the step." If you did not click the circle next to this answer, click it now to change your answer. Remember, if you want to choose an answer that you have marked with a red X, click the tool that has an X on it, then click the answer again to remove the red X.

Assist any students having difficulty locating the correct answer or changing their answer.

SAY You should see a dot in the circle next to this answer.

When you are taking a test, you may want to mark questions so that you can look at them again later. To mark questions that you want to look at again later, you will use the **Bookmark** button at the top of the screen.

Point to the **Bookmark** button on students' computers.

SAY Click the **Bookmark** button now. We will return to this question later and review our answer.

Observe students marking this question for review using the **Bookmark** button. Assist any students having difficulty.

SAY Now find the **Review** button at the top of the screen. The **Review** button opens a menu that shows if you have answered a question. It also shows if you have bookmarked the question. You can click on any question to review it.

Point to the **Review** button and assist any students having difficulty.

SAY Now we will go to the second question, **SAMPLE E**. Click the forward arrow button at the top of the screen now.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY You will see the same story again on one side of the screen and a new question on the other side of the screen. Does everyone see the story with the question?

Assist any students whose computers are on the wrong screen.

SAY When you read a story, you may see words or sentences that you want to mark so that you can remember where they are. You can mark words or sentences in a story or in a question by using the **Highlighter** tool. The **Highlighter** tool is not at the top of the screen like the other tools. Instead, you can select words or sentences you want to highlight. You will see highlighter colors appear above the words or sentences you selected. Choose the color you want to use to highlight the words or sentences you selected. Does everyone understand the **Highlighter** tool?

Assist any students having difficulty understanding this tool.

SAY You are ready to highlight words or sentences in the story or in a question. Right now I want you to highlight the words “A Surprise at the Door” in the title of this story. You can do this by moving the arrow to the words and holding down the mouse button while dragging across the words you want to highlight. When you get to the end of the words you want to highlight, let go of the mouse button and choose the color you want to use.

Mark the words “A Surprise at the Door” with your highlighter now. If you have any questions, raise your hand.

Assist any students having difficulty highlighting the words “A Surprise at the Door.”

SAY If you want to take away the highlighting, select the highlighted words again and choose the white square with a red line through it from the highlighter colors.

Assist students as needed.

SAY You can use the *Notepad* tool like scratch paper to type out your ideas using the keyboard. Find the *Notepad* tool at the top of the screen. It is next to the tool with an X on it. Click it now. A box will appear in the middle of the screen.

Point to the Notepad tool on students’ computers. Observe students and assist any students having difficulty finding the Notepad tool.

SAY Now I want you to type the word “door” in the box.

Assist any students having difficulty typing in the box.

SAY When you are finished typing in the box, click the X in the top right corner to close the box. Now click the *Notepad* tool again. The word “door” should still be in the box. When you use the *Notepad* tool, you can come back and look at the words you typed about a story or question whenever you like. The *Notepad* box will always appear in the middle of the screen. You can move it around the screen by clicking the bar at the top of the box and moving it to a different place on the screen.

Assist any students having difficulty using the Notepad tool.

SAY Read the question and choose the best answer. Click the circle next to the answer you choose. If you have any questions, raise your hand.

Wait for students to read and answer the question before continuing. Assist any students who need it. When students are ready, continue.

SAY Let’s go over the answer to this question. The question says, “Find the word can in paragraph 4. Which picture shows a can?” The answer to the question is the last answer. This picture shows a can.

Point to the picture of the can.

SAY If you did not click the circle next to the picture of a can, click it now. There should be a dot in the circle next to this answer. Are there any questions?

Observe students clicking the answer. Assist any students having difficulty. Answer any questions students have before continuing.

SAY Remember, you can mark questions that you want to see later by clicking the *Bookmark* button.

Click the *Bookmark* button at the top of the screen to mark this question now. You will see the *Bookmark* button change colors, and the bookmark will be blue. Raise your hand if you need help finding the *Bookmark* button.

Observe students and assist any students having difficulty.

SAY Click the *Review* button at the top of the screen to open the Review menu.

The *Review* button opens a menu that shows a list of all of the questions that you saw on your test. It shows any questions that you did not answer, and it also shows any questions you bookmarked when you clicked the *Bookmark* button.

Before you submit your answers at the end of the test, you can use the *Review* menu to look at questions or stories again. We bookmarked the fourth sample question for review. To return to this question you can click the question name, “Question 4.” Click “Question 4” now.

Observe students and assist any students having difficulty.

SAY You should now see the fourth sample question. If you want to change your answer, you can do so now. When you are finished with this question, click the *Bookmark* button to remove the blue bookmark next to the question in the *Review* menu.

Now we are finished with this question, so click the *Review* menu at the top of the screen. You will see that now the fourth sample question is not bookmarked.

Observe students and assist any students having difficulty using the Review menu.

SAY There is one more question you need to look at again. Click “Question 5” now.

Assist any students having difficulty.

SAY The correct answer to this question is the picture of the can. Mark the circle next to the picture of the can. When you are finished with this question, click the *Bookmark* button to remove the bookmark.

Assist any students having difficulty.

SAY Now click the forward arrow button. You should see a screen with a red STOP sign on it. Does everyone see the STOP sign?

Assist any students whose computers are not displaying the screen with the STOP sign.

SAY The directions on this screen say, “Raise your hand. The teacher will help you.” When you see this screen, you will raise your hand and I will come and help you. Do you have any questions?

Answer any questions students have before continuing.

*Go to each student's computer and click the forward arrow button. The next screen is an End of Section screen. On this screen, click the **Submit** button and then click the **Yes** button to continue to the self-paced portion of the practice test. Click **Start** to begin the self-paced portion of the practice test.*

SAY You will continue the rest of the practice test by yourself. You may begin.

Assist students as they practice on the questions.

You may do this practice test again with your students if you decide they need additional practice.

NOTE: After students have finished the practice questions and checked their answers, click the **Submit Final Answers** button. Then click **Yes, Submit Final Answers**.

If you need to close the practice test before a student has finished, click the user drop-down menu in the upper right corner of the screen next to the student's name. Then select "Sign out of TestNav" and click the **Save and Return Later** button on the final pop-up screen. If a student does exit the practice test before completing it, all work will be lost and the student will need to begin again.

Administration Directions—Grades 3–5

Before beginning, explain that the practice test is not a test, but rather an activity to practice using the computer to take the test.

To get to the practice tests, launch TestNav. From the login screen, select “Practice Tests,” and select the appropriate grade level. After the practice test is launched, the first screen is the *Start* screen. If you are planning to log in to each student’s test during the actual test administration, click the **Start** button to proceed to the TELPAS introduction screen displaying the grade. If you are planning to allow your students to log in to the test themselves during the actual test administration, on-screen instructions will tell the students how to proceed.

Read aloud the following directions. You may paraphrase, translate, shorten, or repeat the directions as needed to best communicate with your students. Text that is printed in **bold** type and preceded by the word “**SAY**” is for you to read aloud. Text in *italics* is for you and should not be read to students.

Note that the directions provided assume that the students have the practice test on their computer screens. If you show them the practice test on a screen first before having them follow along on their own computers, adjust the directions accordingly.

SAY This practice test is for students to practice using the computer to take a TELPAS reading test. When you take the test, you will answer the questions on the computer.

For students starting their own practice test:

SAY Now we will start the practice test through TestNav. I will read the instructions, and you follow along on the computer. If you have any questions, raise your hand and I will help you.

Look at your computer. Does everyone see the *Start* screen with the name of the practice test on it? Make sure it includes your grade. Raise your hand if you do not see your grade.

*Assist any students whose computers do not display the *Start* screen with the correct grade. When students are ready, continue.*

SAY If your grade is correct on the screen, click the *Start* button. Next, click the *Start* button.

SAY Look at your computer. Does everyone see the *Introduction* screen? Make sure it includes your grade. Raise your hand if you do not see your grade.

*Assist any students whose computers do not display the *Introduction* screen with the correct grade. When students are ready, continue.*

SAY Look at the top of the screen. Do you see the two buttons with arrows on them? Raise your hand if you do not see the buttons.

Help any students having difficulty finding the blue buttons. You may wish to point to the blue buttons on the computer screen. When students are ready, continue.

SAY Be careful when you click buttons on this test. You click the forward arrow button to go to the next question. You click the back arrow button to go back to a question. Now we are going to practice answering test questions. Click the forward arrow button to go to the first sample question.

Help any students having difficulty with the arrow buttons.

SAY Look at the directions on the screen. These directions tell you what you will do to answer the question that comes next. Follow along as I read the directions aloud. The directions for SAMPLE A say, “Choose the word that best completes the sentence. Use the arrow above to continue.” Does everyone see the directions? Does everyone understand how to go to the next page to see the question?

Assist any students having difficulty.

SAY Now click the forward arrow button again to see the first sample, SAMPLE A. Let’s do SAMPLE A together. The sentence says, “This is a blank.” Look at the words next to the circles: “door,” “table,” “house,” “room.” Which word tells what the picture is?

Click the circle next to the answer you choose. Now you can see the answer you chose in the blank space in the sentence. Be very careful when you click the buttons on the test. Raise your hand if you need help. When you click an answer, you will see a dot inside the answer circle. Does everyone see a dot in the circle next to their answer?

Wait for students to respond. If students do not understand the word “dot,” draw a dot for them.

SAY The correct answer is “door.” The picture in SAMPLE A is a picture of a door. If you did not click the first answer, “door,” change your answer now by clicking the circle next to the word “door.”

Point to the word “door” as needed. Assist any students having difficulty.

SAY You can change your answer to any question by clicking another answer. When you change your answer, the dot will move to the new answer you choose. The computer will let you choose only one answer for each question. Right now I want you to click another answer. You can click the circle next to “table,” “house,” or “room.”

Wait for students to click.

SAY You can change your answer back to “door” by clicking the circle next to “door.” Click the circle next to “door” now.

Let's look at the directions for the next sample question. Click the forward arrow button at the top of the screen now. Be careful not to skip screens.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY Look at the directions on the screen. Follow along as I read the directions aloud. The directions for SAMPLE B say, "Choose the answer that best completes the diagram. Move the answer to the empty space." Does everyone see the directions?

Assist any students having difficulty. If students do not understand the word "diagram," explain it to them.

SAY Now click the forward arrow button to see SAMPLE B. Let's do SAMPLE B together. The question says, "Which of these belongs in the empty oval?" Now look at the diagram. Read the words in the rectangle, "Words That Mean Almost the Same as 'Polite'." Read the words in the ovals, "Nice," "Considerate," "Kind." Now look at the words below the question: "Brave," "Thoughtful," "Proud," "Hopeful." Which word belongs in the empty oval?

For this question, you will choose the answer by clicking on the word you choose and moving the word into the empty oval.

Wait for students to respond. If students have difficulty moving the answer, explain that students can drag and drop the word into the oval.

SAY The correct answer is "Thoughtful." "Nice," "Considerate," "Kind," and "Thoughtful" are all words that mean almost the same as "Polite." If you did not choose "Thoughtful" as your answer, click on the word you chose before and move it out of the oval back to the gray rectangle. Then move the word "Thoughtful" into the oval. Does everyone understand how to choose your answer for this question?

Assist any students having difficulty. Demonstrate how to drag and drop the answer in and out of the empty oval if necessary.

SAY Now let's look at the directions for the next sample question. Click the forward arrow button at the top of the screen.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY Look at the directions on the screen. Follow along as I read the directions aloud. The directions for SAMPLE C say, "Read the selection and choose the word that best fits in the sentence." Does everyone see the directions?

If students are unfamiliar with the term "selection," explain what it means (for example, "story"). Assist any students having difficulty.

SAY Now click the forward arrow button to see SAMPLE C. Let's do SAMPLE C together. The screen has a story with a picture. The words "SAMPLE C" are at the top of the story. Does everyone see SAMPLE C?

For these kinds of questions, you will see a story with some missing words. Where the words are missing, you will see empty boxes. You can click on the arrow to see four words. One of the words belongs in the empty box. Choose the word that fits best in the sentence. When you choose a word, it will show in the box.

Read the story called “Birds,” and choose the words that fit best in the sentences.

Observe students reading the story and selecting their answers. Assist any students having difficulty. When all students have finished, continue.

SAY Is everyone finished reading the story and choosing the words that go best in the empty boxes? Let’s look at the first empty box. The correct answer is “students” because the sentence should say, “Today Mrs. Nelson is teaching her students about birds.”

If you did not choose the word “students,” click on the arrow in the box and change your answer. You should see the word “students” in the box. When you change your answer, the word “students” will show in the box. The computer will let you choose only one answer for each question. Are there any questions?

Assist any students having difficulty.

SAY Now we will go to the next empty box in the story. Let’s go over the answer. The correct answer is “learn” because the sentence should say, “The students learn how baby birds hatch from eggs.”

Point to the answer choice that says “learn.”

SAY If you did not choose the word “learn,” click on the arrow in the box and change your answer. Are there any questions?

Observe students choosing the answer. Assist any students having difficulty. Answer any questions students have before continuing.

SAY We have practiced using the forward arrow button to go to the next question. But you can also go back to look at questions you already saw. If you want to go back to look at the screen before this one, you can do that by clicking the back arrow button at the top of the screen. If you do not see the back arrow button, raise your hand. Click the back arrow button now.

Observe students clicking the back arrow button. Assist any students having difficulty.

SAY You should now see the directions for SAMPLE C. Click the back arrow button again to see SAMPLE B. The answer we chose for that question, “Thoughtful,” is still there. Raise your hand if you do not see this question.

Assist any students having difficulty.

SAY You can use the back arrow button and forward arrow button whenever you want to move back and forth in the test. Let’s click the forward arrow button two times to get to the story called “Birds.”

Assist any students having difficulty.

SAY You should see that your answers are still marked. Now click the forward arrow button.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY This screen has a story and a picture. Does everyone see the story and the picture?

Assist any students who are on the wrong screen.

SAY Let’s look at the directions on the side of the screen. The directions say, “Read the selection and choose the best answer to each question.”

The reading selections may be short or they may be long. Sometimes you will click and move the scroll bar next to the reading selection up and down to read all of the selection.

If students are unfamiliar with the term “selection,” explain what it means (for example, “story”).

SAY Read the story, “A Surprise at the Door.”

Observe students reading the story. Assist any students having difficulty.

SAY Is everyone finished reading the story?

When all students have finished reading the story, continue.

SAY Let’s look at the first question about this story. Click the forward arrow button to see the question, SAMPLE D.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY Remember you will see the story on one side of the screen and the question that goes with the story on the other side of the screen. The question asks, “Where does Max put the food?”

Assist any students whose computers are on the wrong screen.

SAY We will now look at the tools. Find the tool that has the X on it at the top of the screen. This tool can help you cross out answers you think are wrong. Does everyone see this tool? Click the X now.

Point to this tool on the computer screen. Wait for students to find the tool and click it. Assist any students having difficulty.

SAY You are ready to cross out answers that you think are not correct. Read the question and the answers. Cross out two answers that you think are wrong by clicking them. If you change your mind, you can click the answer again to remove the red X.

Assist any students having difficulty with this tool.

SAY Remember you turn on a tool by clicking the picture of the tool one time. When you are ready to choose an answer, turn the tool off by clicking the picture of the tool again. Another way you can turn off a tool is by clicking the picture of the arrow at the top of the screen. Find the tool with the arrow next to the tool with the X on it and click it now. Then choose the answer you think is correct by clicking the circle next to it. If you have any questions, raise your hand.

Wait for students to read and answer the question before continuing. Assist any students who need it. When students are ready, continue.

SAY Let's go over the answer to this question. The correct answer is "On the step." If you did not click the circle next to this answer, click it now to change your answer. Remember, if you want to choose an answer that you have marked with a red X, click the tool that has an X on it, then click the answer again to remove the red X.

Assist any students having difficulty locating the correct answer or changing their answer.

SAY You should see a dot in the circle next to this answer.

When you are taking a test, you may want to mark questions so that you can look at them again later. To mark questions that you want to look at again later, you will use the **Bookmark** button at the top of the screen.

*Point to the **Bookmark** button on students' computers.*

SAY Click the **Bookmark** button now. We will return to this question later and review our answer.

*Observe students marking this question for review using the **Bookmark** button. Assist any students having difficulty.*

SAY Now find the **Review** button at the top of the screen. The **Review** button opens a menu that shows if you have answered a question. It also shows if you have bookmarked the question. You can click on any question to review it.

*Point to the **Review** button and assist any students having difficulty.*

SAY Now we will go to the second question, **SAMPLE E**. Click the forward arrow button at the top of the screen now.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY You will see the same story again on one side of the screen and a new question on the other side of the screen. Does everyone see the story with the question?

Assist any students whose computers are on the wrong screen.

SAY When you read a story, you may see words or sentences that you want to mark so that you can remember where they are. You can mark words or sentences in a story or in a question by using the **Highlighter** tool. The **Highlighter** tool is not at the top of the screen like the other tools. Instead, you can select words or sentences you want

to highlight. You will see highlighter colors appear above the words or sentences you selected. Choose the color you want to use to highlight the words or sentences you selected. Does everyone understand the *Highlighter* tool?

Assist any students having difficulty understanding this tool.

SAY You are ready to highlight words or sentences in the story or in a question. Right now I want you to highlight the words “A Surprise at the Door” in the title of this story. You can do this by moving the arrow to the words and holding down the mouse button while dragging across the words you want to highlight. When you get to the end of the words you want to highlight, let go of the mouse button and choose the color you want to use.

Mark the words “A Surprise at the Door” with your highlighter now. If you have any questions, raise your hand.

Assist any students having difficulty highlighting the words “A Surprise at the Door.”

SAY If you want to take away the highlighting, select the highlighted words again and choose the white square with a red line through it from the highlighter colors.

Assist students as needed.

SAY You can use the *Notepad* tool like scratch paper to type out your ideas using the keyboard. Find the *Notepad* tool at the top of the screen. It is next to the tool with an X on it. Click it now. A box will appear in the middle of the screen.

Point to the Notepad tool on students’ computers. Observe students and assist any students having difficulty finding the Notepad tool.

SAY Now I want you to type the word “door” in the box.

Assist any students having difficulty typing in the box.

SAY When you are finished typing in the box, click the X in the top right corner to close the box. Now click the *Notepad* tool again. The word “door” should still be in the box. When you use the *Notepad* tool, you can come back and look at the words you typed about a story or question whenever you like. The *Notepad* box will always appear in the middle of the screen. You can move it around the screen by clicking the bar at the top of the box and moving it to a different place on the screen.

Assist any students having difficulty using the Notepad tool.

SAY Now read the question and then answer it by clicking the circle next to the answer you choose.

Wait for students to read and answer the question. Assist any students having difficulty. When students are ready, continue.

SAY Let’s go over the answer to this question. The question says, “Find the word can in paragraph 4. Which picture shows a can?” The correct answer to the question is the

last picture, which is a picture of a can. There should be a dot in the circle next to this answer. Are there any questions?

Point to the answer choice that shows a picture of a can. Observe students and assist any students having difficulty.

SAY Remember, you can mark questions that you want to see later by clicking the **Bookmark** button.

Click the **Bookmark** button at the top of the screen to mark this question now. You will see the **Bookmark** button change colors, and the bookmark will be blue. Raise your hand if you need help finding the **Bookmark** button.

Observe students and assist any students having difficulty.

SAY Click the **Review** button at the top of the screen to open the Review menu.

The **Review** button opens a menu that shows a list of all of the questions that you saw on your test. It shows any questions that you did not answer, and it also shows any questions you bookmarked when you clicked the **Bookmark** button.

Before you submit your answers at the end of the test, you can use the **Review** menu to look at questions or stories again. We bookmarked the fourth sample question for review. To return to this question you can click the question name, “Question 4.” Click “Question 4” now.

Observe students and assist any students having difficulty.

SAY You should now see the fourth sample question. If you want to change your answer, you can do so now. When you are finished with this question, click the **Bookmark** button to remove the blue bookmark next to the question in the **Review** menu.

Now we are finished with this question, so click the **Review** menu at the top of the screen. You will see that now the fourth sample question is not bookmarked.

Observe students and assist any students having difficulty using the Review menu.

SAY There is one more question you need to look at again. Click “Question 5” now.

Assist any students having difficulty.

SAY The correct answer to this question is the picture of the can. Mark the circle next to the picture of the can. When you are finished with this question, click the **Bookmark** button to remove the bookmark.

Assist any students having difficulty.

SAY Now click the forward arrow button. You should see a screen with a red STOP sign on it. Does everyone see the STOP sign?

Assist any students whose computers are not displaying the screen with the STOP sign.

SAY The directions on this screen say “Raise your hand. The teacher will help you.” When you see this screen, you will raise your hand and I will come and help you. Do you have any questions?

Answer any questions students have before continuing.

*Go to each student’s computer and click the forward arrow button. The next screen is an End of Section screen. On this screen, click the **Submit** button and then click the **Yes** button to continue to the self-paced portion of the practice test.*

SAY You will take the rest of the practice test by yourself. You may begin.

Assist students as they practice on the questions.

You may do this practice test again with your students if you decide they need additional practice.

NOTE: After students have finished the practice questions and checked their answers, click the **Submit Final Answers** button. Then click **Yes, Submit Final Answers**.

If you need to close the practice test before a student has finished, click the user drop-down menu in the upper right corner of the screen next to the student’s name. Then select “Sign out of TestNav” and click the **Save and Return Later** button in the final pop-up screen. If a student does exit the practice test before completing it, all work will be lost and the student will need to begin again.

Administration Directions—Grades 6–12

Before beginning, explain that the practice test is not a test, but rather an activity to practice using the computer to take the test.

To get to the practice tests, launch TestNav. From the login screen, select “Practice Tests,” and select the appropriate grade level. After the practice test is launched, the first screen is the *Start* screen. If you are planning to log in to each student’s test during the actual test administration, click the **Start** button to proceed to the TELPAS introduction screen displaying the grade. If you are planning to allow your students to log in to the test themselves during the actual test administration, on-screen instructions will tell the students how to proceed.

Read aloud the following directions. You may paraphrase, translate, shorten, or repeat the directions as needed to best communicate with your students. Text that is printed in **bold** type and preceded by the word “**SAY**” is for you to read aloud. Text in *italics* is for you and should not be read to students.

Note that the directions provided assume that the students have the practice test on their computer screens. If you show them the practice test on a screen first before having them follow along on their own computers, adjust the directions accordingly.

SAY This practice test is for students to practice using the computer to take a TELPAS reading test. When you take the test, you will answer the questions on the computer.

For students starting their own practice test:

SAY Now we will start the practice test through TestNav. I will read the instructions, and you follow along on the computer. If you have any questions, raise your hand and I will help you.

Look at your computer. Does everyone see the *Start* screen with the name of the practice test on it? Make sure it includes your grade. Raise your hand if you do not see your grade.

*Assist any students whose computers do not display the *Start* screen with the correct grade. When students are ready, continue.*

SAY If your grade is correct on the screen, click the *Start* button. Next, click the *Start* button.

SAY Look at your computer. Does everyone see the *Introduction* screen? Make sure it includes your grade. Raise your hand if you do not see your grade.

*Assist any students whose computers do not display the *Introduction* screen with the correct grade. When students are ready, continue.*

SAY Look at the top of the screen. Do you see the two buttons with arrows on them? Raise your hand if you do not see the buttons.

Help any students having difficulty finding the blue buttons. You may wish to point to the blue buttons on the computer screen. When students are ready, continue.

SAY Be careful when you click buttons on this test. You click the forward arrow button to go to the next question. You click the back arrow button to go back to a question. Now we are going to practice answering test questions. Click the forward arrow button to go to the first sample question.

Help any students having difficulty with the arrow buttons.

SAY Look at the directions on the screen. These directions tell you what you will do to answer the question that comes next. Follow along as I read the directions aloud. The directions for SAMPLE A say, “Choose the word that best completes the sentence. Use the arrow above to continue.” Does everyone see the directions? Does everyone understand how to go to the next page to see the question?

Assist any students having difficulty. Point to the missing word, answer circles, etc., as necessary.

SAY Now click the forward arrow button again to see the first sample, SAMPLE A. Let’s do SAMPLE A together. The sentence says, “This is a blank.” Look at the words next to the circles: “door,” “table,” “house,” “room.” Which word tells what the picture is?

Click the circle next to the answer you choose. Now you can see the answer you chose in the blank space in the sentence. Be very careful when you click the buttons on the test. Raise your hand if you need help. When you click an answer, you will see a dot inside the answer circle. Does everyone see a dot in the circle next to their answer?

Wait for students to respond. If students do not understand the word “dot,” draw a dot for them.

SAY The correct answer is “door.” The picture in SAMPLE A is a picture of a door. If you did not click the first answer, “door,” change your answer now by clicking the circle next to the word “door.”

Point to the word “door” as needed. Assist any students having difficulty.

SAY You can change your answer to any question by clicking another answer. When you change your answer, the dot will move to the new answer you choose. The computer will let you choose only one answer for each question. Right now I want you to click another answer. You can click the circle next to “table,” “house,” or “room.”

Wait for students to click.

SAY You can change your answer back to “door” by clicking the circle next to “door.” Click the circle next to “door” now.

Let’s look at the directions for the next sample question. Click the forward arrow button at the top of the screen now. Be careful not to skip screens.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY Look at the directions on the screen. Follow along as I read the directions aloud. The directions for SAMPLE B say, “Choose the answer that best completes the diagram. Move the answer to the empty space.” Does everyone see the directions?

Assist any students having difficulty. If students do not understand the word “diagram,” explain it to them.

SAY Now click the forward arrow button to see SAMPLE B. Let’s do SAMPLE B together. The question says, “Which of these belongs in the empty oval?” Now look at the diagram. Read the words in the rectangle, “Safety Equipment.” Read the words in the ovals, “Apron,” “Gloves.” Now look at the words below the question: “Notebook,” “Goggles,” “Microscope,” “Beakers.” Which word belongs in the empty oval?

For this question, you will choose the answer by clicking on the word you choose and moving the word into the empty oval.

Wait for students to respond. If students have difficulty moving the answer, explain that students can drag and drop the word into the oval.

SAY The correct answer is “Goggles.” “Apron,” “Gloves,” and “Goggles” are all safety equipment. If you did not choose “Goggles” as your answer, click on the word you chose before and move it out of the oval back to the gray rectangle. Then move the word “Goggles” into the oval. Does everyone understand how to choose your answer for this question?

Assist any students having difficulty. Demonstrate how to drag and drop the answer in and out of the empty oval if necessary.

SAY Now let’s look at the directions for the next sample question. Click the forward arrow button at the top of the screen.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY Look at the directions on the screen. Follow along as I read the directions aloud. The directions for SAMPLE C say, “Read the selection and choose the word that best fits in the sentence.” Does everyone see the directions?

If students are unfamiliar with the term “selection,” explain what it means (for example, “story”). Assist any students having difficulty.

SAY Now click the forward arrow button to see SAMPLE C. Let’s do SAMPLE C together. The screen has a story with a picture. The words “SAMPLE C” are at the top of the story. Does everyone see SAMPLE C?

For these kinds of questions, you will see a story with some missing words. Where the words are missing, you will see empty boxes. You can click on the arrow to see

four words. One of the words belongs in the empty box. Choose the word that fits best in the sentence. When you choose a word, it will show in the box.

Now read the story called “Space Shuttles,” and choose the words that fit best in the sentences.

Observe students reading the story and selecting their answers. Assist any students having difficulty. When all students have finished, continue.

SAY Is everyone finished reading the story and choosing the words that go best in the empty boxes? Let’s look at the first empty box. The correct answer is “class” because the sentence should say, “Mr. Porter shows the class a video about space shuttles.”

If you did not choose the word “class,” click on the arrow in the box and change your answer. You should see the word “class” in the box. Remember, the computer will let you choose only one answer for each question. Are there any questions?

Assist any students having difficulty.

SAY Now we will go to the next empty box in the story. Let’s go over the answer. The correct answer is “read” because the sentence should say, “Then the students read about space shuttles in their science book.”

Point to the answer choice that says “read.”

SAY If you did not choose the word “read,” click on the arrow in the box and change your answer. Are there any questions?

Observe students choosing the answer. Assist any students having difficulty. Answer any questions students have before continuing.

SAY We have practiced using the forward arrow button to go to the next question. But you can also go back to look at questions you already saw. If you want to go back to look at the screen before this one, you can do that by clicking the back arrow button at the top of the screen. If you do not see the back arrow button, raise your hand. Click the back arrow button now.

Observe students clicking the back arrow button. Assist any students having difficulty.

SAY You should now see the directions for SAMPLE C. Click the back arrow button again to see SAMPLE B. The answer we chose for that question, “Goggles,” is still there. Raise your hand if you do not see this question.

Assist any students having difficulty.

SAY You can use the back arrow button and forward arrow button whenever you want to move back and forth in the test. Click the forward arrow button again.

Assist any students having difficulty.

SAY You should see that your answers are still marked. Now click the forward arrow button.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY This screen has a story and a picture. Does everyone see the story and the picture?

Assist any students who are on the wrong screen.

SAY Let’s look at the directions on the side of the screen. The directions say, “Read the selection and choose the best answer to each question.”

The reading selections may be short or they may be long. Sometimes you will click and move the scroll bar next to the reading selection up and down to read all of the selection.

If students are unfamiliar with the term “selection,” explain what it means (for example, “story”).

SAY This story is long. Click and move the black bar next to the reading selection down to read all of it.

Observe students using the scroll bar next to the story. Assist any students having difficulty.

SAY Read the story called “Nothing to Do.”

Observe students reading the story. Assist any students having difficulty.

SAY Is everyone finished reading the story?

When all students have finished reading the story, continue.

SAY Let’s look at the first question about this story, **SAMPLE D**. Click the forward arrow button to see the question.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY Remember you will see the story on one side of the screen and the question that goes with the story on the other side of the screen. The question asks “Where is Vanessa in this story?”

Assist any students whose computers are on the wrong screen.

SAY For each question, you can look at the story to find the answer if you need to. Remember to use the black bar on the side of the story to go to any part of the story where you may need to find an answer.

Assist any students having difficulty.

SAY We will now look at the tools. Find the tool that has the X on it at the top of the screen. This tool can help you cross out answers you think are wrong. Does everyone see this tool? Click the X now.

Point to this tool on the computer screen. Wait for students to find the tool and click it. Assist any students having difficulty.

SAY You are ready to cross out answers that you think are not correct. Read the question and the answers. Cross out two answers that you think are wrong by clicking them. If you change your mind, you can click the answer again to remove the red X.

Assist any students having difficulty with this tool.

SAY Remember you turn on a tool by clicking the picture of the tool one time. When you are ready to choose an answer, turn the tool off by clicking the picture of the tool again. Another way you can turn off a tool is by clicking the picture of the arrow at the top of the screen. Find the tool with the arrow next to the tool with the X on it and click it now. Then choose the answer you think is correct by clicking the circle next to it. If you have any questions, raise your hand.

Wait for students to read and answer the question before continuing. Assist any students who need it. When students are ready, continue.

SAY Let's go over the answer to this question. The correct answer is "Outside her apartment building." If you did not click the circle next to this answer, click it now to change your answer. Remember, if you want to choose an answer that you have marked with a red X, click the tool that has an X on it, then click the answer again to remove the red X.

Assist any students having difficulty locating the correct answer.

SAY You should see a dot in the circle next to this answer.

When you are taking a test, you may want to mark questions so that you can look at them again later. To mark questions that you want to look at again later, you will use the **Bookmark** button at the top of the screen.

*Point to the **Bookmark** button on students' computers.*

SAY Click the **Bookmark** button now. We will return to this question later and review our answer.

*Observe students marking this question for review using the **Bookmark** button. Assist any students having difficulty.*

SAY Now find the **Review** button at the top of the screen. The **Review** button opens a menu that shows if you have answered a question. It also shows if you have bookmarked the question. You can click on any question to review it.

*Point to the **Review** button and assist any students having difficulty.*

SAY Now we will go to the second question, **SAMPLE E**. Click the forward arrow button at the top of the screen now.

Observe students clicking the forward arrow button. Assist any students having difficulty.

SAY You will see the same story again on one side of the screen and a new question on the other side of the screen. Does everyone see the story with the question?

Assist any students whose computers are on the wrong screen.

SAY When you read a story, you may see words or sentences that you want to mark so that you can remember where they are. You can mark words or sentences in a story or in a question by using the *Highlighter* tool. The *Highlighter* tool is not at the top of the screen like the other tools. Instead, you can select words or sentences you want to highlight. You will see highlighter colors appear above the words or sentences you selected. Choose the color you want to use to highlight the words or sentences you selected. Does everyone understand the *Highlighter* tool?

Assist any students having difficulty understanding this tool. Students can use this tool beginning with the next screen in the test.

SAY You are ready to highlight words or sentences in the story or in a question. Right now I want you to highlight the words “Nothing to Do” in the title of this story. You can do this by moving the arrow to the words and holding down the mouse button while dragging across the words you want to highlight. When you get to the end of the words you want to highlight, let go of the mouse button and choose the color you want to use.

Mark the words “Nothing to Do” with your highlighter now. If you have any questions, raise your hand.

Assist any students having difficulty highlighting the words “Nothing to Do.”

SAY If you want to take away the highlighting, select the highlighted words again and choose the white square with a red line through it from the highlighter colors.

Assist students as needed.

SAY You can use the *Notepad* tool like scratch paper to type out your ideas using the keyboard. Find the Notepad tool at the top of the screen. It is next to the tool with an X on it. Click it now. A box will appear in the middle of the screen.

Point to the Notepad tool on students’ computers. Observe students and assist any students having difficulty finding the Notepad tool.

SAY Now I want you to type the word “nothing” in the box.

Assist any students having difficulty typing in the box.

SAY When you are finished typing in the box, click the X in the top right corner to close the box. Now click the *Notepad* tool again. The word “nothing” should still be in the box. When you use the *Notepad* tool, you can come back and look at the words you typed about a story or question whenever you like. The *Notepad* box will always appear in the middle of the screen. You can move it around the screen by clicking the bar at the top of the box and moving it to a different place on the screen.

Assist any students having difficulty using the Notepad tool.

SAY Now read the question and then answer it by clicking the circle next to the answer you choose.

Wait for students to read and answer the question. Assist any students who need it. When students are ready, continue.

SAY Let's go over the answer to this question. The question asks "What is Vanessa's main problem at the beginning of the story?" The correct answer to the question is "She wants something to do." There should be a dot in the circle next to this answer. Are there any questions?

Assist any students having difficulty.

SAY Remember, you can mark questions that you want to see later by clicking the **Bookmark** button.

Click the **Bookmark** button at the top of the screen to mark this question now. You will see the **Bookmark** button change colors, and the bookmark will be blue. Raise your hand if you need help finding the **Bookmark** button.

Observe students and assist any students having difficulty.

SAY Click the **Review** button at the top of the screen to open the review menu.

The **Review** button opens a menu that shows a list of all of the questions that you saw on your test. It shows any questions that you did not answer, and it also shows any questions you bookmarked when you clicked the **Bookmark** button.

Before you submit your answers at the end of the test, you can use the **Review** menu screen to look at questions or stories again. We bookmarked the fourth sample question for review. To return to this question you can click the question name, "Question 4." Click "Question 4" now.

Observe students and assist any students having difficulty.

SAY You should now see the fourth sample question. If you want to change your answer, you can do so now. When you are finished with this question, click the **Bookmark** button to remove the blue bookmark next to the question in the **Review** menu.

Now we are finished with this question, so click the **Review** menu at the top of the screen. You will see that now the fourth sample question is not bookmarked.

Observe students and assist any students having difficulty using the Review menu.

SAY There is one more question you need to look at again. Click "Question 5" now.

Assist any students having difficulty.

SAY The correct answer to this question is “She wants something to do.” Mark the circle next to “She wants something to do” now. When you are finished with the question, click the *Bookmark* button to remove the bookmark.

Assist any students having difficulty.

SAY Now click the forward arrow button. You should see a screen with a red STOP sign on it. Does everyone see the STOP sign?

Assist any students whose computers are not displaying the screen with the STOP sign.

SAY When you come to the screen like this one that has the red stop sign on it, that is the end of the test. You may click the forward arrow button to go to the *Review* screen. This screen shows if you have answered all of the questions or if you have questions you have not answered. It also shows how many questions you have bookmarked.

Click the forward arrow button now. You should see the *End of Section* screen again. Does everyone see the *End of Section* screen?

Assist any students having difficulty. When all students are ready, continue.

SAY Now click the *Submit* button and then click the *Yes* button to continue to the rest of the practice test. Click *Start* to begin the rest of the practice test. You will take the rest of the practice test by yourself. When you reach the end of the practice test, you may check over your answers using the *Review* menu and return to any questions that you flagged for review. After you have checked your answers, click the *Submit Final Answers* button to submit your answers. The next screen will provide the correct answers along with your response to each question. If you need help finishing your practice test, raise your hand and I will help you. Are there any questions?

Assist students as they practice on the questions.

You may do this practice test again with your students if you decide they need additional practice.

NOTE: After students have finished the practice questions and checked their answers, click the *Submit Final Answers* button. Then click **Yes, Submit Final Answers**.

If you need to close the practice test before a student has finished, click the user drop-down menu in the upper right corner of the screen next to the student’s name. Then select “Sign out of TestNav” and click the **Save and Return Later** button on the final pop-up screen. If a student does exit the practice screen before completing it, all work will be lost and the student will need to begin again.