



PRACTICE TEST MANUAL

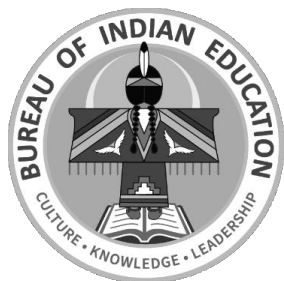
for Computer-Based and Paper-Based Tests

BIE SCIENCE ASSESSMENT

Grades 5, 8, and 11

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Portions of this work were previously published. Printed in the United States of America.

1. Administering the Practice Test

1.1 Overview

Administering the practice tests is an important preparation step for both administration staff and students. The practice tests allow students and staff to become familiar with the format and types of questions they will see on the BIE Science assessment.

Both computer-based and paper-based practice tests are available. Computer-based practice tests contain test items that help familiarize students with computer-based testing tools and the process for identifying and responding to different item types on the testing devices.

1.1.1 Security

The practice tests are accessed using a web browser. Login IDs and passwords are not required. Users simply select the desired test from a drop-down menu.

Test administrators may answer any questions the students have while they are working on the practice test. During the BIE Science assessment, assistance will be limited to repeating directions and helping orient students to the test materials.

1.1.2 Accessibility Features and Accommodations

All accessibility features and accommodations available on the BIE Science assessment are also available on the practice tests, including Text-to-Speech.

1.1.3 Scheduling

School Test Coordinators (STCs) will provide instructions for administering the practice tests. The practice test comprises three sessions, each of which is estimated to take 35–40 minutes. Throughout the school year, students should be provided access to the practice tests. Students with accommodations may need additional practice time to become familiar with all computer-based testing features.

1.2 CBT Practice Test Directions and Scripts

Instruct students to open their browsers and navigate to the sign-in screen at biepracticetest.cognia.org. Instruct students to select the appropriate practice test—grade 5, 8, or 11—from the drop-down menu and click *Go*.

SAY We will now begin a practice test for the BIE Science assessment.

The practice test has the same kinds of questions that you will see on the real test, but your answers to questions on this practice test do not count toward your BIE Science score.

Additionally, this practice test will allow you to use the online tools that you will see on the real test.

SAY Click the blue button that says *Session* [#]. [Say the number of the session you are administering: 1, 2, or 3.]

Because this is a practice test, you should now see an Options screen showing different accessibility options. On the actual BIE Science assessment, you will only see this screen if you have been assigned an accessibility feature or accommodation. [Pause to make sure students are on the correct screen. Note that for the operational test, if a student has the Allow Accessibility Mode option, you will need to enter the proctor password on the options page.]

SAY Click the *Continue* button. The page you are on should be titled “Session [#] Directions.” Follow along as I read them aloud.

“Welcome to the Bureau of Indian Education (BIE) Science assessment!

This is Session [#]. You should complete all items in this session.

Use the navigation buttons to move to the next question or to go back to the previous question in each session.

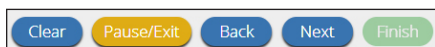
Each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer.

Some questions will require you to type a response and will be followed by a text box. Type your answer in the text box.

For some questions, important information will be shown on the left side of the screen. Be sure to read all the information before you answer the questions on the right side of the screen. You may need to use the scroll bar to see all the information.”

Are there any questions? [If there are any procedural questions, reread the directions pertaining to the question.]

SAY Now click the *Continue* button and we will go over some tools and navigation instructions together. The first question in Session [#] should be showing on your screen. Look at the buttons on the bottom right of the screen.



SAY These are your navigation buttons. *Clear* will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to clear the current question.

Pause/Exit will take you to another screen, where you will have the option to pause the test, exit the test, or cancel. If you select *Pause Test*, a timer will begin to count down from 60 minutes. To return to your test within that 60 minutes, enter the password “practice” and click *Resume*. Any sketch or highlighting you did before pausing will still be there when you resume. If you do not return within 60 minutes after pausing, or if you select *Exit Test*, you will be exited from the test. Any sketch or highlighting will be deleted. To resume testing, you will need to log in again by selecting the correct practice test from the drop-down menu on the sign-in screen.

Clicking the *Next* button will take you to the next question. Click the *Next* button now. Clicking the *Back* button will take you to the previous item. Click the *Back* button now. You can bookmark any item to go back to later by clicking on the star next to the item number in the upper left of the screen, next to the question number. Click this star now.

Another way to navigate through the form is by using the Test Map. You can access the Test Map by clicking the down arrow next to the question number at the top left of the screen. Click this arrow now.

The Test Map is a visual representation of all of the questions on the test. Answered questions will appear blue; questions you have viewed, but not answered are red; bookmarked questions have a yellow star next to them; and questions that have not been visited are gray. (Notice that you have a bookmarked question.) Clicking a question number will take you directly to that question on the test. You can also pause or return to the test from the Test Map.

Click the first question number on your test map. You are now back to the first question in Session [#]. Click the bookmark star to remove the bookmark.

In the lower-left corner is your toolbox. There you will see several tools available to use on this test.



The Answer Eliminator tool looks like lines with an X over them. This tool allows you to put a red X through answer choices on multiple choice items. Click the tool to enable it. Click it again to disable it.



The Notepad tool looks like a pencil and a pad of paper. You can use the Notepad tool to make notes, plan your response, or work out science questions. You can also copy and paste from the Notepad into the constructed-response answer space. Notes typed in the Notepad tool will NOT be saved or scored, so you must type your answer in the designated answer space.

Click the Notepad tool now. You can move the Notepad by clicking in the dark band at the bottom and dragging to the new location. You can also resize the Notepad by clicking the right corner of the band and dragging out or in. Click the “X” in the upper-right corner of the Notepad tool to close it.



The Line Reader tool has the letters “abc.” This tool provides a small window that you can move up and down the page to cover some of the words to help with reading. You can also resize it to add more white space or more gray space.



The Sketch tool looks like a pencil. Clicking on it will open a toolbox containing several colored pencils, an eraser, and a highlighter. Use this tool to highlight parts of the passage or question that you want to stand out. Do not use it to write your answers. Click this tool now.



Now, click the yellow highlighter and highlight a word in the item.

Now click the blue pencil and circle a word in the item. You can erase the marks you just made by clicking the eraser and then clicking the mark. Click the “X” in the upper right corner of the tool to close the Sketch tool.



The Text Highlight tool looks like a highlighter. This tool will allow you to select specific words you want to highlight.



From the pop-up menu, you can choose to highlight text or use the eraser to remove some or all of the highlighted text.

[For Grade 11 only, say the following.]



The References tool looks like a sheet of paper. Clicking on it will bring up a periodic table reference sheet that you may use as needed.

United States. Many
of this ecosystem. Som
e surrounding the pond

The pop-up glossary looks like a small book. You can click on the book to open a pop-up glossary that will provide you with the definition of the word.

When you come to the last item in the test, you will see the *Finish* button on the bottom right of the screen. Once you have answered the last item, click *Finish* to be taken to the Summary Page.



The Summary Page, like the Test Map, visually identifies the number of completed questions, unanswered questions, and bookmarked questions. You may click any question to return directly to that specific question or click *Return to test* to go back to the last question in the test.

When you have answered all of the questions, click *Turn In*.



Are there any questions about available tools and navigation? [If there are any procedural questions, reread the directions pertaining to the question.]

SAY **Begin with the first question in Session [#]. Work until you reach the end of this session.**

You may go back to any of the questions in this session to review your answers. Does everyone understand what to do? [If there are any procedural questions, reread the directions pertaining to the question.]

SAY **You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can.**

When you are finished with this session, Turn In your test. Then you may sit quietly or read a book at your desk. Are there any questions? [If there are any procedural questions, reread the directions pertaining to the question.]

SAY **You may begin.**

You may assist students during the practice test session. Be sure that students in your group clearly understand how to navigate between questions, answer the different types of questions, bookmark and unbookmark questions, and use the rest of the basic tools.

During this session, you may answer any questions the students have while they are working. During actual BIE Science sessions, assistance will be limited to helping with technology issues and repeating directions. When students turn in the practice test, they will see their score and can select each item to see the correct answer. Constructed response items will not be scored.

If you are administering a subsequent session on the same day, instruct students to proceed to the next session; there is no need to re-read the directions from the beginning. If administering session 2 or 3 on a different day, you may re-read the instructions, inserting the relevant session number where appropriate.

1.3 PBT Practice Test Directions and Scripts

Recommended Session Time: **Grades 5 & 8:** 37 minutes*

Grade 11: 38 minutes*

*Allow an additional 15 minutes to distribute materials and read the directions to the students.

Materials Needed: test booklets, answer documents, sharpened No. 2 pencils with erasers, (for grade 11 only) periodic table reference sheets

Note: On the actual BIE Science assessment, calculators **may not** be used. Scratch paper may be used. Spelling words for students is prohibited.

SAY We will now begin a practice test for the BIE Science assessment.

The practice test has the same kinds of questions that you will see on the real test, but your answers to questions on this practice test do not count toward your BIE Science score.

I will now give you your test booklet and answer document. Leave both closed until I tell you what to do. [For Grade 11 only, say the following.] **I will also give you a periodic table reference sheet for you to use as needed.**

[Distribute the test booklets, answer documents, and two pencils to each student. For grade 11 only, distribute a reference sheet to each student.]

SAY Only No. 2 pencils may be used. Mechanical pencils may NOT be used.

Look at the name boxes on the front covers of your test booklet and answer document. Print your first and last name neatly on the lines on each document. [Pause.]

SAY Open your test booklet to the Session [#] Science directions. [Say the number of the session you are administering: 1, 2, or 3.] **Open your answer document to the first page that says "Session [#] Science." Do not fold your answer document back during this test.**

Walk around the room to make sure everyone has the booklets open to the correct pages. Answer documents should be open flat, not folded back.

SAY In this session, each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer. You will answer other questions by writing your answers in the boxes provided in your answer document. Be sure to fit your answers within the boxes. Some questions have two or more parts. Be sure to answer all parts. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.

Look at the directions in the test booklet at the top of the page. Follow along as I read them aloud. "Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. For each open-ended item, be sure to write your answer in the lined box provided in your answer document. Only answers and work written inside the answer boxes will be scored."

Are there any questions? [If there are any procedural questions, reread the directions.]

SAY You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can. You may draw or write in your test booklet if this will help you answer the questions. Begin with the first question in this session and continue working until you see the stop sign. Do not work past the stop sign. Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will NOT be scored.

When you are finished with this session, close your test booklet and answer document and insert your answer document into your test booklet. You may then sit quietly or quietly read a book at your desk. Do you have any questions? [If there are any procedural questions, reread the directions.]

SAY You may begin.

You may assist students during the practice test session. You may answer any questions the students have while they are working. During actual BIE Science assessment sessions, assistance will be limited to helping with material issues and repeating directions.

If you are administering a subsequent session on the same day, instruct students to proceed to the next session; there is no need to re-read the directions from the beginning. If administering session 2 or 3 on a different day, you may re-read the instructions, inserting the relevant session number where appropriate.

