

## QUICK GUIDE

# How Students Pause and Restart an Interim ELA Assessment to Take Writing at a Different Time

## If You Administer an Interim ELA Assessment

This information is only relevant to the administration of the tests listed in Figure 1.

The Interim ELA tests have two segments:

1. Segment One is Reading, Listening, and Language
2. Segment Two is Writing
  - a. consists of a writing prompt
  - b. students respond in essay format
  - c. the response is worth 10 points

Schools and/or teachers will often want to give Segment Two at a different time than Segment One.

Schools and/or teachers will often want to provide a period of time for students to draft or prewrite their response to the writing prompt and then provide a different period of time for them to write the final draft of their response.

## Understanding Pause Rules

Test Administrators and students can pause a test in order to temporarily log the student out of the test session. Students cannot review or modify **answered** questions after their Interim test pauses for more than 2 hours, even if they marked questions for review. The only exceptions to this rule are if a student pauses the test before answering all of the questions on the current page or if you submit a Grace Period Extension administrative procedure in TIDE. This information is relevant to number 2 in How Student Stops When Finished with Segment One below.

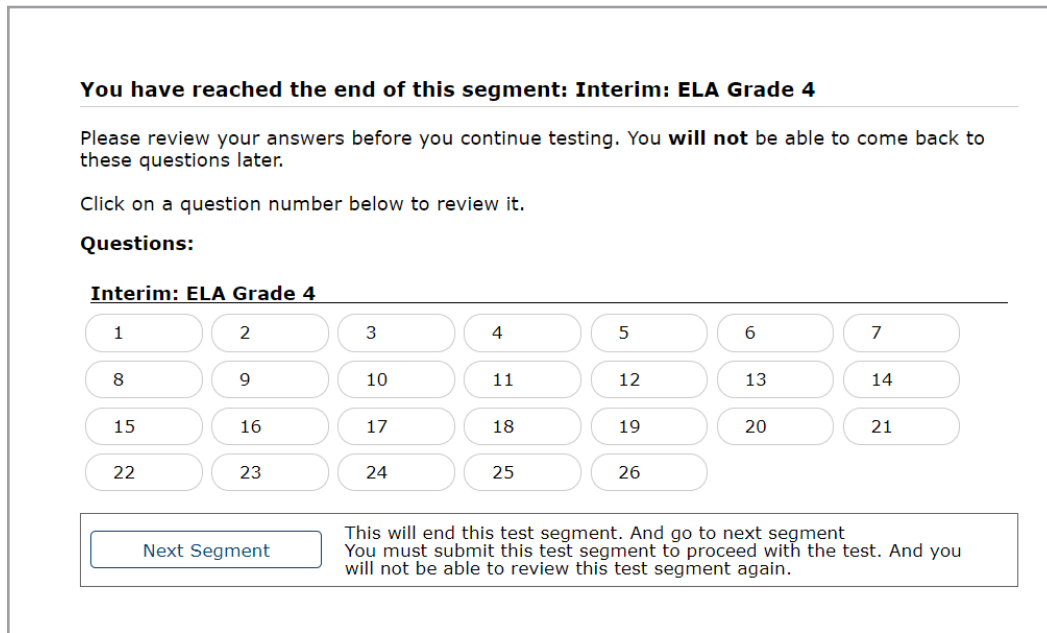
**Figure 1.**

Interim: ELA Grade 3  
Interim: ELA Grade 4  
Interim: ELA Grade 5  
Interim: ELA Grade 6  
Interim: ELA Grade 7  
Interim: ELA Grade 8  
Interim: ELA Grade 9  
Interim: ELA Grade 10  
Interim: ELA Grade 11

## How Student Stops When Finished with Segment One

When students have finished Segment One, they will be presented with a screen similar to Figure 2:

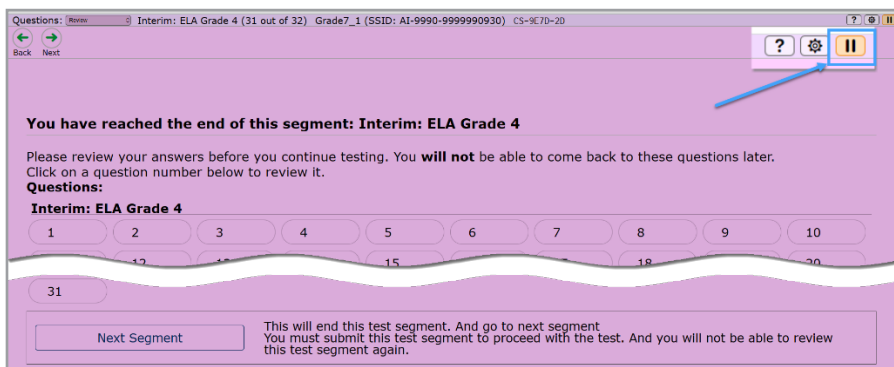
**Figure 2**



Notice the Next Segment button on the bottom of the screen shot and the information that is provided to the student.

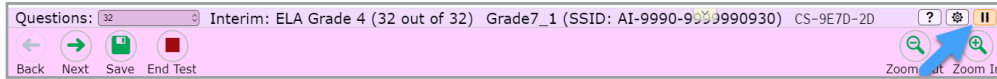
1. Test Administrators should instruct their students to **PAUSE** their tests at this time, using the pause button in the upper tool bar on their screen (see Figure 3).

**Figure 3**



2. If students do not PAUSE and select the Next Segment button to confirm that they want to continue on the confirmation pop-up, then once they are in the Writing Item, the Test Administrator can tell them to **PAUSE** their tests at that time (see Figure 4). If the student does not sign back in to the test within 2 hours, the Test Administrator will need to request a Grace Period Extension so the student can log back in.

**Figure 4**



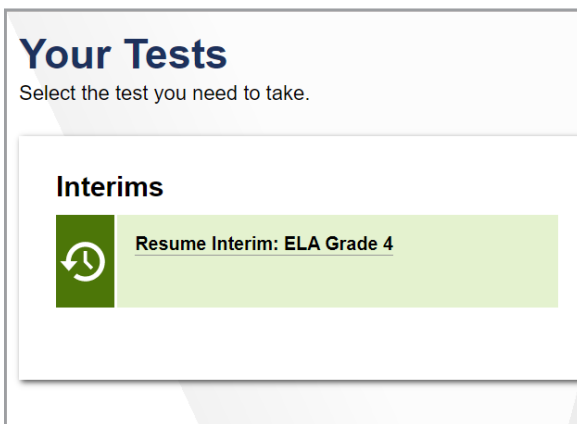
Students **SHOULD NOT** end and submit their test until they have completed the Writing Item or as instructed by the Test Administrator.

## How to Start Again, After Pausing to Do Segment Two

### Original Session or Assignment Is Still Open/Active

1. If the Session or Assignment that the student signed in to for the administration of Segment One of the Interim ELA test is still open/active, then the student can sign back in to that Session or Assignment through the secure browser or through use of the URL provided by the Test Administrator.
  - a. Students will select "Resume Interim ELA Grade X" test from the "Your Tests" screen as shown in Figure 5.

**Figure 5**



- b. Upon resumption, the student will be taken through the regular start-up screens and if this is part of a Session, the Test Administrator will need to approve the student's entry to the resumed test.
  - i. Once approved, the student may see Figure 2 and will need to click on the Next Segment button and then confirm by selecting Yes on the confirmation pop-up to continue.
  - ii. Once approved, the student will see the Writing Item and can begin working on the item immediately.

## Original Session or Assignment Is NOT Open/Active

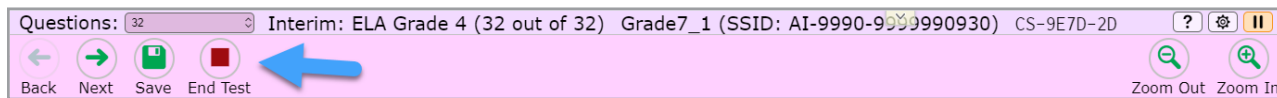
2. If the Session or Assignment that the student signed in to for the administration of Segment One of the Interim ELA test is no longer active, then the Test Administrator will need to start a new Session or Assignment and make sure to select the correct Interim ELA Grade X assessment for inclusion in the Session or Assignment. The student will sign in to that Session or Assignment through the secure browser or through use of the URL provided by the Test Administrator.

See 1.a and b. above for the student's next steps.

## How to Complete/End Segment Two

Once the student has completed the response to the writing prompt, he or she can use the End Test button at the top of the screen to proceed through the process of submitting the test (see Figure 6). Students must submit their test for a score to be provided.

**Figure 6**



## How to Request a Grace Period Extension

If a student needs to log in after performing the action represented in Figure 4 and more than 2 hours have passed, the teacher will need to request a Grace Period Extension (GPE), which will allow the student to continue to work on the writing item when resuming the test.

The teacher will make the request, and then a School Coordinator User or School Data Security Officer User will need to approve it before the student can resume the test.

Please see "Training\_Managing Users and Tests" slides 40-42 and slides 47-48 at this location: <https://clearsight.portal.cambiumast.com/resources/educators/training-ta/> for details on how to request and approve a GPE.