|  |  |
| --- | --- |
| **Tools** | **DESCRIPTION** |
| **Help [?] button** | The [**?**] button at the top left will open this Test Information and Help page. |
| **Zoom buttons** | Use the [**Zoom In**] button to make the text and images bigger. Use the [**Zoom Out**] button to make the text and images smaller. There are four zoom levels. |
| **Calculator button** | Click the [**Calculator**] button to open the calculator.  |
| **Questions drop-down list** | Click the box next to "Questions" to pick a test question or page to go back to. If you flagged a question for review, the word "marked" will appear next to the question number(s). For information about flagging questions, see "Flag (Mark for Review)" below. |
| **Save button** | This button lets you save technology-enhanced questions. This is an optional feature. If you do not click this button, your answers will still be saved. *Note: This button will not appear on pages that have only selected-response questions.* |
| **Pause button** | This button lets you pause the test. When you pause the test, you will be logged out. (All your answers will be saved.) |
| **Navigation buttons** | * Click the [**Back**] button to go back to the previous page.
* Click the [**Next**] button to go to the next page. You can only go to the next page after you answer all the questions on the page you are looking at.
 |
| **End Test button** | This button appears after you answer all test questions. Click this button to start to submit your test. |
| **Stimulus Expansion Tool** | Some pages have a passage or activity on the left side of the screen. You can make this section bigger so that it's easier to read. * To make the left section bigger, click the blue arrow icon [+ →]. The passage or activity will take up most of the screen.
* To make the left section smaller again, click the orange arrow icon [- ←].
 |
| **Flag (Mark for Review)** | Each question has a flag icon. If you want to remind yourself to come back to the question later, click the flag. (The flag will turn dark blue and show a check mark. The Questions box at the top of the page will say "marked" next to each question you flag.) |
| **Glossary** | Some words or phrases have a border around them. You can click these words to open the glossary.  |
| **Highlighter** | Use this tool to highlight a section of text in a passage or test question. The highlight color is yellow. You cannot highlight answer options. * On computers: Select text on the screen and then right-click with the mouse. A menu will open. Select [**Highlight**]. The selected text will become yellow.
* On tablets: Select text on the screen and then tap on the [**Menu**] button in the upper left corner. A menu will open. Select [**Highlight**]. The selected text will become yellow.

*Note: Text in images cannot be highlighted.*  |
| **Notepad** | Each question has a notepad that allows you to save a note or comment about the question. To open the notepad, click the thought bubble [....] button.  |
| **Strikethrough** | For selected-response questions, you can “cross out” an option. This may help you focus on what you think may be the right answer. * On computers: Right-click on one of the options and choose [**Strikethrough**].
* On tablets: Tap on an option and then tap on the [**Menu**] button in the upper left corner. A menu will open. Select [**Strikethrough**].
 |
| **Tutorial** | Each test question has a video tutorial. The tutorial explains how to answer that type of question. Click the round [ *i* ] button to open the video. The video will begin playing.  |

**Smarter Balanced Test: HELP sheet for students *\*this handout cannot be used during test***

**Smarter Balanced Test Rules *\*this handout cannot be used during test***

**Basic Test Rules**

* You cannot skip questions. (You can flag [mark] a question for review and return to it later.)
* You must answer all questions on a page before moving on to the next page. Some pages contain multiple questions. You may need to use the vertical scroll bar to view all questions on a page.
* You may review past questions and change your answer (see Pause Rules below).

**Pause Rules**

* Ask Test Administrator for permission to pause test. You will be presented with a warning message asking you to verify that you want to pause the test.
* **If your test is paused for less than 20 minutes,** you can review questions you already answered.
* **If your test is paused for more than 20 minutes,** you cannot review questions you already answered.
* When you resume the test, you will see the first page that has unanswered questions.
* If your test is idle for 20 minutes, the system will automatically pause the test and log you out.
* All answers are saved immediately; you do not lose them when test is paused.
* **For Performance Tasks:** you have no pause limit. You may pause the test for as long as you need to.

**Navigation Rules**

* You cannot move forward in the test until all questions on the current page have been answered.
* You can navigate to any available test page by clicking the [**Back**] or [**Next**] buttons or selecting a page from the "Questions" drop-down list at the top of the page.

