

Galileo Testing Handbook

[Virtual Testing Protocols](#)

Giving a benchmark on Galileo is very similar to GLA/EOC protocols.
These suggestions have been taken from the DESE testing manual.

Prior to Testing:

- Check each class calendar to see if the benchmark is scheduled. If not, please contact the appropriate subject-area curriculum coordinator.
- It may take students two days to complete the assessment.
- View the [Universal Tools and Accommodations](#) handout.
 - Students may use scratch paper and the appropriate reference sheet.
- You will need to [enable text-to-speech](#) for students.
 - [How to determine if a student needs text-to-speech](#)
 - Human readers are not allowed.

Suggestions for Scheduling the Assessment:

When setting the testing schedule, here are some points to remember:

- The GLA/EOC is separated into sessions. Teachers may decide to break the Galileo benchmark into similar timed sessions.
- It is suggested that departments work together to schedule assessments during the three-week window. For example, week one ELA, week two Math, week three Science.

Testing Day:

- Teachers may want to arrange student desks/seating arrangements to minimize distractions and protect the testing environment.
- Students log in to Galileo via Clever ([click path](#)).

Directions for Assessment:

- Say:** This assessment is to be completed individually without help from others. You are not allowed to talk or surf the Internet during this assessment. You may not use cell phones or other electronic devices during this testing session.
- Say:** We are about to begin the assessment. How you perform on this assessment will help plan future instruction. Work through each item on the assessment. Read each item carefully and follow the directions provided for each question and respond as directed. When you have completed an item, click on the green arrow at the top of the page to save your answer. Your response will be saved, and you will be taken to the next question. You will notice that near the green arrow at the top of the page, there is a box that will display your progress.
- Say:** This assessment offers tools that you may utilize while testing. If sound has been enabled, you will see a blue speaker icon that can be clicked to have text, questions, and options read. You will need to wear headphones or earbuds to prevent distracting others. At any point, you can Stop or Pause speech by clicking the square STOP button or the PAUSE button.
- Say:** While reading and responding to questions, you may take notes (Add a Note), strikethrough words, mark questions for review, and highlight. These tools are located in the

Item Menu (located on the right-hand side of the screen). You may also use scratch paper to take notes and work problems.

- ❑ **Say:** After you (students) have gone through the assessment, you will be brought to the “Review Your Answers” page. This page will display a list of the test items and will indicate which items have been answered, left unanswered, and which items have been flagged to be reviewed. You may click on any item in the “ Review Your Answers ” page to view, answer, or edit your answer to the question. Once you have answered all the questions, you will click on the EXIT test button. Once you have exited the test and logged out (by clicking the box next to your circled initials), you are locked out of the test.

Note to Teachers: Once students have finished an assessment, they no longer have access to that assessment. Teachers, however, can override this by [unlocking the assessment](#) and allowing students to revisit it. On a benchmark assessment, this should be avoided, except under an extreme circumstance, such as a student finishing in an unreasonably short timespan. In this case, a teacher should have an encouraging conversation with the student, unlock the test, and have the student revisit the test.

Tips (during/after assessment):

- ❑ While students are taking the assessment, teachers should monitor tests through the [“Test Monitoring”](#) page and at times, move around the room checking on student progress.
- ❑ If students are unable to finish the assessment, the assessment can be paused. The REVIEW button in the top right-hand corner will take the students to a Test Review Page. Students can then click the EXIT button to save their answers and return to their dashboard. To log out, students will click on the box next to circled initials.

Testing Day 2:

- ❑ Before students resume the assessment, remind them of the directions/tools.
- ❑ In order for students to re-enter an assessment, you will want to guide students through logging in and re-entering the assessment. When students re-enter the assessment, it will take them back to question 1.
- ❑ **Say:** In order to pick up where you left off yesterday, click the Review button and then click on the first unanswered question to resume testing.

Note: Results of the benchmark assessment will be available to teachers in real time. Students will not be able to review results until after the assessment window closes.

Virtual Testing Protocols:

- ❑ Galileo Benchmarks are administered during synchronous class instruction.
- ❑ Students should stay muted with video on while taking the benchmark.
- ❑ To minimize distractions, you may suggest for students to turn down the volume on their Chromebook if another student has a question during testing or arrange for another adult to be present while administering so you can answer student questions.
- ❑ While students are taking the assessment, teachers should monitor tests through the [“Test Monitoring”](#) page and also monitor the chat for student questions.