

*ELPA Screener Directions for Administration Script*

This script is intended to be used as a supplement to the *ELPA Screener Directions for Administration (DFA)* and should be read aloud to students who would benefit from hearing the ELPA Screener test directions read aloud in their native language. Test Administrators must read the complete ELPA Screener DFA prior to using this document to ensure they are familiar with all the ELPA Screener test administration procedures. Note that some of the directions in this translation are only applicable to specific grade levels. Please consult the ELPA Screener DFA and identify the directions you will need to read aloud prior to administering the ELPA Screener test.

**OPERATIONAL SCREENER DIRECTIONS—STUDENT: STEP ONE (PRACTICE ITEMS)**

Cell #	English	Japanese
1	Thank you for coming here today. Welcome! My name is _____ and I'll be working with you today.	今日は来てくれてありがとう。 私の名前は_____です。 今日のテストの担当をします。
2	Today we are going to take a test in English. It's ok if you don't know all the answers. First, we are going to log into the computer and then we will practice. You need headphones and a microphone for this test. I have those for you here.	今日は英語のテストをします。全部答えられなくても大丈夫です。まず最初にコンピューターで練習をします。このテストにはヘッドフォンとマイクを使います。ヘッドフォンとマイクはここにあります。
3	We are going to start the Practice part of this test. We will work together during this segment of the test. Please let me know if you have a question or need help. This is the only part of the test where I can talk to you about the test questions and show you how to access the help screens.	このテストの練習をします。このパートと一緒にやりましょう。質問があったり助けが必要な場合は知らせて下さい。テストのこのパートだけ、テストの質問やヘルプスクリーンの使い方について説明できます。
4	In a moment, once I start your test, I am going to show you some features of the test that you can use when you want.	テストが始まったら、使いたい時に使えるテストの機能を教えます。
5	Are you ready to start this part of the test?	テストを始めます。準備はいいですか。
6	Ok, let's get started. Here's our first practice question. It's a Listening question, so let's listen to the audio again. <b>(Replay audio).</b>	では、始めましょう。最初の練習問題です。リスニングの問題です。聞いて下さい。 <b>(Replay audio).</b>
7	These short videos can help you know what to do to answer a question. Click here if you want to see a video. <b>(Play the tutorial for the first practice test item.)</b> Click the "X" in the upper right of the video window to close it <b>(TA demonstrates when the tutorial is finished).</b>	この短いビデオを見ると質問に答えるためにどうすれば良いかわかります。ビデオを見たい時はここをクリックして下さい。 <b>(Play the tutorial for the first practice test item.)</b> 画面右上の"X"をクリックするとビデオのウィンドウを閉じることができます。 <b>(TA demonstrates when the tutorial is finished).</b>

Cell #	English	Japanese
8	<p>This is one way to mark a question that you aren't sure of. If you mark for review, like this <b>(demonstrate)</b>, the test question number will have a folded down corner <b>(indicate the folded corner to the student)</b>. Also, in the questions number list <b>(upper left of screen drop-down menu)</b>, you see the flag is on question number 1 because we just flagged it <b>(TA indicates the flag)</b>. Use this flag on any question you don't know and might want to come back to during the test.</p>	<p>よくわからない質問に対してどうすれば良いかを見せます。このように review にマークを入れると、<b>(demonstrate)</b>、その質問の番号の角に折り返しが付きます<b>(indicate the folded corner to the student)</b>。また、questions number list のところで<b>(upper left of screen drop-down menu)</b>、最初の質問に印がついていることがわかります。<b>(TA indicates the flag)</b>。わからない質問に対してはこの印を付けて、テストをしている間、後で戻ってくるすることができます。</p>
9	<p>Now let's answer the question. <b>(TA plays/replays the audio of the item)</b>. Let me demonstrate how to answer the question. <b>(TA will show and talk about the various clicking options but doesn't reveal the correct answer)</b>.</p>	<p>では質問に答えてみましょう。<b>(TA plays/replays the audio of the item)</b>。答え方を見て下さい。<b>(TA will show and talk about the various clicking options but doesn't reveal the correct answer)</b>。</p>
10	<p>Now you try. Use the mouse and click on the answer you think is right. <b>(TA gives control of the mouse to the student and helps as needed with the use of the mouse)</b>.</p>	<p>では、やってみて下さい。正しいと思う答えをマウスを使ってクリックして下さい。<b>(TA gives control of the mouse to the student and helps as needed with the use of the mouse)</b>。</p>
11	<p>Do you have any questions about how to answer the question? <b>(Pause for student response)</b>. Please let me know if you need help during this practice.</p>	<p>答え方について質問はありますか。<b>(Pause for student response)</b>。練習問題で助けが必要な時は教えて下さい。</p>
12	<p>Now let's change the answer, just to practice again. Choose a different answer. <b>(TA assists as needed)</b>.</p>	<p>今度は、答えを変える練習をしてみましょう。違う答えを選んで下さい。<b>(TA assists as needed)</b>。</p>
13	<p>Now we will move to the next question, by clicking the "Next" arrow. Each time we move to a new question, the audio will play. <b>(TA demonstrates)</b>.</p>	<p>次の質問に移るには、“Next”と書いてある矢印をクリックします。次の質問に行くたびに、音声がかかります。<b>(TA demonstrates)</b></p>
14	<p>I can help you with the mouse and the computer if you want. Is that okay? <b>(It's possible the student could refuse.)</b></p>	<p>マウスやコンピューターの操作で助けは必要ですか。大丈夫ですか。<b>(It's possible the student could refuse.)</b></p>

Cell #	English	Japanese
15	Ok, I will sit next to you here, and you will tell me what to click. You have to decide what the answer is – then either tell me or point to the screen like this <b>(demonstrate pointing to the screen to the options available and then click that option)</b> . I can't choose any answers for you, but I can mark them for review if you want me to.	では、隣に座るのでどれをクリックするか言ってください。答えを選んで、私にその答えを言うか、このようにスクリーン上で答えを指差してください。 <b>(demonstrate pointing to the screen to the options available and then click that option)</b> . 私が答えを選ぶことはできませんが、後で戻ってくる質問としてマークするのに助けが必要であればできます。
16	Ok, we need to move to the next question. What answer do you choose for this question?	次の質問に移ります。この質問には、どの答えを選びますか。
17	Would you like me to mark this for review? I can do that, or I can skip this question.	この質問には後で戻ってきますか。または、この質問をとばすこともできます。
18	We have finished all the practice items on this test. Let me show you the easy way to review your answers in this segment. <b>(TA clicks on the drop-down item list)</b> . Click here on any test question you want to review. I'm going to pretend that we want to review question 2.	これでこのテストの練習問題は終わりです。答えを確認する方法をお見せします。 <b>(TA clicks on the drop-down item list)</b> . ここをクリックすると後で確認をすると印を付けた質問を見ることができます。質問2を確認したい場合を見せます。
19	When you finish reviewing, you don't have to click forward one by one – instead just use the drop-down menu in the top left for easy movement. Let's click on question 4 now.	確認の終わった問題の後、一つずつクリックして進む必要はありません。代わりに、左上のドロップダウンメニューから簡単に移動できます。質問4をクリックしてみましょう。
20	If you are finished reviewing, click on the very last item in the list. That will take you to the final test item.	確認が終わったら、リストの一番最後をクリックしてください。テストの最後の問題に移動できます。
21	Ok, please do your review. Let me know when you are finished.	では、自分で確認をしてみてください。終わったら教えて下さい。
22	In a few minutes, we will move to the items where you must answer on your own, and I won't be able to help you with the test items. After this, I can only help with the technology. Do you have any questions before we move on? <b>(Pause for questions, clarifications)</b> .	間もなくテストを始めます。テストが始まると自分で答えなければいけません。私はテクノロジーのお手伝いはできますが、問題について助けることはできません。テストを始める前に質問はありますか。 <b>(Pause for questions, clarifications)</b> .
23	Thank you. Give me a moment to answer this question.	ありがとう。この質問に答えるので少し待ってください。

**OPERATIONAL SCREENER DIRECTIONS—STUDENT: STEP TWO**

Cell #	English	Japanese
1	Now we are going to start the test. First, you will answer four Speaking questions, and you will create recordings just like we did a few minutes ago on the Speaking practice items.	テストを始めます。まずスピーキングの質問4つに答えます。少し前にスピーキングの練習問題で練習したように、録音をします。
2	In this set, you will make a total of four recordings.	ここでは全部で4回録音します。
3	When you are ready to record, you can click on the microphone button or let me know to help you with the buttons. <b>(Pause while the student prepares).</b>	録音する準備ができれば、マイクのボタンを押して録音して下さい。またはボタンを押す助けが必要であれば教えて下さい。 <b>(Pause while the student prepares).</b>
4	Now you can review your recordings. Click the “Back” arrow button to go back and review the four recordings you made if you want to review them. <b>(If the TA is helping the student with the technology, the TA may click the back arrow as indicated by the student).</b>	自分の録音を聞いて確認できます。“Back”の矢印をクリックすると4つの録音した音声聞くことができます。 <b>(If the TA is helping the student with the technology, the TA may click the back arrow as indicated by the student).</b>
5	Click the “Next” arrow to review each one. Once you are finished, your recordings are final. Ready? <b>(Pause while student reviews, if the student wants to review [a review is not required]).</b>	“Next” をクリックするとそれぞれの録音を確認できます。確認し終わると、録音を変えることはできません。準備はいいですか。 <b>(Pause while student reviews, if the student wants to review [a review is not required]).</b>
6	Now we will start the test again. You will answer questions for Listening, Reading, and Writing during this part of the test. We will continue through the test until we see the review screen for this section of the test. Do you have any questions before you get started? <b>(Pause for student questions).</b>	では、またテストを始めます。このパートでは、リスニング、リーディング、ライティングの質問に答えます。答えを確認するスクリーンになるまでテストが続きます。始める前に質問はありますか。 <b>(Pause for student questions).</b>
7	I will be here if you need assistance with the technology during this part of the test. Please raise your hand if you need help.	このパートのテストでテクノロジーの助けが必要な時は手を挙げて知らせて下さい。
8	Ok, let’s get started on this part of the test. Let’s click the “Next” arrow to see the first question in this section.	では、テストを始めます。“Next”の矢印をクリックして最初の質問を見てみましょう。
9	You are at the end of this Step. Once we move forward, you can’t come back. Would you like to review your answers?	もうすぐこのステップの最後です。ここから先に進むと、後に戻ることはできません。自分の答えを見直しますか。

**OPERATIONAL SCREENER DIRECTIONS—STUDENT: STEP THREE**

Cell #	English	Japanese
1	In this section of the test, you will see test questions in Speaking, Writing, Listening and Reading. If you need help during this part of the test please let me know.	このセクションでは、スピーキング、ライティング、リスニング、リーディングの質問に答えます。助けが必要な時は教えてください。
2	You are at the end of this Step, which is also the end of the test. Once we submit the test, you can't change any answers. Would you like to review your answers?	ステップの最後に来ました。テストはこれでおしまいです。答えを送信すると答えを変えることはできません。自分の答えを見直しますか。