TEST ADMINISTRATION MANUAL
FOR THE
SOUTH CAROLINA ARTS ASSESSMENT PROGRAM
2007

THEATRE FIELD TEST

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Office of Program Evaluation, College of Education
University of South Carolina
Columbia, SC 29208
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Test Administration Manual
South Carolina Arts Assessment Program (SCAAP):
Theatre Field Test

SCAAP 2007: OVERVIEW

Established in 2000, the South Carolina Arts Assessment Program (SCAAP) is a collaborative effort among the South Carolina State Department of Education (SDE), the University of South Carolina (USC), and South Carolina arts educators. The objective of the South Carolina Arts Assessment Program (SCAAP) is to develop four separate arts assessment aligned South Carolina Visual and Performing Arts Curriculum Standards 2003 that allow educators and school districts to authentically assess their students’ arts achievement. Each test includes multiple-choice items and performance tasks that were developed by arts educators across the state. The theatre multiple choice section has been previously field tested in 2005. The 2007 field test will include both the multiple choice and performance task sections.

The purpose of the theatre field test is to investigate the quality of the multiple-choice and performance task items. The items were created based on the theatre standards for grades 3-5 and 6-8 to assess entry-level students’ theatre achievement.

Participants: Students must have at least one semester, but not more than one year of beginning theatre. All students meeting this requirement will participate in the multiple choice section. No more than 50 students are required to participate in the performance task section.

Time Frame: The South Carolina Theatre Field Test should be administered between March 15, 2007 and April 15, 2007. All testing material should be

Return of Materials: All testing materials should be returned to the following address no later than May 1, 2007.

Attn: Dr. Ching Ching Yap
South Carolina Arts Assessment Program
Office of Program Evaluation, College of Education,
University of South Carolina,
025 Wardlaw Building
Columbia, SC 29208

Contact: If you have any questions, please contact Dr. Ching Ching Yap, Ms. Tara Pearsall, or Ms. Kate Halladay at (803) 777-3459 or scaap@gwm.sc.edu
Designing Testing Schedule

The SCAAP assessments must be administered between March 15 and April 15. Each school is responsible for designing a testing schedule that accommodates administration of both the multiple-choice and performance tasks. When designing the testing schedule for the multiple-choice section, test administrators should coordinate with their media/technology specialists to determine computer lab availability and the number of students who can be tested at one time.

Theatre Field Test: The theatre field test will be administered to students that have completed at least one semester of theatre, but no more than one year of theatre. The test contains two sections: a multiple-choice section and a performance task section. The multiple-choice section includes 45 items and should be administered to all of the students that meet the requirements. The performance tasks section should be administered to 50 students. If you have less than 50 students, all of them should be tested. If you have more than 50 students, test only 50. Performance tasks are administered to one student at a time.

Estimated Time Required for Administration

The following table shows the approximate time required to administer the multiple-choice test forms and the performance tasks. The estimated time for administering the multiple-choice test forms was reported by the SCAAP 2005 field test. This time is for student completion of the tests and does not necessarily reflect additional time needed for getting students logged into the website, etc. Because the performance tasks have never been administered before, the actual time required may be different from the estimated time.

<table>
<thead>
<tr>
<th>Theatre</th>
<th>Number of Items</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple-choice Test Form</td>
<td>45</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Performance tasks</td>
<td>2</td>
<td>10 minutes per student per task</td>
</tr>
</tbody>
</table>
ADMINISTRATION PROTOCOL

Test Security
All of the SC Arts Assessment Program tests, including field tests, are secure and should be treated the same manner as other secure tests.

- Test administrators are responsible for monitoring students during the test to insure that students are working independently.
- You may not print or otherwise copy test items from the website.
- You may not copy or retain original copies of the theatre performance tasks.

Any breach of proper testing protocol will be reported to the appropriate authority.

Accommodating Special Needs Students
The web-based SCAAP assessment presents test items to students one at a time; therefore, students who are normally tested by having items presented one at a time will not require any further accommodation. If a student has an IEP requiring that tests be read to him or her, then the school is responsible for complying with that accommodation at the principal’s and teacher’s discretion. At this stage of SCAAP testing, no assistance in special accommodations is available.

Assessment Environment Safety
When administering the performance tasks, test administrators should ensure the physical well-being of the students. These include the cleanliness of the performance floor area. Test administrator should ensure that the performance area is free of debris to prevent accidents.
NECESSARY EQUIPMENT FOR TEST ADMINISTRATION

Computer System Requirements

Your computers should be running Internet Explorer 6.0 or higher. If you have Internet Explorer but do not know which version you are running, you can find out by following these steps:

1. Open Internet Explorer;
2. Click on “Help” – it is on the same line as “File” and “Edit;”
3. Select “About Internet Explorer;”
4. A small window should pop up with the information you need.

If Internet Explorer or a more current version is needed, download it for free by going to: http://www.microsoft.com/downloads/details.aspx?FamilyID=1e1550cb-5e5d-48f5-b02b-20b602228de6&DisplayLang=en and following these steps or consult the school’s media specialist for assistance in the downloading the browser.

1. Find “Download” in the middle of the page.
2. Select the “Estimated Download Time” suitable for the Internet access connection.
3. Make sure the language selected is “English” and click “Download.”
4. Click “Run” on the dialogue box that appears to begin downloading. Click “Run” again when the next dialogue box appears.
5. Follow the directions on the installation window and click “Finish” to complete the installation.

Headphones

You must have one set of headphones for each student who is testing. For additional headphones, contact the SCAAP office for assistance at scaap@gwm.sc.edu. Each school will be able to request up to 20 headphones, however late requests after February 15th may not be processed.

CD Player

Test administrators must have two CD players to administer the theatre performance tasks. For performance task 1, one external CD is needed and for performance task 2, two external CD are needed.
SCAAP WEBSITE FUNCTIONS FOR THE TEST ADMINISTRATORS

Registering Test Administrators

Test administrators must be registered as a test administrator to access the SCAAP website functions. Following are the steps required to create a test administrator account.

1. Go to: http://scaap.ed.sc.edu
2. Under “User Options,” select “User Registration.”
3. On the page that comes up next, complete the registration form. The registration code is ______.

The official registration for the test administrators will be completed at the “Test Administrators Training Sessions.” The registration code provided during the training sessions will be changed as soon as the session is completed. To register additional test administrators, contact the SCAAP office.

Registering Students

Mass Registration

SCAAP administrators will assist in registering all students in each school taking the theatre tests. To enable the mass registration, each school taking the tests is responsible for sending the SCAAP administrators a current list of all students taking the assessment from the SASI system. In order to generate the list, you will need the help of your school’s data management/technology specialist. Following are the instructions to create the SASI list.

1. Open the SASI system and run query by double clicking on the “Query” button.
2. A query window, like the one on the right, will pop up. Type into the top box “ASTU AMST.” Be sure there is a space between the entries.

3. The menus will open in the columns below. Include the following six items in your query: **School Number, Permanent Number, Last Name, First Name, Gender, and Ethnic Code**. Double click on those to include them in your query.

4. Check that all necessary items are included in the query by checking the white box at the top of the query window.

5. To create a list with only the students from your classes, click on “IF” under conditions on the right. Then under the AMST menu choose Section ID.

6. Then you will have to enter the section code for your class. This will vary with each school. This will have to be put in quotations.

7. To finalize the list click “Do” on the bottom of the query box.
8. To export the list, go to the “Data” drop down box on the tool bar at the top of the page. Click on “EXPORT.”

9. After clicking “Export” a window will open asking about the Output Format. Click “Ok.”

10. After clicking on “Ok” a dialogue box will open asking where on the computer to export the list. Choose the “Desktop” Icon as shown in the picture.

11. Be sure to name your file according to the following naming convention: “SCAAP07_YourSchool’sName” (e.g. “SCAAP07_OurTownSchool”).

12. Click “Save” to finalize the exported list. Then a “Successful Export” window will open.

13. Once the file has been exported to your desktop, please send it as an attachment by email to the following address: scaap@gwm.sc.edu no later than February 28, 2007.
Prior to test administration, each test administrator should verify that each student scheduled to take the theatre test appears on the school’s list of students on the SCAAP website. If discrepancies exist, contact the SCAAP office to make the appropriate changes or follow the instructions below to manually register individual students.

Individual Registration
Following are the instructions for registering individual students.

1. Go to: http://scaap.ed.sc.edu

2. Under “User Options,” select “Administrator Login.”

3. On the page that comes up next, enter your SCAAP test administrator’s username and password and click the “Log-in” button.

4. Under “Student Options,” click on “Register a Student.”

5. Complete the registration form using each student’s last name as the Username and the last four digits of his/her SASI ID number as the password. Be sure to click “Submit Form” to complete the registration process. That student should now be able to login using his/her Username and password for participating in the assessments. Continue until every student has been registered.

View Student Results
The link “View Student Results” will allow test administrators to (a) view the list of students the test administrators have registered, (b) manage student completion of test forms, and (c) delete student test results.

Registered Students List
Click on “View Student Results” and the list of registered students will appear as illustrated.
Manage Student Test Forms

1. Click the drop down menu and a list of for your students will appear.

2. Select a test from using the drop down menu (e.g., 2005 Dance Form 1). The page will be refreshed and the list of students will appear again with links for uploading performance tasks.

**NOTE:** At this point in the assessment development, these tasks will be uploaded by SCAAP personnel from the tapes that will be returned to the SCAAP office.

3. To delete a student’s results, click on the “trash can” icon in the same row as a student’s name. Delete a student’s multiple-choice test results ONLY when necessary.

Edit/Delete a Student

1. Click on the “Edit/Delete a Student” to edit student information.

2. A list of student names will appear. That list also includes their homeroom teacher’s name, username, and password.

3. Click on the “pencil” icon to edit the student information, or the “trash can” icon to delete that student from the student list.
ADMINISTERING THE MULTIPLE-CHOICE ASSESSMENT

Preparations

Before assembling a group of students to test, go through the following checklist to be sure that everything is ready.

☐ All timelines and checklists in the Test Administrators Manual have been completed.

☐ All computers have Internet access and are running Internet Explorer 6.0 or higher.

☐ The SCAAP web page (http://scaap.ed.sc.edu/StudentLogin.asp) has been opened on all of the computers.

☐ Each computer has a set of headphones that are plugged in and ready for student use.

☐ Students have been seated to ensure that they will work independently.

☐ All students scheduled to take the multiple-choice section have been registered on the SCAAP website.

☐ The test administrator has, on hand, the list of students’ usernames and passwords provided by the SCAAP personnel.

☐ The test administrator has the 4-digit test code necessary to login and begin both the practice test and the field test.

☐ The test administrator has read the test-day script and is prepared to administer the multiple-choice section.

Administration

The script on the following pages will lead you and your students through the testing process for the multiple-choice test. The text that the test administrator is supposed to read is marked “READ ALOUD:” and is typed in boldface print. Notes to the test administrator that are not to be read aloud are printed in regular typeface. The word PAUSE indicates a point where the test administrator may need to pause.
Theatre Assessment – Student Directions

Test Administrator’s Script: Read these test directions to your student exactly as written.

READ ALOUD: Our school is participating in the South Carolina Arts Assessment Program that will show how much our students have learned in theatre. Today, you will take a multiple-choice theatre test. You will answer 45 questions about theatre, like script writing and directing. This test will be taken completely on the computer.

DO NOT READ ALOUD: Move around the room to make sure all students are still on the correct page: http://scaap.ed.sc.edu/StudentLogin.asp

READ ALOUD: To begin, type your last name into the field that says “User Name.” … Now type in the 4 numbers that I gave you into the field that says “Password.”

DO NOT READ ALOUD: Move around the room to make sure all students have typed in the correct password. After making sure that everyone is ready to proceed, continue reading the directions.

READ ALOUD: We will first start by taking a short practice test. The test code for the practice test is 999. Enter 999 in the test code field and click on “Login.”

DO NOT READ ALOUD: Confirm that all students have logged in to the Theatre Practice Test (test code: 999). They should have a screen that looks like the one at the right. Make sure each student has logged in correctly by checking that the student’s name shows up on the screen.

READ ALOUD: Now let’s take the practice test. Click on the button that says, “Take the Test.” You read the question silently as I read it aloud.
DO NOT READ ALOUD: Be sure to circulate around the room and make sure everyone is in the right place.

READ ALOUD: The correct answer is “blocking,” so we are going to click on letter B and then click on “Submit Question 1.” PAUSE Now let’s look at question 2. You read the question silently as I read it aloud.

DO NOT READ ALOUD: Continue to monitor to make sure students are keeping up.

READ ALOUD: The correct answer is “playing a part similar to oneself,” so we are going to click on letter A and then click on “Submit Question 2.” PAUSE Now let’s look at question 3. You read the question silently as I read it aloud.
Continue to monitor to make sure students are keeping up.

The correct answer is “up right,” so we are going to click on letter C and then click on “Submit Question 3.” PAUSE

You should now have a screen that says, “Congratulations, you finished the test!” If you want to go back and check over or change any of our answers, you could click on the number of the question in the gray box. If you had skipped over a question while taking the test, the number of that question will be in red. You may go back and answer that question. When you are satisfied with your answers, click on the button that says, “Turn in My Test.”

Circulate around the room to make sure everyone has completed the practice test. Get everyone settled down to start the real test.
READ ALOUD: Now that we’ve taken the practice test, we’re ready to take the real one. The real test works just like the practice test, except that there are 45 questions. You must do your own work. You cannot talk to me or to other students about the questions on the real test. Please try to answer all questions. You may not know the answer to every question. If you are not sure of an answer, choose the one that you think is best. Do not spend too much time on one question. Also, do not help anyone or show anyone your answers.

We are going to log in to take this test the same way we logged in to take the practice test.

Start by finding the green box that says “user options.” Click on this box and select “Student Login.” PAUSE

Type your last name into the field that says “User Name.” PAUSE
Now type in the password I gave you in the field that says “Password.” PAUSE

DO NOT READ ALOUD: Move around the room to make sure all students have typed the correct password. After making sure that everyone is ready to proceed, continue reading the directions. You may want to give directions about what you want them to do when they finish the test.

READ ALOUD: The test code for the theatre test is ____. Enter ____ in the test code field and click on “Login.” You may begin the test.

The test codes will be given to test administrators March 15, 2007.

DO NOT READ ALOUD: Move around the room to make sure students have started the test. Continue to monitor student behavior throughout the test.
ADMINISTERING THE PERFORMANCE TASKS

The theatre performance task portion of the SCAAP is to be administered to one student at a time. Each student will complete both theatre performance tasks; however, they do not have to be completed on the same day.

PERFORMANCE TASK 1

For Theatre Performance Task 1, sound recording of student performance is required. Following are detailed descriptions of procedures that are necessary for the administration of this task.

Assessment Room Arrangements

For efficient administration of the Theatre Performance Task 1, having two separate rooms, each with adult supervision, is recommended. The first room is to accommodate the students who will be waiting for their turn. The second room is the performance room, equipped with a CD player for the Performance Task Direction CD and computer for the test administrator to record the student performances.

Equipment & Materials

Before administering the performance tasks, make sure each of the following items is on hand.

- List of students’ usernames and passwords provided by the SCAAP personnel
- Computer with sound recorder panel open
- An external CD player
- Performance Task 1 Student Directions CD
- Test Administrator Theatre Performance Tasks Booklet & Inserts
- Recording headset plugged into the computer
- Timer
Preparations

Before administering the performance tasks, make sure each of the following steps has been completed.

☐ Select 50 students to take both performance task 1 and performance task 2. If your school has fewer than 50 eligible students, administer the performance tasks to all students.

☐ Schedule a time for each student to complete the performance tasks individually. Each task should take no more than five minutes to administer to each student.

☐ Read all directions for recording student performances and practice recording sound on the computer you will use for testing.

☐ Practice the test administration procedure to ensure efficient testing sessions for each student.

Computer System Requirements

Be sure to test the Sound Recorder control panel and all equipment before attempting to record student performances. If necessary, refer to the following instructions for saving sound files.

General Instructions for Recording Sound

The student’s theatre performance tasks will need to be recorded as sound files on the computer. Practice this beforehand using the microphone headset to be sure that there are no problems. Before recording student performances, create a new folder to save student sound files.

Opening the Sound Recorder

1. Click “Start” button on the bottom left-hand corner of the screen.
2. Click “All Programs” above the start button.
3. Click “Accessories” in the menu to the right.
4. Click “Entertainment” in the next menu.
5. Finally, click “Sound Recorder”. The sound recorder to the right will appear on the screen.
Checking Audio Properties
Check that the computer’s audio property settings are correct before attempting to practice the using the sound recorder.

1. Click on “Edit” and select “Audio Properties.” This brings up a large control panel (not pictured here).

2. Check that the computer is set to record sound from the microphone. To do this, click on “Volume” button under “Sound Recording” in the audio properties window. The “Recording Control” window will then pop-up.

3. Make sure that the “Select” box is checked under “Microphone.”

4. After checking the microphone settings, close both the “Recording Control” and “Audio Properties” windows to begin recording.

Recording Sound
1. Plug the headphones into the computer. Match the headphone plug that has a microphone symbol on it to the slot on the computer with the same symbol.

2. Open the sound recorder, if it is not already open, and click on “File” and then “New.”
3. Put the headset on. Click the red button, circled in the picture to the right, and say something into the microphone on the headset.

4. Click on the button with the rectangle to stop recording.

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**Saving Sound Files**

1. Under “File,” click on “Save As.”

2. Select the folder recently created and save that student’s sound file using the File Naming Convention shown on the following page.

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**IMPORTANT:** To avoid recording over student’s performance or recording multiple performances on one file, remember to create a **NEW** file for each student performance.

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**Avoiding Feedback during Recording**

If feedback is heard during recording, try making the following adjustment.

1. Repeat step 1 under **Open the Sound Recorder** to bring up the control panel shown on the right.

2. Click on “Volume” under “Sound Playback”. This will bring up the “Volume Control” window.
3. Click on “Mute all.” Then close the Volume Control and the Audio Properties control panels. Return to the Volume control panel later to undo the “mute all,” otherwise sound will not be able to be heard on the computer.

File Naming Convention

Student’s performance task files must be saved according to the File Naming Convention to avoid duplication of files in the system. Be sure to take note of the \textbf{M} that should be at the beginning of every saved file for the Theatre Performance Task 1.

The example below is based on a student with the last name \textbf{Brown} and 4-digit password \textbf{1234}.

<table>
<thead>
<tr>
<th>Theatre Performance Task 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Rule: \textbf{M&lt;LastName&gt;&lt;Password&gt;}</td>
</tr>
<tr>
<td>Example: \textbf{MBrown1234}</td>
</tr>
</tbody>
</table>
Instructions for Flash Drive

A labeled Flash Drive is provided for each school to save student sound files. Student performances for Performance Task 1 will be saved on the drive and returned to the OPE office. Be sure that the file naming convention was used in saving the student performances and that the information on the label of the flash drive is correct.

Transfer Saved Sound Files to the Flash Drive

All saved files in the folder should be transferred to the provided flash drive and returned to the Office of Program Evaluation for subsequent uploading to the SCAAP website. To transfer files,

1. Plug the provided flash drive into the USB port on the computer. The location of USB port varies depending on the computer model.
2. When plugging in the flash drive for the first time, the computer will automatically take the test administrator through steps to install the appropriate software for the flash drive. This process may take a few minutes.
3. The computer will assign a drive name to your flash drive such as (G:).
4. Similar to a floppy disk, the folder with all of the student sound files can be dragged and dropped into the flash drive.

Remove Flash Drive

Prior to removing the flash drive from the computer, the drive has to be stopped. To stop the flash drive,

1. Click on the icon on the right hand side of the computer tray. A window with “Stop USB Mass Storage Device - Drive (G:)” will appear. Highlight the phrase and click on it.
2. Remove the flash drive when the following pop up message appears.
3. If the pop up message indicates that the flash drive cannot be removed, restart the computer and try again.

NOTE: If the flash drive is removed without being stopped, there is a chance that data may be lost from the flash drive.

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PERFORMANCE TASK 2

Assessment Room Arrangements

For efficient administration of the Theatre Performance Task 2: Pantomime, having three separate rooms, each with adult supervision, is recommended. The first room is to accommodate all of the students who will be waiting for their turn to test. The second room is the rehearsal room equipped with a CD player for individual students to listen to the Performance Task Directions CD and prepare for his/her performance. The third room is the performance room where the test administrator video-tapes the student performances. A second CD player will also be used in the performance room to prompt the student to begin performing. Adults in the other two rooms do not have to be trained test administrators, but should be aware of the test sensitive environment. Modification to the assessment room arrangements should be discussed with the Office of Program Evaluation personnel via e-mail: scaap@gwm.sc.edu or phone: 803-777-3459.

Equipment & Materials

Before administering the performance tasks, make sure each of the following items is on hand.

- List of student’s Last Names and last four digits of their SASI numbers (passwords)
- A MiniDV for Performance Task 2: Pantomime
- A Performance Task 2 Directions CD
- A Performance CD
- 2 Timers
- 2 CD players
- A Video Camera & Tripod
- Quiet room for performing
- Student Clothing: form-fitting tops and pants that are not white
- Performance Task 2: Choreography Student Directions Sheet
- Performance Task 2 Video Log

Preparations

Before administering the performance tasks, make sure each of the following steps has been completed.

- Ensure that the same 50 students who completed performance task 1 will complete performance task 2.
- Schedule a time for each student to complete the performance tasks individually. A computer is not needed for task 2.
- Read all directions for recording student performances and practice recording with the video camera.
- Practice the test administration procedure to ensure efficient testing sessions for each student.
INSTRUCTIONS FOR RECORDING PERFORMANCE TASKS

Recording Conditions

Performance Area
The student will be given a 4 ft x 5 ft area in which to perform their tasks. Mark this area on the floor so that student will remain within the frame of the camera. Make sure that this area is well lit and that the provided backdrop is appropriately hung.

Tape Labeling & Video Log
Each provided tape should be labeled with the School’s Name, Test Administrator’s Name, and Theatre Performance Task 2. Please check the labeling and make appropriate corrections if needed.

When video taping student performance tasks a Video Log should be completed and will accompany the tape when it is returned. The Video Log will include the student’s username and 4-digit password in the order in which they perform on the video tape.

Timer
There will be 2 timers provided. One will be used to time the student performance. The other timer is for the student to rehearse with during their preparation time. Before each student arrives be sure that their timer is pre-set for 1 minute.

Camera Functions

NOTE: It is highly recommended that you practice with the camera well before administering the performance task assessments. These are condensed instructions. If you have further questions please refer to the Canon Instruction Manual that was packaged with the camera.

Charging the Battery
When the camera arrives, the battery will not be charged. Plug the power cord and adapter into the DC IN terminal, which can be found above the power switch. The charge button will flash red. It is recommended that the battery be charged for 24 hours before using the camera. When the battery is fully charged, the charge light will steadily glow. The camera will lose battery even when not in use.

Camera Power
The power switch has two settings: Camera and Play. Press the green button in to turn the switch to either Camera or Play. The Camera option should be used to record performance tasks. The Play option may be used to review what has been recorded.

Camera Instructions
The battery must be fully charged before attempting to use the camera. Load the tape cassette into the camera. Turn the power switch to Camera and press the START/STOP button to begin and end recording. If you make a mistake while taping, rewind the tape back to the beginning of the last performance and re-record the student. Please remember to practice re-recording before administering the assessment to the students.
**LCD Screen**
It is recommended that the LCD screen only be used when you must Playback and Re-record. Do not have the LCD screen open during performances; should the tripod fall, the LCD screen will easily break and the camera with no longer function. Additionally, the LCD screen uses the battery storage very quickly, and the camera may run out of battery before completing all student performances.

**Loading/Unloading Tape**
Slide the OPEN/EJECT button, found on the top of the camera, to open the compartment cover. When the compartment cover is fully opened, the tape compartment will automatically rise and open. Insert the tape with the label side up. Close the tape compartment and it will automatically drop back into the camera. Then close the compartment cover.

**Instructions for Video-Recording**

**Camera & Tripod Set-up**
The video camera and tripod will be provided to you. Set the camera on the tripod approximately **15 feet** back from the performance area (See the Performance Area Layout Diagram). Do not engage the zoom function of the camera so that the viewfinder frame will display the full performance area of the student. Also, no close ups of student performances and editing of the video clips is permitted. The tripod is packaged with a camera connection seat. Fasten the connection seat tightly onto the camera by opening the latch, sliding the connection seat in, and closing the latch.

**MiniDV Tapes Settings**
Prior to recording, the camera should be set to Long Play (LP) mode. Press the “Menu” button found on the camera body in front of the LCD screen. Select “VCR setup” within the menu option and then select “REC MODE.” Set this to “LP” and close the menu. The LP mode extends the tape usage from 60 minutes to 90 minutes.

**Recording Performances**
To record performances make sure the power switch is set on Camera, and the photo dial (found on the top of the camera next to the viewfinder) is set to tape. Recordings may be viewed either through the viewfinder or the LCD panel on the left side of the camera. To begin recording press the START/STOP button (the oval button beside the power switch). To end recording press the START/STOP button again. **Remove the lens cap before recording.**

**Playback and Re-recording**
To playback the tape, set the power switch to PLAY and open the LCD panel. When the LCD panel is open you will see the buttons for the following steps on the inside, on the camera body. Press the Rewind button (double arrow) to rewind the tape. Press the Play/Pause button to begin playback. Press the Stop button (square) to stop playback.

If a mistake is made while recording student performance, you will need to stop the recording, rewind the tape till the point where that particular student performance should begin and re-record the student performance. **Be careful not to rewind too far back and record over other performances.** The technique of re-recording should be practiced prior to the administration of the performance tasks.
Performance Area Layout Diagram: Theatre

Neutral Backdrop (15ft x 8ft): Hung behind the entire Performance Area

Performance Area
4 x 5 feet
This area should be marked on the floor with tape so that students know to stay within the camera view.

Distance between edge of Performance Area and Tripod & Camera equals 15 feet

Tripod & Camera

CD Player
INSTRUCTIONS FOR RETURNING PERFORMANCE TASK MATERIALS

Test Administrators are provided with a labeled Business Return Envelope to return all testing materials including the performance tasks booklet to the Office of Program Evaluation. Following is the list of testing materials that need to be returned in the provided envelope.

- **Flash Drive:** The flash drive is labeled for your convenience. Change labeling errors when necessary.
- **1 Mini DV tape:** The Mini DV tape is labeled for your convenience. Change labeling errors when necessary.
- **2 Digital Timers**
- **Theatre Performance Task 2 Video Log**
- **Performance Area Materials:** The neutral backdrop should be returned.
- **Performance Tasks Booklet:** You must include this booklet with the accompanying CDs, and all photocopies that you made from this booklet.
TIMELINE & CHECKLISTS

Complete this Checklist by March 9

☐ Identify computers that will be used for testing
  ✓ Determine how many can be used at once. Keep in mind that students must be seated so that they cannot see each other’s computer screens.

☐ Check for the Internet Explorer 6.0 on the computers identified for testing
  ✓ All computers identified for testing must have Internet Explorer 6.0 or higher. If not, use the instructions are included in this manual to download the program.

☐ Take the Practice Test
  ✓ Login to the SCAAP website and take the practice test on computers that will be used for testing to make sure that everything is working correctly, especially the sound files. Instructions to take the Practice Tests are provided in this manual.

☐ Check Headphones
  ✓ Be sure to check that headphones are operational and that there are enough headphones for as many students as you will be testing at one time.

☐ Count Headphones
  ✓ SCAAP will provide each school with a maximum of 20 headphones. Contact the SCAAP office at scaap@gwm.sc.edu or (803) 777-3459 to obtain headphones.

☐ Check Headset
  ✓ SCAAP will provide one headset to each school. Make sure the headset works prior to administering the performance tasks. If you need a headset, contact the SCAAP office at scaap@gwm.sc.edu or (803) 777-3459.

☐ Check the Sound and Video Players
  ✓ Go to the SCAAP website http://scaap.ed.sc.edu/. From the choices on the top of the screen click on the “Help” button. A menu with open where you can then click on “Check Sound” and “Check Video.” Follow the directions on the following pages to check that each computer will be able to play both the sound and video prompts.

☐ Check Registered Students
  ✓ Login to the SCAAP website and check that the list of students registered to take the test is accurate. If there are inaccuracies, please contact the SCAAP office or use the instructions in this manual for registering individual students.

☐ Retrieve list student Usernames & Passwords
  ✓ SCAAP will provide a list of the registered students and their usernames and passwords necessary for students to login and take the test. Make sure that list was included with your testing materials.

☐ Check CD and CD player
  ✓ Prior to administering the performance tasks, check that the Prompt CD and external CD player are working properly.
Complete this Checklist by March 12

Make sure you have received the following materials from the SCAAP office by February 23.

- Headphones
- Headset
- Theatre Performance Task Booklet
- Theatre Prompt CDs (located on the last page of the Performance Task Booklet)
- Printed list of student usernames and passwords
- Packing Slip
- Business Reply Envelope to return testing materials.

If the package you received is missing any of the items listed above, contact the SCAAP office.

Complete this Checklist by March 15

- Make a schedule for administering the theatre multiple-choice section to students.
  
  ☑ Testing is scheduled between March 15th and April 15th.
  
  ☑ All students are registered to take the multiple-choice test.
  
  ☑ A minimum of one hour has been allotted for each group of students. Remember you can only test as many students at one time as you have headphones.
  
  ☑ Inform teachers of the testing schedule. If the testing schedule will affect other classes, inform those teachers.

- Make a schedule for administering the theatre performance tasks to students individually.
  
  ☑ Testing is scheduled between March 15th and April 15th.
  
  ☑ Fifty e students have been selected to take the performance tasks. Only students that have taken the multiple-choice test can be administered the performance tasks.
  
  ☑ Schedule students for 10-minute, individual sessions for each performance task.
  
  ☑ Identify a computer to be used to record student performances for performance task 1. Make sure the location is quiet.
  
  ☑ Identify a room to be used to record student performances for performance task 2. Make sure the location is quiet, will accommodate performance area and camera, and is well lit.
  
- Check sound recording equipment

  ☑ Follow the directions in the manual to ensure the computer that will be used for recording student sound performances is ready and operating properly.
Complete this Checklist by April 14

☐ All students have taken the theatre multiple-choice test.

☐ 50 students have been administered both theatre performance tasks.

If you experience any difficulties completing the steps listed above, immediately contact the SCAAP office for assistance at scaap@gwm.sc.edu or (803) 777-3459.

Complete this Checklist by April 28

☐ Complete the teacher feedback survey.

☑ The teacher feedback survey can be obtained at by logging in to the SCAAP website as a test administrator and clicking on the “Test Administrator Feedback” link under “Student Options”.

☑ If you have forgotten your SCAAP username and password, contact the SCAAP office for assistance.

☐ Pack and ship all testing materials to the SCAA office in the business reply envelope provide with you testing supplies.

☑ If you do not have the business reply envelope, you can send the testing supplies directly to:

Dr. Ching Ching Yap  
Office of Program Evaluation  
University of South Carolina  
025 Wardlaw Building  
Columbia, SC 29208