**BEFORE THE SAGE TEST:**
★ Check teacher account and login - **www.sageportal.org**
★ Take students through the training tests - **http://sageportal.org/training-tests/**
   The purpose of the Utah SAGE Training Tests is to familiarize students and teachers with the *design, format,* and *procedures* for answering different types of items that will be included in the SAGE Summative assessments.
★ Additional practice can be given through SAGE Formative.  Learn about SAGE Formative:  **http://edtech.canyonsdistrict.org/sage-formative.html**
★ Pre-writing process (scratch paper)
   ✴ ABC Plan
   ✴ Note-taking
   ✴ Essay Writing
★ Teach/review test taking strategies
★ Print out student "tickets"
   ✴ SSID's can be cut into strips and passed out to students. Collect them after students have logged in.
★ Inform parents - you can find a printable PDF brochure here:
   ✴ **http://sageportal.org/wp-content/uploads/2014/04/UTFamilybrochureD211.pdf** *(ENGLISH)*
   ✴ **http://sageportal.org/wp-content/uploads/2014/07/EQUITY-REYNOLDS-SAGE-Brochure-SPANISH-2014-6-16.pdf** *(SPANISH)*

**DURING THE TEST**
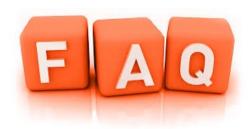★ Remind students that the test is not timed
★ Monitor students
★ Move around the room
★ Minimize all distraction
★ Maintain ethical testing conduct
★ **Behavior expectations:**
   ✴ No distracting others
   ✴ Have a plan for fast finishers
   ✴ Late students should start immediately

**AFTER THE TEST**
★ Complete as many makeups as possible
★ Retrieve your scores/report: http://edtech.canyonsdistrict.org/uploads/8/7/1/9/8719529/how_to_retrieve_sage_scores.pdf

### *What materials are allowed during testing?*
✦ Headphones
✦ Scratch and/or graph paper
✦ Calculators as appropriate according to SAGE policy
  ❖ Students may use any calculator previously used during instruction (with the exception of a phone or internet capable device.)
  ❖ An on-screen calculator is also available.
  ❖ **STUDENTS CANNOT BRING THEIR OWN CALCULATORS**

### *Is there a spell check or dictionary for SAGE writing?*
✦ Yes, those tools are available for all grades 3 - 11 on both writing prompts.

### *Is highlighting or annotation available?*
✦ Highlighting is available (Be aware that highlighted text is only active during the current session and not saved).
✦ There is an online notepad where students can take notes.
✦ Students will also be able to have a blank scratch paper and pen/pencil as well.

### *How much do students need to write?*
✦ There is not an exact required length given for student responses, but guidance is provided as part of the prompt.
  ❖ On the Informational/Explanatory prompt, length should be 1-3 paragraphs.
  ❖ On the Opinion/Argumentative prompt, a well constructed essay should be written.

### *How do students cite the textual information/evidence they incorporate in their essays?*
✦ 6th – 11th Grades: When referring to evidence and information from passages, students should use paraphrasing and short quotations.
✦ To credit sources, students should use informal, in-text citations (e.g., MLA author or title tags).

### *If I have charts (core curriculum instructional aides) up in my room do I need to take them down for the test?*
✦ Students should not be provided with any assistance that would elevate their score.
✦ Charts and posters that would help students take the test should be covered or taken down.

For additional information, please visit: **http://edtech.canyonsdistrict.org/sage-summative.html**