

DOMA - Administrative Guide for Distant Learning Environments

Essential Background Information:

DOMA Pre-Algebra or DOMA Algebra assess students in multiple subject areas of mathematics within these content areas. Students will be given a variety of math problems in varying formats. **Therefore, it is imperative that you perform a full lab systems check as described in “Lab/Classroom Computer Check List and Hints” before beginning assessment.**

- 1) Perform the **regular** system check on all lab computers. See document referenced above.
- 2) Be sure headphones and audio are set up for your students prior to testing.
- 3) Have scratch paper and pencils available for all students. No calculators are allowed
- 4) Read the "Administration Script" to prepare students for assessment.

Administration Script:

Read the following aloud to students prior to beginning DOMA:

“We are going to be doing some math activities on the computer. These activities are meant to help your teachers (me) know how to teach you more effectively. Sometimes the activities may seem hard and other times they may seem easy. The activities are intelligent and are adjusting for you every time you answer! Be sure to do your BEST!

If you can't figure out how to do a problem within a minute, just make your best guess and move on. It could be that you have not seen that type of math problem before.

Remember to listen carefully to each question as it is read to you, and then choose the best answer. If you need to hear the question again, click on the yellow REPEAT button at the bottom of the screen. If you finish early, please *[insert your activity of choice, i.e. read your book, etc.]* Please keep quiet and do not talk to the person sitting next to you.”

Additional Notes to Administrator:

- **Monitor the students! If they are taking too long on a question, tell them to guess and move on!!!! This is really important.** Some students try to figure out questions through brute force. They should not do this. We don't want students who are highly tenacious to frustrate themselves on problems to which they may not have been exposed or have forgotten the most efficient way to solve them.
- Students can stop and restart the assessment at any point. Restarting will repeat the example question for the section in which the student stopped. Then the assessment will resume.
- Assessments should be completed within 2 weeks for best results.