HIS 121 Students – Oral Communication Skills

As a student currently enrolled in HIS 121, you will be completing an online assessment of oral communication skills. This will test your knowledge of communication fundamentals, speaking and listening. Your participation in this assessment is an important part of the educational process.

Assessment enables the College to answer important questions being asked increasingly by students, parents, employers and legislators about what a college degree is worth. Your participation allows us to evaluate the types of courses and programs here at NOVA that have an impact on student learning. You will receive feedback regarding your individual performance, however, NOVA will focus on your results in terms of programs.

These assessments do not impact your standing at the College, your scores provide us with helpful information we can use to compare with the Virginia Community College System and with past activities completed here at NOVA. If you have more questions about this activity, please check out the FAQ at the College’s Assessment website.

Bring this sheet to your campus Testing Center. It will let the staff at the Testing Center know that you are a student in HIS 121 and are there to take the Test of Oral Communication Skills (TOCS). You will need headphones for this activity and a password for log-in. You may also want to print out the last screen with your session information.

Below are instructions for taking the Test of Oral Communication Skills. Print these pages out and bring them with you to the Testing Center.
Instructions for Taking the Test of Oral Communication Skills

This is a test of your oral communication skills. The assessment is computer-based and consists of items with audio and video clips as well as traditional text only items. For this reason, make sure to request headphones for your use during this test. This test should take you approximately 60 minutes.

Before You Begin

- Tell the Testing Center staff that you are taking the Test of Oral Communication Skills. Bring either the note that came with these instructions or the instructions with you to show them.
- This test should be accessed only via Internet Explorer; this test will not run properly in Netscape or Firefox.
- The Internet program cannot have any popup killers enabled; this will prohibit the test from working properly. Select ALWAYS ALLOW POP-UPS FOR THIS SITE. If you only temporarily allows pop-ups for this site, that will apply only the current page and you will have to allow again on future pages.
- Do NOT use the Internet Explorer back and forward buttons. If you do, you will then be asked “Are you sure you want to quit the test?” Do NOT click OK.
  o Click Cancel. You are then moved to either the next or previous question; please be aware of this to make sure you do answer all the test questions.
  o If by mistake you do you click OK, the session ends and the test score appears, but you have not finished the test and you will have to log in again. The test may or may not take you back to your last item.

A. Logging In

1. You should start by logging on to the Testing System. This will happen one of three ways:
   - The Testing Center staff will bring up the page for you
   - OR
   - There will be a shortcut on the desktop called "Oral Communication Skills Test." When the "Adaptex" screen appears - click CONTINUE.
   - OR
   - Open the Internet Explorer browser. Type in the URL: http://carstest.jmu.edu/library. When the "Adaptex" screen appears - click CONTINUE.

2. On the “Login Information” screen enter your first name and last name as requested.
3. On the “Login Information” screen where it requests that you “Enter Your ID” enter your EmplID. Re-enter your EmplID in the “Confirm Your ID” field.
4. On the “Login Information” screen be sure that your college is selected in the “Institution Code” field.
   - VC
   - CS
   - NVa:[your campus].
5. Following the question “Which test would you like to take?” Select “Oral Communication Skills”.
6. For the password, the Testing Center staff will enter this for you. If the Testing Center staff did not bring up this page for you and already enter the password, please let them know that you need the password for the Oral Communication Skills test.
7. Click on SUBMIT.

B. Taking the Test

1. Read the instructions on the next screen and click CONTINUE.
2. You will need to allow pop-ups for this website.
3. Make sure that the volume icon in the lower right of the screen is unmuted.
4. If you cannot see the full-screen, please alert the Testing Center staff. They will change the resolution for you.
5. For several items, there are video or audio clips. The first time you want to view either a video or audio clip, a yellow bar will appear at the top telling you of an add-on for Windows Media Player Core. Click on the yellow bar and allow. You will next have a window to run Active X; allow this.
   - You may next see a window saying “Are you sure you want to quit the test?” Do NOT click OK.
     i. Click Cancel or close this small window.
     ii. This may bring you to the next item; click on the test's Back button to go back to the item with the video/audio clip which was skipped.
     iii. If you do not click Cancel or close the window, the test will re-start. Warning: Each time you take the test, the questions are in a different order, so you cannot just click through the number of test items you think you have already completed, because they will be different.
6. As you proceed through the test, each screen will have a question. After you’ve answered the question by clicking on the radio button next to your choice, click NEXT to move on the next question. You can mark items for future
review by selecting "Mark for Review" prior to selecting "Next". At the end of the test, you will have an opportunity to return to any questions you have marked.

7. You can replay the video/audio clips if you need to review them.

C. Ending the Test

1. At the end of the test, you will be given three options from which you should choose:

   - Review only the marked items
   - Review all the items
   - End the test

2. Make sure to end the test by selecting "End the test" after you are done reviewing any items. You will see your score. If you would like to print out the screen, right click and select print. You can pick up the print-out from the Testing Center staff.

3. Close the browser.

What you are doing here is very important to the College. The assessment results will be shared with faculty committees and administrators across the campus toward the continuing improvement of our programs.