**Guide to Administering Speaking Tests with the Sony Soloist**

■ Start Virtuoso at the teacher station. (In LRNC-212, select **NO** when asked about **ASL** mode.)

■ Click on **STOP & LOCK**

■ From drop-down menu **VIEW** select **CLOCK**.(Make sure check mark appears next to **Clock**.)

■ Check if instructor will be using random pairs for any part of the exam:

 (To use pairs = **SETTINGS** 🡪 **Pairs** 🡪 **OK**.)

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-Students log in to AccuSQL. They select **(LANG) >CLASS-TIME VISIT >Instructor Name**

-Students launch Soloist, enter first name and select (**LANG)** as the group, and hit enter key or click **OK**

-Students adjust microphone volume. (Click on loudspeaker icon at top right 🡪 Using **only** the

 microphone record control (far right), set volume 2/3 of way up 🡪 Close volume window.)

-Students place mouse behind the monitor, as they will no longer need it

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■ In Virtuoso under “PC Control” click **DISABLE** so red underline appears. (This blocks other programs.)

**■ Do a quick trial. Click DRILL, let it run for 2 seconds, then click STOP & LOCK. Walk around and check every computer counter has moved from 00.00.00.**

-Instructor gives directions for test.

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■ To give preparation time, click on **SETTINGS** then **ALARM/CLOCK TIMER**

■ Select **COUNT DOWN TIMER** and check **DISPLAY TIMER ON STUDENT PCs**

♦ Set time in **MIN/SEC**, and click **OK** to begin preparation time countdown

♦ 5 seconds from end of prep time, announce that recording will begin in 5-4-3-2-1. Click on **DRILL**.

♦ Watch timer on nearest student station and click on **STOP AND LOCK** to stop recording

■ Repeat the steps marked ♦ until all sections of exam have been recorded

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■ After **STOP AND LOCK** of last recorded section, click on **COLLECT WORK.** (If you were using Pairs, you will need to unclick this before Collect shows.)

■ Save to **FINAL** folder in teacher’s Dropbox

■ Click on **DISABLE** (under “PC Control) so red underline disappears

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- Students **SIGN OUT**, hang up headphones, reposition mouse, push chairs back in and leave lab

■ Close Virtuoso.