

COBE / BOOST - Winter 2023- Summer 2024

Beverly Chazan National COBE Counselor 2019-21

Updates: Ellyn Marciano, National COBE Counselor; 2021-2024

COBE:

016486 - 4 points / 016586 - 5 points

BOOST:

016387 - 3 points

- **Technical Support: Matach (CET) support: 03-620-0622**
- **Suggested Procedural Guidelines**

For help with **non-technical** issues, contact:

Ellyn Marciano - 050-5917625

Aharona Gvaryahu - 054-2818878

For help with registration issues, contact:

The Information Department of the Ministry of Education - 073-3938866 מרכז מידע

RESPONSIBILITIES CHECKLIST:



<p>School Principal</p>	<p>When: The beginning of the school year.</p> <p>Schools will prepare In accordance with the instructions of the English Inspectorate, which explain how the school needs to be set up for the COBE and appoint the appropriate personnel.</p>
<p>Computer/Tech Coordinator at your school</p> <p>And the iTest Coordinator/Administrator</p>	<p>When: The beginning of the school year.</p> <p><u>Trained computer technicians</u> must make sure the schools' computers are compatible with the most recent version of the iTest program and keep up with all messages from <i>Matach</i> (CET) concerning the iTest program.</p> <ul style="list-style-type: none"> · If possible, install iTest in ALL computers in the school.

iTest Administrator

1. Contact *Matach* to receive an administrator's code according to *semel bet sefer (School I.D. Code)*. This person will automatically receive all important messages, instructions, simulation and exam codes directly from Matach.
2. The iTest administrator **must undergo online training** from Matach in order to learn how to do all the following:
 - Register the school for **COBE / BOOST** (Computerized Oral Bagrut Exam / Bagrut Online Oral Skills Test)
 - Check that ALL students are registered for recording answers and listening to text and "**hagralah**" according to ID numbers and semel sheelon. (see 1st page)
 - Register English teachers with a username and password to access practice (**tir = tirkul**) material for their students on the iTest program.
 - Download **practice exams (tir)**- from the iTest program
 - Download Bagrut exams and codes according to messages received from Matach.
 - Give the students the code to get into the COBE - **make sure** they enter the correct semel she'elon 3 (16387), 4 (16486) or 5 (16586) points
3. The iTest administrator must be present during the exams, administer the test from beginning to end, and solve and report technical problems during the bagrut exams.
4. The iTest administrator must contact Matach for support and report technical difficulties while dealing with them.
5. The iTest administrator will save and download the practice exams onto teachers' disk-on-key according to time slots so they can check them **if they decide to do so (not compulsory)** for the matconet or to provide feedback to the students.
6. The iTest administrator will save bagrut backup files.
7. The iTest administrator must make sure that the Bagrut exams are sent to Matach immediately at the end of the testing day.

<p>Bagrut Secretary / Bagrut Coordinator in your school</p>	<ol style="list-style-type: none"> 1. Make sure the iTest coordinator/administrator at your school has registered all students for the iTest and with the correct semel she'elon 2. Register students for winter or summer bagrut exams according to the 3, 4 and 5 point semel she'elon. Follow the same procedure as for all external written modules. 3. Order ONE bagrut proctor per room for the bagrut.. 4. Make sure the school grade is attached to the semel she'elon the student is taking. 5. Send in the school grade on time.
<p>English Coordinator</p>	<p>Read the COBE GUIDELINES which include Table of Specifications and Rubrics with accompanying explanations. COBE Rubrics and Guidelines 2023-2024</p> <p>It is NOT the responsibility of the English teachers to take care of the technical arrangements. However, if you feel your students are NOT provided with proper conditions, please contact your regional inspector so that implications can be discussed with the principal as well.</p> <p>Technical issues: Confirm that the iTest, computer, and bagrut coordinators have taken care of all their responsibilities as defined above.</p> <p>Make sure students have plenty of practice throughout their studies - not just before the exam.</p> <p>DO NOT ENTER the iTest program ON A SCHEDULED DAY OF A BAGRUT EXAM UNLESS YOUR STUDENTS ARE TAKING THE COBE / BOOST ON THAT DAY</p> <p>YOU CAN NOT PRACTICE OR DO A SIMULATION EXAM ON A SCHEDULED COBE / BOOST BAGRUT DATE. YOU CAN NOT DO A SIMULATION FROM 48 HOURS BEFORE THE FIRST TEST DATE OF A MOED UNTIL THE END OF THE MOED.</p> <p>All students should do one simulation exam (a matconet, under test-like conditions) before the exam. <u>There will NOT be an officially scheduled simulation day or exam.</u> Therefore, teachers will choose any day OTHER THAN A BAGRUT EXAM DAY and from 48 hours before the first test day</p>

of a moed, to implement an exam (SIM) under “test” conditions.

Students should have to abide by the 30-minute time limit, record their answers (with not more than ONE stop), and submit their answers.

Simulations will CLOSE 48 hours before the first test day of a moed.

[See THIS document for further clarification regarding simulations.](#)

It is, again, the responsibility of the trained iTest administrator to execute the technological aspects of this event and to be present to help with any technical problems that may arise on your simulation/matconet day. If help is needed, call tech support.

Make sure students who take the COBE are put in a suitable, comfortable, and quiet testing environment, with the proper equipment.

Check the number of students you can put in a computer lab at the same time MAKING SURE THE NOISE LEVEL WILL NOT DISTURB THE STUDENTS OR MAKE IT DIFFICULT FOR MARKERS TO HEAR THE STUDENT BECAUSE OF BACKGROUND NOISE. :
For example: a room with 20 computers: 5 students (1 in each corner and 1 in the middle).

It is recommended that you schedule students to enter the testing room every 45 minutes, in groups, not individually, from about 9:00 until about 16:00.

Students can leave as they complete the exam, but no new students should enter until the next scheduled time slot in order to avoid disturbing students while they are recording their responses.

Allow for 30 minutes in the room doing the exam and 10-15 minutes between groups of students entering the room.

Make sure students know:

- what time they are scheduled to take the exam
- the number semel she’elon they are taking.
- to tell the proctor to call for technical assistance immediately during the exam if they are experiencing technical difficulties of any kind.

The student must **NOT** leave the exam before checking:

- **He / She has completed the entire exam - a total of four recordings.**
- **Every answer can be clearly heard and is easy to understand.**
- **He /She has sent the exam on the day of the oral bagrut.**

You can ask your iTest administrator to download your students' responses from the simulations to a school computer, and you can then listen to and assess them, or save them to a flash disk to access on your own computer.

Write the test codes you get from the iTest coordinator/administrator on the board in each room you are using for the bagrut exam. Make sure you indicate which code is for the 3, 4 and 5 point semel she'elon if there are students of different levels in the same room.

Give the bagrut proctors guidelines in writing that students are not allowed to bring ANYTHING into the testing room.

NO paper or writing tools of any kind

NO phones

NO dictionaries

NO materials of any kind - INCLUDING THEIR PROJECTS

- Students have 30 minutes to complete the exam (according to the clock on the top left side of their screens.)
- Give the iTest administrator's phone number to all proctors.
- Make sure students enter the correct code for 3, 4 or 5 point students.
- Call the iTest administrator immediately if a student experiences any technical difficulties. The iTest administrator must report technical problems to Matach during the exam.

Students

Students should be familiar with all parts of the exam - topics, structure, and marking rubrics.

On the day of the simulation and the exam:

- Bring your ID card and show it to the proctor when entering the testing room.
- Turn up the volume on headset and computer before logging into the exam
- Type in ID number
- Type in the test code - make sure it is the correct code (3, 4 or 5 points) in order to get into the correct exam
- Turn on the clock and monitor how much time has passed and how much remains.
- Listen to the instructions to remind you how to answer each part of the exam.
- Listen to the prompts several times before answering and recording - there is plenty of time for that.
- Answer **all questions in depth with supporting details** in each part of the exam according to the instructions in each part of the exam.
- Make sure to listen to the exam and check that all four questions have been answered and can be easily heard and understood.
- Submit the exam.

GOOD LUCK!