

TEST MONITOR AND STUDENT DIRECTIONS FOR PAPER ACCOMMODATIONS

READING, MATHEMATICS, AND SCIENCE *MINNESOTA COMPREHENSIVE ASSESSMENTS* *SPRING 2017*

TEST MONITOR DIRECTIONS OVERVIEW	1
CALCULATORS.....	1
SCRIPT ACCOMMODATION	2
MCA OVERVIEW.....	2
PREPARE FOR TEST ADMINISTRATION	3
GENERAL PREPARATION	3
PROVIDE TEST MATERIALS TO STUDENTS.....	3
READ STUDENT DIRECTIONS TO STUDENTS	3
MONITOR THE TEST SESSION	4
STUDENT RESPONSES AND SEALING SEGMENTS.....	4
ACTIVE MONITORING	4
PROVIDING ASSISTANCE	4
REPORTING SUSPECTED ITEM ERRORS	4
TEST SECURITY BREACHES.....	4
END TESTING	5
ENTER STUDENT RESPONSES ONLINE.....	5
MATHEMATICS MCA SCRIPTED DIRECTIONS	6
READING MCA SCRIPTED DIRECTIONS	10
SCIENCE MCA SCRIPTED DIRECTIONS	13

TEST MONITOR DIRECTIONS OVERVIEW

These directions contain the information necessary for Test Monitors to administer the Reading, Mathematics, and Science Minnesota Comprehensive Assessments (MCA) using paper accommodated test books (regular print, large print, and braille) and mathematics or science scripts with these test books.

These directions are organized by providing information that is the same for all subjects: overview, monitoring testing, and ending the testing session. Scripts specific to each subject follow.

Review these directions before test day and follow them exactly during test administration. Administering the tests consistently across the state ensures equitable test conditions. Every student in the state must have the opportunity to demonstrate what they know independently without any support, guidance, or unauthorized interference during test administration. Test security must be maintained to provide an equal opportunity to all students to demonstrate their academic achievement and to ensure the validity of test scores.

All Test Monitors and staff entering student responses online must have completed the *Assurance of Test Security and Non-Disclosure*. By signing this assurance, you confirm that you understand your responsibilities and commit to fulfilling them as required by your role in test administration. In addition, you are required to receive annual district training on test administration and test security so that you are knowledgeable about your responsibilities and policies and procedures related to test administration.

Materials Allowed During Testing

- Scratch paper (students must write their names on it)
- A pencil or pen
- Seals
- Handheld calculators (only in specified tests and segments; see below)
- Highlighters (optional)

Materials NOT Allowed During Testing

- Dictionaries, thesauruses, or other reference materials
- Calculator manuals
- Cell phones (see below)
- Other devices (see below)

MDE expects districts to ensure that all students have had a chance to become familiar with the accommodated item samplers before they take the test.

Students may NOT use cell phones or any other devices at any time during testing, including during breaks, or when testing is completed (if students remain in the testing room).

CALCULATORS

Students must be familiar with the functionality of the handheld calculator prior to test administration. Refer to *Calculator Use* in the *Procedures Manual for the Minnesota Assessments* for information about the types of handheld calculators that may be used.

- For grades 3–8 Mathematics MCA, calculators are not allowed during Segment 1 of the test.
- For grade 11 Mathematics MCA, calculators are allowed on all segments of the test.
- For Science MCA, a calculator may be provided on items indicated in the student’s test. Students should indicate if and when they need a calculator, and the Test Monitor will verify that a calculator can be used on the item.

A graphing calculator must either: have its memory cleared both before and after each testing session, or have a feature that temporarily disables all Flash applications and calculator files (e.g., the TI-NSpire has “Press to Test” mode).

SCRIPT ACCOMMODATION

Using a script with paper accommodated test materials requires a small group or individual setting.

The script is the only source that a Test Monitor may use to read the test to a student, and the Test Monitor must read exactly what is stated in the script. The Test Monitor may NOT read from the test book.

The student will follow along and answer the questions in the test book while the Test Monitor reads from the script.

MCA OVERVIEW

The paper accommodated test books are divided into segments. Students may complete any number of segments during a testing session, and students are not required to complete the same number of segments as other students. If a student will not complete a segment during the testing session, use the applicable scripted instructions in this document for ending testing.

These test administration times can be used as a general timeframe to schedule test administration. The “Total Test Administration” column takes into account the time needed to review these directions, answer student questions, and for student work time.

Estimated Test Administration Times for Reading MCA

Grade and Test	Total Test Administration
3–8 Reading MCA	2.5–3.5 hours
10 Reading MCA	2–3 hours

Estimated Test Administration Times for Mathematics MCA

Grade and Test	Total Test Administration
3–4 Mathematics MCA	1.5–2 hours
5–6 Mathematics MCA	1.5–2.5 hours
7–8 Mathematics MCA	2–3 hours
11 Mathematics MCA	1.5–2.5 hours

Estimated Test Administration Times for Science MCA

Grade and Test	Total Test Administration
5 Science MCA	1.5–2 hours
8 Science MCA	1.5–2 hours
High School Science MCA	2–2.5 hours

PREPARE FOR TEST ADMINISTRATION

GENERAL PREPARATION

- Complete annual required trainings, including district-provided training on test administration and test security.
- Complete the *Assurance of Test Security and Non-Disclosure*, and review the responsibilities outlined in this assurance prior to test administration.
- Verify the scheduled testing time for each day. The tests are not timed. Know what provisions have been made for students who finish early or need extra time.
- Ensure students have had an opportunity to use the item sampler for the paper accommodated test materials they will be using.
- Ensure instructional posters and graphics, including strategy techniques or methods, in the testing room or on desks or tables are covered or removed. Any instructional information or strategies must be covered, even if it is not related to the subject being tested (e.g., mathematics information must be covered even if reading is being tested).

PROVIDE TEST MATERIALS TO STUDENTS

- Provide students with the correct test book according to the security number assigned to them on the *Test Monitor Test Materials Security Checklist*. The security number is located on the back cover.
- Provide student with scratch paper, and mathematics formula sheets (if providing).
- Have students write their names on all materials provided: test book, scratch paper, grid paper (if removed from the test book), and mathematics formula sheets (if removed from the test book). All materials will need to be turned in at the end of the test session.
- Test Administrator Notes are included with each braille test and must be used by the Test Monitor in addition to these directions to administer the braille test

READ STUDENT DIRECTIONS TO STUDENTS

Before starting the test, Test Monitors will read the scripted directions to students for the applicable test from these *Test Monitor and Student Directions*. On subsequent days of testing, Test Monitors will read the applicable scripted directions before students resume testing.

MONITOR THE TEST SESSION

STUDENT RESPONSES AND SEALING SEGMENTS

Students respond directly in their test book, unless they require the scribe accommodation. Students seal each segment of the regular or large print test book after they complete it. Test Monitors must provide students with a seal for each segment and may assist them in applying the seal to the appropriate pages. After testing, district staff must break the seals students apply to their test books in order to enter student responses online. Test books do not need to be resealed before being returned to Pearson.

ACTIVE MONITORING

Actively monitor students throughout the entire test administration by circulating around the room to carefully observe student behavior and ensure that all students are working independently and making progress in their tests. Examples of Test Monitor activities that are unrelated to administration of the test and are not allowed include lesson planning, grading papers, using cell phones, or talking casually with other staff.

Your primary focus must remain on actively monitoring students who are testing, even when testing issues arise. You must follow your district's policy for contacting the District or School Assessment Coordinator for additional assistance if issues arise. Test Monitors are not allowed to use cell phones at any time during test administration.

PROVIDING ASSISTANCE

You may assist individual students by re-reading scripted directions. The only directions Test Monitors can give students are those that are scripted in these directions.

You must not clarify or interpret any test item. Do not give any indication that there may be a different approach or answer or help students with answers to items in any way.

For mathematics and science, students must be familiar with the functionality of the calculator prior to the start of testing, and you cannot provide assistance. The only exception is if a handheld calculator is broken (e.g., batteries dead).

REPORTING SUSPECTED ITEM ERRORS

If a student points out a test item that appears to have an error, the Test Monitor should instruct the student to continue the test and note the test, grade, subject, item number, and student's MARSS/SSID number.

- The Test Monitor should notify the School Assessment Coordinator after the testing session, who will notify the District Assessment Coordinator, for any test items that appear to have an error.
- The District Assessment Coordinator will contact MDE or Pearson and give the information collected by the Test Monitor.

The content of the item itself should never be referenced, copied, captured as an image, or emailed within the school or district or in communication to MDE or Pearson because doing so is a breach of security.

TEST SECURITY BREACHES

If a test security breach occurs during testing, contact your District or School Assessment Coordinator as soon as possible.

While you are encouraged to raise your concerns within the district, you can report suspected incidents of cheating or other improper or unethical behavior on statewide assessments to MDE using an online "tip line." You have the option to submit the report anonymously. Depending upon the nature of each report and the amount of information provided, MDE will follow up with the district to investigate alleged irregularities. [Access the Test Security Tip Line on the Statewide Testing section of the MDE website](http://education.state.mn.us) (<http://education.state.mn.us> > Districts, Schools and Educators > Statewide Testing).

END TESTING

At the end of each testing session, **all materials must be collected** before students leave the testing room.

- Verify that all accommodated test materials (regular print, large print, and braille test books and scripts) have been collected using the *Test Monitor Test Materials Security Checklist*.
- Immediately report any missing test materials to your District or School Assessment Coordinator.
- Verify that all scratch paper has been collected. For mathematics, if students removed the formula sheets or grid paper from the test book, these must also be collected.

Return all test materials to your District or School Assessment Coordinator promptly, or keep test materials secure until the next test administration, if instructed.

Once testing is completed, the scratch paper (and formula sheets and grid paper, if removed from the test book) must be collected and securely disposed of or returned to the District or School Assessment Coordinator for secure disposal (following district procedures). The secure disposal must be completed no more than 48 hours after the close of the testing window.

ENTER STUDENT RESPONSES ONLINE

Student responses in the accommodated test books must be entered into a Data Entry form in TestNav by designated staff during the testing window. Entering student responses into a Data Entry form is how student responses are submitted and scored in order to report student results. For more information on how to create, prepare, and start a data entry test session and print student testing tickets, refer to the *MCA Data Entry User Guide*.

MATHEMATICS MCA SCRIPTED DIRECTIONS

Directions in ***bold, italicized text*** in script boxes are read aloud to students as indicated for each segment. Brackets [] indicate a direction to the Test Monitor that should not be read aloud.

GIVE INFORMATION ABOUT THE TEST SCHEDULE AND PROHIBITED MATERIALS

<p>SCRIPT Test Schedule and Prohibited Materials</p>	<p><i>You are going to take a mathematics test.</i></p> <p><i>We have scheduled about _____ minutes for testing today, and we will take breaks as needed.</i></p> <p><i>You will be given as much time as you need to complete the test.</i></p> <p><i>Put everything away before you begin testing. Only your test book, pencil or pen, scratch paper, and calculator [when allowed for mathematics] may be on your desk during testing.</i></p> <p><i>You will read the test items and write your answers in your test book.</i> [Point to the test book and pause.]</p> <p><i>For each question, choose the answer you think is best. You must answer each question. I cannot answer questions about test items. If you have other questions about the test after you begin, raise your hand.</i></p> <p><i>After testing, you must not talk about the test or test items with others.</i></p> <p><i>Are there any questions?</i> [Answer questions and then proceed.]</p>
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<p>SCRIPT Starting Session</p>	<p><i>I will give you the test book. Do not open or write in the test book until I tell you to do so. Beginning now, do not talk or work with other students.</i> [Distribute regular print, large print, or braille test books.]</p> <p>[First day only for regular print test books] <i>We are now going to break the seal on the test. Break the seal by pulling the tab.</i> [Assist any student who is having difficulty.]</p>
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READ GENERAL DIRECTIONS FROM TEST BOOK

SCRIPT General Directions

Open your test book to the General Directions page. Follow along as I read the directions to you.

For grades 3–4:

- ***This test contains four segments.***
- ***You may write in this test book as scratch paper. Grid paper is also provided at the back of the test book.***
- ***For each question, choose the answer you think is best. Look at the sample that shows how to answer the question.*** [Pause to allow students to review the sample question in their test books.]
- ***You may not use a calculator for Segment 1. You may use a calculator for Segments 2, 3, and 4.***
- ***When you finish a segment of the test, stop and check your answers. Then use the sticker given to you to seal it. Once you seal a segment, you cannot go back to it. Each segment must be sealed before you move on to the next segment.***

For grades 5–6:

- ***This test contains four segments.***
- ***You may write in this test book as scratch paper. Grid paper is also provided at the back of the test book.***
- ***You will find a formula sheet at the beginning of this test book. You may tear it out of your test book to use while taking the test.*** [Assist any student needing help.]
- ***For each question, choose the answer you think is best.***
- ***Look at the samples that show how the different types of questions should be answered.*** [Pause to allow students to review the sample questions in their test books.]
- ***Answer each fill in blank question by writing your answer in the space below the question. You may only use the digits 0–9 and the symbols for fraction (/) and decimal (.). Do not include a label on your answer. If your answer is a mixed number you must change it to an improper fraction or a decimal.***
- ***You may not use a calculator for Segment 1. You may use a calculator for Segments 2, 3, and 4.***
- ***When you finish a segment of the test, stop and check your answers. Then use the sticker given to you to seal it. Once you seal a segment, you cannot go back to it. Each segment must be sealed before you move on to the next segment.***

	<p>For grades 7–8:</p> <ul style="list-style-type: none"> ➤ <i>This test contains four segments.</i> ➤ <i>You may write in this test book as scratch paper. Grid paper is also provided at the back of the test book.</i> ➤ <i>You will find a formula sheet at the beginning of this test book. You may tear it out of your test book to use while taking the test.</i> [Assist any student needing help.] ➤ <i>For each question, choose the answer you think is best.</i> ➤ <i>Look at the samples that show how the different types of questions should be answered.</i> [Pause to allow students to review the sample questions in their test books.] ➤ <i>Answer each fill in blank question by writing your answer in the space below the question. You may only use the digits 0–9 and the symbols for fraction (/), decimal (.), and a negative sign (-). Do not include a label on your answer. If your answer is a mixed number you must change it to an improper fraction or a decimal.</i> ➤ <i>You may not use a calculator for Segment 1. You may use a calculator for Segments 2, 3, and 4.</i> ➤ <i>When you finish a segment of the test, stop and check your answers. Then use the sticker given to you to seal it. Once you seal a segment, you cannot go back to it. Each segment must be sealed before you move on to the next segment.</i> <p>For grade 11:</p> <ul style="list-style-type: none"> ➤ <i>This test contains four segments.</i> ➤ <i>You may write in this test book as scratch paper. Grid paper is also provided at the back of the test book.</i> ➤ <i>You will find a formula sheet at the beginning of this test book. You may tear it out of your test book to use while taking the test.</i> [Assist any student needing help.] ➤ <i>For each question, choose the answer you think is best.</i> ➤ <i>Look at the samples that show how the different types of questions should be answered.</i> [Pause to allow students to review the sample questions in their test books.] ➤ <i>Answer each fill in blank question by writing your answer in the space below the question. You may only use the digits 0–9 and the symbols for fraction (/), decimal (.), and a negative sign (-). Do not include a label on your answer. If your answer is a mixed number you must change it to an improper fraction or a decimal.</i> ➤ <i>You may use a calculator for all segments.</i> ➤ <i>When you finish a segment of the test, stop and check your answers. Then use the sticker given to you to seal it. Once you seal a segment, you cannot go back to it. Each segment must be sealed before you move on to the next segment.</i>
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READ CODE OF CONDUCT FROM TEST BOOK

<p>SCRIPT Code of Conduct</p>	<p><i>Turn the page to read important reminders about taking your test. Follow along as I read them to you.</i></p> <p><i>On this test, do your own best work to show what you know and can do.</i></p> <ul style="list-style-type: none"> ➤ <i>Do not accept help finding answers to test questions.</i> ➤ <i>Do not give answers to other students.</i> ➤ <i>Do not tell others what is on the test.</i> ➤ <i>There may be consequences if you do not follow directions or if you behave dishonestly.</i>
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BEGIN THE TEST

On the first day of testing, read the *Beginning the Test* script below. On subsequent days of testing, start with the *Test Schedule and Prohibited Materials* script on page 6 and then read the *Beginning the Test* scripts below.

SCRIPT Beginning the Test	First Day of Testing	OR	Subsequent Day(s) of Testing
	<i>We will begin with Segment 1.</i>		<i>We will begin with the next unsealed part of the test. I will now give you the test book. Do not open or write in the test book until I tell you to do so. Beginning now, do not talk or work with other students.</i>

SCRIPT Beginning the Test on First or Subsequent Day(s) of Testing	<p><i>Be sure to check your answers when you finish a segment of the test.</i></p> <p><i>When you finish checking your work, raise your hand. I will give you a sticker to seal the pages of that segment.</i> [Assist any student who is having difficulty.]</p> <p><i>When we have finished testing for the day, I will collect your test materials.</i></p> <p><i>After I have collected your test materials, you may _____.</i> [e.g., complete activities on paper or sit quietly.] <i>You may NOT use your cell phone or any other device.</i></p> <p><i>Are there any questions?</i> [Answer questions and then proceed.]</p> <p><i>Open your test book.</i></p> <p><i>You may begin.</i></p>
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BREAK

After approximately every 30 minutes of a test session, you may allow students a short break using the following script. Whenever leaving the testing room (e.g., bathroom break) or when there is a break in testing, the student should close their test book unless an emergency prevents them from doing so. Ensure that students do not discuss test items and answers.

SCRIPT Break	<p><i>You may stop working for a short break. Close your test book. You may stand up, but please do not talk.</i> [After about 3 minutes, stop the break.]</p> <p><i>The break is over. Please sit down, open your test book, and continue working.</i></p>
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END THE TEST

If students will not finish a segment during the time scheduled for testing, use the following guidelines and script below:

- The last item completed must be the last item on the right-hand page so that the next item is not visible.
- Students must seal the pages that were completed in the test book at the end of the test session.
- Students may not return to items on pages that have been sealed.

SCRIPT End the Test	<p><i>Our testing time for today is almost over. Stop working and check your answers. If you will not finish the segment you are working on, I will help you seal the pages completed so far. Once you seal the pages, you cannot go back to the test items you have already answered.</i> [Make sure students have completed the last item on the right-hand page and the pages are sealed.]</p>
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READING MCA SCRIPTED DIRECTIONS

Directions in ***bold, italicized text*** in script boxes are read aloud to students as indicated for each segment. Brackets [] indicate a direction to the Test Monitor that should not be read aloud.

GIVE INFORMATION ABOUT THE TEST SCHEDULE AND PROHIBITED MATERIALS

SCRIPT Test Schedule and Prohibited Materials	<p><i>You are going to take a reading test.</i></p> <p><i>We have scheduled about _____ minutes for testing today, and we will take breaks as needed.</i></p> <p><i>You will be given as much time as you need to complete the test.</i></p> <p><i>Put everything away before you begin testing. Only your test book, pencil or pen, and scratch paper may be on your desk during testing.</i></p> <p><i>You will read the test items and write your answers in your test book.</i> [Point to the test book and pause.]</p> <p><i>For each question, choose the answer you think is best. You must answer each question. I cannot answer questions about test items. If you have other questions about the test after you begin, raise your hand.</i></p> <p><i>After testing, you must not talk about the test or test items with others.</i></p> <p><i>Are there any questions?</i> [Answer questions and then proceed.]</p>
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SCRIPT Starting Session	<p><i>I will give you the test book. Do not open or write in the test book until I tell you to do so. Beginning now, do not talk or work with other students.</i> [Distribute regular print, large print, or braille test books.]</p> <p>[First day only for regular print test books] <i>We are now going to break the seal on the test. Break the seal by pulling the tab.</i> [Assist any student who is having difficulty.]</p>
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READ GENERAL DIRECTIONS FROM TEST BOOK

SCRIPT General Directions	<p><i>Open your test book to the General Directions page. Follow along as I read the directions to you.</i></p> <ul style="list-style-type: none"> ➤ <i>This test contains four segments.</i> ➤ <i>You may take notes and highlight in this test book.</i> ➤ <i>Read each story, article, or poem, and answer the questions.</i> ➤ <i>For each question, choose the answer you think is best.</i> ➤ <i>Look at the sample that shows how to answer the question.</i> ➤ <i>When you finish a segment of the test, stop and check your answers. Then use the sticker given to you to seal it. Once you seal a segment, you cannot go back to it. Each segment must be sealed before you move on to the next segment.</i>
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READ CODE OF CONDUCT FROM TEST BOOK

SCRIPT Code of Conduct	<p>Turn the page to read important reminders about taking your test. Follow along as I read them to you.</p> <p>On this test, do your own best work to show what you know and can do.</p> <ul style="list-style-type: none"> ➤ Do not accept help finding answers to test questions. ➤ Do not give answers to other students. ➤ Do not tell others what is on the test. ➤ There may be consequences if you do not follow directions or if you behave dishonestly.
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BEGIN THE TEST

On the first day of testing, read the *Beginning the Test* script below. On subsequent days of testing, start with the *Test Schedule and Prohibited Materials* script on page 10 and then read the *Beginning the Test* scripts below.

SCRIPT Beginning the Test	First Day of Testing	OR	Subsequent Day(s) of Testing
	<p>We will begin with Segment 1.</p>		<p>We will begin with the next unsealed part of the test.</p> <p>I will now give you the test book. Do not open or write in the test book until I tell you to do so. Beginning now, do not talk or work with other students.</p>

SCRIPT Beginning the Test on First or Subsequent Day(s) of Testing	<p>Be sure to check your answers when you finish a segment of the test.</p> <p>When you finish checking your work, raise your hand. I will give you a sticker to seal the pages of that segment. [Assist any student who is having difficulty.]</p> <p>When we have finished testing for the day, I will collect your test materials.</p> <p>After I have collected your test materials you may _____. [e.g., complete activities on paper or sit quietly.] You may NOT use your cell phone or any other device.</p> <p>Are there any questions? [Answer questions and then proceed.]</p> <p>Open your test book.</p> <p>You may begin.</p>
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BREAK

After approximately every 30 minutes of a test session, you may allow students a short break using the following script. Whenever leaving the testing room (e.g., bathroom break) or when there is a break in testing, the student should close their test book unless an emergency prevents them from doing so. Ensure that students do not discuss test items and answers.

SCRIPT Break	<p>You may stop working for a short break. Close your test book. You may stand up, but please do not talk. [After about 3 minutes, stop the break.]</p> <p>The break is over. Please sit down, open your test book, and continue working.</p>
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END THE TEST

If students will not finish a segment during the time scheduled for testing, use the following guidelines and script below:

- Students must complete all items associated with a passage.
- Students must seal the pages that were completed in the test book at the end of the test session.
- Students may not return to items on pages that have been sealed.

SCRIPT End the Test	<i>Our testing time for today is almost over. Stop working and check your answers. If you will not finish the segment, I will help you seal the pages completed so far. You must complete all of the test items for the reading passage that you are working on. Once you seal the pages, you cannot go back to the test items you have already answered. [Make sure students have completed the last item in the passage. Seal the pages so that the next passage is visible.]</i>
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SCIENCE MCA SCRIPTED DIRECTIONS

Directions in ***bold, italicized text*** in script boxes are read aloud to students as indicated for each segment. Brackets [] indicate a direction to the Test Monitor that should not be read aloud.

GIVE INFORMATION ABOUT THE TEST SCHEDULE AND PROHIBITED MATERIALS

<p>SCRIPT Test Schedule and Prohibited Materials</p>	<p><i>You are going to take a science test.</i></p> <p><i>We have scheduled about _____ minutes for testing today, and we will take breaks as needed.</i></p> <p><i>You will be given as much time as you need to complete the test.</i></p> <p><i>Put everything away before you begin testing. Only your test book, pencil or pen, scratch paper, and calculator [when allowed for science] may be on your desk during testing.</i></p> <p><i>You will read the test items and write your answers in your test book.</i> [Point to the test book and pause.]</p> <p><i>For each question, choose the answer or answers you think are best. You must answer each question. I cannot answer questions about test items. If you have other questions about the test after you begin, raise your hand.</i></p> <p><i>After testing, you must not talk about the test or test items with others.</i></p> <p><i>Are there any questions?</i> [Answer questions and then proceed.]</p>
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<p>SCRIPT Starting Session</p>	<p><i>I will give you the test book. Do not open or write in the test book until I tell you to do so. Beginning now, do not talk or work with other students.</i> [Distribute large print or braille test books.]</p>
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READ GENERAL DIRECTIONS FROM TEST BOOK

<p style="text-align: center;">SCRIPT General Directions</p>	<p>Open the test book to the General Directions page. Follow along as I read the directions to you.</p> <ul style="list-style-type: none">➤ This test contains two segments.➤ You may write in this test book or use scratch paper.➤ All answers must be marked in this test book.➤ [For grades 5 and 8] This test has four kinds of questions.➤ Answer each multiple-choice question by circling your answer. The sample below shows how to do this. [Pause to allow students to review the sample question in their test books.]➤ For some diagram questions, you will need to write the label letters (A, B, C, etc.) in the boxes. The sample below shows how to do this. [Pause to allow students to review the sample question in their test books.]➤ For some diagram questions, you will need to circle the word you want to select as your answer. The samples below show how to do this. [Pause to allow students to review the sample questions in their test books.]➤ For some graphing questions, you will need to write a “+” above each bar, where the top of the bar should be.➤ [18 point large print] The sample below shows how to do this. [Pause to allow students to review the sample question in their test books.]➤ [24 point large print] The sample on the next page shows how to do this. [Pause to allow students to review the sample question in their test books.]➤ When you finish a segment of the test, stop and check your answers. Then use the sticker given to you to seal it. Once you seal a segment, you cannot go back to it. Each segment must be sealed before you move on to the next segment. [If students cannot complete a segment during the time scheduled for testing, follow the directions under End the Test on the next page.]
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READ CODE OF CONDUCT FROM TEST BOOK

<p style="text-align: center;">SCRIPT Code of Conduct</p>	<p>Turn the page to read important reminders about taking your test. Follow along as I read them to you.</p> <p>On this test, do your own best work to show what you know and can do.</p> <ul style="list-style-type: none">➤ Do not accept help finding answers to test questions.➤ Do not give answers to other students.➤ Do not tell others what is on the test.➤ There may be consequences if you do not follow directions or if you behave dishonestly.
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BEGIN THE TEST

On the first day of testing, read the *Beginning the Test* script below. On subsequent days of testing, start with the *Test Schedule and Prohibited Materials* script on page 13 and then read the *Beginning the Test* scripts below.

SCRIPT Beginning the Test	First Day of Testing	OR	Subsequent Day(s) of Testing
	<i>We will begin with Segment 1.</i>		<i>We will begin with the next unsealed part of the test. I will now give you the test book. Do not open or write in the test book until I tell you to do so. Beginning now, do not talk or work with other students.</i>

SCRIPT Beginning the Test on First or Subsequent Day(s) of Testing	<p><i>Be sure to check your answers when you finish a segment of the test.</i></p> <p><i>When you finish checking your work, raise your hand. I will give you a sticker to seal the pages of that segment.</i> [Assist any student who is having difficulty.]</p> <p><i>When we have finished testing for the day, I will collect your test materials.</i></p> <p><i>After I have collected your test materials, you may _____.</i> [e.g., complete activities on paper or sit quietly.] <i>You may NOT use your cell phone or any other device.</i></p> <p><i>Are there any questions?</i> [Answer questions and then proceed.]</p> <p><i>Open your test book.</i></p> <p><i>You may begin.</i></p>
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BREAK

After approximately every 30 minutes of a test session, you may allow students a short break using the following script. Whenever leaving the testing room (e.g., bathroom break) or when there is a break in testing, the student should close their test book unless an emergency prevents them from doing so. Ensure that students do not discuss test items and answers.

SCRIPT Break	<p><i>You may stop working for a short break. Close your test book. You may stand up, but please do not talk.</i> [After about 3 minutes, stop the break.]</p> <p><i>The break is over. Please sit down, open your test book, and continue working.</i></p>
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END THE TEST

If students will not finish a segment during the time scheduled for testing, use the following guidelines and script below:

- Students must complete all items associated with a scenario. A title page will indicate the beginning of the next scenario.
- Students must seal the pages that were completed in the test book at the end of the test session.
- Students may not return to items on pages that have been sealed.

SCRIPT End the Test	<p><i>Our testing time for today is almost over. Stop working and check your answers. If you will not finish the segment you are working on, I will help you seal the pages completed so far. You must complete all of the test items for the scenario you are working on. Once you seal the pages, you cannot go back to the test items you have already answered.</i> [Make sure students have completed the last item in the scenario. Seal the pages so that the title page for the next scenario is visible.]</p>
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