

# DIRECTIONS FOR ONLINE ADMINISTRATIONS

## *READING, MATHEMATICS, AND SCIENCE*

### *MINNESOTA COMPREHENSIVE ASSESSMENTS (MCA)*

#### *SPRING 2018*

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# GENERAL INFORMATION

These directions are for Test Monitors administering the online MCA. They contain information for the Test Monitor as well as scripted directions that must be provided to students during test administration.

Review these directions before test day and follow them exactly during test administration. Administering the MCA consistently across the state ensures students have an equal opportunity to demonstrate what they know independently without any support, guidance, or unauthorized interference.

## TRAINING

You are required to complete the *Test Monitor Training* course annually, which consists of three modules. Your district may require additional trainings or resources based on your responsibilities for test administration.

## PREPARING STUDENTS

MDE requires districts to ensure that all students are familiar with the test and are able to successfully navigate, use the online and accessibility tools, and respond to different item types. MDE has provided resources to prepare students for testing, including the student tutorial and item samplers. For more information, refer to the [Purposes of Student Resources](http://minnesota.pearsonaccessnext.com) document on PearsonAccess Next (<http://minnesota.pearsonaccessnext.com>) under Preparing for Testing > Student Tutorials. Confirm with your District or School Assessment Coordinator which resources will be used and how they will be used.

## READ SCRIPTED DIRECTIONS DURING TEST ADMINISTRATION

There are student directions in the first section of each student's test. This document also includes scripted directions that must be read to students before testing begins and throughout test administration. On subsequent days of testing, you will read the applicable scripted directions before students resume testing.

## MCA OVERVIEW

Each test has multiple sections for test security and test construction purposes. The first section of each test contains student directions.

- There are 6 sections in the Reading and Mathematics MCA and 3 sections in the Science MCA.
- For Reading and Mathematics MCA, no section numbers appear once students start the test.
  - When students sign in to the Reading and Mathematics MCA, the first screen will indicate that there are 2 sections in the test: the student directions and the test itself.
  - Only 2 sections are noted because adaptive tests only have 1 actual section, even though additional section screens have been added to break the test into smaller sections.
- For Science MCA, the sections following the directions appear as Section 2 and Section 3.
- Test sessions should not be scheduled based on sections because they are not equal in length and are not designed to be used as a way to schedule test administration. Students are not required to complete a section before exiting.

Students must answer each item before going to the next item. Items can be reviewed before going to the next section or exiting the test.

## ESTIMATED TEST ADMINISTRATION TIMES

The tables for estimated test administration times are separated by subject; confirm the days and times scheduled for testing with your District and School Assessment Coordinator.

- The “Total Test Administration” column takes into account the time needed for students to sign in to the test and review the directions, for you to provide scripted directions from this document and answer student questions, and for student work time.
- When using the estimated times, keep in mind that the types of items (multiple choice or technology enhanced) and length of time to read passages and complete the items will vary by student.

### Estimated Test Administration Times for Reading MCA

Grade and Test	Total Number of Passages and Items	Total Test Administration
3 Reading MCA	9–10 passages, 64 items	2.5–3.5 hours
4–5 Reading MCA	8–10 passages, 64 items	2.5–3.5 hours
6–7 Reading MCA	9 passages, 69 items	2.5–3.5 hours
8 Reading MCA	9–10 passages, 69 items	2.5–3.5 hours
10 Reading MCA	8–10 passages, 69 items	2–3 hours

### Estimated Test Administration Times for Mathematics MCA

Grade and Test	Total Number of Items	Total Test Administration
3–4 Mathematics MCA	58	1.5–2 hours
5–6 Mathematics MCA	60	1.5–2.5 hours
7–8 Mathematics MCA	63	2–3 hours
11 Mathematics MCA	55	1.5–2.5 hours

### Estimated Test Administration Times for Science MCA

Grade and Test	Total Number of Items	Total Test Administration
5 Science MCA	54	1.5–2 hours
8 Science MCA	65–66	1.5–2 hours
High School Science MCA	83	2–2.5 hours

## ACCOMMODATIONS AND LINGUISTIC SUPPORTS

Students may require accommodations or linguistic supports as they take their online test. Information about some accommodations and linguistic supports follows. Discuss any questions on allowed or available accommodations and linguistic supports with your District or School Assessment Coordinator.

[Additional guidelines](#) for the administration of a test with the script, signed interpretation, or a scribe are available on PearsonAccess Next under Resources & Training > Policies and Procedures. Review these guidelines before test administration if you are administering one of these accommodations/linguistic supports.

### ***Accommodated Text-To-Speech***

Standard text-to-speech is available for all students taking Mathematics and Science MCA. Accommodated text-to-speech is available only for students with an IEP or 504 plan or English learners.

To verify that accommodated text-to-speech has been indicated, check the Session Student Roster from PearsonAccess Next (if provided) or check with your District or School Assessment Coordinator.

### ***Pop-Up Translations and Translated Word Lists***

Translation linguistic supports available for the Mathematics and Science MCA include pop-up translations and translated word lists. These supports are allowed for English learners, former English learners, or students in immersion or dual language programs, as determined by the district.

- Pop-up translations for select words are available in Hmong, Somali, and Spanish in the online test. To verify that pop-up translations have been indicated, check the Session Student Roster from PearsonAccess Next (if provided) or check with your District or School Assessment Coordinator.
- [Translated word lists](#) are available on PearsonAccess Next under Preparing for Testing > Word-to-Word Translations in the following languages: Amharic, Arabic, Chinese, Hmong, Karen, Khmer, Laotian, Oromo, Russian, Spanish, Somali, and Vietnamese. Additional instructions for providing and using the lists during test administration are available on PearsonAccess Next.

### ***Science Scripts***

The science script can be administered in conjunction with the online Science MCA for students with an IEP or 504 plan or English learners.

To verify that students have been set up with the correct test for the script, check that the Form Group Type on the Students in Session screen in PearsonAccess Next displays “Science Script” or check with your District or School Assessment Coordinator.

Administering the Science MCA script in conjunction with the online test requires a small group or individual setting where the Test Monitor reads each question from the script while the student answers the questions in the online test.

- The science 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 the test from the student’s computer or device.
- The science script is used only by the Test Monitor; it is not for the student. The student will follow along and answer the questions on the computer or device while the Test Monitor reads from the script.
- Additional guidelines for the administration of a script are provided in the script.

**NOTE:** A script **cannot** be used in conjunction with the online Mathematics MCA. For administration of the script with a regular print (Mathematics MCA only), large print, or braille test book for Mathematics or Science MCA, contact your District or School Assessment Coordinator.

# PREPARE FOR ONLINE TEST ADMINISTRATION

## GENERAL PREPARATION

- 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 instructional posters and graphics, including strategy techniques or methods, in the testing room or on desks 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).

## MATERIALS ALLOWED AND NOT ALLOWED DURING TESTING

### Materials Allowed During Testing

- Student testing tickets
- Scratch paper
- A pencil or pen
- Headphones
- Hard-copy formula sheets for grades 5–8 and 11 (mathematics only, if provided by the district/school)
- Hard-copy translated word list (mathematics and science only; see below)
- Handheld calculators (grade 11 mathematics only; see below)

### Materials NOT Allowed During Testing

- Handheld calculators (grades 3–8 mathematics and science; see below)
- Dictionaries, thesauruses, and other reference materials
- Calculator manuals
- Cell phones (see below)
- Other devices (see below; the only exception is the use of supported devices, such as tablets, for taking the test)

### ***Cell Phones and Devices***

Students may NOT use cell phones or any other devices, including wearable technology (e.g., smart watch, fitness tracker), at any time during testing, including during breaks or when testing is completed (if students remain in the testing room). Follow your district procedure for collecting all devices or ensuring that students do not bring them to the testing room or that students put them away before testing begins.

### ***Headphones***

Headphones may be supplied by the school, or students may use their own.

- Headphones are needed in order to listen to the text-to-speech for the Mathematics and Science MCA, so headphones must be provided; however, students are not required to use them.
- Since the student directions in the first section of the test have text-to-speech available, headphones are also recommended for the Reading MCA.

### ***Formula Sheets and Translated Word Lists***

If providing a hard copy of the formula sheet or a translated word list, it must be a printed version of the current-year documents posted to PearsonAccess Next. Verify with your District or School Assessment Coordinator which students may be provided translated word lists.

### ***Online Calculators***

Students must be familiar with the functionality of the online calculator prior to test administration. Contact your District or School Assessment Coordinator with questions on the types of online calculators available in the tests.

- For grades 3–8 Mathematics MCA, the online calculator is available in sections where a calculator may be used.
- For grade 11 Mathematics MCA, the online calculator is available throughout the entire test.
- For Science MCA, the online calculator is available if items on the test require mathematical computations.

### **Handheld Calculators**

Handheld calculators are **only** allowed for the grade 11 Mathematics MCA. Contact your District or School Assessment Coordinator with questions on the types of handheld calculators that may be used. A handheld graphing calculator must either: have the memory cleared before and after each testing session, or have a feature that temporarily disables Flash applications and calculator files (e.g., TI-NSpire has “Press to Test” mode).

For grades 3–8 Mathematics MCA, handheld calculators are **not allowed**.

- If a student’s IEP or 504 plan states that a handheld calculator must be used, the student will need to use a regular print test book and student responses must be entered into an online Data Entry test in TestNav. Contact your District or School Assessment Coordinator for more information.

For Science MCA, handheld calculators are **not allowed**.

### **PREPARATION IN PEARSONACCESS NEXT**

If managing test sessions in PearsonAccess Next, complete the following steps. Test session setup and proctor caching may be completed starting two weeks before the testing window opens and throughout the testing window.

- Ensure you have a username and password for PearsonAccess Next.
- Create a test session, add students to it, and prepare it in PearsonAccess Next, if not completed by the District or School Assessment Coordinator.
- Work with technology staff to ensure tests are proctor cached prior to testing. Precaching may be completed before or after test sessions are created.
- Print student testing tickets and session rosters, if not provided by the District or School Assessment Coordinator.

For detailed instructions on creating a test session, adding students, preparing and starting a test session, and printing student testing tickets and session rosters, refer to the [MCA Online Testing User Guide](#) on PearsonAccess Next under Resources & Training > User Guides.

# TESTING DAY

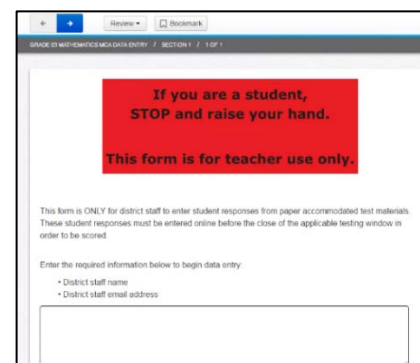
## BEFORE STUDENTS ARRIVE

- Start the test session in PearsonAccess Next, if not completed by the District or School Assessment Coordinator. Test sessions should not be started until the first day of testing.
- If managing test sessions in PearsonAccess Next, verify test session information in PearsonAccess Next:
  - All students who will be testing are in the test session.
  - All accommodations and linguistic supports are indicated as needed; refer to the *Accommodations and Linguistic Supports* section previously in this document as needed.
  - All student tests in the test session are unlocked. To unlock a student's test, select the dropdown next to the student's test status and select Unlock, or use the lock/unlock slider to unlock all tests in the test session.
  - Check the volume on the student computer or device to ensure that the volume is not muted before the students sign into TestNav.
- Ensure that student computers/devices are turned on and have no software running.

## START TESTING SESSION AND STUDENT SIGN IN

- Access TestNav on each student testing device in one of two ways, depending on device and district procedures for student login. (Students may complete this step themselves.)
  - For installable TestNav:
    - On tablets: Students select the TestNav icon on the Home screen.
    - On Chromebooks: Students select the TestNav app from the Apps menu on the lower left side of the screen.
    - On desktops or laptops: Students select the TestNav icon on the desktop screen of a desktop or laptop.
  - For browser-based TestNav (using Firefox ESR 52): Students open the browser on the computer and enter the TestNav URL, <http://mn.testnav.com>.
- Provide student testing tickets, scratch paper, headphones, and any allowable hard-copy materials (if providing) to students. Students must verify their names on the top of their tickets.
- Students must write their names on all materials provided. All materials will need to be turned in at the end of the test session.
- Students must plug in their headphones and check the audio by selecting Test Audio on the TestNav login screen to ensure the sound is not muted. While students can adjust the volume, TestNav does not allow students to turn on the sound once they are signed into the test.
- Students will view the student directions in the first section of each test after they sign in. Text-to-speech is available in all subjects for these directions. A transcript of these directions is provided at the end of this document. You may use this transcript to repeat directions to students as needed, but you may not read the directions from the student's screen.

**NOTE:** After the student signs in, if the TestNav screen has a message in a red box, have the student exit the test. This screen indicates that the student is not in the correct form of the test. Work with your District or School Assessment Coordinator to ensure the student is set up with the correct test before they resume testing.



# MONITOR THE ONLINE TEST SESSION

## 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. You cannot complete other tasks, including lesson planning, grading papers, or talking casually with other staff. If space is limited and students can potentially see other screens, your active monitoring must be heightened.

## PROVIDING ASSISTANCE

Scripted directions for students are provided in this document; a transcript of the student directions provided at the beginning of each test is provided at the end of this document and you may repeat these directions as well. These are the only directions you can give students during test administration.

- You may not paraphrase scripted directions, define or pronounce a word a test item, discuss a test item, or give an opinion regarding a 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.
- You may not remind students of any test-taking strategies or offer them encouragement, other than what is scripted. Help of this sort should be provided prior to test administration, such as when the item samplers or student tutorial are used.
- You may not control the pace at which students test, as the tests are not timed and students should be allowed to continue as long as they are making progress.

Students must be familiar with the functionality of the calculator and online and accessibility tools on the device they will be using prior to the start of testing, and you cannot provide assistance.

- However, you may assist a student with the tools or navigation (e.g., moving forward and backward in the test, reviewing items) only if it prevents a student from accessing an item, responding to an item, or moving within a test.
- **NOTE:** Students must answer each item before they can move to the next item. If the Next button is grayed out, the student must respond to all parts of the item.

## REQUESTING ASSISTANCE FROM OTHERS

During testing, you will follow your district's procedure for alerting others if assistance is needed (e.g., sick student in the room, technical issues) so that you may continue to actively monitor testing. Your primary focus must remain on actively monitoring students who are testing, even when testing issues arise.

If your district's procedure requires you to use a cell phone, computer, or other device to alert others, you may only use these devices for this purpose. You cannot check email or work on your computer/device, and cell phones should be silenced to reduce disruptions.

## REPORTING SUSPECTED ITEM ERRORS OR TECHNICAL ISSUES

If a student points out a test item that appears to have an error, instruct the student to continue the test and note the grade, subject, test session, item number, student's MARSS/SSID number, and information on how the online test was accessed (i.e., device or operating system, app, or browser). Similarly, if a student receives an error message, write down the error message in addition to the other information; if the technical issue prevents the student from responding to the item, have the student exit the test.

After the testing session, provide the information to the District or School Assessment Coordinator or other designated contact, following your district's procedures. The District or School Assessment Coordinator will provide the information to MDE or Pearson.

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



## REPORTING MISADMINISTRATIONS AND TEST SECURITY BREACHES

If a misadministration (i.e., a non-standard situation) or security breach occurs during testing, contact your District or School Assessment Coordinator as soon as possible for next steps. Specifically for test security, 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 test security “tip line.” The [tip line](#) is available on the MDE website (<http://education.state.mn.us>) under Districts, Schools and Educators > Statewide Testing.

## MONITORING PROGRESS IN PEARSONACCESS NEXT

If monitoring student progress in PearsonAccess Next, on the **Students in Sessions** screen, monitor the **Student Test Status** column. Refresh your browser window or select the **Refresh** button.

- If students in different test sessions are testing in the same room, you can monitor testing for multiple test sessions simultaneously in PearsonAccess Next. Add the relevant test sessions to the Session List and select **Combined View** in the Session List to see the testing status of all students in the sessions in one screen.
- To check the status of a specific student, find the student’s name in the test session. View his or her status in the **Student Test Status** column. Select the student’s status to view detailed information about the student’s test and item progress.

**NOTE:** For Reading and Mathematics MCA, the test status will not reflect the student’s actual progress in the test because these tests are adaptive; therefore, it cannot be used to determine whether a student’s test is complete. Because adaptive tests can only measure student progress to their current position in the test and does not know how much further a student has to go, the progress screen will show that the student is at 99 or 100% complete. The different percentage depends upon whether the student has or has not answered the item he or she is currently on.

Refer to the table below for a complete list and explanations of student statuses.

Status	Explanation
Ready	The student has not yet started the test.
Active	The student has signed in and started the test.
Exited	The student has exited TestNav but has not submitted test responses.
Resumed	The student’s test has been resumed, but the student has not yet signed in.
Resumed Upload	The student’s test has been resumed, but the student has not yet signed in. Resumed-Upload status forces TestNav to check for a saved response file (SRF) on the testing machine when the student signs back in to continue.
Completed	The test has been submitted by the student through TestNav and the data has been processed.
Marked Complete	The student’s test has been marked complete by the District Assessment Coordinator and the student will not finish testing.

**NOTE:** To maintain system security, PearsonAccess Next times out after 15 minutes of test session management inactivity. If you have been timed out, you will need to sign back into PearsonAccess Next to resume monitoring the test session.

## BREAKS

Depending on your district's testing schedule and procedures for testing, students may be allowed a short break using the scripted directions. Whenever leaving the testing room (e.g., bathroom break) or when there is a break in testing, the student should exit the test or cover the test content in some way (e.g., close the laptop, turn off the monitor, turn over the device) unless an emergency prevents them from doing so. Ensure that students do not discuss test items and answers.

Student tests in TestNav time out after 20 minutes of inactivity. Inactivity is defined as not touching the screen, moving the mouse, and/or pressing keys. Students will not receive a warning that their test is about to be exited due to inactivity, but they will receive a message that the test session has closed due to inactivity and they will need to be resumed to continue testing.

If students are exited from the test or exit the test on their own, they will not be able to go back to previously completed items if more than 20 minutes have elapsed. If tests have been exited, you must resume them in PearsonAccess Next before they can sign back in.

**NOTE:** In the case of an emergency, such as a fire alarm or a severe weather warning, it is important to follow all safety procedures and exit as quickly as possible. To maintain test security when all students must leave the room, you should close the door and secure the room, if possible.

## **EXITING OR SUBMITTING THE TEST**

You must use the scripted directions to alert students prior to the end of the day's testing so that they have time to review their answers before exiting or submitting their test.

Students are not required to complete a section before exiting the test. Once students exit the test for more than 20 minutes or stop testing for the day, they cannot access any items completed previously.

- Students may exit the test at any point. They are not required to complete a section before exiting, complete the same number of items, or exit in the same place as other students.
- For Reading and Science MCA, students are not required to complete a passage or scenario before exiting because the information they need to answer the items appears on the page they are viewing. However, students may choose to complete a passage or scenario before exiting so they do not need to reread the passage or scenario again when they resume testing.
- You may not review student tests to determine where students should exit.

## **COLLECTING SECURE TEST MATERIALS**

At the end of each testing session, all secure materials (testing tickets, scratch paper, and any hard-copy materials provided) must be collected before students leave the testing room. These secure materials must be kept secure between testing sessions following your district's procedures (e.g., you secure materials or return them to the District or School Assessment Coordinator between testing sessions).

Once testing is completed, all secure materials must be 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.

## **WHAT STUDENTS MAY DO**

If students finish testing early and stay in the testing room, students may read a paper book, complete activities on paper, or sit quietly. Cell phones or other devices cannot be used at any time, even if the student has completed testing or is working on something unrelated. Disruptions for other students must be kept to a minimum.

Remember that you cannot ask students about specific test items, even after testing is over. If students ask about a specific item following testing, you may provide instruction on the general concept but must not address or solve the specific test item.

## RESUMING THE TEST

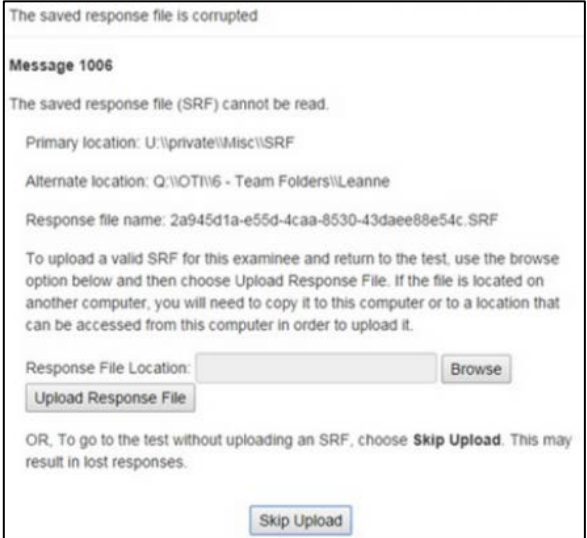
If testing over multiple days, student tests must be resumed before they can continue testing. Follow these steps to resume student tests in PearsonAccess Next, if not completed by the District or School Assessment Coordinator. **NOTE:** Only students in “Active” or “Exited” status can be resumed.

- If you are not already on the Students in Sessions screen, under **Testing**, select **Students in Sessions**.
- Add the test session to the Session List.
- There are two ways to resume a student’s test, by an individual student’s test or all students:
  - To resume an individual student’s test, in the **Student Test Status** column, select the dropdown menu next to the student’s status and select either **Resume** or **Resume Upload** (only one option will display, and the displayed option depends on how the student exited the test).
  - To resume all students, select the checkbox at the top on the left or the checkboxes next to individual students. Then select the dropdown menu next to the **Start** button and select **Student Test Statuses**. If not already on the Resume Student Tests screen, select the **Resume Student Tests** tab at the top. Select the checkbox at the top on the left or next to the student name(s) in the list to confirm your selection(s) and select **Resume**.

The student can now sign in to TestNav with the same student testing ticket previously used.

**NOTE:** If students cannot sign into their tests after being resumed, confirm the student’s test is unlocked in PearsonAccess Next or contact your District or School Assessment Coordinator. To unlock a student’s test, select the dropdown next to the student’s test status and select **Unlock**, or use the lock/unlock slider to unlock all tests in the test session.

When a student resumes testing, there may be times that a student will see an Early Warning System (EWS) message because of a technical issue. Students will need to alert you if they receive a message. You may need to work with technology staff for assistance before the student will be able to resume the test.



The saved response file is corrupted

**Message 1006**

The saved response file (SRF) cannot be read.

Primary location: U:\private\Misc\SRF

Alternate location: Q:\OTR\6 - Team Folders\Leanne

Response file name: 2a945d1a-e55d-4caa-8530-43daee88e54c.SRF

To upload a valid SRF for this examinee and return to the test, use the browse option below and then choose Upload Response File. If the file is located on another computer, you will need to copy it to this computer or to a location that can be accessed from this computer in order to upload it.

Response File Location:

OR, To go to the test without uploading an SRF, choose **Skip Upload**. This may result in lost responses.

## SCRIPTED DIRECTIONS

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

### GIVE INFORMATION ABOUT THE SCHEDULE AND PROHIBITED MATERIALS

Read this script at the beginning of each test session. On subsequent days of testing, start with this script and then read the applicable scripts below.

<b>SCRIPT</b> <i>Schedule and Prohibited Materials</i>	<p><b><i>We have scheduled about _____ minutes for testing today.</i></b></p> <p><b><i>You will be given as much time as you need to complete the test.</i></b></p> <p><b><i>Put everything away before you begin testing. Only your testing ticket, pencil or pen, scratch paper, headphones, and calculator [for grade 11 mathematics only] may be on your desk during testing. [If provided, formula sheets and translated word lists should be stated as well.]</i></b></p> <p><b><i>You may NOT access your cell phone or other devices during testing or after you have finished. You must close everything that is open on your testing device and may NOT access anything else during testing. If you access any of these, your test will be invalidated.</i></b></p> <p><b><i>Beginning now, do not talk or work with other students. If you have questions when signing in, raise your hand. [Distribute testing tickets, scratch paper, and other materials, if not already provided.]</i></b></p>
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### STUDENTS SIGN IN TO THE TEST

Read the applicable script as students sign in to their tests on the first day and subsequent days of testing. Pause as students complete each step, as needed.

<b>SCRIPT</b> <i>Signing in to the Test</i>	<b>First Day of Testing</b>	OR	<b>Subsequent Day(s) of Testing</b>
	<p><b><i>Check that your name is on the top of the testing ticket. Write your name on the top of the materials I provided to you.</i></b></p>		<p><b><i>Check that your name is on the top of the materials I provided to you.</i></b></p>
	<p><b><i>When you have finished testing, I will collect these materials and then you may _____. [e.g., complete activities on paper or sit quietly.] You may NOT use your testing device, cell phone, or any other device.</i></b></p> <p><b><i>Put on your headphones and select Test Audio on the Sign In screen to make sure that the sound is not muted. You may change the volume as needed.</i></b></p> <p><b><i>Enter the username and password from your testing ticket. Then select Sign In.</i></b></p>		
	<p><b><i>After you sign in, read the directions before you begin your test. You may now start your test.</i></b></p>	OR	<p><b><i>You may now begin.</i></b></p>

## BREAKS

If allowing students a break, read these directions to students.

<b>SCRIPT</b> Break	<p><b><i>You may stop working for a short break.</i></b> [Instruct students to exit the test, turn over the device, etc. as applicable for the device and consistent with the district procedures.]</p> <p><b><i>You may stand up and stretch if you choose, but do not talk.</i></b></p> <p>[After about 3 minutes, stop the break.]</p> <ul style="list-style-type: none"><li>• [If the monitor was turned off or the device was turned over.] <b><i>You may continue working.</i></b></li><li>• [If students exited the test.] <b><i>Sign back into your test and select Resume to continue working.</i></b></li></ul> <p><b><i>If you have any problems when you resume testing, raise your hand.</i></b></p>
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## END THE TEST

Read these directions to students prior to the end of the day's testing. Refer to the transcript of the student directions at the end of this document for the steps for exiting or submitting the test, as needed.

<b>SCRIPT</b> Exiting the Test	<p><b><i>We will stop testing in _____ minutes. Go back to any questions and review your answers as needed. You will not be able to return to any questions after exiting or submitting the test.</i></b></p>
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# TRANSCRIPT FOR DIRECTIONS IN STUDENT TESTS

## Introduction

Today you will take a [reading/math/science] test.

Look for your name at the top right of the screen.

If you do not see your name, or if you see someone else's name, raise your hand.

## Calculators [Mathematics and Science MCA only]

Your test will have an online calculator available when a calculator may be used.

[For mathematics grades 3–8 and science] Handheld calculators are NOT allowed.

[For mathematics grade 11] You may also use a handheld calculator.

## Answering Questions

For each question, choose the answer or answers you think are best.

You can use your scratch paper to help you answer the questions.

You must answer each question.

## Reviewing Your Answers

Review your answers before you go to the next section or exit your test.

You cannot go back to your answers after you go to the next section or exit your test for more than 20 minutes.

## Finishing for the Day

Your Test Monitor will tell you when the testing time is almost over so you can finish what you are working on and review your answers.

## Exiting Your Test

To exit you test:

- Select the button next to your name.
- Select Sign out of TestNav in the dropdown menu.
- Select the Save and Return Later button.

## Completing Your Test

When you have completed your test and reviewed your answers, you will submit your test for scoring.

To submit your test:

[For reading and mathematics]

- Select the Next arrow.
- Select Submit Final Answers.

[For science]

- Select Submit Final Answers.
- Select Yes, Submit Final Answers.

Once you submit your test, you will not be able to go back.

## Turning in Materials

Turn in your testing ticket and scratch paper before you leave.

## Read these important reminders:

On this test, do your own best work to show what you know and can do.

- 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.

## Asking Questions

Your Test Monitor cannot answer questions about test items.

If you have other questions about the test, raise your hand now.

If you do not have any questions, select the Next arrow. On the next screen, select Submit to start your test.

