

# DIRECTIONS FOR PAPER ADMINISTRATIONS

## READING, MATHEMATICS, AND SCIENCE

### MINNESOTA COMPREHENSIVE ASSESSMENTS (MCA)

SPRING 2018

<b>GENERAL INFORMATION</b> .....	<b>2</b>
TRAINING .....	2
PREPARING STUDENTS .....	2
READ SCRIPTED DIRECTIONS DURING TEST ADMINISTRATION .....	2
STUDENT RESPONSES AND SEALING SEGMENTS.....	2
ADDITIONAL GUIDELINES FOR ADMINISTRATION .....	2
ADMINISTRATION OF THE SCRIPT .....	2
<b>MCA OVERVIEW</b> .....	<b>3</b>
<b>PREPARE FOR TEST ADMINISTRATION</b> .....	<b>4</b>
GENERAL PREPARATION .....	4
MATERIALS ALLOWED AND NOT ALLOWED DURING TESTING.....	4
PROVIDE TEST MATERIALS TO STUDENTS.....	4
<b>MONITOR THE TEST SESSION</b> .....	<b>5</b>
ACTIVE MONITORING .....	5
PROVIDING ASSISTANCE .....	5
REQUESTING ASSISTANCE FROM OTHERS .....	5
REPORTING SUSPECTED ITEM ERRORS .....	5
REPORTING MISADMINISTRATIONS AND TEST SECURITY BREACHES.....	5
<b>END TESTING</b> .....	<b>6</b>
ENTER STUDENT RESPONSES ONLINE.....	6
<b>MATHEMATICS MCA SCRIPTED DIRECTIONS</b> .....	<b>7</b>
<b>READING MCA SCRIPTED DIRECTIONS</b> .....	<b>11</b>
<b>SCIENCE MCA SCRIPTED DIRECTIONS</b> .....	<b>14</b>

# GENERAL INFORMATION

These directions are for Test Monitors administering the MCA using paper accommodated test books (regular print, large print, and braille) and mathematics or science scripts with these test books. 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 for Paper Administrations* 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 format of the test they will be taking. [Item samplers](#) for all paper accommodated test materials are available for each grade and subject on PearsonAccess Next (<http://minnesota.pearsonaccessnext.com>) under Preparing for Testing > Item Samplers. 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 scripted directions that must be read to students before testing and throughout test administration; these directions are separated by subject in this document. On subsequent days of testing, you will read the applicable scripted directions before students resume testing.

## STUDENT RESPONSES AND SEALING SEGMENTS

Students respond directly in the regular or large print test book, unless they require the scribe accommodation. Students seal each segment of their test book after they complete it.

## ADDITIONAL GUIDELINES FOR ADMINISTRATION

[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.

*Test Administrator Notes* are included with each braille test and must be used in addition to these directions to administer the braille test.

## ADMINISTRATION OF THE SCRIPT

Administering the Mathematics or Science MCA with a script requires an individual setting or a small group setting with other students who require the script accommodation/linguistic support. The student will follow along and answer the questions in the test book while the Test Monitor reads from the script. Additional guidelines for the administration of a script are provided in the script.

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

# 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 to end testing.

The “Total Test Administration” column takes into account the time needed to review these directions and answer student questions and for student work time. Confirm the days and times scheduled for testing with your District and School Assessment Coordinator.

## 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

- 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

- Scratch paper (students must write their names on it)
- A pencil or pen
- Seals
- Handheld calculators (only in specified tests and segments; see below)
- Hard-copy translated word list (mathematics and science only; 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)

### 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.

### Translated Word Lists

If providing a hard copy of 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.

### Calculators

Students must be familiar with the functionality of the handheld calculator prior to test administration. Contact your District or School Assessment Coordinator with questions on 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 you will verify that a calculator can be used on the item.

Graphing calculators 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).

## 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* or other checklist provided in the district. The security number is located on the back cover.
- Have students write their names on all materials provided: test book, scratch paper, grid paper (if removed from the test book), mathematics formula sheets (if removed from the test book), and translated word lists (if provided). All materials must be turned in at the end of the test session.
- Mathematics and science scripts are not provided to students; they are used by the Test Monitor to administer the test.

# MONITOR THE 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 test materials, active monitoring of student testing must be heightened.

## PROVIDING ASSISTANCE

The only directions you can give students are the scripted directions in this document.

- You may not paraphrase scripted directions, define or pronounce a word within 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.
- Do 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 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.

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 calculator is broken (e.g., dead batteries).

As students finish each segment, you will provide a seal and may assist them in applying the seal to the appropriate pages, if needed. If you run out of seals, tape may be used instead.

## 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) so that you may continue to actively monitor student 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

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

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, 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.**

## 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](http://education.state.mn.us) is available on the MDE website (<http://education.state.mn.us>) under 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*.
- Verify that all scratch paper and translated word lists (if provided) have been collected. For mathematics, if students removed the formula sheets or grid paper from the test book, these must also be collected.
- Immediately report any missing test materials to your District or School Assessment Coordinator.

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

Once testing is completed, the scratch paper 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. This also applies to any formula sheets or grid paper, if removed from the test book, and any translated word lists, if provided to students.

## ENTER STUDENT RESPONSES ONLINE

In order to be scored, student responses in the test books must be entered into a Data Entry form in TestNav by designated staff during the testing window. Student responses in MCA paper accommodated test materials will NOT be scored; only student responses entered online are scored.

After testing, district staff must break the test book seals to enter student responses online. Test books do not need to be resealed before being returned to Pearson.

Student responses must be entered exactly as the student responded, without edits or changes. The test items include specific instructions for students on how the item should be answered, and the student's answers cannot be modified if they did not follow these instructions.

For more information on how to enter student responses online, refer to the [MCA Data Entry User Guide](#) on PearsonAccess Next under Resources & Training > User Guides.

# 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

<b>SCRIPT</b> Test Schedule and Prohibited Materials	<p><b><i>You are going to take a mathematics test.</i></b></p> <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 test book, pencil or pen, scratch paper, and calculator [when allowed] may be on your desk during testing. [If provided, 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. If you access any of these, your test will be invalidated.</i></b></p> <p><b><i>You will read the test items and write your answers in your test book. [Point to the test book and pause.]</i></b></p> <p><b><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></b></p> <p><b><i>After testing, you must not talk about the test or test items with others.</i></b></p> <p><b><i>Are there any questions? [Answer questions and then proceed.]</i></b></p>
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<b>SCRIPT</b> Starting Session	<p><b><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. [Distribute regular print, large print, or braille test books.]</i></b></p> <p><b><i>[First day only for regular print test books] We are now going to break the seal on the test. Break the seal by pulling the tab. [Assist any students who are having difficulty.]</i></b></p>
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## READ GENERAL DIRECTIONS FROM TEST BOOK

<b>SCRIPT</b> General Directions	<p><b><i>Open your test book to the General Directions page. Follow along as I read the directions to you.</i></b></p> <p>For grades 3–4:</p> <ul style="list-style-type: none"> <li>➤ <b><i>This test contains four segments.</i></b></li> <li>➤ <b><i>You may write in this test book as scratch paper. Grid paper is also provided at the back of the test book.</i></b></li> <li>➤ <b><i>For each question, choose the answer you think is best.</i></b></li> <li>➤ <b><i>Look at the sample that shows how to answer the question. [Pause to allow students to review the sample question in their test books.]</i></b></li> <li>➤ <b><i>You may not use a calculator for Segment 1.</i></b></li> <li>➤ <b><i>You may use a calculator for Segments 2, 3, and 4.</i></b></li> <li>➤ <b><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. [If students cannot complete a segment during the time scheduled for testing, follow the directions under End the Test.]</i></b></li> </ul>
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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 students needing help.]
- ***For each question, choose the answer you think is best.***
- ***Look at the sample questions that show how the different types of questions should be answered.*** [Pause to allow students to review the sample question in their test books.]
- ***Answer each fill in the 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.*** [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.*** [If students cannot complete a segment during the time scheduled for testing, follow the directions under End the Test.]

For grades 7–8:

- ***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 students needing help.]
- ***For each question, choose the answer you think is best.***
- ***Look at the sample questions that show how the different types of questions should be answered.*** [Pause to allow students to review the sample question in their test books.]
- ***Answer each fill in the 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.*** [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.*** [If students cannot complete a segment during the time scheduled for testing, follow the directions under End the Test.]



	<p>For grade 11:</p> <ul style="list-style-type: none"> <li>➤ <b><i>This test contains four segments.</i></b></li> <li>➤ <b><i>You may write in this test book as scratch paper. Grid paper is also provided at the back of the test book.</i></b></li> <li>➤ <b><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></b> [Assist any students needing help.]</li> <li>➤ <b><i>For each question, choose the answer you think is best.</i></b></li> <li>➤ <b><i>Look at the sample questions that show how the different types of questions should be answered.</i></b> [Pause to allow students to review the sample question in their test books.]</li> <li>➤ <b><i>Answer each fill in the 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 (<math>\frac{\quad}{\quad}</math>), decimal (<math>\cdot</math>), and a negative sign (<math>-</math>). 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></b> [Pause to allow students to review the sample question in their test books.]</li> <li>➤ <b><i>You may use a calculator for all segments.</i></b></li> <li>➤ <b><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></b> [If students cannot complete a segment during the time scheduled for testing, follow the directions under End the Test.]</li> </ul>
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**READ CODE OF CONDUCT FROM TEST BOOK**

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

<b>SCRIPT</b> Beginning the Test	<b>First Day of Testing</b>	OR	<b>Subsequent Day(s) of Testing</b>
	<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>

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

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

<b>SCRIPT</b> End the Test	<p><b><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></b> [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

<b>SCRIPT</b> Test Schedule and Prohibited Materials	<p><b><i>You are going to take a reading test.</i></b></p> <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 test book, pencil or pen, and scratch paper may be on your desk during testing.</i></b></p> <p><b><i>You may NOT access your cell phone or other devices during testing or after you have finished. If you access any of these, your test will be invalidated.</i></b></p> <p><b><i>You will read the test items and write your answers in your test book.</i></b> [Point to the test book and pause.]</p> <p><b><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></b></p> <p><b><i>After testing, you must not talk about the test or test items with others.</i></b></p> <p><b><i>Are there any questions?</i></b> [Answer questions and then proceed.]</p>
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<b>SCRIPT</b> Starting Session	<p><b><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></b> [Distribute regular print, large print, or braille test books.]</p> <p>[First day only for regular print test books] <b><i>We are now going to break the seal on the test. Break the seal by pulling the tab.</i></b> [Assist any student who is having difficulty.]</p>
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### READ GENERAL DIRECTIONS FROM TEST BOOK

<b>SCRIPT</b> General Directions	<p><b><i>Open your test book to the General Directions page. Follow along as I read the directions to you.</i></b></p> <ul style="list-style-type: none"> <li>➤ <b><i>This test contains four segments.</i></b></li> <li>➤ <b><i>You may take notes and highlight in this test book.</i></b></li> <li>➤ <b><i>Read each story, article, or poem, and answer the questions.</i></b></li> <li>➤ <b><i>For each question, choose the answer you think is best.</i></b></li> <li>➤ <b><i>Look at the sample that shows how to answer the question.</i></b> [Pause to allow students to review the sample question in their test books.]</li> <li>➤ <b><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></b> [If students cannot complete a segment during the time scheduled for testing, follow the directions under End the Test.]</li> </ul>
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## READ CODE OF CONDUCT FROM TEST BOOK

<b>SCRIPT</b> Code of Conduct	<p><b>Turn the page to read important reminders about taking your test. Follow along as I read them to you.</b></p> <p><b>On this test, do your own best work to show what you know and can do.</b></p> <ul style="list-style-type: none"> <li>➤ <b>Do not accept help finding answers to test questions.</b></li> <li>➤ <b>Do not give answers to other students.</b></li> <li>➤ <b>Do not tell others what is on the test.</b></li> <li>➤ <b>There may be consequences if you do not follow directions or if you behave dishonestly.</b></li> </ul>
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	<p><b>We will begin with Segment 1.</b></p>		<p><b>We will begin with the next unsealed part of the test.</b></p> <p><b>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.</b></p>

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

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

<b>SCRIPT</b> End the Test	<b><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></b>
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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 style="text-align: center;"><b>SCRIPT</b> Test Schedule and Prohibited Materials</p>	<p><b><i>You are going to take a science test.</i></b></p> <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 test book, pencil or pen, scratch paper, and calculator [when allowed] may be on your desk during testing.</i></b> [If provided, translated word lists should be stated as well.]</p> <p><b><i>You may NOT access your cell phone or other devices during testing or after you have finished. If you access any of these, your test will be invalidated.</i></b></p> <p><b><i>You will read the test items and write your answers in your test book.</i></b> [Point to the test book and pause.]</p> <p><b><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></b></p> <p><b><i>After testing, you must not talk about the test or test items with others.</i></b></p> <p><b><i>Are there any questions?</i></b> [Answer questions and then proceed.]</p>
<p style="text-align: center;"><b>SCRIPT</b> Starting Session</p>	<p><b><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></b> [Distribute large print or braille test books.]</p>

## READ GENERAL DIRECTIONS FROM TEST BOOK

<p style="text-align: center;"><b>SCRIPT</b> General Directions</p>	<p><b>Open the test book to the General Directions page. Follow along as I read the directions to you.</b></p> <ul style="list-style-type: none"><li>➤ <b>This test contains two segments.</b></li><li>➤ <b>You may write in this test book or use scratch paper.</b></li><li>➤ <b>All answers must be marked in this test book.</b></li><li>➤ <b>Answer each multiple-choice question by circling your answer. The sample below shows how to do this.</b> [Pause to allow students to review the sample question in their test books.]</li><li>➤ <b>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.</b> [Pause to allow students to review the sample question in their test books.]</li><li>➤ <b>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.</b> [Pause to allow students to review the sample questions in their test books.]</li><li>➤ [For grade 8] <b>For some questions, you will need to write numbers as your answer. The sample below shows how to do this.</b> [Pause to allow students to review the sample question in their test books.]</li><li>➤ <b>For some graphing questions, you will need to write a “+” above each bar, where the top of the bar should be.</b><ul style="list-style-type: none"><li>○ [18 point large print] <b>The sample below shows how to do this.</b> [Pause to allow students to review the sample question in their test books.]</li><li>○ [24 point large print] <b>The sample on the next page shows how to do this.</b> [Pause to allow students to review the sample question in their test books.]</li></ul></li><li>➤ <b>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.</b> [If students cannot complete a segment during the time scheduled for testing, follow the directions under End the Test.]</li></ul>
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## READ CODE OF CONDUCT FROM TEST BOOK

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

<b>SCRIPT</b> Beginning the Test	<b>First Day of Testing</b>	OR	<b>Subsequent Day(s) of Testing</b>
	<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>

<b>SCRIPT</b> 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 students who are 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.

<b>SCRIPT</b> Break	<p><i>You may stop working for a short break. Close your test book. You may stand up and stretch if you choose, but 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.

<b>SCRIPT</b> 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></p> <p>[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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