4.11 Script for Administering Mathematics

4.11.1 Grades 3, 4, and 5 Mathematics – All Sections

The administration script under Section 4.11.1 will be used for all sections of the Grades 3-5 mathematics test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the assessment. Read word-for-word the bold instructions in each SAY box to students. You may not modify or paraphrase the wording in the SAY boxes. Some of the SAY boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. Some directions may differ slightly by section and are noted within the administration script.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1–3	Grades 3–5 (each section): 60 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Sections 1-3 – Students **Submit Final Answers**				

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations. Speak to your STC to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to TestNav (follow your school/LEA instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**
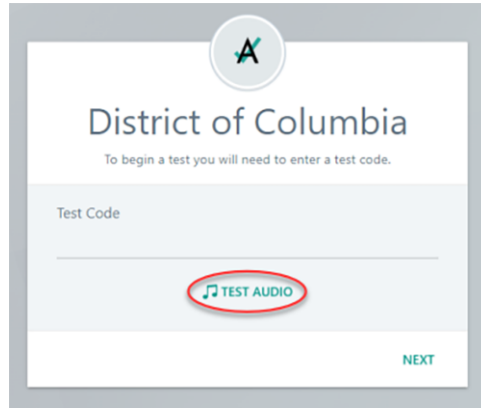
Say	**Today, you will take the Mathematics Assessment.** **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.**

If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)

Say	**Make sure your headphones are plugged in and put them on. On your screen below the "Sign In" button is a link called "Test Audio." Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.
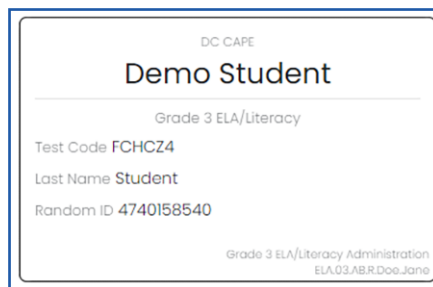
Instructions for Logging In

Say	**Please sit quietly while I distribute your student testing tickets and scratch paper.**
	Do NOT log in until I tell you to do so.

Distribute scratch paper, mathematics reference sheets (Grade 5 only, if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in their IEP or 504 plan, make sure the student receives the appropriate device.

Say	**Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <u>your</u> ticket.**

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the STC.

Say	Now, enter your Test Code as shown on the top of your ticket and select "Next."
	(Pause.)
	Next, enter your Last Name as shown on your ticket.
	(Pause.)
	Next, enter your Random ID as shown on your ticket.
	(Pause.)
	Now, select the "Next" button.
	(Pause.)
	Confirm the test and your name are correct. If the name you see is not yours, please raise your hand. You should now be on the "Available Tests" screen. Select the "Start" button for Section __ (fill in the appropriate section)**. You should see a "Welcome" screen.**

Circulate throughout the room to make sure all students have successfully logged in. Retype the Test Code, Student Name and Random ID for a student, if necessary. If the student does not see their correct name on the login screen, sign out of TestNav, open a new TestNav window, and log the student back in with the correct student testing ticket.

Instructions for Administering All Sections

Say	Select the "Start" box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the "Start" button until I tell you to do so.
	Today, you will take Section __ (fill in the appropriate section) **of the Grade __** (grade 3, 4, or 5 — select the appropriate grade level) **Mathematics Test. You will not be able to use a calculator.**
	Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.
	If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.

Say	This is the end of the testing directions. Do not go on until you are told to do so.
	During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.
	If a drawing box is provided with the question, you may use it to add a drawing to help (Grade 3: **explain**) (Grades 4 & 5: **support**) your answer(s). Any work or drawing that is entered in the drawing box will be scored.

Grades 3, 4, and 5 Mathematics All Sections

Read from OPTION A, B, or C below based on your local policy (refer to your STC).

Say	OPTION A **After you have logged out of the test, sit quietly until the section has ended.**
	OPTION B **After you have logged out of the test, I will dismiss you.**
	OPTION C **After you have logged out of the test, you may read a book or other allowable materials until the section has ended.**

| **Say** | **Do you have any questions?** |

Answer any questions.

Once all students have completed the test directions, write the assigned seal code on the board or paper where all students can see it.

Instructions for Starting the Test

| **Say** | **Scroll to the bottom of the screen.**
(Pause.)
This is your seal code. Please enter it as instructed on your screen and select the "Start" button.
(Pause.)
You should now be in the test. |

Pause to make sure all students are in the correct section.

| **Say** | **You will have 60 minutes to complete this section. I will also let you know when you have 10 minutes of testing time left.**
You may begin working now. |

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Ensure students are logging out of TestNav as they complete the section (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.

Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are not permitted to talk to each other during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the section:

> **Say** **Please stop and cover or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.**

After taking a classroom break, be sure students are seated and device screens are visible:

> **Say** **You may now resume testing.**

Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

> **Say** **You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the section time is finished, read the following optional SAY box if there are students still actively testing. If a second section will be administered after a short break, stop the directions after exiting the section, but do not have students close the TestNav app.

> **Say** **Stop working. Testing time has now ended.**
>
> **Select the "Review" drop-down menu at the top left corner of your test.**
>
> **From the "Review" menu, scroll to the bottom and select "End of Section."**
>
> **Select the "Submit Final Answers" button. You will then see a message that asks "Are you sure you want to submit final answers?"**
>
> **Select the "Yes, Submit Final Answers" button.**
>
> **I will now collect your student testing ticket and scratch paper.**

- Circulate throughout the room to make sure all students have successfully logged out of TestNav. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Submitted** status for the section in Assessment Delivery and Management Platform (ADAM) at the end of the section.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If you are administering more than one section in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Ensure all students have logged out of TestNav after each section, even if completing another section in the same day. Once students have returned and are seated, read the script to move on to the next section.

4.11.2 Grades 6, 7, and High School Mathematics – Section 1

The administration script under Section 4.11.2 will be used for Section 1 of the Grades 6, 7, and High School mathematics (Algebra I, Geometry, and Algebra II) test. Refer to Section 4.11.4 for the administration script for Section 2 and Section 3.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the assessment. Read word-for-word the bold instructions in each SAY box to students. You may not modify or paraphrase the wording in the SAY boxes. Some of the SAY boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. Some directions may differ slightly by section and are noted within the administration script.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Section 1: Non-Calculator Part	Grades 6 and 7: 60 Minutes High School: 90 Minutes	• Student testing tickets • Pencils • Scratch paper		
Students **Submit Part**				
Section 1: Calculator Part		• Calculator (if using hand-held calculators)		
End of Section 1 – Students **Submit Final Answers**				

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations. Speak to your STC to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to TestNav (follow your school/LEA instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**
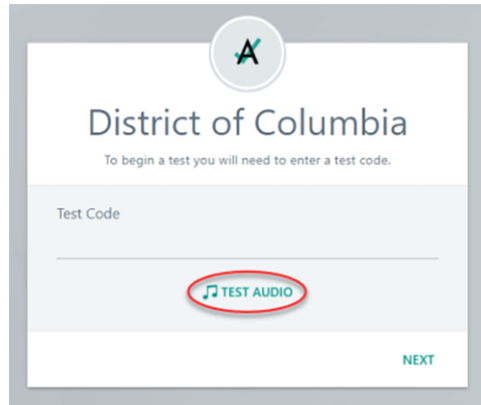
> **Say**
>
> **Today, you will take the Mathematics Assessment.**
>
> **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.**

If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)

> **Say** Make sure your headphones are plugged in and put them on. On your screen below the "Sign In" button is a link called "Test Audio." Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.
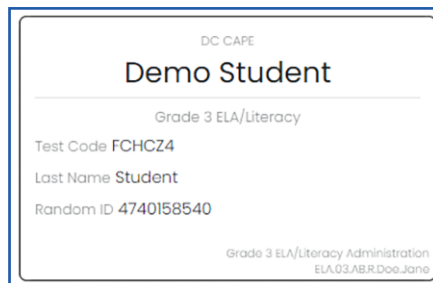

Instructions for Logging In

> **Say** Please sit quietly while I distribute your student testing tickets and scratch paper.
>
> Do NOT log in until I tell you to do so.

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in their IEP or 504 plan, make sure the student receives the appropriate device.

> **Say** Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the STC.

Say	**Now, enter your Test Code as shown on the top of your ticket and select "Next."**
	(Pause.)
	Next, enter your Last Name as shown on your ticket.
	(Pause.)
	Next, enter your Random ID as shown on your ticket.
	(Pause.)
	Now, select the "Sign In" button.
	(Pause.)
	Confirm the test and your name are correct. If the name you see is not yours, please raise your hand. You should now be on the "Available Tests" screen. Select the "Start" button for Section 1. You should see a "Welcome" screen.

Circulate throughout the room to make sure all students have successfully logged in. Retype the Test Code, Student Name and Random ID for a student, if necessary. If the student does not see their correct name on the login screen, close the browser, open a new browser window, and log the student back in with the correct student testing ticket.

Instructions for Administering Section 1

Say	**Select the "Start" box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the "Start" button until I tell you to do so.**
	Today, you will take Section 1 of the __ (grade 6, 7 or the appropriate course) **Mathematics Test. Section 1 has two parts. In the first part, you may not use a calculator. In the second part, you may use a calculator. You will not be allowed to return to the first part of the test after you start the calculator part. You must complete both the non-calculator and calculator parts of Section 1 within the time allowed.**
	Read each question. Then, follow the directions to answer each question.
	If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.
	If you do not know the answer to a question, you may bookmark it and go on to the next question. When you finish the first part, you may review your answers and any questions you may have bookmarked in this part ONLY. Once you have reviewed your answers, continue to the calculator part by submitting the answers for the first part. Raise your hand if you need assistance continuing to the calculator part.

Say	**OPTIONAL IF USING HAND-HELD CALCULATORS: Raise your hand to receive your calculator when you are ready to move onto the calculator part.**

Say This is the end of the directions on your screen. Do not go on until you are told to do so.

During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.

Once you have checked your work in the calculator part, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper.

Read from OPTION A, B, or C below based on your local policy (refer to your STC).

Say OPTION A

After you have logged out of the test, sit quietly until the section has ended.

OPTION B

After you have logged out of the test, I will dismiss you.

OPTION C

After you have logged out of the test, you may read a book or other allowable materials until the section has ended.

Say Do you have any questions?

Answer any questions.

Once all students have completed the test directions, write the assigned seal code on the board or paper where all students can see it.

Instructions for Starting the Test

Say Scroll to the bottom of the screen.

(Pause.)

This is your seal code. Please enter it as instructed on your screen and select the "Start" button.

(Pause.)

You should now be in the test.

Pause to make sure all students are in the correct section.

Say	**You will have . . .**
	
	    • Grades 6 and 7: **60 minutes**
	    • High School: **90 minutes**
	
	. . . to complete both the non-calculator and calculator parts in this section. When there are 20 minutes of testing time left, I will remind you to move on to the calculator part, if you have not already done so. I will also let you know when you have 10 minutes of testing time left.
	
	You may begin working now.

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- If you are assisting students and see "Submit Section" or "Start Section" on the TestNav screen, this means that the student is ready to transition into the calculator part. Ensure students are moving on to the calculator part. When the non-calculator part is complete, students will need to "Submit Section" in order to move on to the calculator part and log out of TestNav as they complete the part (Section 4.9.1).
- Distribute grade/course-appropriate/accommodation-appropriate calculators (if using hand-held calculators) when students complete the non-calculator part (refer to Section 4.2 for more information).
- Ensure students are logging out of TestNav as they complete the section (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.
- Ensure that any absent students are locked out of the section (Section 4.3).

Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other** during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the section:

Say	**Please stop and cover or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.**

After taking a classroom break, be sure students are seated and device screens are visible:

> **Say** **You may now resume testing.**

Instructions for When 20 Minutes of Section Time Remain
When 20 minutes of section time remain,

> **Say** **You have 20 minutes remaining. As a reminder, both the non-calculator and calculator parts must be completed within this time.**

Instructions for When 10 Minutes of Section Time Remain
When 10 minutes of section time remain,

> **Say** **You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Section
When the section time is finished, read the following optional SAY box if there are students still actively testing. If a second section will be administered after a short break, stop the directions after exiting the section, but do not have students close the TestNav app.

> **Say** **Stop working. Testing time has now ended.**
>
> **Select the "Review" drop-down menu at the top left corner of your test.**
>
> **From the "Review" menu, scroll to the bottom and select "End of Section."**
>
> **Select the "Submit Final Answers" button. You will then see a message that asks "Are you sure you want to submit final answers?"**
>
> **Select the "Yes, Submit Final Answers" button.**
>
> **I will now collect your student testing ticket and scratch paper.**

- Circulate throughout the room to make sure all students have successfully logged out of TestNav. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Submitted** status for the section in Assessment Delivery and Management Platform (ADAM) at the end of the section.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If you are administering more than one section in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Ensure all students have logged out of TestNav after each section, even if completing another section in the same day. Once students have returned and are seated, read the script to move on to the next section.

4.11.3 Grade 8 Mathematics – Section 1

The administration script under Section 4.11.3 will be used for Section 1 of the Grade 8 mathematics test. Refer to Section 4.11.4 for the administration script for Section 2 and Section 3 of the Grades 6, 7, 8 and high school mathematics test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the assessment. Read word-for-word the bold instructions in each SAY box to students. You may not modify or paraphrase the wording in the SAY boxes. Some of the SAY boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. Some directions may differ slightly by section and are noted within the administration script.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Section 1: Non-Calculator	Grade 8: 60 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Section 1 – Students **Submit Final Answers**				

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations. Speak to your STC to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to TestNav (follow your school/LEA instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**
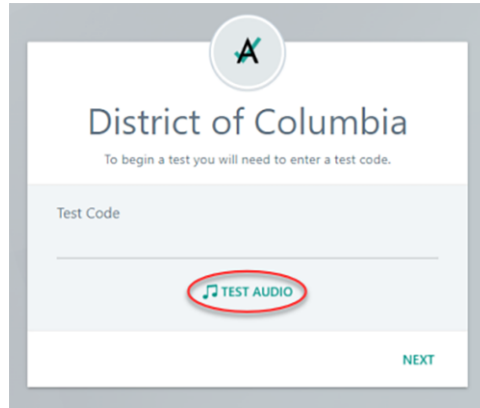
> **Say**
>
> **Today, you will take the Mathematics Assessment.**
>
> **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.**

If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)

> **Say**
>
> **Make sure your headphones are plugged in and put them on. On your screen below the "Sign In" button is a link called "Test Audio." Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.
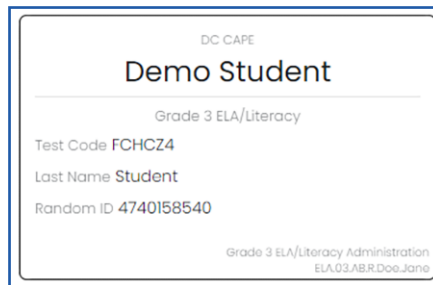
Instructions for Logging In

Say	**Please sit quietly while I distribute your student testing tickets and scratch paper.**
	Do NOT log in until I tell you to do so.

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in their IEP or 504 plan, make sure the student receives the appropriate device.

Say	**Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <u>your</u> ticket.**

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the STC.

Say	Now, enter your Test Code as shown on the top of your ticket and select "Next." (Pause.) **Next, enter your Last Name as shown on your ticket.** (Pause.) **Next, enter your Random ID as shown on your ticket.** (Pause.) **Now, select the "Sign In" button.** (Pause.) **Confirm the test and your name are correct. If the name you see is not yours, please raise your hand. You should now be on the "Available Tests" screen. Select the "Start" button for Section 1. You should see a "Welcome" screen.**

Circulate throughout the room to make sure all students have successfully logged in. Retype the Test Code, Student Name and Random ID for a student, if necessary. If the student does not see their correct name on the login screen, close the browser, open a new browser window, and log the student back in with the correct student testing ticket.

Instructions for Administering Section 1

Say	**Select the "Start" box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the "Start" button until I tell you to do so.** **Today, you will take Section 1 of the Grade 8 Mathematics Test. You will not be able to use a calculator.** **Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.** **If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.**

Say	**This is the end of the directions on your screen. Do not go on until you are told to do so.** **During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.** **Once you have checked your work in this section, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper.**

Read from OPTION A, B, or C below based on your local policy (refer to your STC).

Say	OPTION A
	After you have logged out of the test, sit quietly until the section has ended.
	OPTION B
	After you have logged out of the test, I will dismiss you.
	OPTION C
	After you have logged out of the test, you may read a book or other allowable materials until the section has ended.

Say	**Do you have any questions?**

Answer any questions.

Once all students have completed the test directions, write the assigned seal code on the board or paper where all students can see it.

Instructions for Starting the Test

Say	**Scroll to the bottom of the screen.**
	(Pause.)
	This is your seal code. Please enter it as instructed on your screen and select the "Start" button.
	(Pause.)
	You should now be in the test.

Pause to make sure all students are in the correct section.

Say	**You will have 60 minutes to complete this section. I will also let you know when you have 10 minutes of testing time left.**
	You may begin working now.

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Ensure students are logging out of TestNav as they complete the section (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.

Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are not permitted to talk to each other during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the section:

> **Say** **Please stop and cover or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.**

After taking a classroom break, be sure students are seated and device screens are visible:

> **Say** **You may now resume testing.**

Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

> **Say** **You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the section time is finished, read the following optional SAY box if there are students still actively testing. If a second section will be administered after a short break, stop the directions after exiting the section, but do not have students close the TestNav app.

Stop working. Testing time has now ended.

Select the "Review" drop-down menu at the top left corner of your test.

From the "Review" menu, scroll to the bottom and select "End of Section."

Select the "Submit Final Answers" button. You will then see a message that asks "Are you sure you want to submit final answers?"

Select the "Yes, Submit Final Answers" button.

I will now collect your student testing ticket and scratch paper.

- Circulate throughout the room to make sure all students have successfully logged out of TestNav. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Submitted** status for the section in Assessment Delivery and Management Platform (ADAM) at the end of the section.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If you are administering more than one sectiont in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Ensure all students have logged out of TestNav after each section, even if completing another section in the same day. Once students have returned and are seated, read the script to move on to the next section.

Grade 8 Mathematics Section 1

4.11.4 Grades 6, 7, 8, and High School Mathematics – Sections 2 and 3

The administration script under Section 4.11.4 will be used for Section 2 and Section 3 of the Grades 6, 7, 8, and High School mathematics (Algebra I, Geometry, and Algebra II) test. The administration script for Section 1 of the Grades 6, 7, and high school mathematics assessments can be found in Section 4.11.2. The administration script for Section 1 of the Grades 8 mathematics assessments can be found in Section 4.11.3.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Section 2	Grades 6–8: 60 Minutes High School: 90 Minutes	• Student testing tickets • Pencils • Scratch paper • Calculator (if using hand-held calculators)		
End of Section 2 – Students **Submit Final Answers**				
Section 3	Grades 6–8: 60 Minutes	• Student testing tickets • Pencils • Scratch paper • Calculator (if using hand-held calculators)		
End of Section 3 – Students **Submit Final Answers**				

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations.

Speak to your STC to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to TestNav (follow your school/LEA instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**
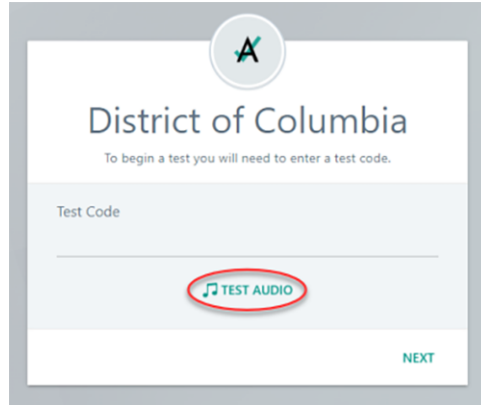
Say	Today, you will take the Mathematics Assessment.
	You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.

If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)

> **Say** **Make sure your headphones are plugged in and put them on. On your screen below the "Sign In" button is a link called "Test Audio." Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.
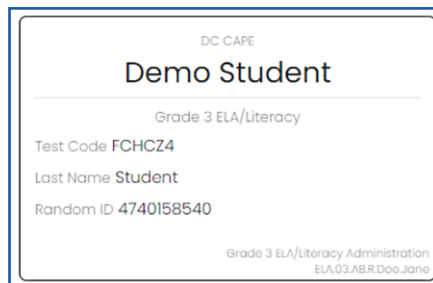
Instructions for Logging In

> **Say** **Please sit quietly while I distribute your student testing tickets and scratch paper.**
>
> **Do NOT log in until I tell you to do so.**

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in their IEP or 504 plan, make sure the student receives the appropriate device.

> **Say** **Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.**

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the STC.

Say | **Now, enter your Test Code as shown on the top of your ticket and select "Next."**

(Pause.)

Next, enter your Last Name as shown on your ticket.

(Pause.)

Next, enter your Random ID as shown on your ticket.

(Pause.)

Now, select the "Sign In" button.

(Pause.)

Confirm the test and your name are correct. If the name you see is not yours, please raise your hand. You should now be on the "Available Tests" screen. Select the "Start" button for Section ___ (fill in the appropriate section number)**. You should see a "Welcome" screen.**

Circulate throughout the room to make sure all students have successfully logged in. Retype the Test Code, Student Name and Random ID for a student, if necessary. If the student does not see their correct name on the login screen, close the browser, open a new browser window, and log the student back in with the correct student testing ticket.

Instructions for Administering Each Section

Say | **Select the "Start" box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the "Start" button until I tell you to do so.**

Today, you will take Section ___ (fill in the appropriate section number) **of the ___** (fill in the appropriate grade/course) **Mathematics Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use.**

Read each question. Then, follow the directions to answer each question.

If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.

Say | **This is the end of the directions on your screen. Do not go on until you are told to do so.**

During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.

Once you have checked your work in this section, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper.

Read from OPTION A, B, or C below based on your local policy (refer to your STC).

Say	OPTION A
	After you have logged out of the test, sit quietly until the section has ended.
	OPTION B
	After you have logged out of the test, I will dismiss you.
	OPTION C
	After you have logged out of the test, you may read a book or other allowable materials until the section has ended.

Say	**Do you have any questions?**

Answer any questions.

Once all students have completed the test directions, write the assigned seal code on the board or paper where all students can see it.

Instructions for Starting the Test

Say	**Scroll to the bottom of the screen.**
	(Pause.)
	This is your seal code. Please enter it as instructed on your screen and select the "Start" button.
	(Pause.)
	You should now be in the test.

Pause to make sure all students are in the correct sections.

Say	**You will have . . .**
	• Grades 6–8: **60 minutes**
	• High School: **90 minutes**
	. . . to complete this section. I will let you know when you have 10 minutes of testing time left.
	You may begin working now.

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.
- Assist students in logging out of TestNav as they complete the section (Section 4.9.1).

- Collect test materials as students complete testing (Section 4.9.2).

Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other** during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the section:

Say **Please stop and cover or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.**

After taking a classroom break, be sure students are seated and device screens are visible:

Say **You may now resume testing.**

Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

Say **You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the section time is finished, read the following optional SAY box if there are students still actively testing. If a second section will be administered after a short break, stop the directions after exiting the section, but do not have students close the TestNav app.

> **Say**
>
> **Stop working. Testing time has now ended.**
>
> **Select the "Review" drop-down menu at the top left corner of your test.**
>
> **From the "Review" menu, scroll to the bottom and select "End of Section."**
>
> **Select the "Submit Final Answers" button. You will then see a message that asks "Are you sure you want to submit final answers?" Select the "Yes, Submit Final Answers" button.**
>
> **I will now collect your student testing ticket and scratch paper.**

- Circulate throughout the room to make sure all students have successfully logged out of TestNav. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Submitted** status for the section in Assessment Delivery and Management Platform (ADAM) at the end of the section.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

If you are administering more than one section in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Ensure all students have logged out of TestNav after each section, even if completing another section in the same day. Once students have returned and are seated, read the script to move on to the next section.