

4.11 Script for Administering English Language Arts/Literacy (ELA/L)

The administration script under Section 4.11 will be used for all sections for the ELA/L Test. On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the ELA/L 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.

4.11.1 Grade 3 – ELA/Literacy – All Sections

The administration script under Section 4.11.1 will be used for all sections for the Grade 3 ELA/L Test. Refer to Section 4.10.1 for the administration script for all sections for the Grade 3 Mathematics Test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the ELA/L 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	Grade 3: 75 Minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		
End of all sections – Students Stop				

Instructions for Preparing to Test

SAY	Today, you are going to take the English language arts/literacy assessment. You may not have any unapproved electronic devices at your desk. Making calls, texting, and taking pictures are not allowed. If you have any electronic devices, including cell phones, with you right now, 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.
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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.

SAY	Please sit quietly while I distribute the test materials.
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets.

SAY	<p>If Section 1: Write your first and last name at the top of your test booklet in Box A.</p> <p>If Section 2: Check to make sure your first and last name is written at the top of your test booklet in Box A.</p>
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Make sure each student has written their name on the test booklet. If necessary, assist students with making sure they are using the test booklet that belong to them.

SAY	<p>This is the end of the directions in your test booklet.</p> <p>When you see a GO ON sign in your test booklet, you may go on to the next page. When you reach the STOP sign in your test booklet, do NOT go on until directed to do so. Examples of the GO ON and STOP signs are posted on the board.</p> <p>If you finish early and have completely checked your work in this section, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your School Test Coordinator).

SAY	<p>OPTION A</p> <p>After I have collected your test materials, please sit quietly until the section has ended.</p>
	<p>OPTION B</p> <p>After I have collected your test materials, I will dismiss you.</p>
	<p>OPTION C</p> <p>After I have collected your test materials, you may read a book or other allowable materials until the section has ended.</p>

SAY	<p>Do you have any questions?</p>
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Answer student questions.

SAY	<p>You will have . . . (Select the section being administered)</p> <p>Grade 3 Section 1: 75 minutes</p> <p>Grade 3 Section 2: 75 minutes</p> <p>Grade 3 Section 3: 75 minutes</p> <p>. . .to complete this section. I will let you know when you have 10 minutes of testing time left.</p> <p>Turn to the next page. You may begin working now.</p>
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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 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.6.4.

- Ensure students do not move on to other sections.

Instructions for Taking a Break During Testing

The following are permitted during test sessions 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 at all times during breaks.
- Test booklets must be closed or covered.
- 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 testing, place your scratch paper in your test booklet, and close your test booklet. We will take a silent three minute stretch break. No talking is allowed.
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

SAY	Open your test booklets and continue testing.
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Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

SAY	You have 10 minutes remaining.
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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.

SAY	Stop working. Testing time has now ended. Close your test booklet. Check that your name is written on your test booklet. I will collect your test materials.
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- Collect test booklets, scratch paper, testing tools, and accessibility/accommodations tools (as needed) from students.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.

- Report any testing irregularities to your School Test Coordinator.

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). Once students have returned and are seated, read the script to move on to the next section.

4.11.2 Grades 4 – High School School ELA/Literacy – All Sections

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1 – 3	Grades 4 – 10: 90 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper 		
End of all sections – Students Stop				

Instructions for Preparing to Test

SAY	<p>Today, you are going to take the English language arts/literacy assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, and taking pictures are not allowed. If you have any electronic devices, including cell phones, with you right now, 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.</p>
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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.


SAY	<p>Please sit quietly while I distribute the test materials.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets and answer documents.

SAY	<p>If Section 1: Write your first and last name at the top of your test booklet and answer document in Box A.</p> <p>If Section 2 or 3: Check to make sure your first and last name is written at the top of your test booklet and answer document in Box A.</p>
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Make sure each student has written their name on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

Instructions for Administering Each Section

 <p>SAY</p>	<p>Using the labels on the edge of the page, open your test booklet to the first page of Section __ (fill in the appropriate section) and follow along while I read the directions. Do NOT turn the page until I tell you to do so.</p> <p>Today, you will take Section __ (fill in appropriate section number) of the Grade __ (fill in the appropriate grade) English Language Arts/Literacy Test.</p> <p>Read each passage and question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Do not make any pencil marks outside of the circles. If you need to change an answer, be sure to erase your first answer completely.</p> <p>One of the questions will ask you to write a response. Write your response in the space provided in your answer document. Be sure to keep your response within the provided space. Only responses written within the provided space will be scored.</p> <p>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this section ONLY. Do not go past the stop sign.</p>
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 <p>SAY</p>	<p>This is the end of the directions in your test booklet.</p> <p>When you see a GO ON sign in your test booklet, you may go on to the next page. When you reach the STOP sign in your test booklet, do NOT go on until directed to do so.</p> <p>Examples of the GO ON and STOP signs are posted on the board.</p> <p>If you finish early and have completely checked your work in this section, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your School Test Coordinator).

SAY	OPTION A After I have collected your test materials, please sit quietly until the section has ended.
	OPTION B After I have collected your test materials, I will dismiss you.
	OPTION C After I have collected your test materials, you may read a book or other allowable materials until the section has ended.

SAY	Do you have any questions?
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Answer student questions.

SAY	You will have 90 minutes to complete this section. I will let you know when you have 10 minutes of testing time left. Turn to the next page. You may begin working now.
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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 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.6.4.

Ensure students do not move on to other sections.

Instructions for Taking a Break During Testing

The following are permitted during test sessions 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 at all times during breaks.
- Test booklets and answer documents must be closed or covered.
- 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 testing, place your scratch paper in your answer document, place the answer document in the test booklet, and close your test booklet. We will take a silent three minute stretch break. No talking is allowed.

After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

SAY

Open your test booklets and answer documents and continue 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 .

SAY

Stop working. Testing time has now ended. Close your test booklet and answer document.

Check that your name is written on your test booklet and answer document. I will collect your test materials.

- Collect test booklets, answer documents, scratch paper, testing tools, and accessibility/ accommodations tools (as needed) from students.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

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). Once students have returned and are seated, read the script to move on to the next section.