

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


The administration script under Section 4.12.1 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 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.

### 4.12.1 Grades 3 – High School ELA/Literacy – All Sections

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Section 1	Grade 3: 75 Minutes Grades 4-HS: 90 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Section 1 – Students <b>Submit Final Answers</b>				
Section 2	Grade 3: 75 Minutes Grades 4-HS: 90 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Section 2 – Students <b>Submit Final Answers</b>				
Section 3	Grade 3: 75 Minutes Grades 4-HS: 90 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Section 3 – Students <b>Submit Final Answers</b>				


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). Make sure all headphones are plugged in prior to launching TestNav.

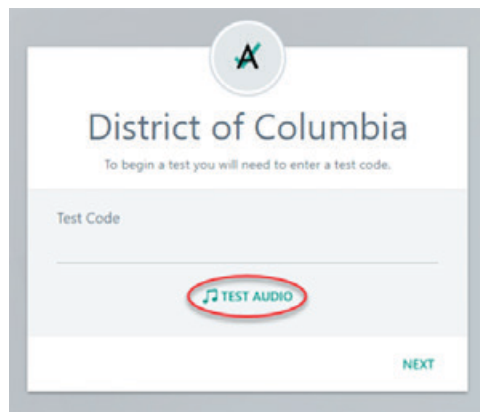
	<p><b>Today, you will take the English Language Arts/Literacy Assessment.</b></p> <p><b>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices 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.</b></p>
---	---

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

	<p><b>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.</b></p>
---	---


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



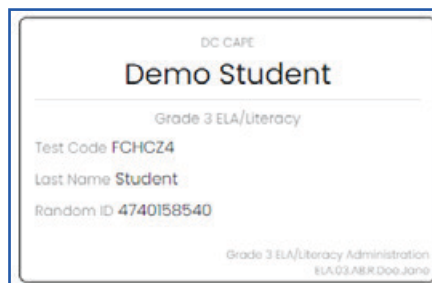
### Instructions for Logging In


	<p><b>Please sit quietly while I distribute your student testing tickets and scratch paper. Do NOT log in until I tell you to do so.</b></p>
---	--

Distribute scratch paper and student testing tickets. Make sure students have pencils.

	<p><b>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.</b></p>
---	--


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.




	<p>Now, enter your Test Code as shown on the top of your ticket and select "Next." (Pause.)</p> <p>Next, enter your Last Name as shown on your ticket. (Pause.)</p> <p>Next, enter your Random ID as shown on your ticket. (Pause.)</p> <p>Now, select the "Sign In" button. (Pause.)</p> <p>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.</p>
---	---

**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

	<p>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.</p> <p>Today, you will take Section __ (fill in the 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.</p> <p>One of the questions will ask you to write a response. Enter your response in the box provided on your screen. There will be enough space for you to complete your response. If your response is longer than the space provided, a scroll bar will appear. You will be able to use the scroll bar to review your entire response. Only responses entered in the box will be scored.</p> <p>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.</p>
--	---

	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>Some words or phrases will be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.</p> <p>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.</p> <p>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.</p>
---	--

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

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

<b>Say</b>	<b>Do you have any questions?</b>
------------	-----------------------------------

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

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

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

<b>Say</b>	<b>You will have 75 minutes to complete this section. I will let you know when you have 10 minutes of testing time left.</b>
<b>Grade 3</b>	

<b>Say</b>	<b>You will have 90 minutes to complete this section. I will let you know when you have 10 minutes of testing time left.</b>
<b>Grades 4–10</b>	

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.
- 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).
- 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:

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

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

<b>Say</b>	<b>You may now resume testing.</b>
------------	------------------------------------

### Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

<b>Say</b>	<b>You have 10 minutes remaining.</b>
------------	---------------------------------------

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.

Select the “Yes” button to exit the section.

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). Once students have returned and are seated, read the script to move on to the next section. Ensure all students have logged out of TestNav after each section, even if completing another section in the same day.