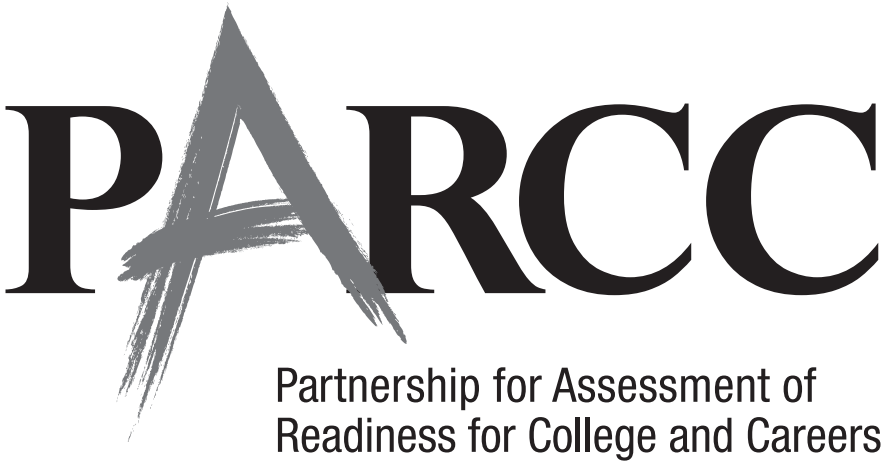


2022 Test Administrator Large Print Scripts for Paper-Based Testing

Mathematics

The Test Administrator Large Print Script must be used with the *Test Administrator Manual for Paper-Based Testing*.

Tasks for Test Administrators to Complete BEFORE Large Print Testing

Refer to Section 3.0 of the *Test Administrator Manual for Paper-Based Testing* for more information on tasks to complete before testing.

Note:

- Students will not record their answers in standard print Test Booklets. Rather, students will circle their answers in the Large Print Test Booklets. For constructed response items, students will write their answers on the lines provided in their Large Print Test Booklets.
- Throughout the scripts, there are several instances which instruct Test Administrators to demonstrate an activity. Ensure that this is done where it is visible for each student (e.g., on the board or near the student).
- In mathematics, students will need to write their answers in boxes at the top of the Answer Grids, but they do not need to bubble in their answers.

Before students arrive for each unit, do the following:

- Ensure that the testing room is prepared as described in Sections 2.3 and 3.5 of the *Test Administrator Manual for Paper-Based Testing.*
- Verify you have the schedule of times for the test units to be tested.
- Make sure you have the correct test booklets for your group to be tested.
- As appropriate, draw a timing box on the board, similar to the ELA/Literacy example in the *Test Administrator Manual for Paper-Based Testing*.
    - Write the name of the test unit you are administering on the Unit Name line in the timing box on the board.
    - Using the Unit Testing Time tables in Section 2.4 of the *Test Administrator Manual for Paper-Based Testing* for reference, write the Unit Time on the correct line in the timing box on the board.
    - Do not fill in the Starting Time or Stopping Time lines until instructed to do so in the scripts.
    - If one or more students are testing with extended time accommodations, you will need to adjust the amount of time each student will have to complete each unit. Refer to each student's accommodations for information on extended time, and follow the guidelines outlined in **Appendix E** of the *Accessibility Features and Accommodations Manual.*
- For math units, ensure that you have sufficient calculators for students. Do not hand them out until the student reaches the calculator section of the test. Note that a student may have an accommodation which permits the use of a calculator during non-calculator sections.
- Make sure you have a list of the accommodations for the students testing, consult the plan established in **Appendix A** of the *Accessibility Features and Accommodations Manual.*
    - If the students in your group require a Human Reader, follow the protocol outlined in **Appendix B** of the *Accessibility Features and Accommodations Manual.*
    - If the students in your group require an extended time accommodation, follow the guidelines outlined in **Appendix E** of the *Accessibility Features and Accommodations Manual.*
    - If the students in your unit need a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own.

Post a copy of the STOP and GO ON signs in **Appendix C** of the *Test Administrator Manual for Paper-Based Testing* on the board to show students what the signs in the book look like. If one or more students in your unit needs a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own.

Reminders for Test Administrators DURING Large Print Testing

Refer to Sections 4.0 and 5.0 of the *Test Administrator Manual for Paper-Based Testing* for more information on tasks to complete during and after testing.

When announcing the amount of time students will have to complete each unit, be sure to adjust the amount of time available to all students who have approved, extended time accommodations.

During testing, you must focus your full attention on the students at all times to confirm that they are working independently. Ensure that all student desks are free of any prohibited materials, and that all prohibited aids in the classroom have been removed or covered. Refer to Sections 2.2 and 2.3 of the *Test Administrator Manual for Paper-Based Testing* for information on prohibited activities and prohibited materials.

If a student starts a test unit and leaves school without finishing (e.g., due to illness, family emergency), he or she may be allowed to complete that test on a different day. If you have concerns about a student completing a unit before the end of the school day, you should not allow the student to begin. If a student leaves during a unit, contact the School Test Coordinator.

If you have questions regarding policy, security breaches, or irregularities, consult your School Test Coordinator.

Read only the bold instructions within each **SAY** box to students. Text that is outside the **SAY** boxes includes directions for Test Administrators to follow and should not be read to students. Refer to Section 4.6 of the *Test Administrator Manual for Paper-Based Testing* for guidance on redirecting students and clarifying directions during an administration. Test Administrators are permitted to clarify **only** scripted administration instructions after reading the script word-for-word. No passages or test items may be clarified.

4.10 Script for Administering Large Print Mathematics

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the PARCC 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 unit and are noted within the administration script.

4.10.1 Large Print Grade 3 Mathematics – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1 - 3	Grade 3: 60 Minutes	• Test booklets • Rulers • Pencils • Scratch paper		
End of All Units – Students **Stop**				

Instructions for Preparing to Test

Say	**Today, you are going to take the mathematics 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.**

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

Say	**Please sit quietly while I distribute the test materials.**

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets.

Say	If Unit 1: **Write your first and last name at the top of your test booklet.** (Pause.) If Unit 2 or 3: **Please raise your hand if your name is not at the top of your test booklet.**

Make sure that each student has written his or her name on the test booklet or has received their own test booklet.

Instructions for Administering All Units of Grade 3 Mathematics

Say	**Using the labels on the edge of the page, open your test booklet to the first page of Unit __** (fill in the appropriate unit) **and follow along while I read the directions.** **Today, you will take Unit __** (fill in the appropriate unit) **of the Grade 3 Mathematics Test. You will not be able to use a calculator.** **Read each question. Then, follow the directions to answer each question. Circle the answer or answers you have chosen in your test booklet. If you need to change an answer, be sure to erase your first answer completely.** **If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.** **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 unit ONLY. Do not go past the stop sign** **Turn to the next page while I continue to read the directions.** **Directions for Completing the Answer Grids** **1. Work the problem and find an answer.** **2. Write your answer in the boxes at the top of the grid.** **3. Print only one number or symbol in each box. Do NOT leave a blank box in the middle of an answer.** **4. See below for examples on how to correctly complete an answer grid.**

Say	**This is the end of the directions in your test booklet.** **When you see a GO ON sign in your test booklet, you may go on to the next page. When you reach the word STOP 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.** **If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.**

Read from OPTION A, B, or C below based on your state or local policy (refer to **Appendix C** of the *Test Coordinator Manual*).

Say	OPTION A **After I have collected your test materials, please sit quietly until the unit 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 unit has ended.**

Say	**Do you have any questions?**

Answer student questions.

If students are testing with extended time accommodations, you may need to adjust the amount of time students will have to complete this unit. Refer to the student's accommodations.

Say	**You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.** (May not be appropriate for students with extended time). **Turn to the next page. You may begin working now.**

Write the starting time and stopping time in the timing box.

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.

During the test, periodically announce the amount of time remaining.

Instructions for Taking a Break During Testing
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 unit. 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 unit:

Say	**Please stop testing, place your answer sheet 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 continue testing where they left off.

Say	**Open your test booklets and continue testing.**

Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished read the following optional SAY box if there are students with test materials.

Say	**Stop working. Testing time has now ended. Place a bookmark at the end of the unit. Close your test booklet.** **I will collect your test materials.**

- Collect all test materials.
- 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 unit in the same day, allow students to take a short break (e.g., restroom break, stretch break) or an extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.

4.10.2 Large Print Grades 4 and 5 Mathematics – All Units

The administration script under Section 4.10.2 will be used for all units of the Grade 4 and 5 Mathematics Test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the PARCC 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 unit and are noted within the administration script.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1-3	Grades 4 and 5: 60 Minutes	• Test booklets • Mathematics reference sheets (grade 5 only) • Rulers and protractors • Pencils • Scratch paper		
End all Units – **Students Stop**				

Instructions for Preparing to Test

Say	**Today, you are going to take the Mathematics 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.**

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

Say	**Please sit quietly while I distribute the test materials.**

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets.

Say	If Unit 1: **Write your first and last name at the top of your test booklet.** If Unit 2 or 3: **Please raise your hand if your name is not at the top of your test booklet.**

Make sure that each student has received their own test booklet.

Instructions for Administering All Units

Say	**Using the labels on the edge of the page, open your test booklet to the first page of Unit __** (fill in the appropriate unit) **and follow along while I read the directions.** **Today, you will take Unit __** (fill in the appropriate unit) **of the __** (grade 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. Circle the answer or answers you have chosen in your test booklet. If you need to change an answer, be sure to erase your first answer completely.** **If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.** **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 unit ONLY. Do not go past the stop sign** **Turn to the next page while I continue to read the directions.** **Directions for Completing the Answer Grids** **1. Work the problem and find an answer.** **2. Write your answer in the boxes at the top of the grid.** **3. Print only one number or symbol in each box. Do NOT leave a blank box in the middle of an answer.** **4. Fractions cannot be entered into an Answer Grid and will not be scored. Enter fractions as decimals.** **5. See below for examples on how to correctly complete an answer grid.**

Say	**This is the end of the directions in your test booklet.** **When you see a GO ON sign in your test booklet, you may go on to the next page. When you reach the word STOP 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.** **If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.**

Read from OPTION A, B, or C below based on your state or local policy (refer to **Appendix C** of the *Test Coordinator Manual*).

Say	OPTION A **After I have collected your test materials, please sit quietly until the unit 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 unit has ended.**

Say	**Do you have any questions?**

Answer student questions.

If students are testing with extended time accommodations, you may need to adjust the amount of time students will have to complete this unit. Refer to the student's accommodations.

Say	**You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.** (May not be appropriate for students with extended time). **Turn to the next page. You may begin working now.**

Write the starting time and stopping time in the timing box.

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.

During the test, periodically announce the amount of time remaining.

Instructions for Taking a Break During Testing
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 unit. 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 unit:

Say	**Please stop testing, place your answer sheet 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 continue testing where they left off.

Say	**Open your test booklets and continue testing.**

Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Unit
When the unit time is finished read the following optional SAY box if there are students with test materials.

Say	**Stop working. Testing time has now ended. Place a bookmark at the end of the unit. Close your test booklet.** **I will collect your test materials.**

- Collect all test materials.
- 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 unit 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 unit.

4.10.3 Large Print Grades 6 and 7 and High School Mathematics – Unit 1

The administration script under Section 4.10.3 will be used for Unit 1 of the Grades 6, 7, and high school mathematics assessments. Refer to Section 4.10.5 for the administration script for the Grades 6-8 and high school Unit 2 and Unit 3. The administration script for Unit 1 of the Grade 8 mathematics assessment can be found in Section 4.10.4.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the PARCC 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 unit and are noted within the administration script.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: Non-Calculator Section	Grades 6 and 7: 60 Minutes High School: 90 Minutes	• Test booklets • Mathematics reference sheets • Rulers and protractors (required for Grades 6 and 7) • Pencils • Scratch paper		
Students **GO ON**				
Unit 1: Calculator Section		• In addition to above, calculators		
End of Unit 1 – **Students Stop**				

Instructions for Preparing to Test

Say	
	Today, you are going to take the Mathematics 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.**

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

Say	
	Please sit quietly while I distribute the test materials.

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets.

Say	
	Write your first and last name at the top of your test booklet.

Make sure that each student has written his or her name on the test booklet.

Instructions for Administering Unit 1 of Large Print Grades 6 and 7 and High School Mathematics

Say	**Using the labels on the edge of the page, open your test booklet to the first page of Unit 1 and follow along while I read the directions.** **Today, you will take Unit 1 of the __** (grade 6, 7, or appropriate course) **Mathematics Test. Unit 1 has two sections. In the first section, you may not use a calculator. In the second section, you may use a calculator. You will not be allowed to return to the first section of the test after you start the calculator section. You must complete both the non-calculator and calculator sections of Unit 1 within the time allowed.** **Read each question. Then, follow the directions to answer each question. Circle the answer or answers you have chosen in your test booklet. If you need to change an answer, be sure to erase your first answer completely.** **If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.** **If you do not know the answer to a question, you may go on to the next question. When you finish the first section, you may review your answers and any questions you did not answer in this section ONLY. Once you have reviewed your answers, continue to the calculator section. When you are ready to go on to the calculator section, raise your hand to receive your calculator.** **Turn to the next page while I continue to read the directions.** **Directions for Completing the Answer Grids** **1. Work the problem and find an answer.** **2. Write your answer in the boxes at the top of the grid.** **3. Print only one number or symbol in each box. Do NOT leave a blank box in the middle of an answer.** **4. Fractions cannot be entered into an Answer Grid and will not be scored. Enter fractions as decimals.** **5. See below for examples on how to correctly complete an answer grid.**

Say	**This is the end of the directions in your test booklet.** **When you see a GO ON sign in your test booklet, you may go on to the next page. When you reach the word STOP 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.** **If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.**

Read from OPTION A, B, or C below based on your state or local policy (refer to **Appendix C** of the *Test Coordinator Manual*).

Say	
	OPTION A **After I have collected your test materials, please sit quietly until the unit 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 unit has ended.**

Say	
	Do you have any questions?

Answer student questions.

If students are testing with extended time accommodations, you may need to adjust the amount of time students will have to complete this unit. Refer to the student's accommodations.

Say	
	You will have. . . • Grades 6 and 7: **60 minutes** • High School: **90 minutes** **. . . to complete both the non-calculator and calculator sections in this unit. When there is 20 minutes of testing time left, I will remind you to move on to the calculator section, if you have not already done so. I will also let you know when you have 10 minutes of testing time left.** (May not be appropriate for students with extended time). **Turn to the next page. You may begin working now.**

Write the starting time and stopping time in the timing box.

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).
- Distribute grade/course-appropriate/accommodations appropriate calculators when students complete the non-calculator section (refer to Sections 4.2 and 4.3 for more information).
- 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.

During the test, periodically announce the amount of time remaining.

Instructions for Taking a Break During Testing
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 unit. 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 unit:

Say	**Please stop testing, place your answer sheet 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 continue testing where they left off.

Say	**Open your test booklets and continue testing.**

Instructions for When 20 Minutes of Unit Time Remain
When 20 minutes of unit time remain,

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

Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Unit
When the unit time is finished read the following optional SAY box if there are students with test materials.



Stop working. Testing time has now ended. Place a bookmark at the end of the unit. Close your test booklet.

I will collect your test materials.

- Collect all test materials.
- 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 unit 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 unit.

4.10.4 Large Print Grade 8 Mathematics – Unit 1

The administration script under Section 4.10.4 will be used for Unit 1 of the Grade 8 mathematics Test. Refer to Section 4.10.5 for the administration script for Unit 2 and Unit 3 of the Grade 6, 7, 8, and High School mathematics assessment. Unit 1 for Grades 6 and 7 and high school can be found in section 4.10.3.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the PARCC 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 unit and are noted within the administration script.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 8: 60 Minutes	• Test booklets • Mathematics reference sheets • Rulers • Pencils • Scratch paper		
End of Unit 1 – **Students Stop**				

Instructions for Preparing to Test

Say	**Today, you are going to take the Mathematics 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.**

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

Say	**Please sit quietly while I distribute the test materials.**

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets.

Say	**Write your first and last name at the top of your test booklet.**

Make sure that each student has received their own test booklet.

Instructions for Administering Unit 1

Say	**Using the labels on the edge of the page, open your test booklet to the first page of Unit 1 and follow along while I read the directions.** **Today, you will take Unit 1 of the Grade 8 Mathematics Test. You will not be able to use a calculator in this unit.** **Read each question. Then, follow the directions to answer each question. Circle the answer or answers you have chosen in your test booklet. If you need to change an answer, be sure to erase your first answer completely.** **If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.** **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 unit ONLY. Do not go past the stop sign** **Turn to the next page while I continue to read the directions.** **Directions for Completing the Answer Grids** **1. Work the problem and find an answer.** **2. Write your answer in the boxes at the top of the grid.** **3. Print only one number or symbol in each box. Do NOT leave a blank box in the middle of an answer.** **4. Fractions cannot be entered into an Answer Grid and will not be scored. Enter fractions as decimals.** **5. See below for examples on how to correctly complete an answer grid.**

Say	**This is the end of the directions in your test booklet.** **When you see a GO ON sign in your test booklet, you may go on to the next page. When you reach the word STOP 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.** **If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.**

Read from OPTION A, B, or C below based on your state or local policy (refer to **Appendix C** of the *Test Coordinator Manual*).

Say	OPTION A **After I have collected your test materials, please sit quietly until the unit 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 unit has ended.**

Say	**Do you have any questions?**

Answer student questions.

If students are testing with extended time accommodations, you may need to adjust the amount of time students will have to complete this unit. Refer to the student's accommodations.

Say	**You will have 60 minutes to complete this unit. I will let you know when you have 10 minutes of testing time left.** (May not be appropriate for students with extended time). **Turn to the next page. You may begin working now.**

Write the starting time and stopping time in the timing box.

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.

During the test, periodically announce the amount of time remaining.

Instructions for Taking a Break During Testing
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 unit. 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 unit:

Say	**Please stop testing, place your answer sheet 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 continue testing where they left off.

Say	**Open your test booklets and continue testing.**

Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,

Say	**You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Unit
When the unit time is finished read the following optional SAY box if there are students with test materials.

Say	**Stop working. Testing time has now ended. Place a bookmark at the end of the unit. Close your test booklet.** **I will collect your test materials.**

- Collect all test materials.
- 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 unit 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 unit.

4.10.5 Large Print Grades 6, 7, 8, and High School Mathematics – Units 2 & 3

Test administration scripts for Grade 8 Unit 1 are in Section 4.10.4. Test administration scripts for Grades 6, 7, and high school Unit 1 are in Section 4.10.3.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	Grades 6, 7, and 8: 60 Minutes High School: 90 Minutes	• Test booklets • Mathematics reference sheets • Pencils • Scratch paper • Calculator • Rulers (required for Grades 6, 7, and 8) • Protractors (required for Grades 6 and 7)		
End of Unit 2 – **Students Stop**				
Unit 3	Grades 6, 7, and 8: 60 Minutes	• Test booklets • Mathematics reference sheets • Pencils • Scratch paper • Calculator • Rulers (required for Grades 6, 7, and 8) • Protractors (required for Grades 6 and 7)		
End of Unit 3 – **Students Stop**				

Instructions for Preparing to Test

Say	**Today, you are going to take the Mathematics 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.**

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

Say	**Please sit quietly while I distribute the test materials.**

Remember that students wrote their names on their test booklets in the previous unit.

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets. them. Refer to Section 4.2 or additional information.

Say	**Check to make sure your name is written at the top of your test booklet.**

Make sure that each student has received their own test booklet.

Instructions for Administering Units 2 and 3 of Large Print Grades 6, 7, 8, and High School Mathematics

Say	**Using the labels on the edge of the page, open your test booklet to the first page of Unit ___** (fill in the appropriate unit) **and follow along while I read the directions.** **Today, you will take Unit __** (fill in the appropriate unit number) **of the __** (fill in the appropriate grade-level/course) **Mathematics Test. You will be able to use a calculator.** **Read each question. Then, follow the directions to answer each question. Circle the answer or answers you have chosen in your test booklet. If you need to change an answer, be sure to erase your first answer completely.** **If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.** **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 unit ONLY. Do not go past the stop sign** **Turn to the next page while I continue to read the directions.** **Directions for Completing the Answer Grids** **1. Work the problem and find an answer.** **2. Write your answer in the boxes at the top of the grid.** **3. Print only one number or symbol in each box. Do NOT leave a blank box in the middle of an answer.** **4. Fractions cannot be entered into an Answer Grid and will not be scored. Enter fractions as decimals.** **5. See below for examples on how to correctly complete an answer grid.**

Say	**This is the end of the directions in your test booklet.** **When you see a GO ON sign in your test booklet, you may go on to the next page. When you reach the word STOP 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.** **If you finish early and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.**

Read from OPTION A, B, or C below based on your state or local policy (refer to **Appendix C** of the *Test Coordinator Manual*).

Say	OPTION A **After I have collected your test materials, please sit quietly until the unit 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 unit has ended.**

Say	**Do you have any questions?**

Answer student questions.

If students are testing with extended time accommodations, you may need to adjust the amount of time students will have to complete this unit. Refer to the student's accommodations.

Say	**You will have. . .** • Grades 6, 7 and 8: **60 minutes** • High School: **90 minutes** **. . . to complete this unit. I will let you know when you have 10 minutes of testing time left.** (May not be appropriate for students with extended time). **Turn to the next page. You may begin working now.**

Write the starting time and stopping time in the timing box.

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.

During the test, periodically announce the amount of time remaining.

Instructions for Taking a Break During Testing
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 unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
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- Students must be supervised at all times during breaks.
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- 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 unit:



Please stop testing, place your answer sheet 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 continue testing where they left off.



Open your test booklets and continue testing.

Instructions for When 10 Minutes of Unit Time Remain Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,



You have 10 minutes remaining.

Continue to actively proctor while students are testing.

Instructions for Ending the Unit
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Stop working. Testing time has now ended. Place a bookmark at the end of the unit. Close your test booklet.

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- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
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