

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

The administration script under Section 4.11 will be used for all units 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 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.

#### 4.11.1 PARCC Grade 3 – ELA/Literacy – All Units

The administration script under Section 4.11.1 will be used for all units for the Grade 3 ELA/L Test. Refer to Section 4.10.1 for the administration script for all units 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 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 1–2	Grade 3: 75 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of all units – Students <b>Stop</b>				

#### Instructions for Preparing to Test

**ይበሉ**

ዛሬ የእንግሊዘኛ ቋንቋ ጥበብ/ክህሎት መመዘኛ ፈተና ትወስዳላችሁ። ማንኛውም ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች በጠረጴዛችሁ ላይ ሊኖር አይገባም። ጥሪዎችን ማድረግ፣ መልዕክት መላላክ፣ ፎቶዎችን ማንሳት አይፈቀድም። አሁን ተንቀሳቃሽ ሰልጦችን ጨምሮ ማንኛውም ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ከእናንተ ጋር ካለ፣ ዝግታችሁ እና እጆችሁን አውጡ። በፈተና ወቅት ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ይዛችሁ ከተገኛችሁ፣ ፈተና ውጤታችሁ አይያዝም።

If a student raises their 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. Please contact your Test Coordinator if you have questions regarding electronic devices.

**ይበሉ**

የፈተና ቁሶችን እስከሚሰራጩ ድረስ በጸጥታ ተቀመጡ።

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

**ይበሉ**

ክፍል 1 ከሆነ፡- በፈተና መጽሐፋችሁ ላይኛው ላይ እና በሳጥን ኤ ውስጥ የመጀመሪያ እና የመጨረሻ ሰማችሁን ዳፉ።

ክፍል 2 ከሆነ፡- በፈተና ትንሽ መጽሐፋችሁ ላይኛው ላይ እና በሳጥን ኤ ውስጥ የመጀመሪያ እና የመጨረሻ ሰማችሁ መጻፋን ለማረጋገጥ ቃች።

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.

	<p><b>ይህ በፈተና ትንሽ መጽሐፋችሁ ውስጥ ያሉት መመሪያዎች መጨረሻ ነው።</b></p> <p>በፈተና ትንሽ መጽሐፋችሁ ውስጥ የ GO ON ምልክት ስታዩ፣ ወደ የሚቀጥለው ገጽ ላይ መሄድ ይችላሉ። በፈተና ትንሽ መጽሐፋችሁ ውስጥ የSTOP ምልክት ስትደርሱ፣ እንድታደርጉ እስከሚነግራችሁ ድረስ እንዳትቀጥሉ። የ GO ON እና STOP ምልክቶች ምሳሌዎች በቦርድ ላይ ተለጥፏል።</p> <p>ቀደም ብላችሁ ከጨረሳችሁ እና በዚህ ክፍል ውስጥ ያለውን ስራችሁን ሙሉ በሙሉ ከፈተኛችሁ በኋላ፣ እጆችሁን አውጡ እና የፈተናችሁን ቁሶች እኔ እስበስባለሁ። እንዴት ቁሶችሁን ከስበስብኩ በኋላ፣ መልሳችሁ ማግኘት አትችሉም።</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your School Test Coordinator).

	<p>አማራጭ U</p> <p>የፈተና ቁሶችሁን ከስበስብኩ በኋላ እባካችሁ ክፍሉ እስከሚጠናቀቅ ድረስ በዝምታ ተቀመጡ።</p>
	<p>አማራጭ A</p> <p>የፈተና ቁሶችሁን ከስበስብኩ በኋላ ለቃችሁ እንድትወጡ አደርጋለሁ።</p>
	<p>አማራጭ ሐ</p> <p>የፈተና ቁሶችሁን ከስበስብኩ በኋላ፣ ክፍሉ እስከሚጠናቀቅ ድረስ መጽሃፍ ወይም ሌላ የሚፈቀዱ ቁሶችን ልታነቡ ትችላላችሁ።</p>

	<p>ማንኛውም ጥያቄዎች አላችሁ?</p>
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Answer student questions.

	<p><b>ይኖራችኋል . . .</b></p> <p>(እየተስተዳደረ ያለውን ክፍል ምረጡ)</p> <p>ክፍል 3ኛ ክፍል 1፡- 75 ደቂቃዎች</p> <p>ክፍል 3ኛ ክፍል 2፡- 75 ደቂቃዎች</p> <p>. . . ይህን ክፍል ለማጠናቀቅ። የፈተና ጊዜው 10 ደቂቃ ሲቀረው እንድታውቁት አደርጋለሁ።</p> <p>ወደ የሚቀጥለው ገጽ ገልብጡ። አሁን መሰራት መጀመር ትችላላችሁ።</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 units.

**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:

**ይበሉ** ፈተናውን አቁሙ፣ የማሰቢያ ወረቀታችሁን የፈተና ትንሽ መጽሐፍ ውስጥ አሰቀምጡ፣ እና የፈተና ትንሽ መጽሐፍችሁን ዝጉ። በጸጥታ የሶስት ደቂቃ ማፍታቻ እረፍት እንወስዳለን። መናገር አይፈቀድም።

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

**ይበሉ** የፈተና ትንሽ መጽሐፍችሁን ክፈቱ እና ፈተናውን ቀጥሉ።

**Instructions for When 10 Minutes of Unit Time Remain**

When 10 minutes of unit time remain,

**ይበሉ** ቀሪ 10 ደቂቃ አላችሁ።

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 still actively testing.

**ይበሉ** መሰራት አቁሙ። አሁን የፈተና ጊዜ አብቅቷል። የፈተና ትንሽ መጽሐፍችሁን ዝጉ። የፈተና ትንሽ መጽሐፍችሁ ላይ ሰማችሁ መጻፍን አረጋግጡ። የፈተና ትንሽ መጽሐፍችሁን እስብሰባለሁ።

- 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 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.

Grade 3  
ELA/Literacy  
All Units

**4.11.2 Grades 4 – High School School ELA/Literacy – All Units**

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1 – 2*	Grades 4 – 10: <b>90 Minutes</b>	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Unit 3	Grades 5, 8, and 10: <b>90 Minutes</b>	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of all units – Students <b>Stop</b>				

\*Grades 5, 8, and 10 will have a 3rd Field Test Unit

**Instructions for Preparing to Test**

**ይበሉ** ዛሬ የእንግሊዘኛ ቋንቋ ጥበብ/ክህሎት መመዘኛ ፈተና ትወስዳላችሁ። ማንኛውም ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች በጠረጴዛችሁ ላይ ሊኖር አይገባም። ጥሪዎችን ማድረግ፣ መልዕክት መላላክ፣ ፎቶዎችን ማንሳት አይፈቀድም። አሁን ተንቀሳቃሽ ስልኮችን ጨምሮ ማንኛውም ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ከእናንተ ጋር ካሉ፣ ዝጋቸው እና እጆችሁን አውጡ። በፈተና ወቅት ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ይዛችሁ ከተገኛችሁ፣ ፈተና ውጤታችሁ አይያዝም።

If a student raises their 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. Please contact your Test Coordinator if you have questions regarding electronic devices.

**ይበሉ** የፈተና ቁሶችን እስከሚሰራጩ ድረስ በጸጥታ ተቀመጡ።

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

**ይበሉ** ክፍል 1 ከሆነ፡- በፈተና ትንሽ መጽሐፋችሁ ላይኛው ላይ እና በሳጥን ኤ የመልስ ሰነድ ውስጥ የመጀመሪያ እና የመጨረሻ ስማችሁን ዳፉ።  
ክፍል 2 ከሆነ፡- በፈተና ትንሽ መጽሐፋችሁ ላይኛው ላይ እና የመልስ መሰጫ ሰነድ በሳጥን ኤ ውስጥ የመጀመሪያ እና የመጨረሻ ስማችሁ መጻፉን ለማረጋገጥ ቃች።

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 Unit

**ይበሉ** በገጹ ጠርዝ ላይ ያለውን መለያዎችን በመጠቀም፣ የፈተና ትንሽ መጽሐፋችሁ የክፍል \_\_ የመጀመሪያ ገጽ ክፈቱ (በተገቢው ክፍል ውስጥ ሙሉ) እና መመሪያዎችን ሳንብላችሁ አብራችሁ ተከታተሉ። ገጹን ግለጡ ብዬ እስከምነግራችሁ ድረስ እንዳትገልጡ።

ዛሬ የምትወስዱት ክፍል \_\_ (በተገቢው ክፍል ቁጥር ሙሉ) የ \_\_ (ተገቢውን የክፍል ደረጃ ሙሉ) የእንግሊዘኛ ጥበብ/ክህሎት ትምህርት ፈተና ነው።

እያንዳንዱን ምንባብ እና ጥያቄ አንብቡ። ቀጥሎ፣ እያንዳንዱን ጥያቄ ለመመለስ መመሪያዎችን ተከታተሉ። በመልስ ሰነዳችሁ ውስጥ ባሉ ክቦች ውስጥ ሙሉ በመሙላት መልሶቻዎን ምልክት ያድርጉ። ክክቦች ውጪ ምንም እይነት የእርሳስ ምልክቶች አታድርጉ። አንድን መልስ መለወጥ ከፈለጋችሁ፣ የመጀመሪያ መልሳችሁን ሙሉ በሙሉ ማጥፋታችሁን እርግጠኛ ሁኑ።

ከጥያቄዎቹ አንዱ ምላሽ እንድትጽፉ ይጠይቃል። በአናጎተ የመልስ መስጫ ሰነድ ውስጥ በተሰጠው ቦታ ውስጥ ምላሾቻችሁን ጻፉ። በተሰጠው ቦታ ውስጥ ምላሾቻዎን ማስቀመጥዎን እርግጠኛ ሁኑ። በተሰጠው ቦታ ውስጥ የተጻፉ መልሶች ብቻ ነጥብ ይሰጣቸዋል።

ለአንድ ጥያቄ መልሱን ካላወቃችሁ፣ ወደሚቀጥለው ጥያቄ መሄድ ትችላላችሁ። ቀደም ብላችሁ ከጨረሳችሁ በዚህ ክፍል ውስጥ ብቻ ያሉ መልሶቻችሁን እና ማንኛውም ያልመለሳችሁትን ጥያቄዎች መከለስ ትችላላችሁ። የአቁም ምልክት አልፋችሁ አትሂዱ።

**ይበሉ** ይህ በፈተና ትንሽ መጽሐፋችሁ ውስጥ ያሉት መመሪያዎች መጨረሻ ነው።

በፈተና ትንሽ መጽሐፋችሁ ውስጥ የ GO ON ምልክት ስታዩ፣ ወደ የሚቀጥለው ገጽ ላይ መሄድ ይችላሉ። በፈተና ትንሽ መጽሐፋችሁ ውስጥ የSTOP ምልክት ስትደርሱ፣ እንድታደርጉ እስከሚነግራችሁ ድረስ እንዳትቀጥሉ።

የ GO ON እና STOP ምልክቶች ምሳሌዎች በቦርድ ላይ ተለጥፏል።

ቀደም ብላችሁ ከጨረሳችሁ እና በዚህ ክፍል ውስጥ ያለውን ሰራችሁን ሙሉ በሙሉ ከፈተኝችሁ በኋላ፣ እጆችሁን አውጡ እና የፈተናችሁን ቁሶች እኔ እስከሰባለሁ። አንዴ ቁሶችሁን ከሰበሰብኩ በኋላ፣ መልሳችሁ ማግኘት አትችሉም።

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

	<p>እማራጭ U የፈተና ቁሶቻችሁን ከሰበሰቡ በኋላ እባካችሁ ክፍሉ እስከሚጠናቀቅ ድረስ በዝምታ ተቀመጡ።</p>
	<p>እማራጭ A የፈተና ቁሶቻችሁን ከሰበሰቡ በኋላ ለቃችሁ እንድትወጡ አደርጋለሁ።</p>
	<p>እማራጭ ሐ የፈተና ቁሶቻችሁን ከሰበሰቡ በኋላ፣ ክፍሉ እስከሚጠናቀቅ ድረስ መጽሃፍ ወይም ሌላ የሚፈቀዱ ቁሶችን ልታገቡ ትችላላችሁ።</p>

	<p>ማንኛውም ጥያቄዎች አላችሁ?</p>
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Answer student questions.

	<p>ይህን ክፍል ለማጠናቀቅ 90 ደቂቃዎች አላችሁ። የፈተና ጊዜው 10 ደቂቃ ሲቀረው እንድታውቁት አደርጋለሁ። ወደ የሚቀጥለው ገጽ ገልብጡ። አሁን መሰራት መጀመር ትችላላችሁ።</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 units.

**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 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 unit:

**ይበሉ** ፈተናውን አቁሙ፣ የማሰቢያ ወረቀታችሁን የመልስ መሰጫ ሰነዳችሁ ውስጥ አስቀምጡ፣ እና የፈተና ትንሽ መጽሐፋችሁን ዝጉ። በጸጥታ የሶስት ደቂቃ ማፍታቻ እረፍት እንወስዳለን። መናገር አይፈቀድም።

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

**ይበሉ** የፈተና ትንሽ መጽሐፋችሁን እና የመልስ መሰጫ ሰነዳችሁን ክፈቱ እና ፈተናውን ቀጥሉ።

**Instructions for When 10 Minutes of Unit Time Remain**

When 10 minutes of unit time remain,

**ይበሉ** ቀሪ 10 ደቂቃ አላችሁ።

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 still actively testing.

**ይበሉ** መሰራት አቁሙ። አሁን የፈተና ጊዜ አብቅቷል። የፈተና ትንሽ መጽሐፋችሁን እና የመልስ መሰጫ ሰነዳችሁን ዝጉ። በፈተና ትንሽ መጽሐፋችሁ እና የመልስ መሰጫ ሰነዳችሁ ላይ ሰማችሁ መጻፉን አረጋግጡ። የፈተና ትንሽ መጽሐፋችሁን እስበሰባለሁ።

- 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 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.