

## 4.11 Script for Administering PARCC Mathematics

### 4.11.1 Grades 3, 4, and 5 Mathematics – All Units

The administration script under Section 4.11.1 will be used for all units 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 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 3–5 (each unit): 60 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Units 1-3 – 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. Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). 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).**

ይበሉ

**ዛሬ የሂሳብ ትምህርት እውቀት መመዘኛ ፈተና ይወሰዳሉ።**

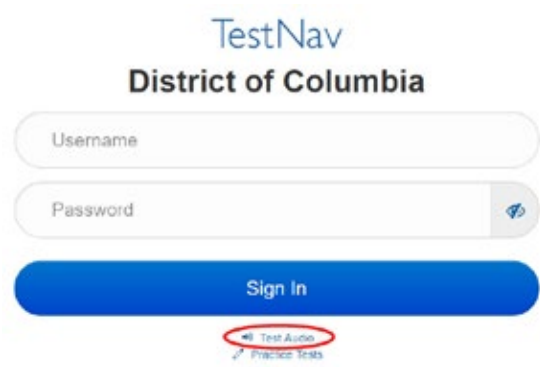
ከመፈተኛ መሳሪያዎ ውጪ ሌላ ማንኛውም የኤሌክትሮኒክስ መሳሪያ በጠረጴዛችሁ ላይ ሊኖር አይገባም። ጥሪዎችን ማድረግ፣ መልዕክት መላላክ፣ ፎቶዎችን ማንሳት እና አንተርኔት/ በይነመረብ ማሰስ አይፈቀድም። አሁን ተንቀሳቃሽ ስልኮችን ጨምሮ ማንኛውም ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ከእናንተ ጋር ካለ፣ ዝጋቸው እና እጆችሁን አውጡ። በፈተና ወቅት ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ይዘችሁ ከተገኛችሁ፣ ፈተና ውጤታችሁ አይያዝም።

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.

### Checking Audio (for Mathematics Accessibility Features only)

**ይበሉ** የጀር ማዳመጫዎ መስካቱን እና ማድረጎችሁን እርግጠኛ ሁኑ። ከታች ካለው የእርስዎ ማያ የ “Sign In” አዝራር ላይ “Test Audio” የሚል አገናኝ አለ። በጀር ማዳመጫዎ መስማት መቻልዎን ለማረጋገጥ እና የድምጽ መጠኑን እጅግ ከፍተኛ ደረጃ ላይ ለማስተካከል አገናኙን ምረጡ። በፈተና ውስጥ ያለውን የድምጽ መጠን ከጀመራችሁ በኋላ ማስተካከል ትችላላችሁ።

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



### Instructions for Logging In

**ይበሉ** የተማሪ የፈተና ትኬቶችሁ እና የማሰቢያ ወረቀታችሁ እስከሚሰራጩ ድረስ በጸጥታ ተቀመጡ። እኔ እንድታደርጉ እስከምናገር ድረስ አትግቡ።

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.

**ይበሉ** አሁን፣ የራሳችሁን የተማሪ የመፈተኛ ትኬት ተመልከቱ እና የራሳችሁ የመጀመሪያ እና የመጨረሻ ስም ላይ ላይ መኖሩን አረጋግጡ። የ የእናንተ ትኬት ከሌላችሁ እጃችሁን አንሱ።

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.

**STUDENT TESTING TICKET**

**Student:** LastName, FirstName  
**State ID#:** XXXXXXXX A  
**Session:** SessionName  
**Date of Birth:** 20YY-MM-DD  
**Test:** Test Name

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **Your State** in the TestNav application.  
**Username:** 9088286671    **Password:** 77fb77  
(OPTIONAL) Local Testing Device ID: \_\_\_\_\_



አሁን፣ በትኬታችሁ አግርጌ እንደሚታየው የእናንተን ተጠቃሚ ስም/ዩዘርኔም አሰጡ።

(ለእፍታ አቁሙ።)

ቀጥሎ፣ በትኬታችሁ ልክ እንደሚታየው የይለፍቃል/ፓስወርድ አሰጡ።

(ለእፍታ አቁሙ።)

አሁን፣ የ “Sign In” አዘራር ምረጡ።

(ለእፍታ አቁሙ።)

በማያው የላይኛው የቀኝ ማዕዘን ላይ ስማችሁን ፈልጉ። የምታዩት ስም የእናንተ ካልሆነ፣ እባካችሁ እጃችሁን አውጡ። አሁን በ የሚገኙ ፈተናዎች/ “Available Tests” ማያ ላይ መሆን አለባችሁ። ለ ክፍል \_\_ (በተገቢው ክፍል ውስጥ ሙሉ) የ ጀምር/ “Start” አዘራር ምረጡ። የ እንኳን ደህና መጡ/ “Welcome” ማያ ማየት አለብዎ።

**Circulate throughout the room to make sure all students have successfully logged in.** Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. 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 Units**



በማያ ሳጥን መሃል ውስጥ “Start” ምረጡ። እኔ በማያው ላይ መመሪያዎችን ሳኑብ አብራችሁ ተከተሉኝ። አብሮ ለመከታተል በስተቀኝ ያለውን ተሽብላይ አሞሌ መጠቀም ሊኖርባቸው ይችላል። እኔ አድርጎብኩ እስከምንግራችሁ ድረስ የ “Start” አዘራር አትምረጡ።

ዛሬ የምትወሰዱት ክፍል \_\_ (በተገቢው ክፍል ሙሉ) የ ክፍል \_\_ (ክፍል 3፣ 4፣ ወይም 5 — ተገቢውን የክፍል ደረጃ ምረጡ) የሂሳብ ፈተና ነው። የማሰያ መሳሪያ/ካልኪሎተር መጠቀም ላትችሉ ትችላላችሁ።

እያንዳንዱ ጥያቄ ያንብቡ። ቀጥሎ፣ እያንዳንዱን ጥያቄ ለመመለስ መመሪያዎችን ተከተሉ። እንደ ጥያቄ ስትሰሩ እንድታሳዩ ወይም እንድታብራሩ ከጠየቀ ሙሉ ነጥብ ለማግኘት ማድረግ ይኖርብዎታል። በማያው ላይ ባለው ሳጥን ውስጥ ምላሽ አሰጡ። በመልስ መስጫ ሳጥን ውስጥ የገቡ ምላሾች ብቻ ነጥብ ይሰጣቸዋል።

ለእንደ ጥያቄ መልሱን ካላወቃችሁ፣ እልባት ምልክት በማድረግ ወደሚቀጥለው ጥያቄ መሄድ ትችላላችሁ። ቀደም ብለችሁ ከጨረሳችሁ መልሶችን እና ማንኛውም የእልባት ምልክት የተደረገባቸውን ጥያቄዎች መከለስ ትችላላችሁ።

**ይበሉ** ይህ የፈተና መመሪያዎች መጨረሻ ነው። እንድታደርጉ እስከሚነገራችሁ ድረስ አትሂዱ።  
በፈተና ጊዜ በእናንተ ፈተና መሳሪያ ላይ ማንኛውም አስቸጋሪ ሁኔታ ከገጠማችሁ እጆችሁን አውጡ። በፈተና ወቅት በፈተና ጥያቄዎች ላይ ወይም በመስመር ላይ/ኦንላይን መሳሪያዎች ላይ ልረዳቸዎት አልችልም።  
ከጥያቄው ጋር የሰዕል ሳጥን ከቀረበ፣ (ክፍል 3: ለመግለጽ) (ክፍሎች 4 & 5: ለመደገፍ) እንዲያግዝ የአንተን/ቸን መልስ(ሶች)አንድን ሰዕል ለመጨመር ልትጠቀሙበት/ሚበት) ይችላሉ። በሰዕል ሳጥን ውስጥ የገባ ማንኛውም ስራ ወይም ሰዕል ነጥብ ይሰጠዋል።

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

<b>ይበሉ</b>	እማራጭ U ፈተና ዘግታችሁ ከወጣችሁ በኋላ፣ ክፍሉ እስከሚያልቅ ድረስ በዝምታ ተቀመጡ።
	እማራጭ A ፈተና ዘግታችሁ ከወጣችሁ በኋላ፣ ለቃችሁ እንድትወጡ አደርጋለሁ።
	እማራጭ C ፈተናውን ዘግታችሁ ከወጣችሁ በኋላ፣ ክፍሉ እስከሚጠናቀቅ ድረስ መጽሃፍ ወይም ሌላ የሚፈቀዱ ቁሶችን ልታነቡ ትችላላችሁ።

**ይበሉ** ማንኛውም ጥያቄዎች አላችሁ?

Answer any questions.

**Instructions for Starting the Test**

**ይበሉ** ወደ ማያው እግርጌ ሸብልሉ።  
(ለእፍታ አቁሙ።)  
የ “Start” አዝራር ሞረጡ።  
(ለእፍታ አቁሙ።)  
አሁን ፈተና ውስጥ ላይ መሆን አለባችሁ።

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

**ይበሉ** ይህን ክፍል ለመጨረስ 60 ደቂቃዎች አላችሁ። የፈተና ጊዜው 10 ደቂቃ ሲቀረው ደግሞ እንድታውቁት አደርጋለሁ።  
አሁን መሰራት መጀመር ትችላላችሁ።

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 unit (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 unit (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 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.
- 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 unit:

	እባካችሁ አቁሙ እና ማያችሁን ሸፍኑ ወይም አጥፉ። በጸጥታ የሶስት ደቂቃ ማፍታቻ እረፍት እንወስዳለን። መናገር አይፈቀድም።
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After taking a classroom break, be sure students are seated and device screens are visible:

	አሁን ፈተናውን መቀጠል ትችላላችሁ።
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**Instructions for When 10 Minutes of Unit Time Remain**


When 10 minutes of unit time remain,

	ቀሪ 10 ደቂቃ አላችሁ።
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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. If a second unit will be administered after a short break, stop the directions after exiting the unit, but do not have students close the TestNav app.



መሰራት አቁሙ። አሁን የፈተና ጊዜ አብቅቷል።

በፈተናዎ በላይኛው የግራ ማዕዘን የ “Review” ተቆልቋይ ምናሌ ምረጡ።

ከ “Review” ምናሌ፣ ወደ ታች ሽብልሉ እና “End of Section” ምረጡ።

የ “Submit Final Answers” አዘራር ምረጡ። በመቀጠልም /እርግጠኛ ነዎት የመጨረሻ መልሶችን ማስገባት ይፈልጋሉ/ “Are you sure you want to submit final answers?” ብሎ የሚጠይቅ መልዕክት ትመለከታላችሁ።

አዎ፣ /የመጨረሻ መልሶችን አስገባ/ “Yes, Submit Final Answers” የሚለውን አዘራር ምረጡ።

አሁን የመፈተኛ ትኬታችሁን እና የማሰቢያ ወረቀታችሁን እስብሰባሉ።

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess<sup>next</sup> at the end of the unit.
- 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 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.

**4.11.2 Grades 6, 7, and High School Mathematics – Unit 1**

The administration script under Section 4.11.2 will be used for Unit 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 Unit 2 and Unit 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: Non-Calculator Section	Grades 6 and 7: 60 Minutes High School: 90 Minutes	<ul style="list-style-type: none"> <li>Student testing tickets</li> <li>Pencils</li> <li>Scratch paper</li> </ul>		
Students <b>Submit Section</b>				
Unit 1: Calculator Section		<ul style="list-style-type: none"> <li>Calculator (if using hand-held calculators)</li> </ul>		
End of Unit 1 – 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. Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). 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).**

ጭሉ

**ዛሬ የሂሳብ ትምህርት እውቀት መመዘኛ ፈተና ይወሰዳሉ።**

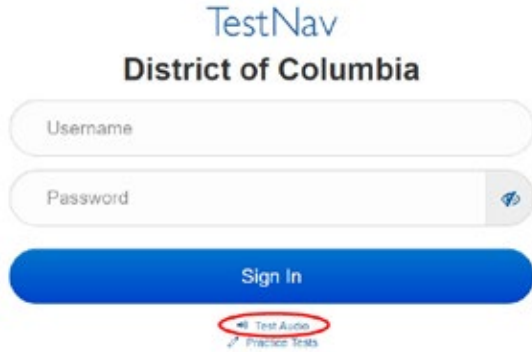
ከመፈተኛ መሳሪያቸው ውጪ ሌላ ማንኛውም የኤሌክትሮኒክስ መሳሪያ በጠረጴዛቸው ላይ ሊኖር አይገባም። ጥሪዎችን ማድረግ፣ መልዕክት መላላክ፣ ፎቶዎችን ማንሳት እና አንተርኔት/በይመረብ ማሰስ አይፈቀድም። አሁን ተንቀሳቃሽ ሰልጠኞችን ጨምሮ ማንኛውም ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ከእናንተ ጋር ካሉ፣ ዝንቸው እና እጁንታሁን እውጡ። በፈተና ወቅት ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ይዛችሁ ከተገኛችሁ፣ ፈተና ውጤታችሁ አይያዝም።

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.

**Checking Audio (for Mathematics Accessibility Features only)**

**ይብሉ** የጀር ማዳመጫ መሰከቱን እና ማድረጋችሁን እርግጠኛ ሁኑ። ከታች ካለው የእርስዎ ማያ የ “Sign In” አዘራር ላይ “Test Audio” የሚል አገናኝ አለ። በጀር ማዳመጫ መሰማት መቻልዎን ለማረጋገጥ እና የድምጽ መጠኑን እጅግ ከፍተኛ ደረጃ ላይ ለማስተካከል አገናኙን ምረጡ። በፈተና ውስጥ ያለውን የድምጽ መጠን ከጀመራችሁ በኋላ ማስተካከል ትችላላችሁ።

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



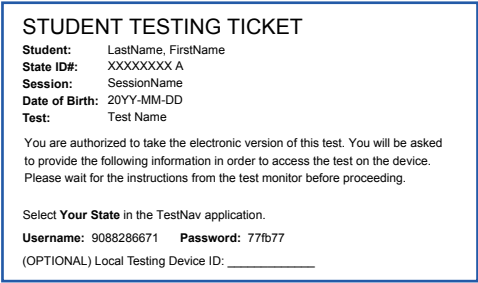
**Instructions for Logging In**

**ይብሉ** የተማሪ የፈተና ትኬቶችሁ እና የማሰቢያ ወረቀታችሁ እስከሚሰራጩ ድረስ በጸጥታ ተቀመጡ። እኔ እንድታደርጉ እስከምናገር ድረስ አትግቡ።

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.

**ይብሉ** አሁን፣ የራሳችሁን የተማሪ የመፈተኛ ትኬት ተመልከቱ እና የራሳችሁ የመጀመሪያ እና የመጨረሻ ስም ላይ ላይ መኖሩን አረጋግጡ። የ የእናንተ ትኬት ከሌላችሁ እጃችሁን አንሱ።

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.





**ይበሉ** አሁን፣ በትኬታችሁ አግርጌ እንደሚታየው የእናንተን ተጠቃሚ ስም/የዘርኔም አሰገቡ።  
(ለእርታ አቁሙ።)

ቀጥሎ፣ በትኬታችሁ ልክ እንደሚታየው የይለፍቃል/ፓስወርድ አሰገቡ።  
(ለእርታ አቁሙ።)

አሁን፣ የ “Sign In” አዘራር ምረጡ።  
(ለእርታ አቁሙ።)

በማያው የላይኛው የቀኝ ማዕዘን ላይ ስማችሁን ፈልጉ። የምታዩት ስም የእናንተ ካልሆነ፣ እባካችሁ እጃችሁን አውጡ። አሁን በ የሚገኙ ፈተናዎች/ “Available Tests” ማያ ላይ መሆን አለባችሁ። ለክፍል 1 የ “Start” አዘራር ምረጡ። የ እንኳን ደህና መጡ/ “Welcome” ማያ ማየት አለብዎ።

**Circulate throughout the room to make sure all students have successfully logged in.** Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. 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 Unit 1**

**ይበሉ** በማያ ሳጥን መሃል ውስጥ “Start” ምረጡ። እኔ በማያው ላይ መመሪያዎችን ሳንብ አብራችሁ ተከተሉኝ። አብሮ ለመከታተል በስተቀኝ ያለውን ተሽብላይ አሞሌ መጠቀም ሊኖርባቸዎት ይችላል። እኔ አድርጎ ብዩ እስከምንግራችሁ ድረስ የ “Start” አዘራር አትምረጡ።

ዛሬ፣ የምትወስዱት ክፍል 1 የ \_\_ (6ኛ፣ 7ኛ ክፍል ወይም ተገቢውን ክፍል-ትምህርት ምረጡ) የሂሳብ ትምህርት ፈተና ነው። ክፍል 1 ሁለት ክፍሎች አሉት። በመጀመሪያው ክፍል ውስጥ የማሰያ መሳሪያ ላትጠቀሙ ትችላልችሁ። በሁለተኛው ክፍል ውስጥ የማሰያ መሳሪያ ልትጠቀሙ ትችላልችሁ። የማሰያ መሳሪያ ክፍልን ከጀመራችሁ በኋላ ወደ ፈተናው የመጀመሪያ ክፍል መመለስ አይፈቀድላችሁም። ሁለቱንም የማሰያ መሳሪያ የሌለበትን እና ያለበትን የክፍል 1 ክፍሎች በተፈቀደው ጊዜ ውስጥ ማጠናቀቅ አለባችሁ።

እያንዳንዱ ጥያቄ ያንብቡ። ቀጥሎ፣ እያንዳንዱን ጥያቄ ለመመለስ መመሪያዎችን ተከተሉ። እንደ ጥያቄ ስትሰሩ እንድታሳዩ ወይም እንድታብራሩ ከጠየቀ ሙሉ ነጥብ ለማግኘት ማድረግ ይኖርብዎታል። በማያው ላይ ባለው ሳጥን ውስጥ ምላሽ አሰገቡ። በመልስ መስጫ ሳጥን ውስጥ የገቡ ምላሾች ብቻ ነጥብ ይሰጣቸዋል።

ለእንደ ጥያቄ መልሱን ካላወቃችሁ፣ አልባት ምልክት በማድረግ ወደሚቀጥለው ጥያቄ መሄድ ትችላላችሁ። የመጀመሪያውን ክፍል እንደጨረሱ፣ መልሶችን እና ማንኛውም በዚህ ክፍል ብቻ የአልባት ምልክት የተደረገባቸውን ጥያቄዎች መከለስ ትችላላችሁ። እንደ መልሳችሁን ከከለሳችሁ በኋላ፣ የመጀመሪያ ክፍል መልሶችን በማሰጠት ወደ ማሰያ መሳሪያ ክፍል ቀጥሉ። ወደ ማሰያ መሳሪያ ክፍል ለመቀጠል እገዛ ከፈለጉ እጃችሁን አንሱ።

**ይበሉ** በእጅ የሚያዙ የማሰያ መሳሪያዎች እየተጠቀሙ ከሆነ በአማራጭ- ወደ የማሰያ መሳሪያ ክፍል ለመዛወር ዝግጁ ስትሆኑ የእናንተን ማሰያ መሳሪያ ለመቀበል እጃችሁን አንሱ።

<b>ይበሉ</b>	<p>ይህ በማያዎ ላይ ያሉት መመሪያዎች መጨረሻ ነው። እንድታደርጉ እስከሚነገራችሁ ድረስ አትሂዱ።</p> <p>በፈተና ጊዜ፣ በእናንተ ፈተና መሳሪያ ላይ ማንኛውም አስቸጋሪ ሁኔታ ከጋጠማችሁ ላግዛችሁ እንድትል እጆችሁን አውጡ። በፈተና ወቅት በፈተና ጥያቄዎች ላይ ወይም በመስመር ላይ/ኮንላይን መሳሪያዎች ላይ ልረዳቹህ አልችልም።</p> <p>አንድ በማሰያ መሳሪያ ክፍል ውስጥ ያለውን ስራችሁን ካረጋገጣችሁ በኋላ፣ እጆችሁን አውጡ እና ከፈተናው ዘግታችሁ እንድትወጡ መመሪያ እሰጣችኋለሁ። በመቀጠል የእናንተን የመፈተኛ ትኬት እና የማሰቢያ ወረቀት እስበስባለሁ።</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your STC).

<b>ይበሉ</b>	<p>አማራጭ ሀ</p> <p>ፈተና ዘግታችሁ ከወጣችሁ በኋላ፣ ክፍሉ እስከሚያልቅ ድረስ በዝምታ ተቀመጡ።</p>
	<p>አማራጭ ለ</p> <p>ፈተና ዘግታችሁ ከወጣችሁ በኋላ፣ ለቃችሁ እንድትወጡ አደርጋለሁ።</p>
	<p>አማራጭ ሐ</p> <p>ፈተናውን ዘግታችሁ ከወጣችሁ በኋላ፣ ክፍሉ እስከሚጠናቀቅ ድረስ መጽሃፍ ወይም ሌላ የሚፈቀዱ ቁሶችን ልታነቡ ትችላላችሁ።</p>
<b>ይበሉ</b>	<p>ማንኛውም ጥያቄዎች አላችሁ?</p>

Answer any questions.

**Instructions for Starting the Test**

<b>ይበሉ</b>	<p>ወደ ማያው አግርጌ ሸብልሉ። (ለእፍታ አቁሙ።)</p> <p>የ “Start” አዝራር ምረጡ። (ለእፍታ አቁሙ።)</p> <p>አሁን ፈተና ውስጥ ላይ መሆን አለባችሁ።</p>
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Pause to make sure all students are in the correct unit.

**ይበሉ** ይኖራችኋል . . .

- 6ኛ እና 7ኛ ክፍሎች፡- 60 ደቂቃዎች
- ከፍተኛ ደረጃ ት/ቤት፡- 90 ደቂቃዎች

. . .በዚህ ክፍል ውስጥ ያሉትን ሁለቱንም የማስያ መሳሪያ የሌለበትን እና ያለበትን ክፍሎች ለማጠናቀቅ፡፡ የፈተና ጊዜው 20 ደቂቃ ሲቀረው፣ ወደ ማስያ መሳሪያ ክፍል እንድትሄዱ አስታውሳችሁ፡፡ ይኸውም ቀደም ብላችሁ ይህን ካላደረጋችሁ፡፡ የፈተና ጊዜው 10 ደቂቃ ሲቀረው እንድታውቁት ደግሞ አደርጋለሁ፡፡

አሁን መሰራት መጀመር ትችላላችሁ፡፡

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 section. Ensure students are moving on to the calculator section. When the non-calculator section is complete, students will need to “Submit Section” in order to move on to the calculator section and log out of TestNav as they complete the unit (Section 4.9.1).
- Distribute grade/course-appropriate/accommodation-appropriate calculators (if using hand-held calculators) when students complete the non-calculator section (refer to Section 4.2 for more information).
- Ensure students are logging out of TestNav as they complete the unit (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 unit (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 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.
- 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 unit:

**ይበሉ** እባካችሁ አቁሙ እና ማያችሁን ሸፍኑ ወይም አጥፉ፡፡ በጸጥታ የሶስት ደቂቃ ማፍታቻ እረፍት እንወስዳለን፡፡ መናገር አይፈቀድም፡፡

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

**ይበሉ** አሁን ፈተናውን መቀጠል ትችላላችሁ።

**Instructions for When 20 Minutes of Unit Time Remain**

When 20 minutes of unit time remain,

**ይበሉ** ቀሪ 20 ደቂቃ አላችሁ። እንደ አስተዋሽ፣ ሁለቱንም የማሰያ መሳሪያ የሌለበትን እና ያለበትን ክፍሎች በዚህ ጊዜ ውስጥ መጠናቀቅ አለበት።

**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. If a second unit will be administered after a short break, stop the directions after exiting the unit, but do not have students close the TestNav app.

**ይበሉ** መሰራት አቁሙ። አሁን የፈተና ጊዜ አብቅቷል።  
 በፈተናዎ በላይኛው የግራ ማዕዘን የ “Review” ተቆልቋይ ምናሌ ምረጡ።  
 ከ “Review” ምናሌ፣ ወደ ታች ሽብልሉ እና “End of Section” ምረጡ።  
 የ “Submit Final Answers” አዘራር ምረጡ። በመቀጠልም /እርግጠኛ ነዎት የመጨረሻ መልሶችን ማሰገባት ይፈልጋሉ/ “Are you sure you want to submit final answers?” ብሎ የሚጠይቅ መልዕክት ትመለከታላችሁ  
 አዎ፣ /የመጨረሻ መልሶችን አሰገባ/ “Yes, Submit Final Answers” የሚለውን አዘራር ምረጡ።  
 አሁን የመፈተኛ ትኬታችሁን እና የማሰቢያ ወረቀታችሁን አስበሰባለሁ።

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess<sup>next</sup> at the end of the unit.
- 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 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.

**4.11.3 Grade 8 Mathematics – Unit 1**

The administration script under Section 4.11.3 will be used for Unit 1 of the Grade 8 mathematics test. Refer to Section 4.11.4 for the administration script for Unit 2 and Unit 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 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	Grade 8: 60 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 1 – 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. Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). 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).**

ይበሉ

**ዛሬ የሂሳብ ትምህርት እውቀት መመዘኛ ፈተና ይወሰዳሉ።**

ከመፈተኛ መሳሪያዎ ጋር ለሌላ ማንኛውም የኤሌክትሮኒክስ መሳሪያ በጠረጴዛችሁ ላይ ሊኖር አይገባም። ጥሪዎችን ማድረግ፣ መልዕክት መላላክ፣ ፎቶዎችን ማንሳት እና አንተርኔት/ቢይስመርብ ማስሰ አይፈቀድም። አሁን ተንቀሳቃሽ ሰልጠኞችን ጨምሮ ማንኛውም ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ከእርስዎ ጋር ካሉ፣ ዝጋቸው እና እጃችሁን አውጡ። በፈተና ወቅት ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ይዘችሁ ከተገኙትሁ፣ 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.

**Checking Audio (for Mathematics Accessibility Features only)**

ይበሉ

የጀር ማዳመጫዎ መሰካቱን እና ማድረጋችሁን እርግጠኛ ሁኑ። ከታች ካለው የእርስዎ ማያ የ “Sign In” አዝራር ላይ “Test Audio” የሚል አገናኝ አለ። በጀር ማዳመጫዎ መሰማት መቻልዎን ለማረጋገጥ እና የድምጽ መጠኑን እጅግ ከፍተኛ ደረጃ ላይ ለማስተካከል አገናኙን ምረጡ። በፈተና ውስጥ ያለውን የድምጽ መጠን ከጀመራችሁ በኋላ ማስተካከል ትችላላችሁ።

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



### Instructions for Logging In



የተማሪ የፈተና ትኬቶችህ እና የማሰቢያ ወረቀታችሁ እስከሚሰራጩ ድረስ በጸጥታ ተቀመጡ። እኔ እንድታደርጉ እስከምናገር ድረስ አትግቡ።

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.



አሁን፣ የራሳችሁን የተማሪ የመፈተኛ ትኬት ተመልከቱ እና የራሳችሁ የመጀመሪያ እና የመጨረሻ ስም ላይ ላይ መኖሩን አረጋግጡ። የ የእናንተ ትኬት ከሌላችሁ አጃችሁን አንሱ።

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.

**STUDENT TESTING TICKET**

**Student:** LastName, FirstName  
**State ID#:** XXXXXXXX A  
**Session:** SessionName  
**Date of Birth:** 20YY-MM-DD  
**Test:** Test Name

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **Your State** in the TestNav application.  
**Username:** 9088286671    **Password:** 77fb77  
(OPTIONAL) Local Testing Device ID: \_\_\_\_\_



አሁን፣ በትኬታችሁ አግርጌ እንደሚታየው የእናንተን ተጠቃሚ ስም/ዩዘርኔም አሰገቡ።  
(ለእፍታ አቁሙ።)

ቀጥሎ፣ በትኬታችሁ ልክ እንደሚታየው የይለፍቃል/ፓስወርድ አሰገቡ።  
(ለእፍታ አቁሙ።)

አሁን፣ የ “Sign In” አዘራር ምረጡ።  
(ለእፍታ አቁሙ።)

በማያው የላይኛው የቀኝ ማዕዘን ላይ ስማችሁን ፈልጉ። የምታዩት ስም የእናንተ ካልሆነ፣ እባካችሁ እጃችሁን አውጡ። አሁን በ የሚገኙ ፈተናዎች/ “Available Tests” ማያ ላይ መሆን አለባችሁ። ለክፍል 1 የ “Start” አዘራር ምረጡ። የ እንኳን ደህና መጡ/ “Welcome” ማያ ማየት አለብዎ።

**Circulate throughout the room to make sure all students have successfully logged in.** Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. 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 Unit 1**



በማያ ሳጥን መሃል ውስጥ “Start” ምረጡ። እኔ በማያው ላይ መመሪያዎችን ሳነብ አብራችሁ ተከተሉኝ። አብሮ ለመከታተል በስተቀኝ ያለውን ተሽብላይ አሞሌ መጠቀም ሊኖርባቸው ይችላል። እኔ አድርጎብኩ ለስኬታማነት ድረስ የ “Start” አዘራር አትምረጡ።

ዛሬ፣ የሚወሰዱት ክፍል 1 የክፍል\_\_ (8ኛ — ተገቢውን የክፍል ደረጃ ምረጥ) የሂሳብ ትምህርት ፈተና ነው። የማስያ መሳሪያ/ካልኩሌተር መጠቀም ላትችሉ ትችላላችሁ።

እያንዳንዱ ጥያቄ ያንብቡ። ቀጥሎ፣ እያንዳንዱን ጥያቄ ለመመለስ መመሪያዎችን ተከተሉ። አንድ ጥያቄ ስትሰሩ አንድ-ታላቁ ወይም አንድ-ታብራሩ ከጠየቀ ሙሉ ነጥብ ለማግኘት ማድረግ ይኖርብዎታል። በማያው ላይ ባለው ሳጥን ውስጥ ምላሽ አሰገቡ። በመልስ መስጫ ሳጥን ውስጥ የገቡ ምላሾች ብቻ ነጥብ ይሰጣቸዋል።

ለአንድ ጥያቄ መልሱን ካላወቃችሁ፣ እልባት ምልክት በማድረግ ወደሚቀጥለው ጥያቄ መሄድ ትችላላችሁ። ቀደም ብለችሁ ከጨረሳችሁ መልሶችን እና ማንኛውም የእልባት ምልክት የተደረገባቸውን ጥያቄዎች መከለስ ትችላላችሁ።




ይህ በማያው ላይ ያሉት መመሪያዎች መጨረሻ ነው። አንድ-ታደርጉ እስከሚነገራችሁ ድረስ እንዳትሄዱ።

በፈተና ጊዜ በእናንተ ፈተና መሳሪያ ላይ ማንኛውም አስቸጋሪ ሁኔታ ከገጠማችሁ እጃችሁን አውጡ። በፈተና ወቅት በፈተና ጥያቄዎች ላይ ወይም በመሰመር ላይ/ኦንላይን መሳሪያዎች ላይ ልረዳቸው አልችልም።

አንዴ በዚህ ክፍል ውስጥ ያለውን ስራችሁን ካረጋገጣችሁ በኋላ፣ እጃችሁን አውጡ እና ከፈተናው ዘግታችሁ አንድ-ትወጡ መመሪያ እሰጣችኋለሁ። በመቀጠል የእናንተን የመፈተኛ ትኬት እና የማሰቢያ ወረቀት እሰበሰባለሁ።


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

	<p>አማራጭ U ፈተና ዘግታችሁ ከወጣችሁ በኋላ፣ ክፍሉ እስከሚያልቅ ድረስ በዝምታ ተቀመጡ።</p>
	<p>አማራጭ A ፈተና ዘግታችሁ ከወጣችሁ በኋላ፣ ለቃችሁ እንድትወጡ አደርጋለሁ።</p>
	<p>አማራጭ C ፈተናውን ዘግታችሁ ከወጣችሁ በኋላ፣ ክፍሉ እስከሚጠናቀቅ ድረስ መጽሃፍ ወይም ሌላ የሚፈቀዱ ቁሶችን ልታገቡ ትችላላችሁ።</p>


	<p>ማንኛውም ጥያቄዎች አላችሁ?</p>
---	--------------------------

Answer any questions.

**Instructions for Starting the Test**

	<p>ወደ ማያው አግርጌ ሸብልሉ።</p>
	<p>(ለአፍታ አቁሙ።)</p>
	<p>የ “Start” አዘራር ምረጡ።</p>
	<p>(ለአፍታ አቁሙ።)</p>
	<p>አሁን ፈተና ውስጥ ላይ መሆን አለባችሁ።</p>

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

	<p>ይህን ክፍል ለመጨረስ 60 ደቂቃዎች አላችሁ። የፈተና ጊዜው 10 ደቂቃ ሲቀረው ደግሞ እንድታውቁት አደርጋለሁ።</p>
	<p>አሁን መስራት መጀመር ትችላላችሁ።</p>

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 unit (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 unit (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 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.
- 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 unit:


 ይበሉ	እባካችሁ አቁሙ እና ማያችሁን ሸፍኑ ወይም አጥፉ። በጸጥታ የሶስት ደቂቃ ማፍታቻ እረፍት እንወስዳለን። መናገር አይፈቀድም።
---	---

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

 ይበሉ	እሁን ፈተናውን መቀጠል ትችላላችሁ።
--	------------------------

**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. If a second unit will be administered after a short break, stop the directions after exiting the unit, but do not have students close the TestNav app.



መሰራት አቁሙ። አሁን የፈተና ጊዜ አብቅቷል።  
በፈተናዎ በላይኛው የግራ ማዕዘን የ “Review” ተቆልቋይ ምናሌ ምረጡ።  
ከ “Review” ምናሌ፣ ወደ ታች ሽብልሉ እና “End of Section” ምረጡ።  
የ “Submit Final Answers” አዝራር ምረጡ። በመቀጠልም /እርግጠኛ ነዎት የመጨረሻ መልሶችን ማሰገባት ይፈልጋሉ/ “Are you sure you want to submit final answers?” ብሎ የሚጠይቅ መልዕክት ትመለከታላችሁ።  
አዎ፣ /የመጨረሻ መልሶችን አሰገባ/ “Yes, Submit Final Answers” የሚለውን አዝራር ምረጡ።  
አሁን የመፈተኛ ትኬታችሁን እና የማሰቢያ ወረቀታችሁን እሰበሰባለሁ።

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess<sup>next</sup> at the end of the unit.
- 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 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.

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


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

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	Grades 6–8: 60 Minutes High School: 90 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Calculator (if using hand-held calculators)</li> </ul>		
End of Unit 2 – Students <b>Submit Final Answers</b>				
Unit 3	Grades 6–8: 60 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Calculator (if using hand-held calculators)</li> </ul>		
End of Unit 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.

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). 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).**


Grades 6, 7, 8, and  
High School  
Mathematics  
Units 2 and 3



**ይበሉ** ዛሬ የሂሳብ ትምህርት እውቀት መመዘኛ ፈተና ይወሰዳሉ። ከመፈተኛ መሳሪያዎ ጋር ለሌላ ማንኛውም የኤሌክትሮኒክስ መሳሪያ በጠረጴዛችሁ ላይ ሊኖር አይገባም። ጥሪዎችን ማድረግ፣ መልዕክት መላላክ፣ ፎቶዎችን ማንሳት እና አገተርኔት/ቢይነመረብ ማሰስ አይፈቀድም። አሁን ተንቀሳቃሽ ስልኮችን ጨምሮ ማንኛውም ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ከእናንተ ጋር ካለ፣ ዝጋቸው እና እጆችሁን አውጡ። በፈተና ወቅት ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ይዘችሁ ከተገኛችሁ፣ ፈተና ውጤታችሁ አይያዝም።

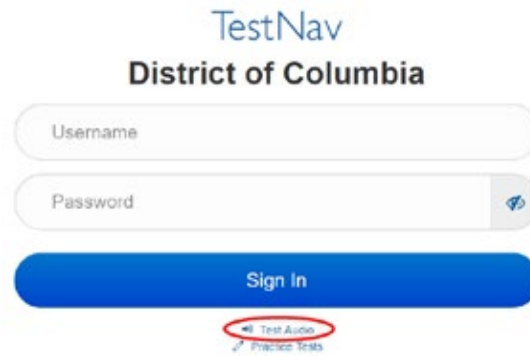
If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic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

**Checking Audio (for Mathematics Accessibility Features only)**



**ይበሉ** የጀር ማዳመጫ መሰካቱን እና ማድረጋችሁን እርግጠኛ ሁኑ። ከታች ካለው የእርስዎ ማያ የ “Sign In” አዝራር ላይ “Test Audio” የሚል አገናኝ አለ። በጀር ማዳመጫ መሰማት መቻልዎን ለማረጋገጥ እና የድምጽ መጠኑን እጅግ ከፍተኛ ደረጃ ላይ ለማስተካከል አገናኙን ሞረጡ። በፈተና ውስጥ ያለውን የድምጽ መጠን ከጀመራችሁ በኋላ ማስተካከል ትችላላችሁ።

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



### Instructions for Logging In

**ፎብሉ** የተማሪ የፈተና ትኬቶችን እና የማሰቢያ ወረቀታችሁ እስከሚሰራጩ ድረስ በጸጥታ ተቀመጡ። እኔ እንድታደርጉ እስከምናገር ድረስ አትግቡ።

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.

**ፎብሉ** አሁን፣ የራሳችሁን የተማሪ የመፈተኛ ትኬት ተመልከቱ እና የራሳችሁ የመጀመሪያ እና የመጨረሻ ስም ላይ ላይ መኖሩን አረጋግጡ። የ የአናጎተ ትኬት ከሌላችሁ እጃችሁን አንሱ።

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.

**STUDENT TESTING TICKET**

**Student:** LastName, FirstName  
**State ID#:** XXXXXXXX A  
**Session:** SessionName  
**Date of Birth:** 20YY-MM-DD  
**Test:** Test Name

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **Your State** in the TestNav application.  
**Username:** 9088286671 **Password:** 77fb77  
(OPTIONAL) Local Testing Device ID: \_\_\_\_\_

Grades 6, 7, 8, and  
High School  
Mathematics  
Units 2 and 3

**ይበሉ** አሁን፣ በትኬታችሁ አግርጌ እንደሚታየው የእናንተን ተጠቃሚ ስም/የዘርጅም አሰጠው።  
 (ለእርጅታ አቁሙ።)

ቀጥሎ፣ በትኬታችሁ ልክ እንደሚታየው የይለፍቃል/ፓስወርድ አሰጠው።  
 (ለእርጅታ አቁሙ።)

አሁን፣ የ “Sign In” አዘራር ምረጡ።  
 (ለእርጅታ አቁሙ።)

በማያው የላይኛው የቀኝ ማዕዘን ላይ ስማችሁን ፈልጉ። የምታዩት ስም የእናንተ ካልሆነ፣ እባካችሁ እጃችሁን አውጡ። አሁን በ የሚገኙ ፈተናዎች/ “Available Tests” ማያ ላይ መሆን አለባችሁ። ለ ክፍል \_\_ (በተገቢው ክፍል ቁጥር ውስጥ ሙሉ) የ “Start” አዘራር ምረጡ። የ እንኳን ደህና መጡ/ “Welcome” ማያ ማየት አለብዎ።

**Circulate throughout the room to make sure all students have successfully logged in.** Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. 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 Unit**

**ይበሉ** በማያ ሳጥን መሃል ውስጥ “Start” ምረጡ። እኔ በማያው ላይ መመሪያዎችን ሳንብ አብራችሁ ተከተሉኝ። አብሮ ለመከታተል በስተቀኝ ያለውን ተሽብላይ አሞሌ መጠቀም ሊኖርባቸው ይችላሉ። እኔ አድርጎብኩ የ እስከምንግራችሁ ድረስ የ “Start” አዘራር አትምረጡ።

ዛሬ የምትወስዱት ክፍል \_\_ (በተገቢው ክፍል ቁጥር ውስጥ ሙሉ) የ ክፍል \_\_ (በተገቢው የክፍል ደረጃ/ክፍለ-ትምህርት ሙሉ) የሂሳብ ፈተና ነው። የማሰያ መሳሪያ መጠቀም ትችላላችሁ። እንድትጠቀሙበት በመሳሪያ አሞሌው ውስጥ የማሰያ መሳሪያ ቀርቧል።

እያንዳንዱ ጥያቄ ያንብቡ። ቀጥሎ፣ እያንዳንዱን ጥያቄ ለመመለስ መመሪያዎችን ተከተሉ።

እንደ ጥያቄ ስትሰሩ እንድታሳዩ ወይም እንድታብራሩ ከጠየቀ ሙሉ ነጥብ ለማግኘት ማድረግ ይኖርብዎታል። በማያው ላይ ባለው ሳጥን ውስጥ ምላሽ አሰጡ። በመልስ መስጫ ሳጥን ውስጥ የገቡ ምላሾች ብቻ ነጥብ ይሰጣቸዋል።

ለእንደ ጥያቄ መልሱን ካላወቃችሁ፣ እልባት ምልክት በማድረግ ወደሚቀጥለው ጥያቄ መሄድ ትችላላችሁ። ቀደም ብለችሁ ከጨረሳችሁ መልሶችን እና ማንኛውም የእልባት ምልክት የተደረገባቸውን ጥያቄዎች መከለስ ትችላላችሁ።

**ይበሉ** ይህ በማያው ላይ ያሉት መመሪያዎች መጨረሻ ነው። እንድታደርጉ እስከሚነገራችሁ ድረስ አትሂዱ።

በፈተና ጊዜ፣ በእናንተ ፈተና መሳሪያ ላይ ማንኛውም አስቸጋሪ ሁኔታ ከጋጠማችሁ ላግዛችሁ እንድትል እጃችሁን አውጡ። በፈተና ወቅት በፈተና ጥያቄዎች ላይ ወይም በመስመር ላይ/ ኮንላይን መሳሪያዎች ላይ ልረዳቸው አልችልም።

እንደ በዚህ ክፍል ውስጥ ያለውን ስራችሁን ካረጋገጣችሁ በኋላ፣ እጃችሁን አውጡ እና ከፈተናው ዘግታችሁ እንድትወጡ መመሪያ እሰጣችኋለሁ። በመቀጠል የእናንተን የመፈተኛ ትኬት እና የማሰያ ወረቀት እሰበሰባለሁ።

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

<b>ይበሉ</b>	አማራጭ ሀ ፈተና ዘግታችሁ ከወጣችሁ በኋላ፣ ክፍሉ እስከሚያልቅ ድረስ በዝምታ ተቀመጡ።
	አማራጭ ለ ፈተና ዘግታችሁ ከወጣችሁ በኋላ፣ ለቃችሁ እንድትወጡ አደርጋለሁ።
	አማራጭ ሐ ፈተናውን ዘግታችሁ ከወጣችሁ በኋላ፣ ክፍሉ እስከሚጠናቀቅ ድረስ መጽሃፍ ወይም ሌላ የሚፈቀዱ ቁሶችን ልታገቡ ትችላላችሁ።

<b>ይበሉ</b>	ማንኛውም ጥያቄዎች አላችሁ?
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Answer any questions.

**Instructions for Starting the Test**

<b>ይበሉ</b>	ወደ ማያው አግርጌ ሸብልሉ።
	(ለአፍታ አቁሙ።)
	የ “Start” አዝራር ምረጡ።
	(ለአፍታ አቁሙ።)
	አሁን ፈተና ውስጥ ላይ መሆን አለባችሁ።

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

<b>ይበሉ</b>	ይኖራችኋል . . .
	<ul style="list-style-type: none"> <li>• ከ 6–8ኛ ክፍሎች፡- 60 ደቂቃዎች</li> <li>• ከፍተኛ ደረጃ ት/ቤት፡- 90 ደቂቃዎች</li> </ul> <p>. . . ይህን ክፍል ለማጠናቀቅ። የፈተና ጊዜው 10 ደቂቃ ሲቀረው እንድታውቁት አደርጋለሁ። አሁን መሰራት መጀመር ትችላላችሁ።</p>

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.
- Ensure that any absent students are locked out of the unit (Section 4.3).
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).

Grades 6, 7, 8, and  
High School  
Mathematics  
Units 2 and 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 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.
- 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 unit:

	እባካችሁ አቁሙ እና ማያችሁን ሸፍኑ ወይም አጥፉ። በጸጥታ የሶስት ደቂቃ ማፍታቻ እረፍት እንወስዳለን። መናገር አይፈቀድም።
--	---

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

	አሁን ፈተናውን መቀጠል ትችላላችሁ።
--	------------------------

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


When 10 minutes of unit time remain,

	ቀሪ 10 ደቂቃ አላችሁ።
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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. If a second unit will be administered after a short break, stop the directions after exiting the unit, but do not have students close the TestNav app.



መሰራት አቁሙ። አሁን የፈተና ጊዜ አብቅቷል።

በፈተናዎ በላይኛው የግራ ማዕዘን የ “Review” ተቆልቋይ ምናሌ ምረጡ።

ከ “Review” ምናሌ፣ ወደ ታች ሽብልሉ እና “End of Section” ምረጡ።

የ “Submit Final Answers” አዝራር ምረጡ። በመቀጠል /አርግጠኛ ነዎት የመጨረሻ መልሶችን ማስገባት ይፈልጋሉ/ “Are you sure you want to submit final answers?” ብሎ የሚጠይቅ መልዕክት ትመለከታላችሁ አዎ፣ /የመጨረሻ መልሶችን አስገባ/ “Yes, Submit Final Answers” የሚለውን አዝራር ምረጡ።

አሁን የመፈተኛ ትኬታችሁን እና የማሰቢያ ወረቀታችሁን አሰበሰባለሁ።

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess<sup>next</sup> at the end of the unit.
- 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 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.

**Grades 6, 7, 8, and  
 High School  
 Mathematics  
 Units 2 and 3**