

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

The administration script under Section 4.12.1 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.

4.12.1 Grades 3 – High School ELA/Literacy – All Units

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

**Grades 3, 6, and HS will have a 3rd Field test unit. The same administration script applies to all 3 units if there is a field test.*

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^{next}. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to TestNav (follow your school/LEA instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section). Make sure all headphones are plugged in prior to launching TestNav.

Grades 3–High School
ELA/Literacy
All Units

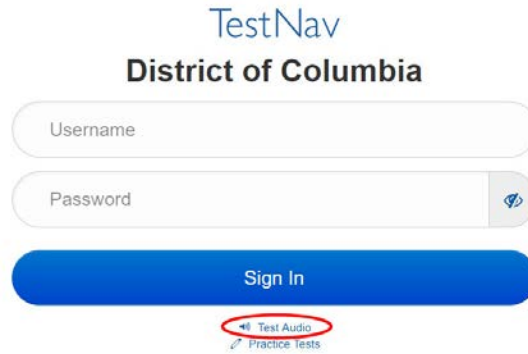
	<p>ዛሬ የእንግሊዘኛ ቋንቋ ጥበብ/ክህሎት መመዘኛ ፈተና ትወስዳላችሁ።</p> <p>ከመፈተኛ መሳሪያዎቻህ ውጪ ሌላ ማንኛውም የኤሌክትሮኒክስ መሳሪያ በጠረጴዛችሁ ላይ ሊኖር አይገባም። ጥሪዎችን ማድረግ፣ መልዕክት መላላክ፣ ፎቶዎችን ማንሳት እና አንተርኔት/ በይነመረብ ማሰስ አይፈቀድም።</p> <p>አሁን ተንቀሳቃሽ ሰልኮችን ጨምሮ ማንኛውም ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ከእናንተ ጋር ካሉ፣ ዝጋቸው እና እጆችሁን አውጡ። በፈተና ወቅት ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ይዛችሁ ከተገኛችሁ፣ የፈተና ውጤታችሁ አይያዝም።</p>
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If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the 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

ጭብጫ የጀር ማዳመጫዎ መሰካቱን እና ማድረጋችሁን እርግጠኛ ሁኑ። ከታች ካለው የእርስዎ ማያ የ “Sign In” አዘራር 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

ጭብጫ የተማሪ የፈተና ትኬቶች እና የማሰቢያ ወረቀታችሁ እስከሚሰራጭ ድረስ በጸጥታ ተቀመጡ። እኔ እንድታደርጉ እስከምናገር ድረስ አትግቡ።

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

ጭብጫ አሁን፣ የራሳችሁን የተማሪ የመፈተኛ ትኬት ተመልከቱ እና የራሳችሁ የመጀመሪያ እና የመጨረሻ ስም ላይ ላይ መኖሩን አረጋግጡ። የ የአገናኝ 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 School Test Coordinator.


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 3–High School
ELA/Literacy
All Units

	<p>አሁን፣ በትኬታችሁ አግርጌ እንደሚታየው የእናንተን ተጠቃሚ ስም/ዩኤስኤም አሰጥቡ። (ለእፍታ አቁሙ።)</p> <p>ቀጥሎ፣ በትኬታችሁ ልክ እንደሚታየው የይለፍቃል/ፓስወርድ አሰጥቡ። (ለእፍታ አቁሙ።)</p> <p>አሁን፣ የ “Sign In” አዘራር ምረጡ። (ለእፍታ አቁሙ።)</p> <p>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።</p>
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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

	<p>በማያ ሳጥን መሃል ውስጥ “Start” ምረጡ። እኔ በማያው ላይ መመሪያዎችን ሳንብ አብራችሁ ተከተሉኝ። አብሮ ለመከታተል በስተቀኝ ያለውን ተሽብላይ አሞሌ መጠቀም ሊኖርባቸው ይችላል። እኔ አድርጎብኩ እስከምንገራችሁ ድረስ የ “Start” አዘራር አትምረጡ።</p> <p>ዛሬ የምትወስዱት ክፍል __ (በተገቢው ክፍል ቁጥር ውስጥ ሙሉ) የ ክፍል __ (ተገቢውን የክፍል ደረጃ ሙሉ) የእንግሊዘኛ ቋንቋ ጥበብ/ክህሎት ፈተና ነው።</p> <p>እያንዳንዳችን ምንባብ እና ጥያቄ እንብቡ። ቀጥሎ፣ እያንዳንዳችን ጥያቄ ለመመለስ መመሪያዎችን ተከተሉ።</p> <p>ከጥያቄዎቹ አንዱ ምላሽ እንድትጽፉ ይጠይቃል። በማያው ላይ ባለው ሳጥን ውስጥ ምላሽ አሰጥቡ። ምላሻችሁን የምትሞሉበት በቂ ቦታ ይኖራል። ምላሻችሁ ከተሰጠው ቦታ በላይ ከሆነ፣ ተሽብላይ አሞሌ ይመጣል። ሙሉ ምላሻችሁን ለመክለስ ተሽብላይ አሞሌውን መጠቀም ትችላላችሁ። በሳጥን ውስጥ የገቡ ምላሾች ብቻ ነጥብ ይሰጣቸዋል።</p> <p>ለአንድ ጥያቄ መልሱን ካላወቃችሁ፣ እልባት ምልክት በማድረግ ወደሚቀጥለው ጥያቄ መሄድ ትችላላችሁ። ቀደም ብለችሁ ከጨረሳችሁ መልሶችን እና ማንኛውም የእልባት ምልክት የተደረገባቸውን ጥያቄዎች መክለስ ትችላላችሁ።</p>
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	<p>ይህ በማያው ላይ ያሉት መመሪያዎች መጨረሻ ነው። እንድታደርጉ እስከሚነገራችሁ ድረስ አትሂዱ።</p> <p>እንዳንድ ቃላት እና ሀረጎች የተሰመረባቸው ይሆናሉ። ማንኛውም የተሰመረባቸው ቃላት ወይም ሀረጎች ከተመለከቱ፣ የቃሉን ወይም ሀረጉን ፍቺ የሚሰጠው ብቅ ባይ ያቃላት ፍቺ ለማየት አገናኙን መክፈት ትችላላችሁ።</p> <p>በፈተና ጊዜ፣ በእናንተ ፈተና መሳሪያ ላይ ማንኛውም አስቸጋሪ ሁኔታ ከጋጠማችሁ ላግዛችሁ እንድትል እጃችሁን አውጡ። በፈተና ወቅት በፈተና ጥያቄዎች ላይ ወይም በመስመር ላይ/ኦንላይን መሳሪያዎች ላይ ልረዳቸው አልችልም።</p> <p>እንደ በዚህ ክፍል ውስጥ ያለውን ስራችሁን ካረጋገጣችሁ በኋላ፣ እጃችሁን 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 School Test Coordinator).

	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።

	ማንኛውም ጥያቄዎች አላችሁ?
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Answer any questions.

Instructions for Starting the Test

	ወደ ማያው አግርጌ ሸብልሉ። (ለአፍታ አቁሙ።)
	የ “Start” አዘራር ምረጡ። (ለአፍታ አቁሙ።)
	አሁን ፈተና ውስጥ ላይ መሆን አለባችሁ።
	(Empty space for student response)

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

	ይህን ክፍል ለመጨረስ 75 ደቂቃዎች አላችሁ። የፈተና ጊዜው 10 ደቂቃ ሲቀረው እንድታውቁት አደርጋለሁ።
3ኛ ክፍል	(Empty space for student response)

	ይህን ክፍል ለመጨረስ 90 ደቂቃዎች አላችሁ። የፈተና ጊዜው 10 ደቂቃ ሲቀረው እንድታውቁት አደርጋለሁ።
ከ 4-10ኛ ክፍሎች	(Empty space for student response)

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the 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 ሽፍኑ 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:

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


When 10 minutes of unit time remain,

ይበሉ	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. (Do not have students log out of TestNav.)



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።

የመጨረሻ መልሶችን አሰገባ “Submit Final Answers” የሚለውን አዝራር ምረጡ። በመቀጠል /አርግጠኛ 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።

ክፍሉን ለመውጣት የ “Yes” 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^{next} at the end of the unit.
- 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.