

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"> • Test booklets • Pencils • Scratch paper 		
End of all units – Students Stop				

Instructions for Preparing to Test

 <p>请注意</p>	<p>今天，你将参加英语语言艺术/读写能力评估。你的桌面上不能有任何未经批准的电子设备。不允许打电话，发短信和拍照。如果你现在携带有任何电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</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.

 <p>请注意</p>	<p>在我分发考试材料时，请安静地坐在原位。</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets.

 <p>请注意</p>	<p>如果第1单元：请在试卷上部的方框A内写上你的姓名。 如果第2单元：请检查以确保在你的考试册顶部的A框中写下自己的名和姓。</p>
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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>请注意</p>	<p>你的考试册中的说明到此结束。</p> <p>当你看到考试册中的GO ON标志时，你可以进入下一页。当你到达考试手册中的STOP标志时，在指导你继续之前，请勿继续。板上贴有GO ON和STOP标志的示例。</p> <p>如果你提前完成本单元并全面检查了自己的答题，请举手，我会收回你的考试材料。一旦我收回了你的材料，你就不能再取回。</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>请注意</p>	<p>选项A</p> <p>在我收回了你的考试材料后，请安静地坐在原位，直到本单元结束。</p>
	<p>选项B</p> <p>在我收回你的考试材料后，我会让你离开。</p>
	<p>选项C</p> <p>在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单位结束。</p>

 <p>请注意</p>	<p>你有什么问题吗？</p>
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Answer student questions.

 <p>请注意</p>	<p>你将有...</p> <p>(选择要管理的单元)</p> <p>3年级第1单元: 75分钟</p> <p>3年级第2单元: 75分钟</p> <p>...来完成本单元。当你的考试时间剩下10分钟时，我会告诉你。</p> <p>转到下一页。现在，你可以开始答题了。</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:

请注意 请停止考试，将你的草稿纸放在你的考试册中，然后合上考试册。我们将安静地休息三分钟，做伸展运动。不允许说话。

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

请注意 打开你的考试册，然后继续考试。

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

请注意 你还剩下10分钟。

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

请注意 停止答题。考试时间现已结束。请合上考试册。
请检查已在考试册上写了自己的姓名。我会收回你的考试材料。

- 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: 90 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper 		
Unit 3	Grades 5, 8, and 10: 90 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper 		
End of all units – Students Stop				

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


Instructions for Preparing to Test

 <p>请注意</p>	<p>今天，你将参加英语语言艺术/读写能力评估。</p> <p>你的桌面上不能有任何未经批准的电子设备。不允许打电话，发短信和拍照。如果你现在携带有任何电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</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.


 <p>请注意</p>	<p>在我分发考试材料时，请安静地坐在原位。</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets and answer documents.

 <p>请注意</p>	<p>如果第1单元：在你的考试册和答题文件顶部的A框中写下自己的名和姓。</p> <p>如果第2单元：请检查以确保在你的考试册和答题文件顶部的A框中写下自己的名和姓。</p>
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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

 <p>请注意</p>	<p>使用页面边缘上的标签，将你的考试册翻到第__单元（填写适当单元），然后在我阅读说明时跟随操作。在我告诉你翻页之前，请勿翻页。</p> <p>今天，你将参加__年级（填写适当年级）的第__单元（填写适当单元号码）的英语语言艺术/读写能力考试。</p> <p>阅读每个段落和问题。然后，按照说明回答每个问题。通过涂满答题文件中的圆圈来标记你的答案。请勿在圆圈之外做任何铅笔标记。如果你需要更改答案，请务必完全擦除你的第一个答案。</p> <p>其中一个问题会要求你写一个答案。在你的答题文件中所提供的空白处写下你的答案。请务必将答案写在所提供的空白处。只有写在所提供的空白处的答案才会计分。</p> <p>如果你不知道某个问题的答案，你可以继续做下一个问题。如果你提前完成，你只能审查本单元中的答案和没有回答的任何问题。请勿超过停止标志。</p>
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 <p>请注意</p>	<p>你的考试册中的说明到此结束。</p> <p>当你看到考试册中的GO ON标志时，你可以进入下一页。当你到达考试手册中的STOP标志时，在指导你继续之前，请勿继续。</p> <p>板上贴有GO ON和STOP标志的示例。</p> <p>如果你提前完成本单元并全面检查了自己的答题，请举手，我会收回你的考试材料。一旦我收回了你的材料，你就不能再取回。</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>请注意</p>	<p>选项A</p> <p>在我收回了你的考试材料后，请安静地坐在原位，直到本单元结束。</p>
	<p>选项B</p> <p>在我收回你的考试材料后，我会让你离开。</p>
	<p>选项C</p> <p>在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单位结束。</p>

 <p>请注意</p>	<p>你有什么问题吗？</p>
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Answer student questions.

 <p>请注意</p>	<p>你将有 90分钟 来完成本单元。当你的考试时间剩下10分钟时，我会告诉你。转到下一页。现在，你可以开始答题了。</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.
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The following security measures must be followed:

- 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:

请注意 请停止考试，将你的草稿纸放在答题文件中，将答题文件放在考试册中，然后合上考试册。我们将安静地休息三分钟，做伸展运动。不允许说话。

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

请注意 打开你的考试册和答题文件，然后继续考试。

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

请注意 你还剩下10分钟。

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.

请注意 停止答题。考试时间现已结束。合上你的考试册和答题文件。
 检查你的姓名是否写在考试册和答题文件上。我会收回你的考试材料。

- 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.