

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				

**Grade 3 will have a 3rd field test unit.*


Instructions for Preparing to Test

 Deklarasyon	<p>Jodi a, ou pral pase Evalyasyon Lang ak Literati Anglè/Konpetans pou Li ak Ekri. Ou pa ka genyen okenn aparèy elektwonik nou pa apwouve sou biwo w la. Ou pa gen pèmisyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto. Si ou gen nenpòt aparèy elektwonik, tankou telefòn selilè ou, avèk ou kounye a, tanpri fèmen li epi leve men w. Si yo jwenn ou ak aparèy elektwonik ki pa apwouve pandan tèks la, yo ka pa korije tèks ou a.</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.

 Deklarasyon	<p>Tanpri chita trankil pandan m ap distribiye materyèl egzamen yo.</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.


 Deklarasyon	<p>Pou Inite 1: Ekri non ou ak non fanmi ou nan Kaz A pa anlè ti liv egzamen an.</p> <p>Pou Inite 2: Verifye pou w asire w non w ak non fanmi w ekri nan Kaz A pa anlè ti liv egzamen w lan.</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>Deklarasyon</p>	<p>Nou fini avèk enstriksyon yo nan ti liv tè s ou a.</p> <p>Lè w wè siy GO ON nan ti liv egzamen w la, ou ka ale nan paj apre a. Lè ou rive nan siy STOP nan ti liv egzamen w la, PA kontinye jouk lè nou mande w pou fè sa. Egzanp siy GO ON ak STOP endike sou tablo a.</p> <p>Si ou fini bonè epi ou fin verifye travay ou a nèt nan inite sa a, leve men w epi m ap pase pran materyèl egzamen w yo. Depi mwen pran materyèl egzamen w yo, ou pap kapab genyen yo ankò.</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>Deklarasyon</p>	<p>CHWA A</p> <p>Apre mwen pran materyèl egzamen ou yo, tanpri chita trankil jouk lè inite a fini.</p>
	<p>CHWA B</p> <p>Apre mwen pran materyèl egzamen ou yo, m ap voye ou ale.</p>
	<p>CHWA C</p> <p>Apre mwen pran materyèl egzamen ou yo, ou ka li yon liv oswa lòt materyèl ki admisib jouk lè inite a fini.</p>

 <p>Deklarasyon</p>	<p>Èske ou gen nenpòt kesyon?</p>
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Answer student questions.

 <p>Deklarasyon</p>	<p>Ou pral gen...</p> <p>(Chwazi inite w ap jere a)</p> <p>Inite 1 Klas 3yèm ane: 75 minit</p> <p>Inite 2 Klas 3yèm ane: 75 minit</p> <p>...pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.</p> <p>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</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:

 Deklarasyon	Tanpri kanpe sou tès la, mete fèy bouyon w lan nan ti liv egzamen w lan, epi fèmen ti liv egzamen an. Nou pral pran yon poz an silans pandan twa minit. Li entèdi pou moun pale.
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

 Deklarasyon	Louvri ti liv egzamen w lan epi kontinye tès la.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

 Deklarasyon	Ou gen 10 minit ki rete.
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Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished,

 Deklarasyon	Sispann travay. Kounye a, tan yo te bay pou egzamen an fini. Fèmen ti liv egzamen w lan. Verifye si non w ekri nan ti liv egzamen an. Mwen pral ranmase materyèl egzamen yo.
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- 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.

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 		
End of all units – Students Stop				

*Grades 6 and 10 will have a 3rd Field Test Unit


Instructions for Preparing to Test

 <p>Deklarasyon</p>	<p>Jodi a, ou pral pase Evalyasyon Lang ak Literati Anglè/Konpetans pou Li ak Ekri.</p> <p>Ou pa ka genyen okenn aparèy elektwonik nou pa apwouve sou biwo w la. Ou pa gen pèmasyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto. Si ou gen nenpòt aparèy elektwonik, tankou telefòn selilè ou, avèk ou kounye a, tanpri fèmen li epi leve men w. Si yo jwenn ou ak aparèy elektwonik ki pa apwouve pandan tès la, yo ka pa korije tès ou a.</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>Deklarasyon</p>	<p>Tanpri chita trankil pandan m ap distribye materyèl egzamen yo.</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>Deklarasyon</p>	<p>Pou Inite 1: Ekri non w ak non fanmi w nan Kaz A pa anlè ti liv egzamen w lan ak dokiman repons ou a.</p> <p>Pou Inite 2: Verifye pou w asire w non w ak non fanmi w ekri nan Kaz A pa anlè ti liv egzamen w lan ak dokiman repons ou a.</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>Deklarasyon</p>	<p>Sèvi ak etikèt sou arebò paj la, ouvri ti liv tè s la nan premye paj evalyasyon__ (mete evalyasyon ki apwopriye a) epi swiv toutpandan m ap li konsiy yo. PA vire paj la jouk lè mwèn di w pou fè sa.</p> <p>Jodi a, ou pral pase Inite __ (mete nimewo inite ki apwopriye a) nan Klas__ (mete klas ki apwopriye a) nan Egzamen Lang ak Literati Anglè/Konpetans pou li ak ekri a.</p> <p>Li chak paragaf ak kesyon yo. Epi, swiv konsiy yo bay pou reponn chak kesyon. Make repons ou yo lè w ranpli nèt tout anndan ti wonn ki nan dokiman repons ou a. Pa kite okenn mak kreyon pa deyò wonn yo. Si ou bezwen chanje yon repons, sonje pou efase premye repons ou nèt.</p> <p>Youn nan kesyon yo pral mande pou w ekri yon repons. Ekri repons ou a nan espas yo bay la nan dokiman repons ou a. Veye pou repons ou a pa depase espas yo bay la. Y ap korije sèlman repons ki ekri nan espas yo bay la.</p> <p>Si w pa konnen repons pou yon kesyon, ou ka pase nan kesyon ki vin annapre a. Si w fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou pa t reponn SÈLMAN nan evalyasyon sa a. Pa fè anyen lè yo mande kanpe.</p>
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 <p>Deklarasyon</p>	<p>Nou fini avèk enstriksyon yo nan ti liv tè s ou a.</p> <p>Lè w wè siy GO ON nan ti liv egzamen w la, ou ka ale nan paj apre a. Lè ou rive nan siy STOP nan ti liv egzamen w la, PA kontinye jouk lè nou mande w pou fè sa.</p> <p>Egzanp siy GO ON ak STOP endike sou tablo a.</p> <p>Si ou fini bonè epi ou fin verifye travay ou a nèt nan inite sa a, leve men w epi m ap pase pran materyèl egzamen w yo. Depi mwèn pran materyèl egzamen w yo, ou pap kapab genyen yo ankò.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your School Test Coordinator).

	CHWA A Apri mwen pran materyèl egzamen ou yo, tanpri chita trankil jouk lè inite a fini.
	CHWA B Apri mwen pran materyèl egzamen ou yo, m ap voye ou ale.
	CHWA C Apri mwen pran materyèl egzamen ou yo, ou ka li yon liv oswa lòt materyèl ki admisib jouk lè inite a fini.

	Èske ou gen nenpòt kesyon?
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Answer student questions.

	W ap gen 90 minit pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an. Ale nan paj apre a. Ou ka kòmanse travay kounye a.
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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:

Deklarasyon

Tanpri kanpe sou tè s la, mete fèy bouyon w lan nan dokiman repons ou a, mete dokiman repons ou a nan ti liv egzamen w lan, epi fèmen ti liv egzamen an. Nou pral pran yon poz an silans pandan twa minit. Li entèdi pou moun pale.

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

Deklarasyon

Louvri ti liv egzamen w lan ak dokiman repons ou yo epi kontinye tè s la.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Deklarasyon

Ou gen 10 minit ki rete.

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 secure test materials.

Deklarasyon

Sispann travay. Kounye a, tan yo te bay pou egzamen an fini. Fèmen ti liv egzamen w lan ak dokiman repons ou a.

Verifye si non w ekri nan ti liv egzamen w lan ak dokiman repons ou a. Mwen pral ranmase materyèl egzamen yo.

- 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.