

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"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 1 – Students Submit Final Answers				

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 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).**

 <p>Deklarasyon</p>	<p>Jodi a, ou pral pase Evalyasyon Matematik la.</p> <p>Ou pa ka gen okenn aparèy elektwonik sou biwo w la, sof aparèy pou fè egzamen w yo. Ou pa gen pèmisyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto ni pou fè rechèch sou entènèt. Si ou gen nenpòt aparèy elektwonik nou pa apwouve avèk ou kounye a, tankou telefòn selilè, 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.

Checking Audio (for Mathematics Accessibility Features only)

Deklarasyon Asire w ke kas ekoutè w yo ploge epi yo limen. Nan ekran w lan ki anba bouton “Sign-In” gen yon lyen ki rele “Test Audio.” Seleksyone lyen an pou asire ou kapab tande nan kas la epitou ajiste volim nan nivo ki pi wo a. Ou ka ajiste volim tès la apre w fin kòmanse.

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



Instructions for Logging In

Deklarasyon Tanpri chita trankil pandan m ap distribiye tikè egzamen elèv ou yo ak papye bouyon yo. PA konekte jouk lè mwen di ou pou fè sa.

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.

Deklarasyon Kounye a, gade tikè egzamen elèv ou a epi asire w li gen non ou ak non fanmi ou sou li. Leve men w si ou pa gen tikè pa w.

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
<p>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.</p>	
<p>Select Your State in the TestNav application.</p>	
Username:	9088286671
Password:	77fb77
<p>(OPTIONAL) Local Testing Device ID: _____</p>	

Deklarasyon

Kounye a, antre Non Itilizatè ou jan ou wè li anba tikè ou.

(Yon ti pòz)

Answit, antre Modpas la jan ou wè li sou tikè ou.

(Yon ti pòz)

Kounye a, seleksyone bouton “Sign In” nan.

(Yon ti pòz)

Chache non w anlè adwat ekran an. Si non ou wè a se pa non w, tanpri leve men w. Kounye a, ou ta dwe sou ekran "Available Tests" (Tès ki disponib yo). Chwazi bouton "Start" (Demare) a pou Inite ____ (mete inite ki apwopriye a). Ou ta dwe wè yon ekran “Welcome”.

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 All Units


Deklarasyon

Seleksyone kaz “Start” ki nan mitan ekran an. Swiv ansanm avèk mwen pandan m ap li enstriksyon yo sou ekran an. Ou ka bezwen itilize ba meni dewoulan an ki adwat la pou swiv. PA seleksyone bouton “Start” la jis mwen di w fè sa.


Jodi a, ou pral pase Inite __ (mete inite ki apwopriye a) nan Klas __ (klas 3yèm, 4yèm, oswa 5yèm ane — chwazi klas ki apwopriye a) nan Egzamen Matematik la. Ou pap ka itilize kalkilatis.


Tanpri li chak kesyon. Epi, swiv konsiy yo bay pou reponn chak kesyon. Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwèn an. Antre repons ou a nan kaz yo rezève pou sa nan ekran w lan. W ap resevwa pwèn sèlman pou repons ou antre nan kaz repons lan.

Si w pa konnen repons pou yon kesyon, ou ka mete yon mak bò kote l epi pase nan kesyon ki vin annapre a. Si w fini bonè, ou ka revize repons ou yo ak nenpòt kesyon w te note.

 <p>Deklarasyon</p>	<p>Nou fini avèk enstriksyon yo. Pa kòmanse jouk lè mwen di ou pou fè sa.</p> <p>Pandan egzamen an, leve men w si ou gen nenpòt difikilte avèk aparèy egzamen an, pou mwen kapab ede w. Mwen pap kapab ede ou avèk kesyon egzamen an oswa avèk pwogram sou entènèt yo pandan egzamen an.</p> <p>Si yo bay yon kaz ak desen ki gen kesyon, ou ka itilize l pou w ajoute yon desen pou fasilite repons ou a (yo) (3yèm ane: esplike) (4yèm ak 5yèm ane: sipò). Y ap korije tout travay oswa desen ki anndan kaz desen an.</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 ou dekonekte nan egzamen an, chita trankil jouk lè inite a fini.</p>
	<p>CHWA B</p> <p>Apre ou dekonekte nan egzamen an, m ap voye ou ale.</p>
	<p>CHWA C</p> <p>Apre ou dekonekte nan egzamen an, ou ka li yon liv oswa lòt materyèl ki akseptab jouk lè tès la fini.</p>


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

Instructions for Starting the Test

 <p>Deklarasyon</p>	<p>Defile pou rive anba ekran an.</p> <p>(Yon ti pòz)</p> <p>Chwazi bouton “Start”.</p> <p>(Yon ti pòz)</p> <p>Ou ta dwe nan egzamen an kounye a.</p>
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Pause to make sure all students are in the correct unit.

 <p>Deklarasyon</p>	<p>W ap gen 60 minit pou fini inite sa a. M ap fè w konnen tou lè w gen 10 minit ki rete pou fini egzamen an.</p> <p>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 4.7.3).
- 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:

	<p>Tanpri kanpe epi kache oswa etenn ekran w lan. Nou pral pran yon poz an silans pandan twa minit. Li entèdi pou moun pale.</p>
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After taking a classroom break, be sure students are seated and device screens are visible:

	<p>Kounye a, ou ka kontinye ak egzamen an.</p>
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Instructions for When 10 Minutes of Unit Time Remain


When 10 minutes of unit time remain,

	<p>Ou gen 10 minit ki rete.</p>
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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.)

 <p>Deklarasyon</p>	<p>Sispann travay. Kounye a, tan yo te bay pou egzamen an fini.</p> <p>Seleksyone meni ki ka defile a “Review” ki nan kwen anlè agoch tè s ou a.</p> <p>Nan meni “Review”, desann nan bouton an epi chwazi “End of Section.”</p> <p>Klike sou bouton “Submit Final Answers”. Answit w ap wè yon mesaj k ap mande “Èske ou sèten ou vle soumèt repons final yo?”</p> <p>Klike sou bouton “Yes, Submit Final Answers”.</p> <p>Kounye a, m ap pase pran tikè egzamen elèv ou a ak fèy bouyon w lan.</p>
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- 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.


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"> • Student testing tickets • Pencils • Scratch paper 		
Students Submit Section				
Unit 1: Calculator Section				
End of Unit 1 – Students Submit Final Answers				

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 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).**

 Deklarasyon	<p>Jodi a, ou pral pase Evalyasyon Matematik la.</p> <p>Ou pa ka gen okenn aparèy elektwonik sou biwo w la, sof aparèy pou fè egzamen w yo. Ou pa gen pèmisyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto ni pou fè rechèch sou entènèt. Si ou gen nenpòt aparèy elektwonik nou pa apwouve avèk ou kounye a, tankou telefòn selilè, 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.

Checking Audio (for Mathematics Accessibility Features only)

Deklarasyon Asire w ke kas ekoutè w yo ploge epi yo limen. Nan ekran w lan ki anba bouton “Sign-In” gen yon lyen ki rele “Test Audio.” Seleksyone lyen an pou asire ou kapab tande nan kas la epitou ajiste volim nan nivo ki pi wo a. Ou ka ajiste volim tèl la apre w fin kòmanse.

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



Instructions for Logging In

Deklarasyon Tanpri chita trankil pandan m ap distribye tikè egzamen elèv ou yo ak papye bouyon yo. PA konekte jouk lè mwen di ou pou fè sa.

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.

Deklarasyon Kounye a, gade tikè egzamen elèv ou a epi asire w li gen non ou ak non fanmi ou sou li. Leve men w si ou pa gen tikè pa w.


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: _____


 <p>Deklarasyon</p>	<p>Kounye a, antre Non Itilizatè ou jan ou wè li anba tikè ou. (Yon ti pòz)</p> <p>Answit, antre Modpas la jan ou wè li sou tikè ou. (Yon ti pòz)</p> <p>Kounye a, seleksyone bouton “Sign In” nan. (Yon ti pòz)</p> <p>Chache non w anlè adwat ekran an. Si non ou wè a se pa non w, tanpri leve men w. Kounye a, ou ta dwe sou ekran "Available Tests" (Tès ki disponib yo). Chwazi bouton “Start” pou Inite 1. Ou ta dwe wè yon ekran “Welcome”.</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 Unit 1


 <p>Deklarasyon</p>	<p>Seleksyone kaz “Start” ki nan mitan ekran an. Swiv ansanm avèk mwen pandan m ap li enstriksyon yo sou ekran an. Ou ka bezwen itilize ba meni dewoulan an ki adwat la pou swiv. PA seleksyone bouton “Start” la jis mwen di w fè sa.</p> <p>Jodi a, ou pral pase Inite 1 nan __ (klas 6yèm, 7yèm oswa kou ki apwopriye a) nan Egzamen Matematik la. Inite 1 an gen de seksyon. Nan premye seksyon an, ou pap ka itilize yon kalkilatri. Nan dezyèm seksyon an, w ap ka itilize yon kalkilatri. Ou pap gen pèmasyon pou retounen nan premye seksyon tès la apre ou fin kòmanse seksyon kote ou ka itilize yon kalkilatri la. W ap bezwen konplete ni seksyon ki pap bezwen kalkilatri la ni seksyon w ap bezwen kalkilatri nan Inite 1 an nan tan yo ba w la.</p> <p>Tanpri li chak kesyon. Epi, swiv konsiy yo bay pou reponn chak kesyon.</p> <p>Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwèn an. Antre repons ou a nan kaz yo rezève pou sa nan ekran w lan. W ap resevwa pwèn sèlman pou repons ou antre nan kaz repons lan.</p> <p>Si w pa konnen repons pou yon kesyon, ou ka mete yon mak bò kote l epi pase nan kesyon ki vin annapre a. Lè w fini ak premye seksyon an, ou ka revize repons ou yo ak nenpòt kesyon ou pa t reponn nan seksyon sa a SÈLMAN. Lè w fin revize repons ou yo, kontinye nan seksyon sou kalkilatri la lè w voye repons pou premye seksyon an. Leve men w si w bezwen èd pou kontinye seksyon kote ou ka itilize kalkilatri la.</p>
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 <p>Deklarasyon</p>	<p>UTILIZASYON KALKILATRI POTAB SE SI W VLE: Leve men w pou w resevwa kalkilatri ou a lè w ap bezwen ale nan seksyon kalkilatri la.</p>
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 <p>Deklarasyon</p>	<p>Nou fini avèk enstriksyon yo sou ekran pa w la. Pa kòmanse jouk lè mwen di ou pou fè sa.</p> <p>Pandan egzamen an, leve men w si w gen nenpòt difikilte avèk aparèy egzamen w la, pou m kapab ede w. Mwen pap kapab ede ou avèk kesyon egzamen an oswa avèk pwogram sou entènèt yo pandan egzamen an.</p> <p>Lè ou fin verifye travay ou nan seksyon kalkilatè a, leve men w epi m ap ba ou enstriksyon pou dekonekte nan egzamen an. Answit, m ap pase pran tikè egzamen elèv ou a ak fèy bouyon w lan.</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 ou dekonekte nan egzamen an, chita trankil jouk lè inite a fini.</p>
	<p>CHWA B</p> <p>Apre ou dekonekte nan egzamen an, m ap voye ou ale.</p>
	<p>CHWA C</p> <p>Apre ou dekonekte nan egzamen an, ou ka li yon liv oswa lòt materyèl ki akseptab jouk lè tès la fini.</p>

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

Instructions for Starting the Test

 <p>Deklarasyon</p>	<p>Defile pou rive anba ekran an.</p> <p>(Yon ti pòz)</p> <p>Chwazi bouton “Start”.</p> <p>(Yon ti pòz)</p> <p>Ou ta dwe nan egzamen an kounye a.</p>
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Pause to make sure all students are in the correct unit.

Deklarasyon

Ou pral gen...

- Klas 6yèm ak 7yèm ane: **60 minit**
- Klas Tèminal: **90 minit**

... pou w konplete ni seksyon ki pap bezwen kalkilatis la ni seksyon w ap bezwen kalkilatis nan inite sa a. Lè tès la rete 20 minit pou fini, m ap fè w sonje pou w ale nan seksyon kalkilatis la, si w poko fè sa. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.

Ou ka kòmanse travay kounye a.

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:

Deklarasyon


Tanpri kanpe epi kache oswa etenn ekran w lan. Nou pral pran yon poz an silans pandan twa minit. Li entèdi pou moun pale.

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

 Deklarasyon	<p>Kounye a, ou ka kontinye ak egzamen an.</p>
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Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

 Deklarasyon	<p>Ou gen 20 minit ki rete. Kòm rapèl, ni seksyon ki pa bezwen kalkilatis la ni seksyon ki bezwen kalkilatis yo dwe fini nan tan sa a.</p>
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Instructions for When 10 Minutes of Unit Time Remain


When 10 minutes of unit time remain,

 Deklarasyon	<p>Ou gen 10 minit ki rete.</p>
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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.)

 Deklarasyon	<p>Sispann travay. Kounye a, tan yo te bay pou egzamen an fini.</p> <p>Seleksyone meni ki ka defile a “Review” ki nan kwen anlè agoch tè ou a.</p> <p>Nan meni “Review”, desann nan bouton an epi chwazi “End of Section.”</p> <p>Klike sou bouton “Submit Final Answers”. Answit w ap wè yon mesaj k ap mande “Èske ou sèten ou vle soumèt repons final yo?”</p> <p>Klike sou bouton “Yes, Submit Final Answers”.</p> <p>Kounye a, m ap pase pran tikè egzamen elèv ou a ak fèy bouyon w lan.</p>
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- 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.


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"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 1 – Students Submit Final Answers				

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 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).**

 Deklarasyon	<p>Jodi a, ou pral pase Evalyasyon Matematik la.</p> <p>Ou pa ka gen okenn aparèy elektwonik sou biwo w la, sof aparèy pou fè egzamen w yo. Ou pa gen pèmisyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto ni pou fè rechèch sou entènèt. Si ou gen nenpòt aparèy elektwonik nou pa apwouve avèk ou kounye a, tankou telefòn selilè, 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>
--	---

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)

 Deklarasyon	<p>Asire w ke kas ekoutè w yo ploge epi yo limen. Nan ekran w lan ki anba bouton “Sign-In” gen yon lyen ki rele “Test Audio.” Seleksyone lyen an pou asire ou kapab tande nan kas la epitou ajiste volim nan nivo ki pi wo a. Ou ka ajiste volim tès la apre w fin kòmanse.</p>
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See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

Instructions for Logging In

Deklarasyon

Tanpri chita tranquil pandan m ap distribye tikè egzamen elèv ou yo ak papyè bouyon yo. PA konekte jouk lè mwen di ou pou fè sa.

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.

Deklarasyon

Kounye a, gade tikè egzamen elèv ou a epi asire w li gen non ou ak non fanmi ou sou li. Leve men w si ou pa gen tikè pa w.


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: _____

 <p>Deklarasyon</p>	<p>Kounye a, antre Non Itilizatè ou jan ou wè li anba tikè ou. (Yon ti pòz)</p> <p>Answit, antre Modpas la jan ou wè li sou tikè ou. (Yon ti pòz)</p> <p>Kounye a, seleksyone bouton “Sign In” nan. (Yon ti pòz)</p> <p>Chache non w anlè adwat ekran an. Si non ou wè a se pa non w, tanpri leve men w. Kounye a, ou ta dwe sou ekran "Available Tests" (Tès ki disponib yo). Chwazi bouton “Start” pou Inite 1. Ou ta dwe wè yon ekran “Welcome”.</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 Unit 1

 <p>Deklarasyon</p>	<p>Seleksyone kaz “Start” ki nan mitan ekran an. Swiv ansanm avèk mwen pandan m ap li enstriksyon yo sou ekran an. Ou ka bezwen itilize ba meni dewoulan an ki adwat la pou swiv. PA seleksyone bouton “Start” la jis mwen di w fè sa.</p> <p>Jodi a, ou pral pase Inite 1 nan Klas __ (8yèm, _chwazi klas ki apwopriye a) nan Egzamen Matematik la. Ou pap ka itilize kalkilatri.</p> <p>Tanpri li chak kesyon. Epi, swiv konsiy yo bay pou reponn chak kesyon. Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwèn an. Antre repons ou a nan kaz yo rezève pou sa nan ekran w lan. W ap resevwa pwèn sèlman pou repons ou antre nan kaz repons lan.</p> <p>Si w pa konnen repons pou yon kesyon, ou ka mete yon mak bò kote l epi pase nan kesyon ki vin annapre a. Si w fini bonè, ou ka revize repons ou yo ak nenpòt kesyon w te note.</p>
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 <p>Deklarasyon</p>	<p>Nou fini avèk enstriksyon yo sou ekran pa w la. Pa kòmanse jouk lè mwen di ou pou fè sa.</p> <p>Pandan egzamen an, leve men w si ou gen nenpòt difikilte avèk aparèy egzamen an, pou mwen kapab ede w. Mwen pap kapab ede ou avèk kesyon egzamen an oswa avèk pwogram sou entènèt yo pandan egzamen an.</p> <p>Lè ou fin verifye travay ou nan inite sa a, leve men w epi m ap ba ou enstriksyon pou dekonekte nan egzamen an. Answit, m ap pase pran tikè egzamen elèv ou a ak fèy bouyon w lan.</p>
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Read from OPTION A, B, or C below based on your state or local policy (refer to your School Test Coordinator).

	CHWA A Apre ou dekonekte nan egzamen an, chita trankil jouk lè inite a fini.
	CHWA B Apre ou dekonekte nan egzamen an, m ap voye ou ale.
	CHWA C Apre ou dekonekte nan egzamen an, ou ka li yon liv oswa lòt materyèl ki akseptab jouk lè tès la fini.


	Èske ou gen nenpòt kesyon?
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Answer any questions.

Instructions for Starting the Test

	Defile pou rive anba ekran an. (Yon ti pòz) Chwazi bouton “Start”. (Yon ti pòz) Ou ta dwe nan egzamen an kounye a.
---	---

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

	W ap gen 60 minit pou fini inite sa a. M ap fè w konnen tou lè w gen 10 minit ki rete pou fini egzamen an. Ou ka kòmanse travay kounye a.
---	--

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:

 Deklarasyon	Tanpri kanpe epi kache oswa etenn ekran w lan. Nou pral pran yon poz an silans pandan twa minit. Li entèdi pou moun pale.
--	--

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

 Deklarasyon	Kounye a, ou ka kontinye ak egzamen an.
---	--

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 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.)

Deklarasyon

Sispann travay. Kounye a, tan yo te bay pou egzamen an fini.

Seleksyone meni ki ka defile a “Review” ki nan kwen anlè agoch tè ou a.

Nan meni “Review”, desann nan bouton an epi chwazi “End of Section.”

Klike sou bouton “Submit Final Answers”. Answit w ap wè yon mesaj k ap mande
 “Èske ou sèten ou vle soumèt repons final yo?”

Klike sou bouton “Yes, Submit Final Answers”.

Kounye a, m ap pase pran tikè egzamen elèv ou a ak fèy bouyon w lan.

- 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.


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"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 2 – Students Submit Final Answers				
Unit 3	Grades 6–8: 60 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 3 – Students Submit Final Answers				


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). **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).**

 Deklarasyon	<p>Jodi a, ou pral pase Evalyasyon Matematik la.</p> <p>Ou pa ka gen okenn aparèy elektwonik sou biwo w la, sof aparèy pou fè egzamen w yo. Ou pa gen pèmisyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto ni pou fè rechèch sou entènèt. Si ou gen nenpòt aparèy elektwonik nou pa apwouve avèk ou kounye a, tankou telefòn selilè, 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>
--	---

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)

 Deklarasyon	<p>Asire w ke kas ekoutè w yo ploge epi yo limen. Nan ekran w lan ki anba bouton “Sign-In” gen yon lyen ki rele “Test Audio.” Seleksyone lyen an pou asire ou kapab tande nan kas la epitou ajiste volim nan nivo ki pi wo a. Ou ka ajiste volim tès la apre w fin kòmanse.</p>
--	--

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



Instructions for Logging In

Deklarasyon	<p>Tanpri chita trankil pandan m ap distribye tikè egzamen elèv ou yo ak papye bouyon yo. PA konekte jouk lè mwen di ou pou fè sa.</p>
-------------	---


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.

Deklarasyon	<p>Kounye a, gade tikè egzamen elèv ou a epi asire w li gen non ou ak non fanmi ou sou li. Leve men w si ou pa gen tikè <u>pa w</u>.</p>
-------------	---

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
<p>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.</p>	
<p>Select Your State in the TestNav application.</p>	
Username:	9088286671 Password: 77fb77
<p>(OPTIONAL) Local Testing Device ID: _____</p>	


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

 <p>Deklarasyon</p>	<p>Kounye a, antre Non Itilizatè ou jan ou wè li anba tikè ou. (Yon ti pòz)</p> <p>Answit, antre Modpas la jan ou wè li sou tikè ou. (Yon ti pòz)</p> <p>Kounye a, seleksyone bouton “Sign In” nan. (Yon ti pòz)</p> <p>Chache non w anlè adwat ekran an. Si non ou wè a se pa non w, tanpri leve men w. Kounye a, ou ta dwe sou ekran "Available Tests" (Tès ki disponib yo). Chwazi bouton "Start" (Demare) a pou Inite ___ (mete nimewo inite ki apwopriye a). Ou ta dwe wè yon ekran “Welcome”.</p>
--	---


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>Deklarasyon</p>	<p>Seleksyone kaz “Start” ki nan mitan ekran an. Swiv ansanm avèk mwen pandan m ap li enstriksyon yo sou ekran an. Ou ka bezwen itilize ba meni dewoulan an ki adwat la pou swiv. PA seleksyone bouton “Start” la jis mwen di w fè sa.</p> <p>Jodi a, ou pral pase Inite ___ (mete nimewo inite ki apwopriye a) nan ___ (mete klas/kou ki apwopriye a) nan Egzamen Matematik. W ap ka itilize kalkilatis. Gen yon kalkilatis w ap jwenn nan ba-zouti a pou ou itilize.</p> <p>Tanpri li chak kesyon. Epi, swiv konsiy yo bay pou reponn chak kesyon.</p> <p>Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwèn an. Antre repons ou a nan kaz yo rezève pou sa nan ekran w lan. W ap resevwa pwèn sèlman pou repons ou antre nan kaz repons lan.</p> <p>Si w pa konnen repons pou yon kesyon, ou ka mete yon mak bò kote l epi pase nan kesyon ki vin annapre a. Si w fini bonè, ou ka revize repons ou yo ak nenpòt kesyon w te note.</p>
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 <p>Deklarasyon</p>	<p>Nou fini avèk enstriksyon yo sou ekran pa w la. Pa kòmanse jouk lè mwen di ou pou fè sa. Pandan egzamen an, leve men w si w gen nenpòt difikilte avèk aparèy egzamen w la, pou m kapab ede w. Mwen pap kapab ede ou avèk kesyon egzamen an oswa avèk pwogram sou entènèt yo pandan egzamen an.</p> <p>Lè ou fin verifye travay ou nan inite sa a, leve men w epi m ap ba ou enstriksyon pou dekonekte nan egzamen an. Answit, m ap pase pran tikè egzamen elèv ou a ak fèy bouyon w lan.</p>
--	---


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

 Deklarasyon	CHWA A Apre ou dekonekte nan egzamen an, chita trankil jouk lè inite a fini.
	CHWA B Apre ou dekonekte nan egzamen an, m ap voye ou ale.
	CHWA C Apre ou dekonekte nan egzamen an, ou ka li yon liv oswa lòt materyèl ki akseptab jouk lè tès la fini.


 Deklarasyon	Èske ou gen nenpòt kesyon?
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Answer any questions.

Instructions for Starting the Test

 Deklarasyon	Defile pou rive anba ekran an. (Yon ti pòz) Chwazi bouton “Start”. (Yon ti pòz) Ou ta dwe nan egzamen an kounye a.
--	---

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

 Deklarasyon	Ou pral gen... <ul style="list-style-type: none"> • Klas 6yèm–8yèm ane: 60 minit • Klas Tèminal: 90 minit ... pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an. Ou ka kòmanse travay kounye a.
--	---

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).

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:

	<p>Tanpri kanpe epi kache oswa etenn ekran w lan. Nou pral pran yon poz an silans pandan twa minit. Li entèdi pou moun pale.</p>
---	---

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

	<p>Kounye a, ou ka kontinye ak egzamen an.</p>
--	---

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

	<p>Ou gen 10 minit ki rete.</p>
---	--

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.)

Deklarasyon

Sispann travay. Kounye a, tan yo te bay pou egzamen an fini.

Seleksyone meni ki ka defile a “Review” ki nan kwen anlè agoch tè ou a.

Nan meni “Review”, desann nan bouton an epi chwazi “End of Section.”

Klike sou bouton “Submit Final Answers”. Answit w ap wè yon mesaj k ap mande “Èske ou sèten ou vle soumèt repons final yo?” Klike sou bouton “Yes, Submit Final Answers”.

Kounye a, m ap pase pran tikè egzamen elèv ou a ak fèy bouyon w lan.

- 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.