

## 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"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 1 – Students <b>Submit Final Answers</b>				
Unit 2	Grade 3: 75 Minutes Grades 4-HS: 90 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 2 – Students <b>Submit Final Answers</b>				

*\*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<sup>next</sup>. 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.

 <p>Deklarasyon</p>	<p><b>Jodi a, ou pral pase Evalyasyon Lang ak Literati Anglè/Konpetans pou li ak ekri a.</b></p> <p><b>Oupakagenokennaparèyelektwoniksoubiwowla,sofaparèypoufèegzamenwyo.Oupa genpèmisyonnipoufèkoutfil,nipouvoyetèks,nipoufèfotonipoufèrechèsouentènèt. 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.</b></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

**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 papyè bouyon yo. PA konekte jouk lè mwen di ou pou fè sa.

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

**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	
<b>Student:</b>	LastName, FirstName
<b>State ID#:</b>	XXXXXXXX A
<b>Session:</b>	SessionName
<b>Date of Birth:</b>	20YY-MM-DD
<b>Test:</b>	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 <b>Your State</b> in the TestNav application.</p>	
<b>Username:</b>	9088286671
<b>Password:</b>	77fb77
(OPTIONAL) Local Testing Device ID: _____	

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 nimewo 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 Each Unit

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 nimewo inite ki apwopriye a) nan Klas\_\_\_ (mete klas ki apwopriye a) nan Evalyasyon Lang ak Literati Anglè/Konpetans pou li ak ekri a.**

**Li chak paragraf ak kesyon yo. Epi, swiv konsiy yo bay pou reponn chak kesyon.**

**Youn nan kesyon yo pral mande pou w ekri yon repons. Antre repons ou a nan kaz yo rezève pou sa nan ekran w lan. Y ap ba w ase espas pou w mete repons ou an. Si repons ou bay la pi long pase espas yo bay la, yon ba dewoulman ap afiche. Ou pral kapab sèvi ak ba dewoulman sa a pou w ka egzamine tout repons ou bay la. 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.**

Deklarasyon


**Nou fini avèk enstriksyon yo sou ekran pa w la. Pa kòmanse jouk lè mwen di ou pou fè sa.**

**Gen kèk mo oswa ekspresyon k ap souliyen. Si w wè nenpòt mo oswa ekspresyon ki souliyen, ou kapab ouvri lyen an pou montre ipètèks la pou afiche yon glosè kap ba w definisyon lapoula pou mo oswa ekspresyon an.**

**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.**

**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.**


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

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


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

### Instructions for Starting the Test

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

	<p><b>W ap gen 75 minit pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.</b></p>
<p><b>Klas</b> <b>3yèm Ane</b></p>	

	<p><b>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.</b></p>
<p><b>Klas 4yèm–</b> <b>10yèm Ane</b></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.
- 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:

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

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

When 10 minutes of unit time remain,

Deklarasyon	<b>Ou gen 10 minit ki rete.</b>
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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

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”.

Klike sou bouton “Yes” la pou soti nan inite a.

**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<sup>next</sup> 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.