

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

Dini	Dííjį́ éí Bilagáana bizaad bee yáti’/wólta’ dóó bee ak’i’alchí béehonísínígíí íshjáán ádííliít éí dínool’jį́. Dahnahísóótánídí t’áá dool’éé atsi nilt’ish yee deiyíjeehígíí’ t’áá doo nidaahjaahí. Bee hane’í naah’áago bee hołne’, bee saad atch’j’ ál’ínígíí, dóó bee eda’alne’ígíí éí doo beehaz’ąąda. Atsinilt’ish yee deiyíjeehígíí éí doo beehaz’ąąda k’ad, béesh bee hane’éda, t’ááshqódí anídaahgées dóó nihí la’ bee yah doł níh. Atsinilt’ish yee deiyíjeehígíí dooda ha’nínígíí test baa na’aldeehgo, test ínilaaígíí doo yídóoltaħda.
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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.

Dini	T’ááshqódí t’áádoo’ íts’a’í nahísóotą́ díí test binaaltsoos nihitaashniih.
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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.

Dini	<p>Unit 1 át’éego: Nihízhí’ aląąjį́’ dóó akéédéé’ígíí díí test binaaltsoos wódahdi dik’ąągo “A” bikáá’ígóne’ bikáá’ ánílééh.</p> <p>Unit 2 át’éego: Nízhí’ aląąjį́’ dóó akéédéé’ ínilaaígíí díníít’jį́t íshjąą naaltsoos bee test ánílééhígíí bílátahdi Box A góne’ bikáá’doo.</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.

Dini	<p>Bik'ehgo test ánilééhígíí, directions, kojí' attso.</p> <p>Test Booklet bii'di GO ON bikáago éí ahidíítatgo binanilnishdoo. Test booklet biyi'di STOP níigo bikáa'j'íí' ííníyáago, náásgóó DAHNÁÁDOÓDÁÁŁ lago k'ad hodoo'niidgo índa. Níléí board bikáa'gi GO ON dóó STOP ááh ha'nínígíí bee bik'idi'dootj'j' biniyé bikáa' ályaa.</p> <p>T'áadoo bíghah aleehé díí unit attsoh ádaataago dóó béé'da'dootánígíí, answers, nídanoof'j'igo nihí la' bee yahdidootnih áádóó naaltsoos nihich'j' t'áá' niná' nilígíí náhideeshlah. Naaltsoos nihich'j' t'áá' niná' nilígíí náhál áá'í éí doo nihitaah nídoonihda.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your School Test Coordinator).

Dini	<p>OPTION A nínízingo</p> <p>Naaltsoos nihich'j' t'áá' niná' nilígíí náháláá'go hazhó'ó t'áadoo' ííts'a'í soodaa doo Unit attsoh bíghah silj'j'.</p>
	<p>OPTION B nínízingo</p> <p>Naaltsoos nihich'j' t'áá' niná' nilígíí náhál áá'go índa nahgóó nihí'deeshnih.</p>
	<p>OPTION C nínízingo</p> <p>Naaltsoos nihich'j' t'áá' niná' nilígíí náháláá'go índa nah góó naaltsoos la' nój'idoo Unit attsohgo bíghah azlj'j'.</p>

Dini	<p>Ła'ish na'idótkid?</p>
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Answer student questions.

Dini	<p>Kónízahj' ná hoo'a' . . .</p> <p>(Unit bina'anishígíí hadíítkit)</p> <p>Táá' wólta'di Unit 1: Tsosts'idiin dóó bi'aan ashdlá' dah'alzhinj'j'</p> <p>Táá' wólta'di Unit 2: Tsosts'idiin dóó bi'aan ashdlá' dah'alzhinj'j'</p> <p>. . .díí unit attso ádíílíí. 10 dah'a zhin yidziigho bee nihit hodeeshnih.</p> <p>Naaltsoos ánááhíttáád. K'ad nihinaanish ótééh.</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:

Dini	Test ánílééhígíí k'ad ní'ánilééh, naaltsoos bik'ih na'gazígíí test booklet biyi'di ninaaltsoos answers dabikáá'ígíí biih niłtsóós dóó test booklet atch'j' áníleeh. Táá' dah'alzhinj' t'áadoo íits'a'í háádadiilyh. Doo yádajilti'da.
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

Dini	Test booklets qa'adanile dóó bina'idikidígíí ádadíiliit dóó test binanilnish k'ad.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Dini	10 dah'alzhin yidziih k'ad.
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Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished,

Dini	Nihinaanish ní' kótééh. K'ad test bá haz'ánígíí altso bíighah azłł. Test booklet atch'j' kótééh. Test Booklet nínił'j, nihízi' daasts'í bikáá'. K'ad Naaltsoos bee nihééhózinígíí dóó naaltsoos bikáá' na'adzooí náhideeshłah.
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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.

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 		
End of all units – Students Stop				

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

Instructions for Preparing to Test

Dini	<p>Dííjį́ éí Bilagáana bizaad bee yáti’/wólta’ dóó bee ak’i’alchí bééhonísínígíí íshjáán ádíííít éí dínool’jį́t.</p> <p>Dahnahísóótánídi t’áá doolé’é atsi nilt’ish yee deiyíjeehígíí’ t’áá doo nidaahjaahí. Bee hane’í naah’áago bee hotne’, bee saad atch’j’ ál’ínígíí, dóó bee eda’alne’ígíí éí doo beehaz’ąąda. Atsinilt’ish yee deiyíjeehígíí éí doo beehaz’ąąda k’ad, béesh bee hane’éda, t’ááshqóđí anidaahgéés dóó nihí la’ bee yah doł níh. Atsinilt’ish yee deiyíjeehígíí dooda ha’nínígíí test baa na’aldeehgo, test ínilaáígíí doo yídóoltaħda.</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.

Dini	T’ááshqóđí t’áádoo’ íits’a’í nahísóótą́ díí test binaaltsoos nihitaashniih.
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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.

Dini	<p>Unit 1 át’éego: Test booklet hódahjigo nízhí’ aląąjį’ dóó akéédóóígíí bikáá’ ánilééh dóó Box A góne’ yína’ídítkidígíí ánilééh.</p> <p>Unit 2 át’éego: Nízhí’ aląąjį’ dóó akéédóóígíí éí test booklet hódahgo bikáá’doo íshjąąħ dóó Box A yína’ídítkidígíí ínilaadoo.</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

Dini

Label naaltsoos bibaahgi chidaazti'igii bee Unit __ (fill in the appropriate unit) naaltsoos al aq'iji' siltsooziji' ahit'aaad doo bik'ehgo binidiilnishigii niniit'jigo yinishta'doo. Naaltsoos T'ÁADOO aq' aniléhé k'ad diiniidgo índa.

Dííjii éi Unit ____ (fill in appropriate unit number) binidiilnish éi wólta'góne' yiniit'a'igii ____ (fill in the appropriate grade) Bilagáana bizaad bee yáti'/wólta' bíhoo'áq'igii binanidikid.

Saad dahnaazhjaa'igii doo na'idíkid hazhó'ó yidiitah. Áádóo kót'éego ádiiliit nínigii bik'ehgo nanidikidigii binidiilnish. Naaltsoos bikáa'gi áts'íisigo nida'asdzoogii t'áa át'é jiish'jiih bina'idíkidii t'áa akót'éhigii ájiléehgo. Nida'asdzoogii binaagóo doo bik'i nijizoda. T'áa' akót'éhigii' tahgo aniléhégo éi, k'éé'diifchxqogó ts'idá atso k'éé'diifchxqot.

Nanidikidigii ta' binanideekidigii baa hólne'go saad bikáa' aniléhé nidooniit. Bina'idíkidigii adajile'igii, response, naaltsoos bikáa'gi bá haz'ánigóne' t'éi adajile'. Bina'idíkidgo nát'áq' baa hólne'igii éi bá haz'ánigóne' t'éi adadiiliit. Response bá haz'ánigóne bina'idíkidigii ájiilaaigii t'éiyá yidóoltah doo score ádooniit.

Binanideekidigii doo niit béehózingóo, éi na'idíkid náadi náána ta' bininaánilnish. Doo hahigóo atso iinilaago, binanideekidgo anideinilaagii nidiniit'jii doo na'idíkid bitis iiniyahigii bininadiilnish t'áa dii unit igii T'ÉIYÁ. STOP níigo bikáa'igii biláahgóo dahdónáat lágo.

Dini


Bik'ehgo test aniléhéigii, directions, kojii' atso.

Test Booklet bii'di GO ON bikáago éi ahidiit'atgo binanilnishdoo. Test booklet biyi'di STOP níigo bikáa'jii' iiniyáago, náásgóo DAHNÁÁDOÓDÁÁŁ lágo k'ad hodoo'niidgo índa.

Niléi board bikáa'gi GO ON doo STOP ááh ha'nínigii bee bik'idi'doot'jii biniyé bikáa' ályaa.


T'áadoo biighah aleehé dii unit atsoh ádaataago doo béé'da'dootánigii, answers, nidanoot'jigo nihí la' bee yahdidootnih áádóo naaltsoos nihich'j' t'áq' niná' niligii náhideeshah. Naaltsoos nihich'j' t'áq' niná' niligii náhál áá'í éi doo nihitaah nidoo'nihda.

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

	<p>OPTION A nínízingo</p> <p>Naaltsoos nihich’j’ t’áá’ niná’ nilígíí náháláá’go hazhó’ó t’áádo’ íits’a’í soodáa doo Unit attsoh bíghah silj’j’.</p>
	<p>OPTION B nínízingo</p> <p>Naaltsoos nihich’j’ t’áá’ niná’ nilígíí náhál áá’go índa nahgó’o nihi’deeshnih.</p>
	<p>OPTION C nínízingo</p> <p>Naaltsoos nihich’j’ t’áá’ niná’ nilígíí náháláá’go índa nah gó’o naaltsoos ta’ nó’jido’o Unit attsohgo bíghah azlj’j’.</p>

	<p>Ła’ish na’ídótkid?</p>
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Answer student questions.

	<p>90 dah’alzhinj’j’ díí unit attso’ ádíí líí. 10 dah’a zhin yidziihgo bee nihit hodeeshnih. Naaltsoos ánááhíttáád. K’ad nihinaanish ótééh.</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 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:

Dini

Test binanilnishígíí ní' ánílééh, naaltsoos bik'i na'ízooígíí answer ádanile'ígíí bił ahih niniít, dóo test booklet biih niniít, dóo test booklet atch'j' ánílééh. Táá' dah'alzhinj' t'áadoo íits'a'í háádadiilyh. Doo yádajilti'da.

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

Dini

Test booklet aq' ádanile dóo bína'idíkidígíí ádadíiliit dóo test binanilnish k'ad.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Dini

10 dah'alzhin yidziih k'ad.

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.

Dini

Nihinaanish ní' kótééh. K'ad test bá haz'ánígíí altso bíghah azlji. Test booklet atch'j' ánílééh dóo bína'idíkidígíí ánílééh.

Test Booklet dóo naaltsoos answers bikáá' ádanile'ígíí niniít, nízhi' daats'í bikáá'. K'ad Naaltsoos bee nihééhózinígíí dóo naaltsoos bikáá' na'adzooí náhideeshlah.

- 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.