

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>Dini</p>	<p>Dííjį́ éí Ahíná’iiltááh bíhwiinił’áą’ígíí bínanídíkidge Dínool’jį́t.</p> <p>Da na his tso t’áą góó t’áá doo le’í atsinilt’ish yee déi yíjeehígíí’ ła’ nidaahjaah éí doo naajaahda, test bee álnéehígíí t’éi kwe’é choidoo’jį́t. Bee hane’í naah’áago bee hołne’, bee saad atch’j’ ál’ínígíí, bee eda’alne’, dóó bee háágóóshjį́ nahaz’áągóó bee nazhniitáhígíí, browsing internet, éí doo beehaz’áąda. Atsinilt’ish yee deiyíjeehígíí dooda kwe’é ha’nínígíí ła’ nani’áago, béesh bee hane’é da, t’ááshqódi anánigéés dóó nihí la’ bee yahdoołníh. Atsinilt’ish yee deiyíjeehígíí dooda ha’nínígíí test baa na’aldehygo, test iinilaagíi doo yídóoltaahda.</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)

Dini

Bee íst'áá'ii nijaa' baq̄h niná'niṭgo bee hodiits'a'ígíí hazhó'ó baa adiítt'ih dóo ádaq̄h nidíí'niṭ. Binanilnishii hayiitkeedígíí, screen, bikáa'gi "Sign In" bikáa'ígíí biyaagi "Test Audio" bikáa'. Díí bik'i iitsééh dóo bee azhdiizhdiits'a' hatsiij' baq̄h sinilígíí, headphone, yéego diits'a'go ánilééh. Test hahoolzhiizhgo bee azhdiits'a'í hazhó'ó nidíígis.

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



Instructions for Logging In

Dini

T'áadoo íits'a'í nahísóotá Testing Tickets dóo naaltsoos bik'i na'adzooí naashniih biná. Béesh nitsékeesí' aq'ótlééh lágo, k'ad nihi dííniidgo' índa.

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.

Dini

K'ad bee nihéé hózinígíí, student testing ticket, nóŋ da' táásh ni nízhi' aláajj dóo akéé déé' ígíish bikáa'. Nihí la' bee yadooŋ níh naaltsoos bee nihéé hózinígíí, ticket, doo neiyíltsoozgóó.

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: _____

Dini

K'ad Username bee nihééhózinígíí, ticket, hóyahdi bikáá'ígí' át'áo bikáá' ótééh.

(Áttsé.)

K'ad Password bee nihééhózinígíí, ticket, bikáá'ígí' át'áo bikáá' ótééh.

(Áttsé.)

K'ad "Sign In" bikáá'ígíí bik'i iitsééh.

(Áttsé.)

Nishnáajígo' wódahdi díí tsésq' bií'jǵ' éí nízh bikáá' doo. Doo ni nízhí' bikáá'góó' éí nihí la' bee yahdootníih. K'ad éí hahalkeedígíí, screen, "Available Tests" bikáá' dooleet. K'ad éí "Start" bikáá'ígíí bik'i iitsééh éí bee Unit __ (fill in the appropriate unit) binidíílnish. "Welcome" bikáá'go yidííltseét k'ad.

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

Dini

Naalkidí, screen, atní'gi "Start" bikáá'ígíí bik'i' iitsééh. Screen bikáa'gi bik'ehgo ádíílííígíí yínishta'go t'áá shikék'ehgóó bik'i yíghat doo. Nishnáajígo yaago dóó dego bee naagiz éí bee t'ááshi kéé'góó yínólta'. "Start" nígo bikáá'ígíí T'ÁADOO bik'i' iitsééhé, k'ad ákónilééh díiniidgo iinda.

Dííjǵ' éí Unit __ (fill in the appropriate unit) grade wólta'di __ (grade 3, 4, or 5 — select the appropriate grade level) Ahíná'iiltááh bíhoo'áǵ' bína'idíkidígíí. Bee ahína'iiltááh éí ta' choidíí'jǵ'ida.

Na'idíkidígíí hazhó'ó yidííltah. Áádóó kót'éego ádíílíí nínígíí bik'ehgo nanidíkidígíí binidíílnish. Na'idíkidgo ninaanish hazhó'ó íishjáán íínísingo baa hólne' nínígíí dó' t'áá' ákót'éego hazhó'ó' ádíílíí áko ná bił íídóolta. Nanidéekidgo nát'áǵ' baa náhólne'ígíí éí dik'áǵo si'ánígíí biyi'góne' ánilééh. Saad bá hazánigi saad hane' bee ha dí lééh ígíí t'éí ná bił íí dool tah.

Bínanidéekidígíí doo nił bééhózingóó, t'ah bininadíílnish biniyé béhózingo, bookmark, ádíílíí dóó na'idíkid náána'la' binináánlnish. Doo hahígóó attso iinilaago, bínanidéekidgo ándeinilaagíí nidííí'jǵ' dóó na'idíkid bookmark ádeinilaagíí bininadíílnish.

Dini	<p>Bik'ehgo test ádíííííííííí éí kójj' átsó baa hóóne'. Náásgóó bináádóólníísh lágo k'ad níhí'doo'niidgo' índa.</p> <p>Yahdidoołnih naaltsóos níhich'j' t'áá' níná'nííłgo béésh nítsékeesí bíi'dóó choidooł'jiiłgíí ch'ééh ół'jigo, shí níhí ká ádeeshwoł. Naaltsóos níhich'j' t'áá' níná'nííłgíí na'ídíkid dóó béésh nítsékeesí bíi'dóó choidooł'jiiłgíí éí doo bee níhíká ádeeshwołda.</p> <p>Dik'áago bíi' na'ach'áqahígíí bíyí'di na'ídíkid éí bik'ehgo ha'át'íida nídíích'áh answer ínilaaígíí (Táá' wólta'jii: bee baa hółne' doo, explain ádíííííííííí) (Díí' dóó Ashdla' wólta'jii: binahjii' hółne'ígíí, support ádíííííííííí). Dik'áago bíyí'di ínilaaígíí bíí ídóolta.</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>Béésh nítsékeesí nah j' anógizgo hazhó'ó t'áádoó ííts'a'á soodáadoo Unit átsogo índa.</p>
Dini	<p>OPTION B nínízingo</p> <p>Béésh nítsékeesí nahjii' anógizgo índa nahgóó tádíháahdo.</p>
Dini	<p>OPTION C nínízingo</p> <p>Béésh nítsé keesí' ánéí ní giz go' éí naaltsos ła' ní níł'jii go t'áá' áko.</p>

Dini	<p>ła'ísh na'ídółkid?</p>
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Answer any questions.

Instructions for Starting the Test

Dini	<p>Naalkidí, screen, bíł'áahdi, bottomdi, níniłkeed.</p> <p>(Áłtsé.)</p> <p>K'ad éí "Start" bíkaa'ígíí bík'i' íítsééh.</p> <p>(Áłtsé.)</p> <p>K'ad éí test góne' át'é íshjáh.</p>
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Pause to make sure all students are in the correct unit.

Dini	<p>60 dah'alzhinjii' díí unit átsó' ádíí líł. Test ánílééhígíí átsó bííghahjii' 10 dah'alzhin yidziihgo níł hodeeshnih.</p> <p>K'ad níhinaanish 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 4.7.3).
- 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:

Dini	K’ad ni’ánilééh dóó naalkidígíí, screen bik’í íltih éí doodago anánígéés. Táá’ dah’alzhinji’ t’áadoo íits’a’í háádadiilyh. Doo yádajilti’da.
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After taking a classroom break, be sure students are seated and device screens are visible:

Dini	K’ad naaltsoos nich’j’ t’áá’ ninánilígíí binanilnish.
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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, 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.)



Dini

Nihinaanish ni’ kólééh. K’ad test bá haz’ánígíí altso bíighah azłłj.

Nisht’ajígo “Review” bikáá’ éi bik’i’ iitsééh áko díníít’jítígíí altso hadoolkit.

“Review” bikáá’ígíí bit adílchíid dóo haalkidgo hóyahdi niníłkeed dóo “End of Section” bit yiiltash.

“Submit Final Answers” bikáá’ígíí bik’i iitsééh. “Are you sure you want to submit final answers?” ni didoo niit.

“Yes, Submit Final Answers” bikáá’ígíí bik’i iitsééh.

Áádóo naaltsoos bee nihééhózinígíí, student testing ticket, dóo aaltsoos bikáá’ na’adzooí náhideeshłah.

- 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).**

 <p>Dini</p>	<p>Dííjį́ éí Ahíná’iiltááh bihwiiniit’áá’ígíí bínanídíkido Dínool’jį́t.</p> <p>Da na hís tso t’áá góó t’áá doo le’í atsinilt’ish yee déi yíjeehígíí’ ta’ nidaahjaah éí doo naajaahda, test bee álnéehígíí t’éí kwe’é choidoo’jį́t. Bee hane’í naah’áago bee hotne’, bee saad atch’j’í’ ál’ínígíí, bee eda’alne’, dóó bee háágóóshjį́ nahaz’áágoó bee nazhnitáhígíí, browsing internet, éí doo beehaz’áąąda. Atsinilt’ish yee deiyíjeehígíí dooda kwe’é ha’nínígíí ta’ nani’áago, béesh bee hane’é da, t’ááshqodí anánígéés dóó nihí la’ bee yahdootníih. Atsinilt’ish yee deiyíjeehígíí dooda ha’nínígíí test baa na’aldeehgo, test iinilaagíí doo yídóoltaahda.</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)

Dini Bee íst'áq'ii nijaa' baq̄h niná'niŋgo bee hodiits'a'ígíí hazhó'ó baa adiítt'ih dóó ádaq̄h nidíí'niŋ. Binanilnishii hayiitkeedígíí, screen, bikáa'gi "Sign In" bikáa'ígíí biyaagi "Test Audio" bikáa'. Díí bik'i iitsééh dóó bee azhdiizhdiits'a' hatsiijj' baq̄h sinilígíí, headphone, yéego diits'a'go ánilééh. Test hahoolzhiizhgo bee azhdiits'a'í hazhó'ó nidíígis.

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



Instructions for Logging In

Dini T'áadoo íits'a'í nahísóotá Testing Tickets dóó naaltsoos bik'i na'adzooí naashniih biná. Béesh nitsékeesí' q̄á'ótééh lágo, k'ad nihi díiniidgo' ında.

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.

Dini K'ad bee nihéé hózinígíí, student testing ticket, nóŋj da' táash ni nízhi' aláajj dóó akéé déé' ígíish bikáa'. Nihí la' bee yadooŋ níih naaltsoos bee nihéé hózinígíí, ticket, doo neiyíltsoozgóó.

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: _____

Dini

K’ad Username bee nihééhózinígíí, ticket, hóyahdi bikáá’ígí’ át’áo bikáá’ ótééh.
(Áttsé.)

K’ad Password bee nihééhózinígíí, ticket, bikáá’ígí’ át’áo bikáá’ ótééh.
(Áttsé.)

K’ad “Sign In” bikáá’ígíí bik’i iitsééh.
(Áttsé.)

Nishnáajígo’ wóadahdi díí tsésoq’ bií’jí’ éi nízih bikáá’ doo. Doo ni nízhí’ bikáá’góó’ éi nihí la’ bee yahdootníih. K’ad éi hahalkeedígíí, screen, “Available Tests” bikáá’ dooleet. K’ad éi “Start” bikáá’ígíí bik’i iitsééh dóo Unit 1. “Welcome” bikáá’go yidíítséet k’ad.

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

Dini

Naalkidí, screen, atnii’gi “Start” bikáá’ígíí bik’i iitsééh. Screen bikáa’gi bik’ehgo ádííllíííígíí yínishta’go t’áa shikék’ehgóó bik’i yíghat doo. Nishnáajígo yaago dóo dego bee naagiz éi bee t’áashi kéé’góó yínolta’. “Start” níigo bikáá’ígíí T’ÁADOO bik’i iitsééhé, k’ad akónilééh díiniidgo iinda.

Dííjí’ éi Unit 1-góne’ ____ hastáá, tsosts’id doodago course bízhi’ ánilééhí (grade 6, 7 or the appropriate course) binidíílnish éi Ahína’iiltááh, Mathematics, bíhoo’áá’ígíí bína’idíkíd. Unit 1 éi naaki at’aa at’éego atkéé’ sinil. Áttségóne’ ánilééhígíí, section one, éi bee ahí’iiltááhí, calculator doo choidíí’jíída. Naakigóne’ ánilééhígíí, section two, éi bee ahí’iiltááhí, calculator choidíí’jíí. Bee ahí’iiltááhí choo’ínígíí hahalzhishdóó éi naaltsóos ach’j’ t’ áá’ niná’níí’ hahoolzhiizhgóó ná’t’áá’ doo nízhdoodáa’da. Unit 1-góne’ bee ahína’iiltááhí choo’j’ dóo doo choo’jíí’góó í’ilééhígíí éi t’áa álah ádííllíí’ oolkit bá hoo’a’góne.

Na’idíkídígíí hazhó’ó yidííttah. Áadóó kót’éego ádííllíí’ níngíí bik’ehgo nanídíkídígíí binidíílnish.

Na’idíkídigo ninaanish hazhó’ó íishjáan íníningo baa hólne’ níngíí dó’ t’áa’ akót’éego hazhó’ó’ ádííllíí’ áko ná bí’ íídooltah. Nanidííkidgo ná’t’áá’ baa náhólne’ígíí éi dik’áago sí’ánígíí biyí’góne’ ánilééh. Saad bá haz’anígi saad hane’ bee ha dí lééh ígíí t’éi ná bí’ íí dool tah.

Bínanidííkidígíí doo ní’ bééhózingóó, t’ah bininádíílnish biniyé béhózingo, bookmark, ádííllíí’ dóo na’idíkíd nááná’ ta’ binináánilnish. Section átségóne’ígíí atso ínilaago éi answers ádeinilaagíí nídíníí’jíí’ dóo díí sectiongóne’ T’ÉÍYÁ bína’idíkídii bookmark ádeinilaagíí binanilnish. Answers atso náníí’jíí’go éi sectiongóne’ calculator choo’j’ bá haz’ánígóne’ binináánilnishgo section 1-di answers yah aníííí. Níla’ bee yadidíílnih calculator choo’ínígóó náás díináhgo shiká’ í’doolwo’ níningo.

Dini

OPTIONAL BEE NÍHÓLNÍÍH, BEE AHÍNÁ’ILTÁÁHÍ CHOJOO’ JÍGO: Níla’ bee yadidíílnih bee ahí’iiltááhí choo’j’ bá haz’ánídi baa hoolzhiizhgo áko bee ahí’iiltááhí naadoot’ áát.

Dini	Kojj' bik'ehgo' á'doolnííígíí altso béesh nitsékeesí bitsésq' bikáá'ígíí ílyaa. Náásgóó bináádóólníish lágo k'ad nihi'doo'niidgo' índa.
	Yahdidoolnih naaltsoos nihich'j' t'áá' niná'nííłgo béesh nitsékeesí choidool'jjiígíí ch'ééh ół'jigo, shí nihí ká ádeeshwoł. Naaltsoos nihich'j' t'áá' niná'nííłgi na'ídíkid dóó béesh nitsékeesí biidóó choidool'jjiígíí éi doo bee nihíká ádeeshwołda.
	Bee ahína'iiltááhí, calculator, bee na'anish bá haz'ánígóne' nihi naaltsoos nánóół'jji'go nihíla' bee yahdidoolnih áádóó naaltsoos t'áá' niná'nííłgií, test, ánídoohgis nihidideeshniit. Áádóó naaltsoos bee nihééhózinígíí, student testing ticket, dóó aaltsoos bikáá' na'adzooí náhideeshłah.

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

Dini	OPTION A nínízingo
	Béesh nitsékeesí nah j' anógizgo hazhó'ó t'áádoo íits'a'á soodáadoo Unit altso go índa.
	OPTION B nínízingo
	Béesh nitsékeesí nahjj' anógizgo índa nahgóó tádíháahdoo.
Dini	OPTION C nínízingo
	Béesh nitsé keesí' ánéí ní giz go' éi naaltsos ła' ní níł jji go t'áá' áko.

Dini	Ła'ish na'ídółkid?
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Answer any questions.

Instructions for Starting the Test

Dini	Naalkidí, screen, bit'áahdi, bottomdi, niníłkeed.
	(Áłtsé.)
	K'ad éi "Start" bikaa'ígíí bik'i' iitsééh.
	(Áłtsé.)
Dini	K'ad éi test góne' át'é íishjááh.

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



Kónízhajj' ná hoo'a' . . .

- Hastáqá dóó tsosts'id wólta'di **Hastádiin dah'alzhinjj'**
- Hodahgo ólta' **Nááhást'édiin dah'alzhinjj'**

. . . **hodidoonaat bee íná'iiltáhi choo'jigo dóó doo choo'jigo á'jiit'ijhígíí bá haz'áqóne' díí unit – góne'. Test bá hoo'a'ígíí naadiin dah'alzhin yidziihgo calculator choo'jigo bee haz'áníjí binanilnish dideeshniit, t'ahdoo áajj' aninááh ládáqá. Test ánilééhígíí altso bíghahjj' neeznáá dah'alzhin yidziihgo nił hodeeshnih.**

K'ad nihinaanish ótééh.

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:



K'ad ní'ánilééh dóó naalkidígíí, screen bik'í íltih éí doodago anánígéés. Táá' dah'alzhinjj' t'áadoo íits'a'í háadadiilyh. Doo yádajit'i'da.

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

Dini	K'ad naaltsoos nich'j' t'áá' ninánilígíí binanilnish.
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Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

Dini	Naadiin dah'alzhin yidziih k'ad. Béénilniih, calculator doo choo'j'idago section dóo calculator t'áá choo'j'igo section, t'áá álah altso binidíilnish oolkitgo bá hoo'a'góné'.
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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, 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.)

Dini	<p>Nihinaanish ni' kólééh. K'ad test bá haz'ánigíí altso bíighah azlǫǫ.</p> <p>Nisht'ajigo "Review" bikáá' éi bik'i' iitsééh áko díníít'j'itígíí altso hadoolkit.</p> <p>"Review" bikáá'ígíí bit adílchíid dóo haalkidgo hóyahdi ninítkéed dóo "End of Section" bit yiiltash.</p> <p>"Submit Final Answers" bikáá'ígíí bik'i iitsééh. "Are you sure you want to submit final answers?" ni didoo niit.</p> <p>"Yes, Submit Final Answers" bikáá'ígíí bik'i iitsééh.</p> <p>Áádóo naaltsoos bee nihééhózinígíí, student testing ticket, dóo aaltsoos bikáá' na'adzooí náhideeshfah.</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).**

 <p>Dini</p>	<p>Dííjį́ éí Ahíná’iiltááh bíhwiinił’áá’ígíí bínanídíkido Dínool’jį́ł.</p> <p>Da na his tso t’áá góó t’áá doo le’í atsinilt’ish yee déi yíjeehígíí’ łá’ nidaahjaah éí doo naajaahda, test bee álnéehígíí t’éí kwe’é choidoo’jį́ł. Bee hane’í naah’áago bee hołne’, bee saad atch’j’ ál’ínígíí, bee eda’alne’, dóó bee háágóóshjį́ nahaz’áágoó bee nazhniłtáhígíí, browsing internet, éí doo beehaz’áąda. Atsinilt’ish yee deiyíjeehígíí dooda kwe’é ha’nínígíí łá’ nani’áago, béesh bee hane’é da, t’áashqóđí anánígéés dóó nihí la’ bee yahdoołníłh. Atsinilt’ish yee deiyíjeehígíí dooda ha’nínígíí test baa na’aldeehgo, test iinilaaígíí 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.

Checking Audio (for Mathematics Accessibility Features only)

 <p>Dini</p>	<p>Bee íst’áá’ii nijaa’ baąh niná’niłgo bee hodiits’a’ígíí hazhó’ó baa adiilt’ih dóó ádaąh nidíí’nił. Binanilnishiı hayiıłkeedígíí, screen, bikáa’gi “Sign In” bikáa’ígíí biyaagi “Test Audio” bikáa’ı. Díı bik’i iitsééh dóó bee azhdiızhdiits’a’ hatsiıjį’ baąh sinilígíí, headphone, yéego diits’a’go ánilééh. Test hahoolzhiızhgo bee azhdiits’a’ı hazhó’ó nidíıgis.</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

Dini

T'áadoo íits'a'í nahísóotá Testing Tickets dóo naaltsoos bik'i na'adzooí naashniih biná. Béesh nitsékeesi' aq'óféeh lágo, k'ad nihi díiniidgo' índa.

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.

Dini

K'ad bee nihéé hózinígíí, student testing ticket, nóŋ da' táash ni nízhi' aláajj dóo akéé déé' ígíish bikáá'. Nihí la' bee yadooí níih naaltsoos bee nihéé hózinígíí, ticket, doo neiyíltsoozgóó.


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>Dini</p>	<p>K'ad Username bee nihééhózinígíí, ticket, hóyahdi bikáá'ígí' át'áo bikáá' ótééh. (Áttsé.)</p> <p>K'ad Password bee nihééhózinígíí, ticket, bikáá'ígí' át'áo bikáá' ótééh. (Áttsé.)</p> <p>K'ad "Sign In" bikáá'ígíí bik'i iitsééh. (Áttsé.)</p> <p>Nishnáajígo' wódahdi díí tsésq' bii'jji' éi nízh bikáá' doo. Doo ni nízhí' bikáá'góó' éi nihí la' bee yahdootníh. K'ad éi hahalkeedígíí, screen, "Available Tests" bikáá' dooleet. K'ad éi "Start" bikáá'ígíí bik'i' iitsééh dóó Unit 1. "Welcome" bikáá'go yidíítséet k'ad.</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>Dini</p>	<p>Naalkidí, screen, atní'gi "Start" bikáá'ígíí bik'i' iitsééh. Screen bikáa'gi bik'ehgo ádíííííígíí yínishtá'go t'áá shikék'ehgóó bik'i yíghat doo. Nishnáajígo yaago dóó dego bee naagiz éi bee t'ááshi kéé'góó yínó'ta. "Start" nígo bikáá'ígíí T'ÁADDOO bik'i' iitsééhé, k'ad ákónílééh díiniidgo iinda.</p> <p>Dííjji' éi Unit 1-ígíí ____ wólta'góne' ahiná'iiltááh (8 — select the appropriate grade level) bindíílnish. Bee ahína'iiltááh éi la' choidíí'jji'ta.</p> <p>Na'idíkidígíí hazhó'ó yidíí'tah. Áádóó kót'éego ádííííí' nínígíí bik'ehgo nanídíkidígíí binidíílnish. Na'idíkidígo ninaanish hazhó'ó íishjáán íínisingo baa hólne' nínígíí dó' t'áá' ákót'éego hazhó'ó' ádííííí' áko ná bił íídóolta. Nanidéékíidgo nát'áá' baa náhólne'ígíí éi dik'áago sí'ánígíí biyi'góne' ánílééh. Saad bá hazánígi saad hane' bee ha dí lééh ígíí t'éi ná bił íí dool tah.</p> <p>Bínanidéékíidígíí doo nił bééhózingóó, t'ah bininádíílnish biniyé béhózingo, bookmark, ádííííí' dóó na'idíkid náána'la' binináánílnish. Doo hahígóó atso íinilaago, bínanidéékíidgo ándeinilaagíí nídíníí'jji' dóó na'idíkid bookmark ádeinilaagíí bininádíílnish.</p>
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 <p>Dini</p>	<p>Koiji' bik'ehgo' á'doolnííígíí atso béesh nitsékeesi bitsésq' bikáá'ígíí íilyaa. Náásgóó bináádóólníish lágo k'ad nihí'doo'niidgo' inda.</p> <p>Yahdidootnih naaltsoos nihich'ji' t'áá' niná'níí'go béesh nitsékeesi bii'dóó choidoot'jji'ígíí ch'ééh ó'jji'go, shí nihí ká ádeeshwoł. Naaltsoos nihich'ji' t'áá' niná'níí'gi na'idíkid dóó béesh nitsékeesi bii'dóó choidoot'jji'ígíí éi doo bee nihíká ádeeshwołda.</p> <p>Nihí naaltsoos nánóoo'jji'go nihíla' bee yahdidootnih áádóó naaltsoos t'áá' niná'níí'ígíí, test, ándóohgis nihidideeshniit. Áádóó naaltsoos bee nihééhózinígíí, student testing ticket, dóó aaltsoos bikáá' na'adzoóí náhideesh'tah.</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).

	<p>OPTION A nínízingo</p> <p>Béesh nitsékeesí nah j' anógizgo hazhó'ó t'áádoó íits'a'á soodáadoo Unit altso go índa.</p>
	<p>OPTION B nínízingo</p> <p>Béesh nitsékeesí nahjj' anógizgo índa nahgóó tádíháahdoó.</p>
	<p>OPTION C nínízingo</p> <p>Béesh nitsé keesí' ánéí ní giz go' éí naaltsos ta' ní ní'jj go t'áá' áko.</p>


	<p>Ła'ish na'idółkid?</p>
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Answer any questions.

Instructions for Starting the Test

	<p>Naalkidí, screen, bit'áahdi, bottomdi, niníłkeed.</p> <p>(Áłtsé.)</p> <p>K'ad éí "Start" bikaa'ígíí bik'i' iitsééh.</p> <p>(Áłtsé.)</p> <p>K'ad éí test góne' át'é íishjááh.</p>
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Pause to make sure all students are in the correct unit.

	<p>60 dah'alzhinjj' díí unit altso' ádíí líf. Test ánílééhígíí altso bíghahjj' 10 dah'alzhin yidziihgo nił hodeeshnih.</p> <p>K'ad nihinaanish ółééh.</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:

Dini	K'ad ni'ánilééh dóó naalkidígíí, screen bik'í íltih éí doodago anánígéés. Táá' dah'alzhinjí' t'áadoo íits'a'í háádadiilyh. Doo yádajití'da.
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After taking a classroom break, be sure students are seated and device screens are visible:

Dini	K'ad naaltsoos nich'j' t'áá' ninánilígíí binanilnish.
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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, 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.)

Diní

Nihinaanish ní' kótééh. K'ad test bá haz'ánígíí altso bíghah azǫǫ.

Nishtl'ajígo "Review" bikáá' éi bik'i' iitsééh áko díníít'jǫǫígíí altso hadoolkit.

"Review" bikáá'ígíí bił adılchííd dóo haalkidgo hóyahdi ninítkeed dóo "End of Section" bił yiitqash.

"Submit Final Answers" bikáá'ígíí bik'i' iitsééh. "Are you sure you want to submit final answers?" ni didoo niit.

"Yes, Submit Final Answers" bikáá'ígíí bik'i' iitsééh.

Áádóo naaltsoos bee nihééhózinígíí, student testing ticket, dóo aaltsoos bikáá' na'adzooí náhideeshlah.

- 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).**

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

Dini

Dííjį́ éí Ahíná’iiltááh bíhwiinił’áą’ígíí bínanídíkido Dínool’jį́ł.

Da na hís tso t’áą góó t’áá doo le’í atsinilt’ish yee déí yíjeehígíí’ łá’ nidaahjaah éí doo naajaahda, test bee álnééhígíí t’éí kwe’é choidoo’jį́ł. Bee hane’í naah’áago bee hołne’, bee saad atch’j’ ál’ínígíí, bee eda’alne’, dóó bee háągóóshjį́ nahaz’áągóó bee nazhniłhígíí, browsing internet, éí doo beehaz’áąda. Atsinilt’ish yee deiyíjeehígíí dooda kwe’é ha’nínígíí łá’ nani’áago, béesh bee hane’é da, t’áashqodí anánigéés dóó nihí la’ bee yahdoolníłh. Atsinilt’ish yee deiyíjeehígíí dooda ha’nínígíí test baa na’aldehygo, test iinilaagíí doo yídooltaahda.

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)

Dini

Bee ííst’áą’ii nijaa’ baąh niná’niłgo bee hodiits’a’ígíí hazhó’ó baa adiilt’ih dóó ádaąh nidíí’nił. Binanilnishii hayiitkeedígíí, screen, bikáa’gi “Sign In” bikáa’ígíí biyaagi “Test Audio” bikáa’í. Díí bik’i iitsééh dóó bee azhdiizhdiits’a’ hatsiijį́’ baąh sinilígíí, headphone, yéego diits’a’go ánilééh. Test hahoolzhiizhgo bee azhdiits’a’i hazhó’ó nidíigis.

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

Instructions for Logging In

Dini

T’áadoo íits’a’í nahísóotą Testing Tickets dóo naaltsoos bik’i na’adzoóí naashniih biná. Béésh nitsékeesí’ ąą’óťééh lágo, k’ad nihi díiniidgo’ índa.

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.

Dini

K’ad bee nihéé hózinigíí, student testing ticket, nóť da’ táásh ni nízhi’ aląąji dóo akéé děé’ ígíísh bikáá’. Nihí la’ bee yadooť níh naaltsoos bee nihéé hózinigíí, ticket, doo neiyíltsoozgóó.

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: _____

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

<p>Diní</p>	<p>K'ad Username bee nihééhózinígíí, ticket, hóyahdi bikáá'ígí' át'áo bikáá' ótééh. (Áttsé.)</p> <p>K'ad Password bee nihééhózinígíí, ticket, bikáá'ígí' át'áo bikáá' ótééh. (Áttsé.)</p> <p>K'ad "Sign In" bikáá'ígíí bik'i iitsééh. (Áttsé.)</p> <p>Nishnáajigo' wódahdi díí tsésq' bií'jji' éi nízh bikáá' doo. Doo ni nízhi' bikáá'góó' éi nihí la' bee yahdootníh. K'ad éi hahalkeedígíí, screen, "Available Tests" bikáá' dooleet. K'ad éi "Start" bikáá'ígíí bik'i' iitsééh dóó Unit ____ (fill in the appropriate unit number). "Welcome" bikáá'go yidííltseét k'ad.</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 Each Unit

<p>Diní</p>	<p>Naalkidí, screen, atní'gi "Start" bikáá'ígíí bik'i' iitsééh. Screen bikáa'gi bik'ehgo á'díííííííí yínishta'go t'áa shikék'ehgóó bik'i yíghat doo. Nishnáajigo yaago dóó dego bee naagiz éi bee t'áashi kéé'góó yínólta'. "Start" níigo bikáá'ígíí T'ÁADOO bik'i' iitsééhé, k'ad ákónílééh diiniidgo iinda.</p> <p>Dííjji' éi Unit __ ígíí (fill in the appropriate unit number) __ wólta'góne' (fill in the appropriate grade/course) Ahíná'iiltááh bíhoo'áá' bína'idíkid. Bee ahíná'iiltááhí choiní'jigo bee ná haz'á. Bee ahíná'iiltááhí, calculator, éi béesh nitsékeesí toolbar biyi'di hóló, hajitki'ii chojoot'j.</p> <p>Na'idíkidígíí hazhó'ó yidííftah. Áádóó kót'éego ádíííííí nínígíí bik'ehgo nanídíkidígíí binidíílnish.</p> <p>Na'idíkidigo ninaanish hazhó'ó íshjáán íníningo baa hólne' nínígíí dó' t'áa' ákót'éego hazhó'ó' ádíííííí áko ná bií ídóoltah. Nanídeekidgo nát'áá' baa náhólne'ígíí éi dik'áago sí'ánígíí biyi'góne' ánílééh. Saad bá hazánigi saad hane' bee ha dí lééh ígíí t'éi ná bií íí dool tah.</p> <p>Bínanídeekidígíí doo nií bééhózingóó, t'ah bininádíílnish biniyé béhózingo, bookmark, ádíííííí dóó na'idíkid náánáta' binináánlnish. Doo hahígóó altso iinilaago, bínanídeekidgo ándeinilaagíí nídíííííí dóó na'idíkid bookmark ádeinilaagíí bininádíílnish.</p>
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<p>Diní</p>	<p>Kojji' bik'ehgo' á'doolníííííííí altso béesh nitsékeesí bitsésq' bikáá'ígíí íilyaa. Náásgóó bináádóólnísh lágo k'ad nihí'doo'niidgo' índa.</p> <p>Yahdidootnih naaltsoos nihich'j' t'áá' niná'níííííííí béesh nitsékeesí choidoot'jji'ígíí ch'ééh ót'jigo, shí nihí ká ádeeshwoł. Naaltsoos nihich'j' t'áá' niná'níííííííí na'idíkid dóó béesh nitsékeesí bií'dóó choidoot'jji'ígíí éi doo bee nihíká ádeeshwołda.</p> <p>Nihí naaltsoos nánóoo'jji'go nihíla' bee yahdidootnih áádóó naaltsoos t'áá' niná'níííííííí, test, ánídoohgis nihidideeshniíí. Áádóó naaltsoos bee nihééhózinígíí, student testing ticket, dóó aaltsoos bikáá' na'adzoóí náhideeshłah.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your School Test Coordinator).

Diní	OPTION A nínízingo Béesh nitsékeesí nah j' anógizgo hazhó'ó t'áádoó íits'a'á soodáadoo Unit aftsogo índa.
	OPTION B nínízingo Béesh nitsékeesí nahj' anógizgo índa nahgóó tádíháahdoó.
	OPTION C nínízingo Béesh nitsé keesí' ánéí ní giz go' éí naaltsos ta' ní ní'j go t'áá' áko.

Diní	Ła'ish na'ídótkid?
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Answer any questions.

Instructions for Starting the Test

Diní	Naalkidí, screen, bit'áahdi, bottomdi, niníłkeed.
	(Áłtsé.)
	K'ad éí "Start" bikaa'ígíí bik'i' iitsééh.
	(Áłtsé.)
	K'ad éí test góne' át'é íishjâáh.

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

Diní	Kónízahj' ná hoo'a' . .
	<ul style="list-style-type: none"> • Hastâq – tseebíí wólta'di: Hastâđiin dah'alzhinj' • Hodahgo ólta' Nááhást'éđiin dah'alzhinj'
	. . .díí unit attso ádííłíít. 10 dah'a zhin yidziihgo bee nihit hodeeshnih.
	K'ad nihinaanish ółééh.

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:

Dini	K'ad ni'ánilééh dóó naalkidígíí, screen bik'í ítíh éí doodago anánígéés. Táá' dah'alzhinji' t'áadoo íits'a'í háádadiilyh. Doo yádajiti'da.
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After taking a classroom break, be sure students are seated and device screens are visible:

Dini	K'ad naaltsoos nich'j' t'áá' ninániligíí binanilnish.
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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, 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.)

Dini

Nihinaanish ni' kótééh. K'ad test bá haz'ánígíí altso bíghah azlǫj.

Nishti'ajígo "Review" bikáá' éi bik'i' iitsééh áko dínííł'jǫłígíí altso hadoolkił.

"Review" bikáá'ígíí bił adılchííd dóo haalkidgo hóyahdi niníłkeed dóo "End of Section" bił yiiltash.

"Submit Final Answers" bikáá'ígíí bik'i' iitsééh. "Are you sure you want to submit final answers?" ni di doo nił. "Yes, Submit Final Answers" bikáá'ígíí bik'i' iitsééh.

Áádóo naaltsoos bee nihééhózinígíí, student testing ticket, dóo aaltsoos bikáá' na'adzooí náhideeshłah.

- 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.