

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

**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^{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). Make sure all headphones are plugged in prior to launching TestNav.

Diní

Díííí éí Bilagáana bizaad bee yáti'/wólta' dóó bee ak'i alchí bééhonísínígíí ííshjáán ádííííí éí dínóol'jít.

Da na his tso t'áá góó t'áá doo le'í atsinilt'ish yee déí yíjeehígíí' ta' nidaahjaah éí doo naajaahda, test bee álnééhígíí t'éí kwe'é choidoo'jít. Bee hane'í naah'áago bee ho'ne', bee saad atch'j' ál'ínígíí, bee eda'alne', dóó bee háágóóshíí nahaz'áággóó bee nazhnitáhígíí, browsing internet, éí doo beehaz'ááda. Atsinilt'ish yee deiyíjeehígíí dooda kwe'é ha'nínígíí ta' nani'áago, béésh bee hane'é da, t'ááshqodí anánígéés dóó nihí la' bee yahdootnííh. Atsinilt'ish yee deiyíjeehígíí dooda ha'nínígíí test baa na'aldeehgo, test ínilaaígíí doo yídóolta'ha.

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

Dini Bee íst'áá'ii nijaa' baq̄h niná'niłgo bee hodiits'a'ígíí hazhó'ó baa adiítt'ih dóó ádaq̄h nidíí'nił. 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 nahísóotq̄ Testing Tickets dóó naaltsoos bik'i na'adzooí naashniih biná. Béesh nitsékeesí' aq̄'ółééh lágo, k'ad nihi díiniidgo' índa.

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

Dini K'ad bee nihéé hózinígíí, student testing ticket, nółj da' táash ni nízhi' aláajj dóó akéé déé' ígíish bikáa'. Nihí la' bee yadooł 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: _____	

Diní

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.)

Nishnáajigo' wódahdi díí tsésq' bii'jji' éi nízh 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 dóó Unit ____ (fill in the appropriate unit number). "Welcome" bikáá'go yidíífttséet 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 Each Unit

Diní

Naalkidí, screen, atní'gi "Start" bikáá'ígíí bik'i' iitsééh. Screen bikáa'gi bik'ehgo á'dííliíígíí yínishta'go t'áa shikék'ehgóó bik'i yíghat doo. Nishnáajigo yaago dóó dego bee naagiz éi bee t'áashi kéé'góó yínolta'. "Start" níigo bikáá'ígíí T'ÁADOO bik'i' iitsééhé, k'ad ákónilééh diiniidgo iinda.

Dííjji' éi Unit ____ (fill in the appropriate unit number) binidíílnish éi wólta'góne' yínífta'ígíí ____ (fill in the appropriate grade) Bilagáana bizaad bee yáti'/wólta' bíhoo'áá'ígíí bínanídíkid.

Saad dahnaazhjaa'ígíí dóó na'idíkid hazhó'ó yidííftah. Áádóó kót'éego ádííliit níngíí bik'ehgo nanídíkidígíí binidíílnish.

Nanídíkidígíí ta' bínanidéékídígíí baa hólne'go saad bikáá' ánilééh nididooniit. Nanidéékídigo nát'áá' baa náhólne'ígíí éi dik'áago si'ánígíí biyi'góne' ánilééh. Bínanídíkidígíí nát'áá' bikáá' ádadíliíftígíí éi t'áa bíighahgo bá haz'á. Nát'áá' bikáá' ánilééhígíí nineezgo dóó doo bá haz'á'góó éi scroll bar hadoolkit. Scroll bar bee nát'áá' bikáá' iinilaagíí t'áa át'é nidíniíft'jji'. Dik'áago si'ánígíí biyi'góne' hane'go saadígíí t'éiyá yidóoltah dóó score ádoolniit.

Bínanidéékídígíí doo niit bééhózingóó, t'ah bininádíílnish biniyé béhózingo, bookmark, ádííliit dóó na'idíkid náána'ta' binináánílnish. Doo hahígóó attso iinilaago, bínanidéékídigo ándeinilaagíí nidíniíft'jji' dóó na'idíkid bookmark ádeinilaagíí bininádíílnish.

Diní


Kojji' bik'ehgo' á'doolnííftígíí attso béesh nitsékeesi bitsésq' bikáá'ígíí iilyaa. Náásgóó bináádóólníish lágo k'ad nihí'doo'niidgo' índa.

ta' saad dóó saad bee ha'oodzíí'ígíí biyaagi da'asdzh doo. Saad dóó saad bee ha'oodzíí'go biyaagi da'idzooígíí éi béesh nitsékeesi bii'di ta'at'yóí bida diit'i' éi daní t'i'ígíí choi ní ftj go saad áah yitnínígíí niit íishjáán íidoolit.

Yahdidootnih naaltsoos nihich'ji' t'áá' niná'níftgo béesh nitsékeesi choidoot'jji'ftígíí ch'ééh óftjgo, shí nihí ká ádeeshwoft. Naaltsoos nihich'ji' t'áá' niná'níftgi na'idíkid dóó béesh nitsékeesi bii'dóó choidoot'jji'ftígíí éi doo bee nihíká ádeeshwofta.

Nihí naaltsoos nánóoot'jji'go nihíla' bee yahdidootnih áádóó naaltsoos t'áá' niná'níftígíí, test, ánídoohgis nihidideeshniit. Áádóó naaltsoos bee nihééhózinígíí, student testing ticket, dóó aaltsoos bikáá' na'adzooí náhideeshlah.


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

	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 tádíháahdo.
	OPTION C nínízingo Béesh nitsé keesí’ ánéí ní giz go’ éí naaltsos ta’ ní níťjj go t’áá’ áko.


	Ła’ish na’ídółkid?
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Answer any questions.

Instructions for Starting the Test

	Naalkidí, screen, bit’áahdi, bottomdi, niníłkeed. (Áłtsé.) K’ad éí “Start” bikaa’ígíí bik’i’ iitsééh. (Áłtsé.) K’ad éí test góne’ át’é íshjááh.
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Pause to make sure all students are in the correct unit.

	75 dah’alzhinjí’ díí unit altso’ ádíí lííí. 10 dah’a zhin yidziingo bee nihíł hodeeshnih.
Táá’di wólta’ígíí	

	90 dah’alzhinjí’ díí unit altso’ ádíí lííí. 10 dah’a zhin yidziingo bee nihíł hodeeshnih.
Djí’ – neeznáa wólta’	

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:

Dini	K’ad ni’ánilééh dóó naalkidígíí, screen bik’í íltih éí doodago anánígéés. Táá’ dah’alzhinji’ t’áadoo íits’a’í háadadiilyh. 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 naaltsos nich’ji’ 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.)

Diní

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

Nishtl'ajígo "Review" bikáá' éí bik'i' iitsééh áko díníít'jǫ́lígíí altso hadoolkit.

"Review" bikáá'ígíí bit adílchíid dóo haalkidgo hóyahdi ninítkeed dóo "End of Section" bit yiitash.

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

"Yes" bikáá'ígíí bik'i' iinitsihgo díí unit-ígíí.

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.