ILLINOIS
STATE BOARD OF
EDUCATION

2025 Test Proctor Grades 3-8 Scripts
for Computer-Based Testing

Mathematics

The Test Proctor Grades 3-8 Scripts must be used with the
Test Administration and Proctoring Manual.

Description of Change	Version	Publish Date
Baselined	Version 1	December 31, 2024
Seal code information added.	Version 2	March 11, 2025
Removed parenthetical reference to Grade 5 reference sheets. **Change log added.**	Version 3	April 3, 2025

At least one week before testing, Test proctors should complete the activities listed in the chart below. These activities are described in detail beginning on page 8 of the Test Administration and Proctoring Manual. Reading the Test Administration and Proctoring Manual and reviewing the Test Proctor Script prior to the day of testing will ensure that you are minimally prepared to successfully proctor a test administration.

Before Testing Activities
☐ Complete required training provided by the School Test Coordinator.
☐ Complete the Test Management for Test Proctors and Test Support Staff training on the Illinois Support Site.
☐ Click through the Student Readiness Tool found on the Illinois Support Site under Practice Items.
☐ Review the Test Administration and Proctoring Manual.
☐ Download and review the Test Proctor Script from the Illinois Support Site.
☐ Download, review, sign, and submit the Security Agreement to the School Test Coordinator. Security Agreements may also be electronically signed after logging into a test administration as a Test Proctor.
☐ Prepare the testing environment.
☐ Review student accommodations assignments.

Test Proctoring Script for Administering Mathematics

This Test Proctoring Script will be used for Sections 1 through 3 of the mathematics assessment. Each section is a 60-minute testing session.

On the first read through, Test Proctors are required to adhere to the script provided for administering the 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 section and are noted within the administration script.

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to the Test Administration and Proctoring Manual for further instructions on how to check accessibility features and accommodations. The Test Administration and Proctoring Manual is located on the Illinois Support Site at https://il.mypearsonsupport.com. Test Proctors must make sure all testing devices are turned on and logged on to the TestNav application. ***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).***

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1-3	Grades 3–8 (each section): 60 Minutes	• Student testing tickets • Pencils • Scratch paper		

Before students enter the room:

1. Log into your Proctoring Session with your Test Proctor testing ticket. Go to https://il.adamexam.com/#/proctor and enter the test code and proctor password from your ticket into the login screen and click submit.
2. After submitting your test code and password, an online version of the Security Agreement will pop up. Read and agree to the Security Agreement, even if you have already signed a hard copy of the Security Agreement. You will not be allowed to proctor the test without signing the online agreement.
3. Select the Save button to view your dashboard.
4. Display the Test Code and Seal Code 1 on a board in the front of the room where all students can see both the test and seal code. **Only display one seal code per section to prevent students from completing additional test sections. Do not provide students with a second seal code until all students taking a test section have completed the testing section.**
5. Verify that the accessibility features and accommodations have been applied. If not, contact your School Test Coordinator.

Illinois Summative ELA, Math, and Science Assessment
Robinson Grade 6 Math Room 111

Grade 6 Math

Matt Robinson

Test Code: V56XTH   Proctor Password: EUQF7P

Seal Code 1: 1889
Seal Code 2: 1925
Seal Code 3: 5447   EE Grade 6 Math
Use these credentials to login to this proctor group
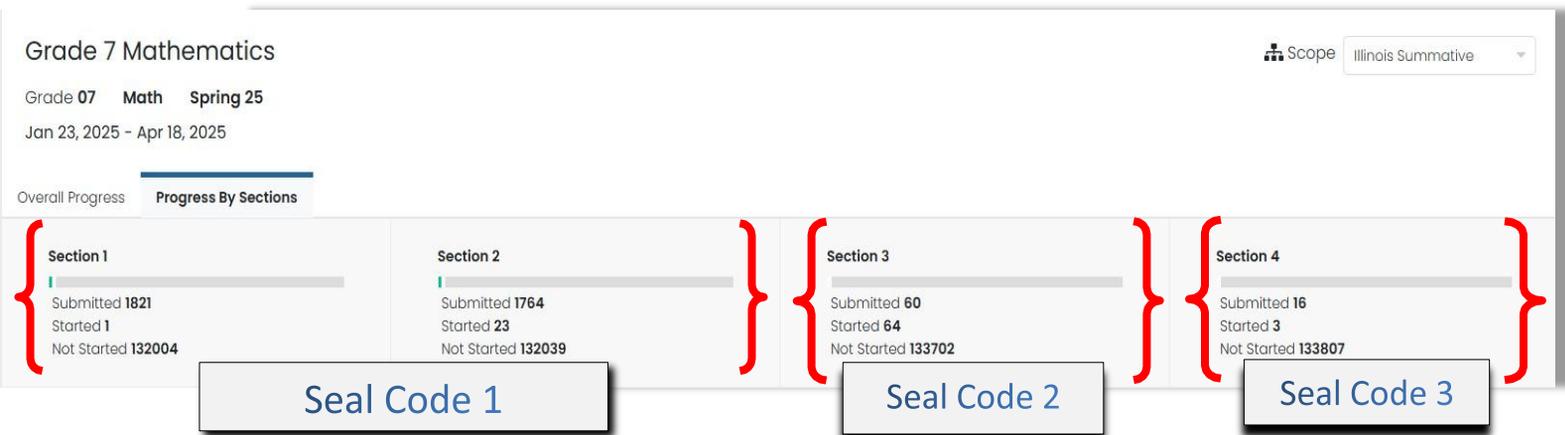
Enter Test Code

TEST CODE

Enter Proctor Password

PROCTOR PASSWORD

Submit

Entering Seal Codes for Grades 6 and 7 Math

- Last year, IAR and ISA defined tests by **Unit.** This year, IAR and ISA define tests by **Section**.
- No more than **one** seal code shall be entered per **Unit/Section**.
- There is a discrepancy between the way TestNav defines **Units/Sections** for students taking a Grade 6 or 7 Math test on the home page and the way that **Units/Sections** are defined by ISBE and the testing platform.

Illinois Administration Platform

- Grades 6 and 7 Math contain three **Units/Sections** and students will enter three seal codes to access each of the three **Unit/Sections**.
- There are **two parts** to **Unit/Section 1**. In the testing platform image below, **Section 1 (Non-Calculator) and Section 1 (Calculator)** equal one section. Only one seal code is provided to complete both parts of Section 1 for Grade 6 and 7 Math.

Grade 7 Mathematics

Grade **07**   **Math**   **Spring 25**

Jan 23, 2025 – Apr 18, 2025

Scope | Illinois Summative

Overall Progress   **Progress By Sections**

Section 1
Submitted **1821**
Started **1**
Not Started **132004**

Section 2
Submitted **1764**
Started **23**
Not Started **132039**

Section 3
Submitted **60**
Started **64**
Not Started **133702**

Section 4
Submitted **16**
Started **3**
Not Started **133807**

Seal Code 1

Seal Code 2

Seal Code 3

The Student View in TestNav conflicts with this understanding of **Units/Sections**. On the home screen the student will see that TestNav defines the test with **4** sections. The following five bullets explain how the student should navigate through **Unit/Section 1**.

Grade 6 Math

There are **4** sections.

There are 15 questions in Section 1. → Seal Code 1
There are 3 questions in Section 2.

There are 8 questions in Section 3. → Seal Code 2

There are 8 questions in Section 4. → Seal Code 3

- After students answer the first set of questions **Section 1 (Non-Calculator)**, they will click on a green **Submit** button.
- A **Warning** screen will pop up and explain to the student that once they submit this part of the test, they will not be able to go back.
- The next screen will take students to **Section 1 (Calculator)** where they will see a blue **Start** button.
- Students click on the start button to complete the **Section 1 (Calculator)** section.
- After students answer the section set of questions Section 1 (Calculator), they will click on a green **Submit** button.
- This completes **Unit/Section 1**. Students must enter a seal code to begin testing in **Unit/Section 2**.

If students are only completing one **Unit/Section** per day of testing, only **one** seal code shall be provided to the students per **Unit/Section** per day.

Note in the images below that Section 1 (Non-Calculator) for Grades 6 and 7 requires the seal code. But once students complete this part of the section, they are allowed into Section 1(Calculator) to complete the section by clicking on the start button without entering a seal code.
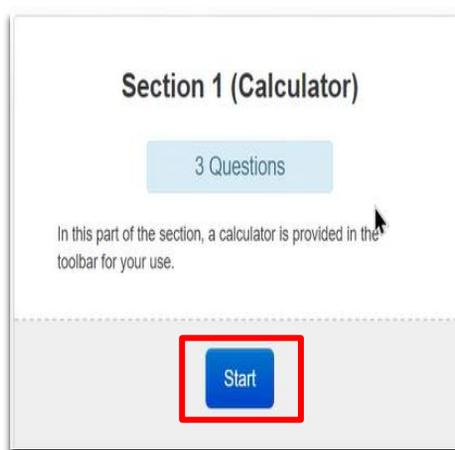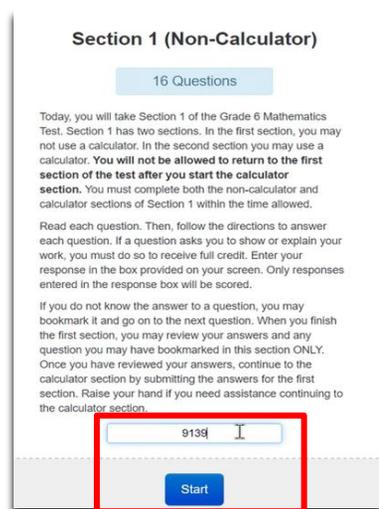
| Say	**Today, you will take the Mathematics Assessment.**
	You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.

If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the section 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)

Say	**Make sure your headphones are plugged in and put them on. On your screen, select the "Test Audio" link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin. Select the "Test Microphone" link to make sure you can record your speech with the audio recorder. Click the back button to return to the "Sign In" screen.**

See below for a screenshot of the **Test Audio** and **Test Microphone** functions. Test Proctors should assist students with audio adjustments and testing the microphone as needed.
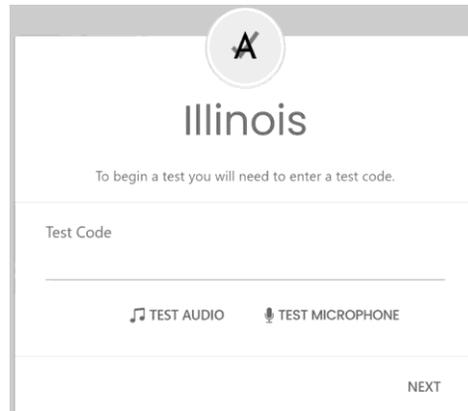
Instructions for Logging In

Say	**Please sit quietly while I distribute your student testing tickets and scratch paper.**
	Do *NOT* log in until I tell you to do so.

Distribute scratch paper, mathematics reference sheets, and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a locally provided calculator accommodation in his or her IEP, ISP, or 504 plan, make sure the student receives the appropriate device.

Say	**Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have *YOUR* ticket.**

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.

Illinois Summative ELA, Math, and Science Assessment	Illinois Summative ELA, Math, and Science Assessment
Keyaan Bullock	**Estelle Bond**
Grade 4 ELA	EE Grade 6 Math
Test Code B4KZ6V	Last Name **Bond**
Last Name **Bullock**	State ID 100000933
State ID 100000377	
Grade 4 ELA	Grade 6 Math
Grade 4 ELA	Grade 08

Student Testing Ticket with Test Code (Students have been pre-populated in the Test Proctor Group)   /   Student Testing Ticket without a test code (Students have not been pre-populated in the Test Proctor Group)

Say **(Proctor Groups without students)**	**Now, enter this Test Code** (point to the displayed test code) **and click Next.**
(Proctor Groups with students)	**Now, enter the Test Code on your ticket and click Next.**
	(Pause.) **Next, enter your Last Name and State ID as it appears on your testing ticket and click Next.** (Pause.) **Now, confirm the Test and Your Name and click Next.** (Pause.) After students confirm their test and name, TestNav will load the student test. Student tests will pause on the Waiting Approval screen until they are approved to test by the proctor. Proctors may approve students to test as a class or individually. Circulate throughout the room to make sure all students have successfully logged in. Retype the Test Code, Last Name, or State ID for a student, if necessary. If the student does not see his or her correct name on the login screen, have the student log out of the application, and log the student back in with the correct student testing ticket. Make sure all students have confirmed their correct name on the login screen and you have approved all students to test from the proctor dashboard before moving forward. Student testing status will appear as Needs Attention before you approve them to enter the test. **You are now on the Section Directions page.**

Instructions for Administering All Sections

Say (Choose appropriate grade-level instruction)	**Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along.** **Today, you will take Section __** (fill in the appropriate section) **of the grade __** (select the appropriate grade level) **Mathematics Test.** **Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.** **If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.** **If a drawing box is provided with the question, you may use it to add a drawing to help (**grade 3: **explain) (**grades 4 & 5: **support) your answer(s). Any work or drawing that is entered in the drawing box will be scored.**

Say (Choose appropriate grade-level instruction)	**(Section 1) Grades 3, 4, 5 and 8** **(Sections 2 and 3) Grades 3, 4, and 5**	**You will not be able to use a calculator.**
	(Section 1) Grades 6 and 7	**Section 1 has two parts. In the first part, you may not use a calculator. In the second part, you may use a calculator. You will not be allowed to return to the first part of the test after you start the calculator part. You must complete both the non-calculator and calculator parts of Section 1 within the time allowed.**
	(Sections 2 and 3) Grades 6, 7, and 8	**You will be able to use a calculator. A calculator is provided in the toolbar for your use.**

Say	**This is the end of the testing directions. Do not go on until you are told to do so.** **During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.**

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

Say	OPTION A **After you have submitted your answers, please sit quietly until the section has ended.**
	OPTION B **After you have submitted your answers, I will dismiss you.**
	OPTION C **After you have submitted your answers, you may read a book or other allowable materials until the section has ended.**

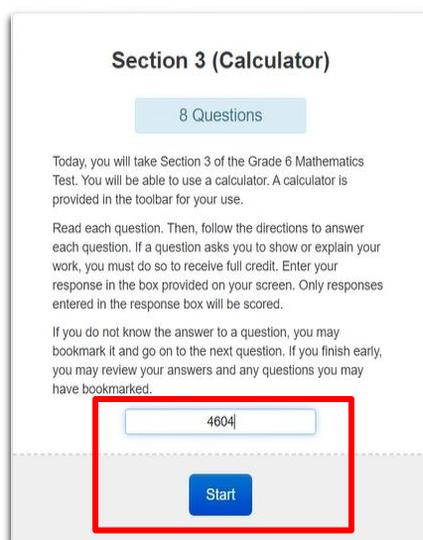| **Say** | **Do you have any questions?** |

Answer any questions.

Instructions for Starting the Test

| **Say** | (point to the seal code displayed for students) **Scroll to the bottom of the section directions screen. Enter the seal code in the empty text box.**

(Pause.)

Select the "Start" button.

(Pause.)

You should now be in the test. |

Circulate the room to make sure all students have entered the seal code correctly and have logged into the test and are in the correct section. The start button will be gray until the student enters the seal code. Once the student enters the seal code, the button turns blue and the student may then click the button to begin testing.

This is an example from a Math Section 3 test with the seal code entered that activates the blue Start button.

Section 3 (Calculator)

8 Questions

Today, you will take Section 3 of the Grade 6 Mathematics Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use.

Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.

4604

Start

|	
Say	**You will have 60 minutes to complete this section. I will also let you know when you have 10 minutes of testing time left.**
	You may begin working now.

Display the starting time and stopping time at the front of the room where students can see the start and stop times.

Actively proctor while students are testing:

- Redirect students as necessary.
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 5.4 of the TAM, as applicable, if any technology issues cause a disruption.
- Ensure students are logging out of TestNav after they submit a section.
- Collect test materials as students complete testing.
- 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 5.5 of the TAM.

Instructions for Ending the Section Before Time

Continue to circulate the room and monitor student testing. When students come to the end of a Section, they will see a screen to Submit the section. Instruct students to click on the green Submit button to submit the Section. Students will be prompted with a Section Exit Warning to let them know that they cannot go back. Students should click Yes to complete submitting the section. TestNav will automatically go to the Section 2 or Section 3 (if applicable) Directions screen. Students should Exit TestNav at this time using the dropdown menu in the upper right corner of the TestNav screen and sit quietly while the rest of the class completes the section. **Do NOT give the students an additional seal code. They should now exit the test.**
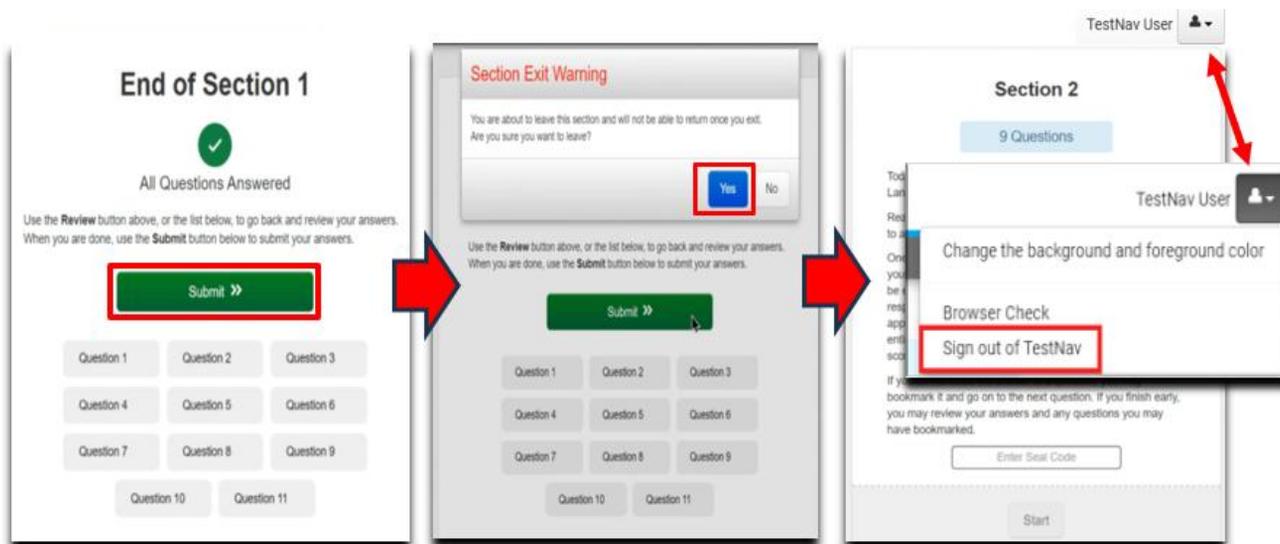
Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the Test Proctor:

- One stretch break of up to three minutes for the entire classroom during testing for each section. 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 section:

Say	**Please stop and cover or turn off your screen. We will take a silent three-minute stretch break. No talking is allowed.**

	You may now resume testing.
Say	(Students who exit testing may be resumed in the proctor dashboard by Reseating the student.)

Instructions for When 10 Minutes of Section Time Remain
When 10 minutes of section time remain,

	You have 10 minutes remaining.
Say	

Continue to actively proctor while students are testing.

Instructions for Ending the Section
When the section time is finished, read the following optional SAY box if there are students still actively testing. If a second section will be administered after a short break, stop the directions after exiting the section. (Do not have students log out of TestNav.)

Say	**Stop working. Testing time has now ended.**
	Select the "Review" drop-down menu at the top left corner of your test.
	From the "Review" menu, scroll to the bottom and select "End of Section."
	For Sections 1 and 2: **Select the "Submit" button.**
	Select the "Yes" button to exit the section.
	For Section 3, **Select the "Submit Final Answers" button. Select the "Yes, Submit Final Answers" button.**
	I will now collect your student testing ticket and scratch paper.

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 **Exited** status if they have not completed the test, or **Submitted** status if they have finished all sections.
- 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 section 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 section.