ILLINOIS
STATE BOARD OF
EDUCATION

2025 Test Proctor Grades 5 and 8 Scripts
for Computer-Based Testing

Science

The Test Proctor Grades 5 and 8 Scripts must be used with the
Test Administration and Proctoring Manual.

Test Proctoring Script for Administering Science

All Grades – All Sections

This Test Proctoring Script will be used for Sections 1 through 3 of the science assessment.

On the first read through, Test Proctors are required to adhere to the scripts provided in this manual for administering the ISA. 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.

Section	Required Materials
Sections 1–3	• Student testing tickets • Pencils • Scratch paper • Calculators

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. Read and agree to the Proctor Acknowledgement.
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.
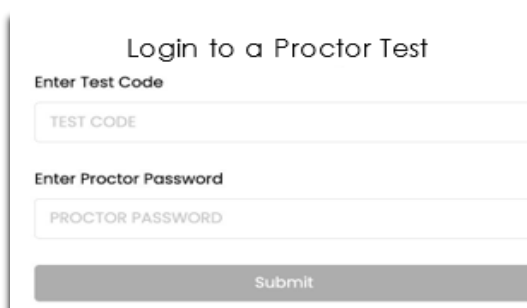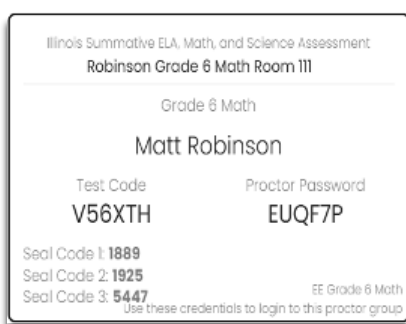
It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.2 of the Test Administration and Proctoring Manual for further instructions on how to check accessibility features and accommodations. Additionally, watch the Test Management for Test Proctors and Test Support Staff training video 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).***

> **Say** Today, you will take the Science 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 and Microphone

> **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.
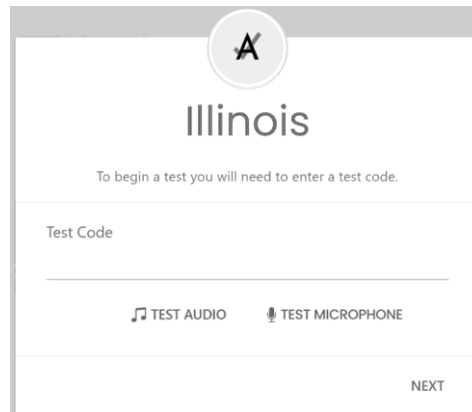
Instructions for Logging In

> **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 and student testing tickets. Make sure students have pencils.

> **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

Estelle Bond

EE Grade 6 Math

Last Name **Bond**

State ID **100000933**

Grade 6 Math
Grade 06

Illinois Summative ELA, Math, and Science Assessment

Keyaan Bullock

Grade 4 ELA

Test Code **B4KZ6V**

Last Name **Bullock**

State ID **100000377**

Grade 4 ELA
Grade 4 ELA

Say	**Now, enter this Test Code** (point to the displayed test code) **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	**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 __ of the Grade __** (grade 5 or 8 — select the appropriate grade level) **Science 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. When you finish the section, you may review your answers and any question you may have bookmarked in this section ONLY.**

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).

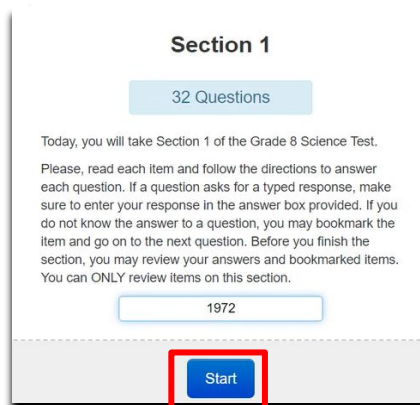| **Say**	OPTION A **After you have submitted your answers, please sit quietly until the section has ended.**
	OPTION B **After you have submitted your answers, I will dismiss you.**
	OPTION C **After you have submitted your answers, you may read a book or other allowable materials until the section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

Section 1

32 Questions

Today, you will take Section 1 of the Grade 8 Science Test.

Please, read each item and follow the directions to answer each question. If a question asks for a typed response, make sure to enter your response in the answer box provided. If you do not know the answer to a question, you may bookmark the item and go on to the next question. Before you finish the section, you may review your answers and bookmarked items. You can ONLY review items on this section.

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Start

Say	**You may begin working now.**

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 submitting 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

Continue to circulate the room and monitor student testing. When students come to the end of Section 1, they will see a screen to Submit the section. Instruct students to click on the green Submit button to submit Section 1 of the test. 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 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.**
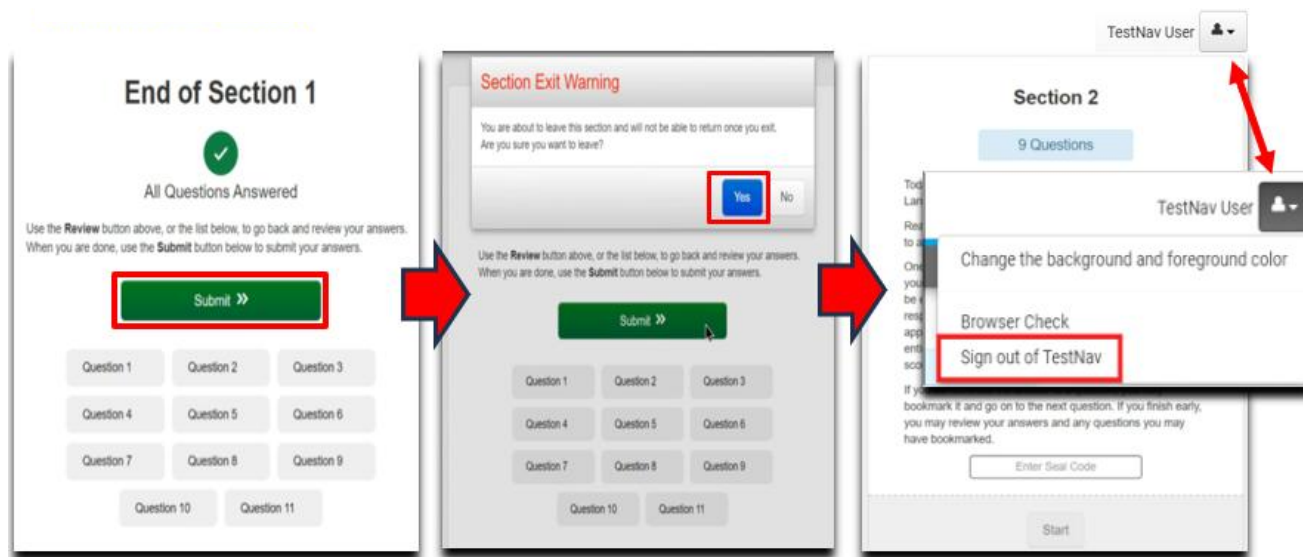
Instructions for Taking a Break During Testing and Testing Interruptions

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.
- Individual restroom breaks during testing.

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.**

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

| Say | **You may now resume testing.** |

Continue to actively proctor while students are testing.

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.