



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

English Language Arts/Literacy

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

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	
<input type="checkbox"/>	Complete required training provided by the School Test Coordinator.
<input type="checkbox"/>	Complete the Test Management for Test Proctors and Test Support Staff training on the Illinois Support Site.
<input type="checkbox"/>	Click through the Student Readiness Tool found on the Illinois Support Site under Practice Items.
<input type="checkbox"/>	Review the Test Administration and Proctoring Manual.
<input type="checkbox"/>	Download and review the Test Proctor Script from the Illinois Support Site.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Prepare the testing environment.
<input type="checkbox"/>	Review student accommodations assignments.

Test Proctoring Script for Administering English Language Arts/Literacy (ELA/L)

This Test Proctoring Script will be used for all sections for the ELA/L Test. On the first read through, Test Proctors are required to adhere to the scripts 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. Make sure all headphones are plugged in prior to launching TestNav.

Grades 3-8 ELA/Literacy All Sections

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Section 1	Grade 3: 75 Minutes Grades 4-8: 90 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		

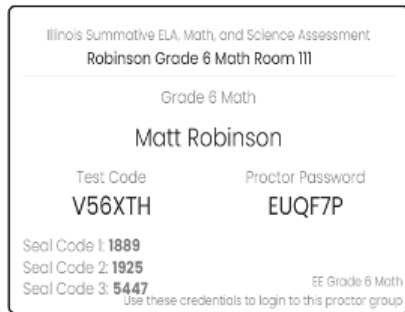
Section	Section Testing Time	Required Materials	Start Time	Stop Time
Section 2	Grade 3: 75 Minutes Grades 4-8: 90 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Section 3 (if applicable)	Grade 3: 75 Minutes Grades 4-8: 90 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		

After collecting your materials on the morning of testing complete the following steps 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 at a time to prevent students from completing additional test sections.

- Verify that the accessibility features and accommodations have been applied. If not, contact your School Test Coordinator.



Login to a Proctor Test

Enter Test Code

Enter Proctor Password

Submit

Say

Today, you will take the English Language Arts/Literacy 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.

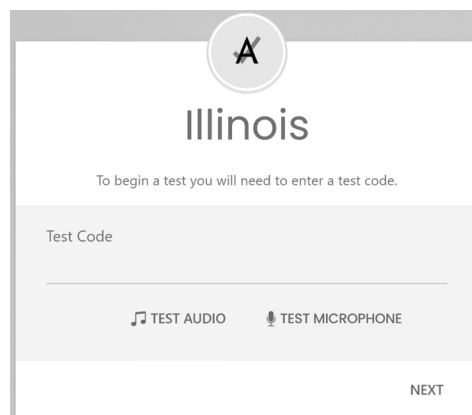
If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices

Checking Audio

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.



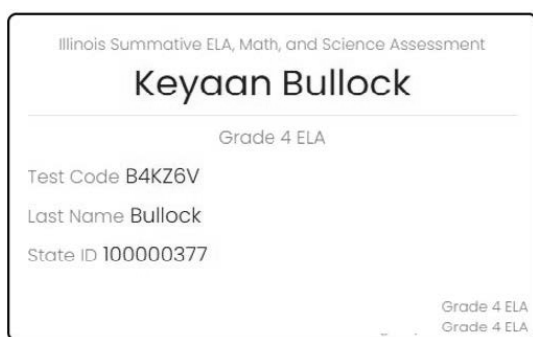
Instructions for Logging In

Say	<p>Please sit quietly while I distribute your student testing tickets and scratch paper.</p> <p>Do *NOT* log in until I tell you to do so.</p>
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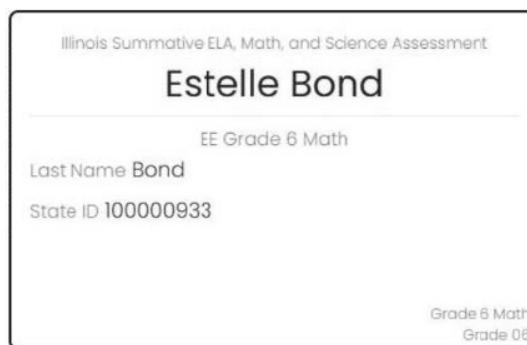
Distribute scratch paper and student testing tickets. Make sure students have pencils.

Say	<p>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.</p>
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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 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)

<p>Say</p> <p>(Proctor Groups without students)</p>	<p>Now, enter this Test Code (point to the displayed test code) and click Next.</p>
<p>(Proctor Groups with students)</p>	<p>Now, enter the Test Code on your ticket and click Next.</p>
	<p>(Pause.)</p> <p>Next, enter your Last Name and State ID as it appears on your testing ticket and click Next.</p> <p>(Pause.)</p> <p>Now, confirm the Test and Your Name and click Next.</p> <p>(Pause.)</p> <p>(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.) You should now be on the Seal Code screen. Enter this Seal Code (point to the displayed seal code) and click Next.</p>

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 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.

Instructions for Administering All Sections

<p>Say</p>	<p>Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along.</p> <p>Today, you will take Section __ (fill in the appropriate section number) of the grade __ (fill in the appropriate grade) English Language Arts/Literacy Test.</p> <p>Read each passage and question. Then, follow the directions to answer each question.</p> <p>One of the questions will ask you to write a response. Enter your response in the box provided on your screen. There will be enough space for you to complete your response. If your response is longer than the space provided, a scroll bar will appear. You will be able to use the scroll bar to review your entire response. Only responses entered in the box will be scored.</p> <p>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.</p>
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Say	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>Some words or phrases will be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.</p> <p>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.</p> <p>Once you have checked your work in this section, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

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

Say	<p>Do you have any questions?</p>
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Answer any questions.

Instructions for Starting the Test

Say	<p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the "Start" button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p>
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Pause to make sure all students are in the correct section.

Say	<p>You will have . . .</p> <p>(Select the section being administered)</p> <p>Section 1-3: 75 minutes</p> <p>. . . to complete this section. I will let you know when you have 10 minutes of testing time left.</p>
Grade 3	

 Say Grades 4–8	<p>You will have . . . (Select the section being administered)</p> <p>Section 1-3: 90 minutes</p> <p>. . . to complete this section. I will let you know when you have 10 minutes of testing time left.</p>
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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.
- Assist students in 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 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	<p>Please stop and cover or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.</p>
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After taking a classroom break, be sure students are seated and device screens are visible:

Say	<p>You may now resume testing.</p> <p>(Students who exit testing may be resumed in the proctor dashboard by Reseating the student.)</p>
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Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

Say	<p>You have 10 minutes remaining.</p>
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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	<p>Stop working. Testing time has now ended.</p> <p>Select the “Review” drop-down menu at the top left corner of your test.</p> <p>From the “Review” menu, scroll to the bottom and select “End of Section.”</p> <p>Select the “Submit Final Answers” button. You will then see a message that asks “You’re about to leave this section and will not be able to return once you exit. Are you sure you want to leave?”</p> <p>For Section 1 and 2, Select the “Submit” button.</p> <p>Select the “Yes” button to exit the section.</p> <p>For Section 3, Select the “Submit Final Answers” button.</p> <p>Select the “Yes, Submit Final Answers” button to exit the test.</p> <p>I will now collect your student testing ticket and scratch paper.</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 **Exited** status if they have not completed the test, or **Completed** 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.

