



**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.***

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 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	<ul style="list-style-type: none"> • 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 at a time to prevent students from completing additional test sections.
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 III

Grade 6 Math

Matt Robinson

Test Code	Proctor Password
V56XTH	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.

Login to a Proctor Test

Enter Test Code

Enter Proctor Password

Submit

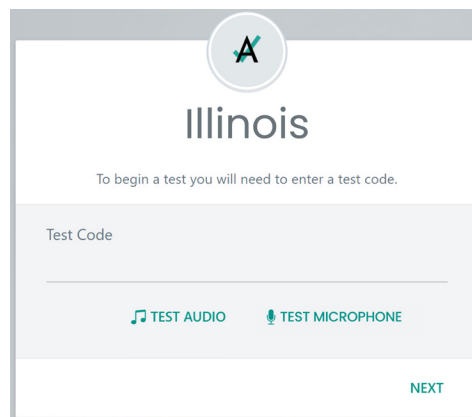
<p>Sabihin ang</p>	<p>Sa araw na ito, kukunin ninyo ang Mathematics Assessment.</p> <p>Hindi kayo maaaring magkaroon ng anumang mga elektronikong device sa inyong desk, bukod sa inyong device sa pagsusulit. Hindi pinahihintulutan ang pagtawag, pag-text, pagkuha ng mga litrato, at pag-browse sa internet. Kung mayroon kayong anumang hindi inaaprubahang mga elektronikong device ngayon, kabilang ang mga cell phone, mangyaring i-off ang mga ito at itaas ang inyong kamay. Kung mahuli kayong may hindi inaaprubahang elektronikong device habang kumukuha ng pagsusulit, maaaring hindi mabigyan ng score ang inyong pagsusulit.</p>
---------------------------	--

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)

<p>Sabihin ang</p>	<p>Siguraduhing nakasaksak sa device ang inyong headphones at isuot ang mga ito. Sa inyong screen, piliin ang “Test Audio” link para masiguradong may naririnig kayo sa inyong headphones at i-adjust ang volume sa pinakamalakas. Maaari ninyong i-adjust ang volume sa pagsusulit kapag nagsimula na kayo. Piliin ang “Test Microphone” link para matiyak na maire-record ninyo ang inyong pagsasalita gamit ang audio recorder. I-click ang back button upang bumalik sa “Sign In” screen.</p>
---------------------------	--


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.



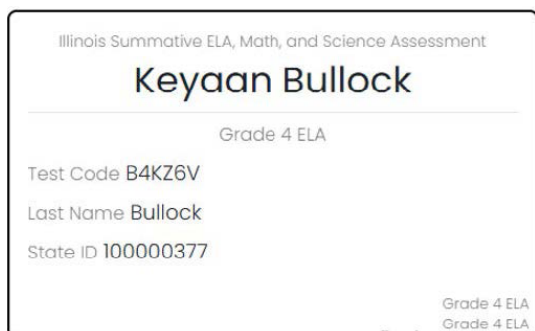
Instructions for Logging In

<p>Sabihin ang</p>	<p>Pakiusap, maupo nang tahimik habang ipinamamahagi ko ang inyong mga ticket sa pagsusulit ng estudyante at scratch paper.</p> <p>*HUWAG* mag-log in hangga’t hindi ko sinasabi.</p>
---------------------------	---

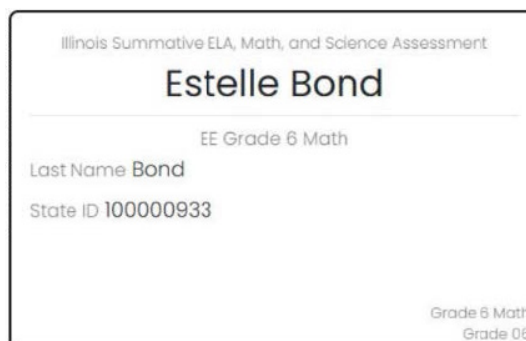
Distribute scratch paper, mathematics reference sheets (grade 5 only, if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a locally provided calculator accommodation in his or her IEP, ISP, or 504 plan, make sure the student receives the appropriate device.

 <p>Sabihin ang</p>	<p>Ngayon, tingnan ang inyong ticket sa pagsusulit ng estudyante at siguraduhing nakasulat dito ang inyong pangalan at apelyido. Itaas ang inyong kamay kung wala sa inyo ang inyong* ticket.</p>
---	--


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>Sabihin ang</p>	<p>Ngayon, ilagay ang Test Code na ito (ituro ang ipinapakitang test code) at i-click ang Next.</p>
<p>(Proctor Groups without students)</p>	
<p>(Proctor Groups with students)</p>	<p>Ngayon, ilagay ang Test Code sa iyong ticket at i-click ang Next.</p>
<p>(I-pause.)</p> <p>Kasunod, ilagay ang inyong Apelyido at ID ng Estado tulad ng lumalabas sa inyong testing ticket at i-click ang Next.</p> <p>(I-pause.)</p> <p>Ngayon, kumpirmahin ang Test at ang Inyong Pangalan at i-click ang Next.</p> <p>(I-pause.)</p> <p>(Ipo-pause ang mga pagsusulit ng mag-aaral sa screen ng Waiting Approval hanggang sa maaprubahang ma-test ang mga ito ng proctor. Maaaring aprubahan ng mga proctor ang mga mag-aaral na mag-test bilang isang klase o indibidwal.) Dapat ay nakarating na kayo ngayon sa Seal Code screen. Ilagay ang Seal Code na ito (ituro ang ipinapakitang seal code) at i-click ang Next.</p>	

Circulate throughout the room to make sure all students have successfully logged in. Retype the test code, last name, and state ID for a student, if necessary. Test Codes 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>Sabihin ang</p> <p>(Choose appropriate grade-level instruction)</p>	<p>Sundan ako habang binabasa ko ang mga tagubilin sa screen. Maaaring kailangan ninyong gamitin ang scroll bar sa kanan para makasunod.</p> <p>Sa araw na ito, kukunin ninyo ang Seksyon __ (punan ang angkop na seksyon) ng grade __ (piliin ang angkop na grade level) Mathematics Test.</p> <p>Basahin ang bawat tanong. Pagkatapos, sundin ang mga tagubilin para sagutin ang bawat tanong. Kung ibinilin sa inyo ng tanong na ipakita o ipaliwanag ang inyong gawain, kailangan ninyong gawin ito para matanggap ang buong credit. Ilagay ang inyong sagot sa kahon na ipinapakita sa inyong screen. Ang mga sagot lamang na ilalagay sa kahon ng sagot ang bibigyan ng score.</p> <p>Kung hindi ninyo alam ang sagot sa isang tanong, maaari ninyo itong i-bookmark at pumunta sa susunod na tanong. Kung maaga kayong makakatapos, maaari ninyong i-review ang inyong mga sagot at anumang tanong na maaaring na-bookmark ninyo.</p> <p>Kung may kasamang drawing box ang tanong, maaari ninyo itong gamitin para magdagdag ng drawing na makakatulong para (grade 3: ipaliwanag) (grade 4 at 5: suportahan) ang inyong (mga) sagot. Bibigyan ng score ang anumang ginawa o drawing na inilagay sa drawing box.</p>
---	--

<p>Sabihin ang</p> <p>(Choose appropriate grade-level instruction)</p>	<p>(Seksyon 1) Grades 3, 4, 5 at 8 (Seksyon 2 at 3) Grades 3, 4, at 5</p>	<p>Hindi kayo maaaring gumamit ng calculator.</p>
	<p>(Seksyon 1) Grades 6 at 7</p>	<p>Ang Seksyon 1 ay may dalawang bahagi. Sa unang bahagi, hindi kayo maaaring gumamit ng calculator. Sa pangalawang bahagi, maaari kayong gumamit ng calculator. Hindi kayo pahihintulutang bumalik sa unang bahagi ng pagsusulit pagkatapos ninyong masimulan ang bahaging magagamitan ng calculator. Kailangan ninyong makumpleto ang mga bahaging hindi magagamitan at magagamitan ng calculator ng Seksyon 1 sa loob ng pinahihintulutang oras.</p>
	<p>(Seksyon 2 at 3) Grades 6, 7, at 8</p>	<p>Maaari kayong gumamit ng calculator. Mayroong calculator sa toolbar para magamit ninyo.</p>

<p>Sabihin ang</p>	<p>Ito na ang katapusan ng mga tagubilin para sa pagsusulit. Huwag magpatuloy hanggang sa sabihin sa inyong gawin ito.</p> <p>Sa oras ng pagsusulit, itaas ang inyong kamay kung nahhirapan kayo sa inyong device sa pagsusulit, upang matulungan ko kayo. Hindi ko kayo matutulungan sa mga tanong sa pagsusulit o sa mga online na tool sa panahon ng pagsusulit.</p>
---------------------------	---


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

	<p>OPSYON A</p> <p>Pagkatapos ninyong isumite ang inyong mga sagot, maupo nang tahimik hanggang sa matapos ang seksyon.</p>
	<p>OPSYON B</p> <p>Pagkatapos ninyong isumite ang inyong mga sagot, idi-dismiss ko na kayo.</p>
	<p>OPSYON C</p> <p>Pagkatapos ninyong isumite ang inyong mga sagot, maaari kayong magbasa ng aklat o iba pang mga pinapayagang materyal hanggang sa matapos ang seksyon.</p>


	<p>Mayroon ba kayong mga tanong?</p>
---	---

Answer any questions.

Instructions for Starting the Test

	<p>Mag-scroll papunta sa ibaba ng screen.</p> <p>(I-pause.)</p> <p>Piliin ang “Start” na button.</p> <p>(I-pause.)</p> <p>Dapat nasa pagsusulit na kayo ngayon.</p>
---	--

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

	<p>Mayroon kayong 60 minuto para makumpleto ang seksyong ito. Ipapaalam ko rin sa inyo kapag 10 minuto na lang ang natitira sa inyo para tapusin ang pagsusulit.</p> <p>Maaari na kayong magsimula.</p>
---	---

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 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:


	<p>Pakiusap na huminto at takpan o i-off ang inyong screen. Kukuha tayo ng tahimik na pahinga ng tatlong minuto. Hindi pinapayagan ang pagsasalita.</p>
---	--

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

	<p>Maaari na ninyong ituloy ang pagsusulit. (Ang mga mag-aaral na mag-exit sa pagsusulit ay maaaring ipagpatuloy sa dashboard ng proctor sa pamamagitan ng Pag-reseating sa mag-aaral.)</p>
---	--

Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

	<p>May natitira na lang kayong 10 minuto.</p>
---	--

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.)

Sabihin
ang

Huminto na sa pagsagot. Nagtapos na ngayon ang oras ng pagsusulit.

Piliin ang “Review” sa drop-down na menu sa kaliwang itaas na panig ng inyong pagsusulit.

Mula sa “Review” menu, mag-scroll papunta sa ibaba at pindutin ang “End of Section.”

Para sa Seksyon 1 at 2: Piliin ang “Submit” na button.

Pindutin ang button na “Yes” para mag-exit sa seksyon.

Para sa Seksyon 3, Piliin ang button na “Submit Final Answers”. Pindutin ang button na “Yes, Submit Final Answers.”

Kokolektahin ko na ngayon ang ticket sa pagsusulit ng estudyante at 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 **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.

