



**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.

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.

Login to a Proctor Test

Enter Test Code

Enter Proctor Password

Submit

Diga Hoy vas a hacer la evaluación de Lengua y Literatura/Alfabetización en Inglés. No puedes tener ningún dispositivo electrónico en tu escritorio, solo tu dispositivo de evaluación. No se permite realizar llamadas, enviar mensajes de texto, tomar fotos ni navegar por internet. Si en este momento tienes en tu poder cualquier dispositivo electrónico no aprobado, como un teléfono celular, por favor, apágalo y levanta la mano. Si se encuentra un dispositivo electrónico no aprobado en tu poder durante la evaluación, es posible que no se califique tu examen.

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

Diga Asegúrate de que tus auriculares estén conectados y colócalos. En tu pantalla, selecciona el enlace llamado "Test Audio" (Probar audio) para asegurarte de que puedas oír con los auriculares y ajustar el volumen al nivel máximo. Puedes ajustar el volumen después de empezar el examen. Selecciona el enlace llamado "Test Microphone" (Probar micrófono) para asegurarte de que puedas grabar tu voz con la grabadora de audio. Haz clic en el botón "Back" (Atrás) para volver a la pantalla de "Sign In" (Iniciar sesión).


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.

The screenshot shows the Illinois test interface. At the top, there is a large letter 'A' in a circle. Below it, the word 'Illinois' is displayed. A message states: 'To begin a test you will need to enter a test code.' There is a 'Test Code' input field. At the bottom, there are two buttons: 'TEST AUDIO' with a music note icon and 'TEST MICROPHONE' with a microphone icon. A 'NEXT' button is located at the bottom right.

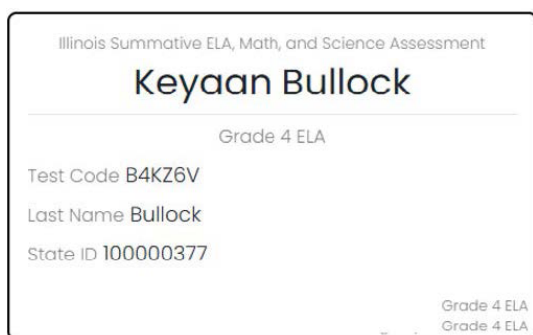
Instructions for Logging In

	<p>Por favor, permanece sentado y en silencio mientras distribuyo los boletos de examen para los alumnos y el papel borrador.</p> <p>*NO* inicies la sesión hasta que yo te lo indique.</p>
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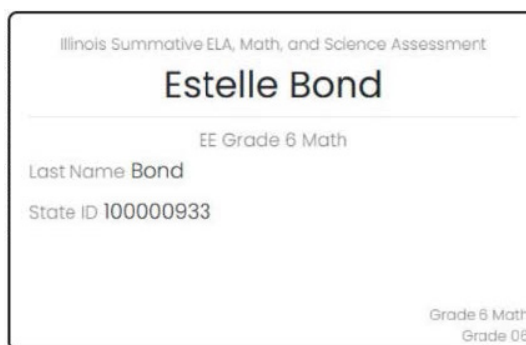
Distribute scratch paper and student testing tickets. Make sure students have pencils.

	<p>Ahora, mira tu boleto de examen para el alumno y asegúrate de que tu nombre y apellido(s) estén allí. Levanta la mano si no tienes *tu* boleto.</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>Diga</p> <p>(Proctor Groups without students)</p>	<p>Ahora, ingresa este Código de examen (señalar el código de examen que aparece) y haz clic en “Next” (Siguiente).</p>
<p>(Proctor Groups with students)</p>	<p>Ahora, ingresa el Código de examen que aparece en tu boleto y haz clic en “Next” (Siguiente).</p>
	<p>(Pausa).</p> <p>Luego, ingresa tu apellido y tu identificación estatal como aparece en tu boleto de examen y haz clic en “Next” (Siguiente).</p> <p>(Pausa).</p> <p>Ahora, confirma el Examen y Tu nombre y haz clic en “Next” (Siguiente).</p> <p>(Pausa).</p> <p>(Los exámenes de los alumnos se colocarán en pausa en la pantalla de “Waiting Approval” [Esperando aprobación] hasta que reciban la aprobación del supervisor para empezar el examen; los supervisores pueden autorizar a toda la clase o a alumnos individuales a empezar el examen). Ahora deberías estar en la pantalla de “Seal Code” (Código de sello). Ingresa este Código de sello (señalar el código de sello que aparece) y haz clic en “Next” (Siguiente).</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>Diga</p>	<p>Sigue mi lectura de las instrucciones en la pantalla. Es posible que debas usar la barra de desplazamiento que se encuentra a la derecha para poder seguir la lectura.</p> <p>Hoy vas a hacer la Sección __ (indicar el número de sección correspondiente) del examen de Lengua y Literatura/Alfabetización en Inglés de __ grado (indicar el grado correspondiente).</p> <p>Lee cada pasaje y cada pregunta. Luego, sigue las instrucciones para responder cada pregunta.</p> <p>Para una de las preguntas se te pedirá escribir una respuesta. Escribe tu respuesta en el recuadro proporcionado en tu pantalla. Habrá espacio suficiente para que completes tu respuesta. Si tu respuesta es más larga que el espacio proporcionado, aparecerá una barra de desplazamiento. Podrás usar la barra de desplazamiento para revisar toda tu respuesta. Solo se calificarán las respuestas escritas dentro del recuadro.</p> <p>Si no sabes la respuesta a alguna pregunta, puedes marcarla y pasar a la siguiente pregunta. Si terminas temprano, puedes revisar tus respuestas y cualquier pregunta que hayas marcado.</p>
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 <p>Diga</p>	<p>Este es el final de las instrucciones en tu pantalla. No sigas hasta que se te indique que lo hagas.</p> <p>Algunas palabras o frases estarán subrayadas. Si ves palabras o frases subrayadas, puedes abrir el enlace correspondiente para ver un glosario emergente que te dará la definición de esa palabra o frase.</p> <p>Durante el examen, levanta la mano si tienes dificultad con tu dispositivo de evaluación, para que pueda ayudarte. No podré ayudarte con las preguntas del examen o las herramientas en línea durante el examen.</p> <p>Una vez que hayas revisado tu trabajo en esta sección, levanta la mano y te dará instrucciones para desconectarte del examen. Luego, recogeré tu boleto de examen para el alumno y el papel borrador. Una vez que hayas salido del examen, no podrás volver a ingresar.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

 <p>Diga</p>	<p>OPCIÓN A</p> <p>Cuando hayas entregado tus respuestas, por favor, permanece sentado y en silencio hasta que finalice la sección.</p>
	<p>OPCIÓN B</p> <p>Cuando hayas entregado tus respuestas, te daré permiso para retirarte.</p>
	<p>OPCIÓN C</p> <p>Cuando hayas entregado tus respuestas, podrás leer un libro u otros materiales permitidos hasta que finalice la sección.</p>


 <p>Diga</p>	<p>¿Tienes alguna pregunta?</p>
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Answer any questions.

Instructions for Starting the Test

 <p>Diga</p>	<p>Desplázate hasta la parte inferior de la pantalla.</p> <p>(Pausa).</p> <p>Presiona el botón “Start” (Comenzar).</p> <p>(Pausa).</p> <p>A continuación, deberías estar en el examen.</p>
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Pause to make sure all students are in the correct section.

 <p>Diga</p>	<p>Tendrás . . .</p> <p>(Seleccione la sección que esté siendo administrada)</p> <p>Sección 1-3: 75 minutos</p> <p>. . . para completar esta sección. Te avisaré cuando queden 10 minutos de tiempo de examen.</p>
<p>Grade 3</p>	

 Grades 4–8	<p>Tendrás . . . (Seleccione la sección que esté siendo administrada)</p> <p>Sección 1-3: 90 minutos</p> <p>. . . para completar esta sección. Te avisaré cuando queden 10 minutos de tiempo de examen.</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:

	<p>Detente y cubre o apaga tu pantalla. Tomaremos un descanso silencioso de estiramiento de tres minutos. No se permite hablar.</p>
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After taking a classroom break, be sure students are seated and device screens are visible:

Diga	<p>Ahora puedes reanudar el examen.</p> <p>(En el caso de los alumnos que salgan del examen, será necesario reconectarlos desde el tablero del supervisor para que puedan reanudar el examen).</p>
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Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

Diga	<p>Quedan 10 minutos.</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.)

Diga	<p>Deja de trabajar. Ha terminado el tiempo de examen.</p> <p>Selecciona el menú desplegable “Review” (Revisar) en la esquina superior izquierda de tu examen.</p> <p>Desde el menú “Review” (Revisar), desplázate hacia abajo y selecciona “End of Section” (Fin de la sección).</p> <p>Selecciona el botón “Submit Final Answers” (Entregar respuestas finales). Luego verás un mensaje con la siguiente pregunta: “You’re about to leave this section and will not be able to return once you exit. Are you sure you want to leave?” (Estás a punto de salir de esta sección y no podrás regresar una vez que salgas; ¿estás seguro de que quieres salir?).</p> <p>Para la Sección 1 y 2, selecciona el botón “Submit” (Entregar).</p> <p>Selecciona el botón “Yes” (Sí) para salir de la sección.</p> <p>Para la Sección 3, selecciona el botón “Submit Final Answers” (Entregar respuestas finales).</p> <p>Selecciona el botón “Yes, Submit Final Answers” (Sí, entregar respuestas finales) para salir del examen.</p> <p>Ahora recogeré tu boleto de examen para el alumno y el papel borrador.</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.

