



**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

Sabihin ang

Sa araw na ito, kukunin ninyo ang English Language Arts/Literacy Assessment.

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.

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

Sabihin ang

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.

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.

Illinois


To begin a test you will need to enter a test code.

Test Code


TEST AUDIO **TEST MICROPHONE**

NEXT

Instructions for Logging In

	<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>
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Distribute scratch paper and student testing tickets. Make sure students have pencils.

	<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>
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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.

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

Student Testing Ticket with Test Code (Students have been pre-populated in the Test Proctor Group)

Illinois Summative ELA, Math, and Science Assessment

Estelle Bond

EE Grade 6 Math

Last Name Bond

State ID 100000933

Grade 6 Math
Grade 06


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

<p>Sabihin ang</p> <p>(Proctor Groups without students)</p>	<p>Ngayon, ilagay ang Test Code na ito (ituro ang ipinapakitang test code) at i-click ang Next.</p>
<p>(Proctor Groups with students)</p>	<p>Ngayon, ilagay ang Test Code sa inyong 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 kumuha ng 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>


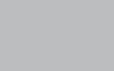
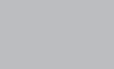
Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, have the student log out of the application, and log the student back in with the correct student testing ticket.


Instructions for Administering All Sections

<p>Sabihin ang</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 ng angkop na section number) ng grade __ (punan ng angkop na grade) English Language Arts/Literacy Test.</p> <p>Basahin ang bawat pangungusap at tanong. Pagkatapos, sundin ang mga tagubilin para sagutin ang bawat tanong.</p> <p>Bibilinan kayo ng isa sa mga tanong na isulat ang sagot. Ilagay ang inyong sagot sa kahon na ipinapakita sa inyong screen. Mayroong sapat na espasyo para makumpleto ninyo ang inyong sagot. Kung ang inyong sagot ay mas mahaba kaysa sa ibinigay na espasyo, lalabas ang scroll bar. Magagamit ninyo ang scroll bar para marepaso ang buong sagot ninyo. Ang mga sagot lamang na ilalagay sa kahon 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>
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 Sabihin ang	<p>Ito na ang katapusan ng mga tagubilin sa inyong screen. Huwag magpatuloy hanggang sa sabihin sa inyong gawin ito.</p> <p>Nakasalungguhit ang ilang salita o parirala. Kung may nakita kayong anumang mga nakasalungguhit na salita o parirala, maaari ninyong buksan ang link para maipakita ang pop-up na glosaryo na magbibigay sa inyo ng depinisyon ng salita o parirala.</p> <p>Sa oras ng pagsusulit, itaas ang inyong kamay kung nahihirapan 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> <p>Sa oras na masiyasat ninyo ang inyong gawain sa seksyon na ito, itaas ang inyong kamay at bibilinan ko kayong mag-log out sa pagsusulit. Kokolektahin ko pagkatapos ang ticket sa pagsusulit ng estudyante at scratch paper. Kapag lumabas na kayo sa pagsusulit, hindi na kayo maaaring mag-log in muli.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

 Sabihin ang	<p>OPSYON A</p> <p>Pagkatapos ninyong isumite ang inyong mga sagot, maupo nang tahimik hanggang sa matapos ang seksyon.</p>
 Sabihin ang	<p>OPSYON B</p> <p>Pagkatapos ninyong isumite ang inyong mga sagot, idi-dismiss ko na kayo.</p>
 Sabihin ang	<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>


 Sabihin ang	<p>Mayroon ba kayong mga tanong?</p>
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Answer any questions.

Instructions for Starting the Test

 Sabihin ang	<p>Mag-scroll papunta sa ibaba ng screen. (I-pause.)</p> <p>Piliin ang “Start” na button. (I-pause.)</p> <p>Dapat nasa pagsusulit na kayo ngayon.</p>
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Pause to make sure all students are in the correct section.

 Sabihin ang Grade 3	<p>Mayroon kayong . . . (Piliin ang seksyon na pinapangasiwaan)</p> <p>Seksyon 1-3: 75 minuto</p> <p>. . . para makumpleto ang seksyon na ito. Ipapaalam ko sa inyo kapag 10 minuto na lang ang natitira sa inyo para tapusin ang pagsusulit.</p>
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 <p>Grades 4–8</p>	<p>Mayroon kayong . . . (Piliin ang seksyon na pinapangasiwaan)</p> <p>Seksyon 1-3: 90 minuto</p> <p>. . . para makumpleto ang seksyon na ito. Ipapaalam ko sa inyo kapag 10 minuto na lang ang natitira sa inyo para tapusin ang pagsusulit.</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>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>
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After taking a classroom break, be sure students are seated and device screens are visible:

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

	<p>Huminto na sa pagsagot. Nagtapos na ngayon ang oras ng pagsusulit.</p> <p>Piliin ang “Review” sa drop-down na menu sa kaliwang itaas na panig ng inyong pagsusulit.</p> <p>Mula sa “Review” menu, mag-scroll papunta sa ibaba at pindutin ang “End of Section.”</p> <p>Pindutin ang button na “Submit Final Answers”. Pagkatapos ay makikita ninyo ang mensaheng magtatanong ng “Papaalis na kayo ng seksyong ito at hindi na makakabalik pa sa oras na kayo ay mag-exit. Sigurado ba kayong gusto na ninyong umalis?”</p> <p>Para sa Section 1 at 2, Piliin ang “Submit” na button.</p> <p>Pindutin ang button na “Yes” para mag-exit sa seksyon.</p> <p>Para sa Section 3, Pindutin ang button na “Submit Final Answers”.</p> <p>Piliin ang button na “Yes, Submit Final Answers” para mag-exit sa test.</p> <p>Kokolektahin ko na ngayon ang ticket sa pagsusulit ng estudyante at 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.

