

4.11 Script for Administering Writing (CBT)

The administration script under Section 4.11.1 will be used for Grades 3-8 writing Learning Renewal Interim Assessments.

Test Administrators are required to adhere to the scripts provided in this manual for administering the Learning Renewal Interim 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.

4.11.1 Grades 3–8 Writing Computer-Based Assessment

Interim	Testing Time	Required Materials
Interim 3	Grades 3–8 (each test): Class Period or about 45 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper
End of Test 1 – Students Submit Final Answers		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Once the interim assessment is started, you cannot change the student's accommodation or assign them a new test. Refer to Section 6.0 for further instructions on how to check accessibility features and accommodations.

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Speak to your School Test Coordinator to determine who will complete this task prior to testing.

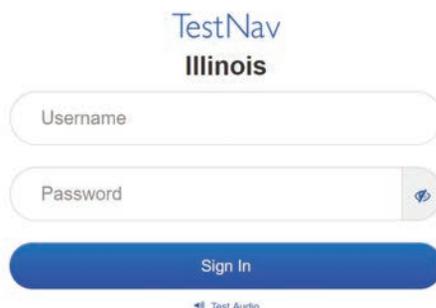
Test Administrators must make sure all testing devices are turned on and have the TestNav application open to the correct state (Illinois) (or follow your school/district instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section).

Checking Audio

Say

Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click To Test Audio.” Select the 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.

See below for a screenshot of the Test Audio function. Test Administrators should assist students with audio adjustments as needed.



Instructions for Logging In



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.



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.

STUDENT TESTING TICKET

Student: ELA GR THREE, MAIN I
State ID#: 999993717
Session: ELA03 GENERAL
Date of Birth: 2000-09-14
Test: Grade 03 ELA

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **Illinois** in the application.

Username: 0260202962 **Password:** 3f727c

(OPTIONAL) Local Testing Device ID: _____



Now, enter your Username as shown on the bottom of your ticket.

(Pause.)

Next, enter the Password as shown on your ticket.

(Pause.)

Now, select the “Sign In” button.

(Pause.)

Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for interim 3. You should see a “Welcome” screen.

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 their correct name on the login screen, sign out of the test and log the student back in with the correct student testing ticket.

Instructions for Administering All Learning Renewal Interim Assessments

Say	<p>Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Start Section” button until I tell you to do so.</p> <p>Today, you will take the interim 3 writing prompt. You will write a short paper to a prompt that will display on your screen.</p>
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Say	<p>This is the end of the testing directions. Do not go on until you are told to do so.</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 are finished, raise your hand and I will instruct you to log out of the test. I will then collect your student test ticket. 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 logged out of the test, sit quietly until the test has ended.</p>
	<p>OPTION B</p> <p>After you have logged out of the test, I will dismiss you.</p>
	<p>OPTION C</p> <p>After you have logged out of the test, you may read a book or other allowable materials until the test 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 Section” button.</p> <p>(Pause.)</p> <p>You should now begin the test.</p>
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Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Ensure students are logging out of TestNav as they complete the test (Section 4.8.1).
- Collect test materials as students complete testing (Section 4.8.2).
- 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, contact the Pearson call center.

Instructions for Ending the Test

When the students are finished:

- 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 **Completed** status for the test in PearsonAccess^{next}.
- 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.