



**2021-2022 Learning Renewal Interim  
Test Administrator Braille Scripts  
for Paper-Based Testing**

**Mathematics and Reading**

**The Test Administrator Braille Script must be used with the  
*Test Administrator Manual for Paper-Based Testing*.**

## Tasks for Test Administrators to Complete BEFORE Braille Testing

Refer to the *Learning Renewal Interim Test Administrator Manual* for more information on tasks to complete before testing.

- Test Administrators should ensure they have read the Braille Test Administrator Document and Answer Sheets found on: <https://il.mypearsonsupport.com/learningRenewalInterimResources/>
- The student will write answers using a braille writing device (e.g., braillewriter, braille note-taker, slate and stylus) or other method identified in his or her Individualized Education Program (IEP). These will be referred to as answer sheets in the scripts. The student should number his or her responses to be sure that his or her answers can be transcribed accurately into TestNav.
- Braille test booklets should not be disassembled or written in for testing.

Before students arrive for testing, do the following:

- Ensure that the room is a quiet testing environment for the student.
- Make sure you have the correct braille test booklets for your student to be tested.
- Do NOT write the student's name on the top of the test booklet.
- Verify you have the correct tactile graphics for mathematics and/or picture descriptions for ELA/literacy.
- Make sure that hand-held calculators are available for students on calculator items (refer to the *Test Administrator Manual* for guidelines on calculators).
- Make sure you have a list of the accommodations for the student testing and have received the proper training from your School Test Coordinator. Consult the *Learning Renewal Interim Accessibility Features and Accommodations Manual* for the list of available accessibility features and accommodations.
  - If the student needs a word-to-word dictionary as an accommodation, have these available or allow students to bring their own.

## Reminders for Test Administrators DURING Braille Testing

Refer to the *Learning Renewal Test Administrator Manual* for more information on tasks to complete during and after testing.

If a student starts a test and leaves school without finishing (e.g., due to illness, family emergency), he or she may be allowed to complete that test on a different day.

If you have questions regarding policy, security breaches, or irregularities, consult your School Test Coordinator.

Read only the bold instructions in each **SAY** box to students. Text that is outside the **SAY** boxes includes directions for Test Administrators to follow and should not be read to students. Refer to the *Test Administrator Manual* for guidance on redirecting students and clarifying directions during an administration. Test Administrators are permitted to clarify **only** scripted administration instructions after reading the script word-for-word. No passages or test items may be clarified.

## Reminders for Test Administrators AFTER Braille Testing

- If the student recorded his or her answers electronically, Test Administrators should print out a copy of the student's answer sheet or ink print the student's answers in braille.
- If the student recorded his or her answers using a computer or braille note-taker, be sure to delete the student's answer sheet file completely from the devices after the student has printed.

- If the student used any electronic scratch paper or made any electronic notes, ensure that these files are deleted.
- Braille test booklets should NOT be disassembled for testing.
- Answers must be transcribed into TestNav.

## Script for Administering Braille Mathematics and Reading

The script below will be used for Grades 3 - 8 mathematics and reading Learning Renewal Interim braille assessments.

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

### Grades 3–8 Mathematics and Reading Braille Assessment

Interim	Testing Time	Required Materials	Start Time	Stop Time
Interim 1, 2, or 3	Grades 3–8 (each test): Class Period or about 45 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Rulers or Protractor (Math Only)</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Test 1 - Submit Final Answers				

#### Instructions for Preparing to Test

<b>Say</b>	<b>Today, you are going to take Interim ____ (fill in the appropriate Interim) ____ (Fill in the appropriate content area) Test.</b>
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Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your Test Coordinator if you have questions regarding electronic devices.

<b>Say</b>	<b>Please sit quietly while I distribute the test materials.</b>
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Distribute scratch paper, braille writing device (e.g., braillewriter, braille note-taker, slate and stylus), and approved accessibility features/accommodations tools, if needed. Then, distribute test booklet.

Make sure that students do NOT write his or her name on all materials.

#### Instructions for Administering Braille Interim for Grades 3-8 Mathematics/Reading

<b>Say</b>	<p><b>Open your test booklet and follow along while I read the directions.</b></p> <p><b>Today, you will take Interim __ (fill in the appropriate Interim) of the Grade __ (Fill in the appropriate grade) ____ (fill in the appropriate content area) Test.</b></p> <p><b>Read each question. Then, follow the directions to answer each question.</b></p>
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<b>Say</b>	<p><b>This is the end of the directions in your test booklet.</b></p> <p><b>When you are finished, I will collect your test materials. Once I have collected your materials, you cannot get them back.</b></p>
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Read from OPTION A, B, or C below based on local policy.

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

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

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- 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 seems irregular, contact the Pearson call center.

### Instructions for Ending the Test

When the student is finished:

- Collect all test materials.
- 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.
- Answers must be transcribed into TestNav. Follow instructions in the test coordinator manual (5.2.2).

