

4.10 Script for Administering Science


4.10.1 All Grades – All Sections

The administration script under Section 4.11.1 will be used for all sections of the grades 5, 8, or 11 science test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the ISA. 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.


Section	Required Materials
Sections 1–3	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.2 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}. Additionally, the section must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the TestNav application (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). ***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).***

 <p>Diga</p>	<p>Hoy vas a hacer la evaluación de Ciencias.</p> <p>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 y 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.</p>
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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 Science Accessibility Features only)

 <p>Diga</p>	<p>Asegúrate de que tus auriculares estén conectados y colócatelos. En la pantalla, debajo del botón “Sign In” (Iniciar sesión), hay un enlace llamado “Test Audio” (Probar audio). Selecciona el enlace 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.</p>
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See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

Instructions for Logging In


Diga	<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.

Diga	<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	
Student:	Sample Student
State ID#:	123456789
Session:	Sample Session
Date of Birth:	2017-01-01
Test:	Grade 08 Science
<p>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.</p>	
<p>Select Illinois in the application.</p>	
Username:	1112223334 Password: 12ab34cd
<p>(OPTIONAL) Local Testing Device ID: _____</p> <p>.....</p>	

	<p>Ahora, ingresa tu Nombre de usuario como se muestra en la parte inferior de tu boleto. (Pausa).</p> <p>A continuación, ingresa la contraseña como se muestra en tu boleto. (Pausa).</p> <p>A continuación, presiona el botón “Sign In”. (Pausa).</p> <p>Busca tu nombre en la esquina superior derecha de la pantalla. Si el nombre que ves no es el tuyo, por favor, levanta la mano. Ahora deberías estar en la pantalla de Bienvenida. Presiona el botón “Start” (Comenzar).</p>
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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>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 __ del examen de Ciencias de __ grado (5.°, 8.° o 11.°, indicar el grado correspondiente).</p> <p>Lee cada pregunta. A continuación, sigue las instrucciones para responder cada pregunta. Si en una pregunta se te pide que muestres o expliques tu trabajo, deberás hacerlo para recibir el crédito completo. Escribe tu respuesta en el recuadro proporcionado en tu pantalla. Solo se calificarán las respuestas escritas dentro del recuadro de respuestas.</p> <p>Si no sabes la respuesta a alguna pregunta, puedes marcarla y pasar a la siguiente pregunta. Cuando termines la sección, podrás revisar tus respuestas y cualquier pregunta que hayas marcado ÚNICAMENTE en esta sección.</p>
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	<p>Aquí terminan las instrucciones para el examen. No sigas hasta que se te indique que lo hagas.</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>
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Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

Diga	OPCIÓN A Cuando hayas entregado tus respuestas, permanece sentado y en silencio hasta que finalice la sección.
	OPCIÓN B Cuando hayas entregado tus respuestas, te daré permiso para retirarte.
	OPCIÓN C Cuando hayas entregado tus respuestas, puedes leer un libro u otros materiales permitidos hasta que haya terminado la sección.

Diga	¿Tienes alguna pregunta?
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Answer any questions.

Instructions for Starting the Test

Diga	Desplázate hasta la parte inferior de la pantalla.
	(Pausa).
	Presiona el botón “Start” (Comenzar).
	(Pausa).
	A continuación, deberías estar en el examen.

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

Diga	Puedes comenzar a trabajar ahora.
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Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.6.1, as applicable, if any technology issues cause a disruption.
- Ensure students are logging out of TestNav as they complete the section (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, refer to Section 4.6.5.
- Ensure that any absent students are locked out of the section (Section 4.3).

Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each section.
- Individual restroom breaks during testing.

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:

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

Diga	Ahora puedes reanudar la prueba.
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Continue to actively proctor while students are testing.

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.