

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>Sabihi ang</p>	<p>Sa araw na ito, kukunin ninyo ang Science Assessment.</p> <p>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 bibigyan ng score ang inyong pagsusulit.</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>Sabihi ang</p>	<p>Siguraduhing nakasaksak sa device ang inyong headphones at isuot ang mga ito. Sa inyong screen, sa ibaba ng button na “Sign In” na button ay isang link na tinatawag na “Test Audio.” Pindutin ang 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.</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

	<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.

STUDENT TESTING TICKET

Student: Sample Student
 State ID#: 123456789
 Session: Sample Session
 Date of Birth: 2017-01-01
 Test: Grade 08 Science


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: 1112223334 Password: 12ab34cd


(OPTIONAL) Local Testing Device ID: _____


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 <p>Sabihin ang</p>	<p>Ngayon, ilagay ang inyong Username gaya ng ipinapakita sa ibaba ng inyong ticket. (I-pause.)</p> <p>Pagkatapos, ilagay ang Password gaya ng ipinapakita sa inyong ticket. (I-pause.)</p> <p>Ngayon, piliin ang button na “Sign In”. (I-pause.)</p> <p>Hanapin ang inyong pangalan sa kanang itaas na panig ng screen. Kung hindi sa inyo ang nakikita ninyong pangalan, pakitaas ang inyong kamay. Dapat ay nakarating na kayo ngayon sa “Welcome” na screen. Piliin ang “Start” na button.</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>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 __ ng Grade __ (grade 5, 8 o 11 — piliin ang angkop na grade level) Science Test.</p> <p>Basahin ang bawat tanong. Pagkatapos, sundin ang mga tagubilin para sagutin ang bawat tanong. Kung ibinilin sa inyo ng tanong na ipakita o ipaliwanag ang inyong gawain, kailangan ninyong gawin ito para matanggap ang buong credit. Ilagay ang inyong sagot sa kahon na ipinapakita sa inyong screen. Ang mga sagot lamang na ilalagay sa kahon ng sagot 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. Kapag natapos na ninyo ang seksyon, maaari ninyong i-review ang inyong mga sagot at anumang tanong na maaaring na-bookmark ninyo sa seksyon LANG na ito.</p>
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 <p>Sabihin ang</p>	<p>Ito na ang katapusan ng mga tagubilin para sa pagsusulit. Huwag magpatuloy hanggang sa sabihin sa inyong gawin ito.</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>
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Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

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


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

Instructions for Starting the Test

	<p>Mag-scroll papunta sa ibaba ng screen.</p> <p>(I-pause.)</p>
	<p>Piliin ang “Start” na button.</p> <p>(I-pause.)</p>
	<p>Dapat nasa pagsusulit na kayo ngayon.</p>

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

	<p>Maaari na kayong magsimula.</p>
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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:

Sabihin ang

Pakiusap na huminto at takpan o i-off ang inyong screen. Kukuha tayo ng tahimik na pahinga ng tatlong minuto. Hindi pinapayagan ang pagsasalita.

After taking a classroom break, be sure students are seated and device screens are visible:

Sabihin ang

Maaari na ninyong ituloy ang pagsusulit.

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.