

## 4.12 Script for Administering English Language Arts/Literacy (ELA/L)

The administration script under Section 4.12.1 will be used for all units for the ELA/L Test. On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the IAR 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 unit and are noted within the administration script.

### 4.12.1 Grades 3 – 8 ELA/Literacy – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 3: 75 Minutes Grades 4–8: 90 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	Grade 3: 75 Minutes Grades 4–8: 90 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 3 (if applicable)	Grade 3: 75 Minutes Grades 4–8: 90 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations.


Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the unit 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 below (under the Checking Audio Section). Make sure all headphones are plugged in prior to launching TestNav.

	<p>Sa araw na ito, kukunin ninyo ang English Language Arts/Literacy 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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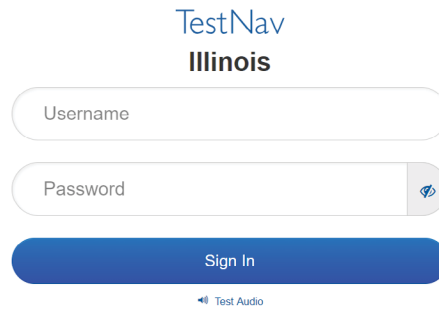
If a student raises his or her hand, collect the electronic device (or follow your school/district policy)

and store it until the unit 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

	<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 narinig 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 ipinamahagi ko ang inyong mga ticket sa pagsusulit ng estudyante at scratch paper. *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 07 English Language Arts/Literacy

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: \_\_\_\_\_

Sabihin ang

**Ngayon, ilagay ang inyong Username gaya ng ipinapakita sa ibaba ng inyong ticket.**

(I-pause.)

**Pagkatapos, ilagay ang Password gaya ng ipinapakita sa inyong ticket.**

(I-pause.)

**Ngayon, piliin ang button na “Sign In”.**

(I-pause.)

**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 button na “Start” para sa Unit \_\_ (punan ng angkop na unit number).**

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 Each Unit

Sabihin ang


**Sundan ako habang binabasa ko ang mga tagubilin sa screen. Maaaring kailangan ninyong gamitin ang scroll bar sa kanan para makasunod.**

**Sa araw na ito, kukunin ninyo ang Unit \_\_ (punan ng angkop na unit number) ng grade \_\_ (punan ng angkop na grade) English Language Arts/Literacy Test.**


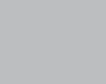
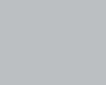
**Basahin ang bawat pangungusap at tanong. Pagkatapos, sundin ang mga tagubilin para sagutin ang bawat tanong.**


**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.**

**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>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 yunit 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).

	<p>OPSYON A</p> <p>Pagkatapos ninyong isumite ang inyong mga sagot, maupo nang tahimik hanggang sa matapos ang unit.</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 ibang pinapayagang materyal hanggang sa matapos ang unit.</p>


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

### Instructions for Starting the Test

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

	<p><b>Mayroon kayong . . .</b> (Piliin ang unit na pinapangasiwaan)</p> <p><b>Unit 1-3: 75 minuto</b></p> <p><b>Grade 3 . . . para makumpleto ang unit na ito. Ipapaalam ko sa inyo kapag 10 minuto na lang ang natitira sa inyo para tapusin ang pagsusulit.</b></p>
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<p><b>Sabihin ang</b></p> <p><b>Grades 4–8</b></p>	<p><b>Mayroon kayong . . .</b> (Piliin ang unit na pinapangasiwaan)</p> <p><b>Unit 1-3: 90 minuto</b></p> <p><b>. . . para makumpleto ang unit na ito. Ipapaalam ko sa inyo kapag 10 minuto na lang ang natitira sa inyo para tapusin ang pagsusulit.</b></p>
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Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

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.
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- 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 4.7.5.
- Ensure that any absent students are locked out of the unit (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 unit. 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 unit:

Sabihin ang	<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:

Sabihin ang	<p>Maaari na ninyong ituloy ang pagsusulit.</p>
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### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Sabihin ang	<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 Unit

When the unit time is finished, read the following optional SAY box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

**Sabihin ang**

**Stop working. Testing time has now ended.**

**Select the “Review” drop-down menu at the top left corner of your test.**

**From the “Review” menu, scroll to the bottom and select “End of Section.”**

**Select the “Submit Final Answers” button. You will then see a message that asks “You're about to leave this section and will not be able to return once you exit. Are you sure you want to leave?”**

**For Unit 2, Select the “Submit” button.**

**Select the “Yes” button to exit the unit.**

**For Unit 3, Select the “Submit Final Answers” button.**

**Select the “Yes, Submit Final Answers” button to exit the test.**

**I will now collect your student testing ticket and scratch paper.**

- 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 units.
- 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 unit 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 unit.