

## 4.11 Script for Administering Mathematics

### 4.11.1 Grades 3, 4, and 5 Mathematics – All Units

The administration script under Section 4.11.1 will be used for all units of the grades 3-5 mathematics 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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–3	Grades 3–5 (each unit): 60 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 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><b>Hoy vas a hacer la evaluación de Matemáticas.</b></p> <p><b>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 teléfonos celulares, 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.</b></p>
--	---

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 (for Mathematics Accessibility Features only)

	<p><b>Asegúrate de que tus auriculares estén conectados y colócatelos. En la pantalla, a continuación del botón “Sign In”, hay un enlace llamado “Test Audio”. Selecciona el enlace para asegurarte de que puedes oír con los auriculares y ajustar el volumen al nivel máximo. Puedes ajustar el volumen después de empezar el examen.</b></p>
--	---

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**

**Por favor, siéntate en silencio mientras distribuyo los boletos de exámenes para los alumnos y el papel borrador.**

**\*NO\* iniciar la sesión hasta que yo así lo indique.**

Distribute scratch paper, mathematics reference sheets (grade 5 only, if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP, ISP, or 504 plan, make sure the student receives the appropriate device.

**Diga**

**Ahora, mira tu boleto de exámenes para los alumnos y asegúrate de que tu nombre y tu apellido estén allí. Levanta la mano si no tienes \*TU\* boleto.**

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 Mathematics


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: 111223334 Password: 12ab34cd


(OPTIONAL) Local Testing Device ID: \_\_\_\_\_


.....

 <p><b>Diga</b></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”.</p>
--	---

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 Units

 <p><b>Diga</b></p>	<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 Unidad __ (indicar el número de unidad correspondiente) del examen de Matemáticas de __ grado (indicar el grado correspondiente, 3.º, 4.º o 5.º). No podrás usar una calculadora.</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. Si terminas temprano, puedes revisar tus respuestas y cualquier pregunta que hayas marcado.</p> <p>Si la pregunta incluye un recuadro de dibujos, puedes usarlo para agregar un dibujo que ayude a (3º grado: explicar) (4º y 5º grados: respaldar) tu(s) respuesta(s). Se puntuará cualquier trabajo o dibujo que se incluya en el recuadro de dibujos.</p>
--	--

 <p><b>Diga</b></p>	<p>Aquí terminan las instrucciones para el examen. No sigas hasta que se te avise 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>
--	---

Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

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

<b>Diga</b>	<b>¿Tienes alguna pregunta?</b>
-------------	---------------------------------

Answer any questions.

#### Instructions for Starting the Test

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

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

<b>Diga</b>	<b>Tendrás 60 minutos para completar esta unidad. Además, te avisaré cuando falten 10 minutos para terminar el examen.</b> <b>Puedes comenzar a trabajar ahora.</b>
-------------	--

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.
- Ensure students are 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:

<b>Diga</b>	<b>Detente y cubre o apaga tu pantalla. Tomaremos un descanso silencioso de estiramiento de tres minutos. No se permite hablar.</b>
-------------	---

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

<b>Diga</b>	<b>Ahora puedes reanudar la prueba.</b>
-------------	---

### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

<b>Diga</b>	<b>Quedan 10 minutos.</b>
-------------	---------------------------

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.)

**Diga**

**Deja de trabajar. Ha terminado el tiempo para el examen.**

**Selecciona el menú desplegable “Review” en la esquina superior izquierda de tu examen.**

**Desde el menú “Review”, desplázate hacia abajo y selecciona “End of Section”.**

**Para las Unidades 1 y 2: Presiona el botón “Submit”.**

**Selecciona el botón “Yes” para salir de la unidad.**

**Para la Unidad 3, selecciona el botón “Submit Final Answers”. Selecciona el botón “Yes, Submit Final Answers”.**

**Ahora, recogeré tu Boleto de examen para el alumno y el papel borrador.**

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.

### 4.11.2 Grades 6 and 7 Mathematics – Unit 1

The administration script under Section 4.11.2 will be used for Unit 1 of the grades 6 and 7 mathematics test. Refer to Section 4.11.4 for the administration script for Unit 2 and Unit 3. The administration script for Unit 1 of the grade 8 mathematics assessments can be found in Section 4.11.3.

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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: <ul style="list-style-type: none"> <li>• Non-Calculator Section</li> <li>• Students Submit Section</li> <li>• Calculator Section</li> </ul>	Grades 6 and 7: 60 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 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>Hoy vas a hacer la evaluación de Matemáticas.</p> <p><b>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 teléfonos celulares, 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.</b></p>
--	--

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 (for Mathematics Accessibility Features only)

	<p><b>Asegúrate de que tus auriculares estén conectados y colócatelos. En la pantalla, a continuación del botón “Sign In”, hay un enlace llamado “Test Audio”. Selecciona el enlace para asegurarte de que puedes oír con los auriculares y ajustar el volumen al nivel máximo. Puedes ajustar el volumen después de empezar el examen.</b></p>
--	---

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><b>Por favor, siéntate en silencio mientras distribuyo los boletos de exámenes para los alumnos y el papel borrador.</b></p> <p><b>*NO* iniciar la sesión hasta que yo así lo indique.</b></p>
--	---

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP, ISP, or 504 plan, make sure the student receives the appropriate device.

	<p><b>Ahora, mira tu boleto de exámenes para los alumnos y asegúrate de que tu nombre y tu apellido estén allí. Levanta la mano si no tienes *TU* boleto.</b></p>
--	---

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.

<b>STUDENT TESTING TICKET</b>	
Student:	Sample Student
State ID#:	123456789
Session:	Sample Session
Date of Birth:	2017-01-01
Test:	Grade 07 Mathematics
<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>	



Diga

Ahora, ingresa tu Nombre de usuario como se muestra en la parte inferior de tu boleto.

(Pausa).

A continuación, ingresa la contraseña como se muestra en tu boleto.

(Pausa).

A continuación, presiona el botón "Sign In".

(Pausa).

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" de la Unidad 1.

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 Unit 1

Diga

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.

Hoy realizarás la Unidad 1 del examen de Matemáticas del grado \_\_ (6.º o 7.º elija el nivel apropiado). La Unidad 1 tiene dos secciones. En la primera sección, no está permitido usar calculadora. En la segunda sección, está permitido usar calculadora. Una vez que comiences a trabajar en la sección con calculadora, no podrás regresar a la primera sección del examen. Deberás completar las secciones sin calculadora y con calculadora de la Unidad 1 dentro del tiempo asignado.

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.

Si no sabes la respuesta a alguna pregunta, puedes marcarla y pasar a la siguiente pregunta. Cuando termines la primera sección, podrás revisar tus respuestas y las preguntas que hayas marcado **\*ÚNICAMENTE\*** en esta sección. Una vez que hayas revisado tus respuestas, continúa a la sección con calculadora, enviando las respuestas de la primera sección. Si necesitas ayuda para pasar a la sección con calculadora, levanta la mano.

Diga

**OPCIONAL PARA EL USO DE CALCULADORAS DE MANO:** Levanta la mano para recibir tu calculadora cuando estés listo para pasar a la sección con calculadora.

<b>Diga</b>	<p>Este es el final de las instrucciones en tu pantalla. No sigas hasta que se te avise 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> <p>Una vez que hayas revisado tu trabajo en la sección con calculadora, levanta la mano y te daré las instrucciones para desconectarte del examen. Luego, recogeré tu boleto de examen para el alumno y el papel borrador. Una vez que hayas salido del examen, no podrás volver a ingresar.</p>
-------------	--

Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

<b>Diga</b>	<p>OPCIÓN A</p> <p>Quando hayas entregado tus respuestas, permanece sentado y en silencio hasta que finalice la unidad.</p>
<b>Diga</b>	<p>OPCIÓN B</p> <p>Quando hayas entregado tus respuestas, te daré permiso para retirarte.</p>
<b>Diga</b>	<p>OPCIÓN C</p> <p>Quando hayas entregado tus respuestas, puedes leer un libro u otros materiales permitidos hasta que haya terminado la unidad.</p>

<b>Diga</b>	<p>¿Tienes alguna pregunta?</p>
-------------	---------------------------------

Answer any questions.

#### Instructions for Starting the Test

<b>Diga</b>	<p>Desplázate hasta la parte inferior de la pantalla.</p> <p>(Pausa).</p> <p>Presiona el botón “Start”.</p> <p>(Pausa).</p> <p>A continuación, deberías estar en el examen.</p>
-------------	---

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

<b>Diga</b>	<p>Tienes 60 minutos para completar las secciones con calculadora y sin calculadora de esta unidad. Cuando queden 20 minutos de tiempo de examen, te recordaré que pases a la sección con calculadora si aún no lo has hecho. Además, te avisaré cuando falten 10 minutos para terminar el examen.</p> <p>Puedes comenzar a trabajar ahora.</p>
-------------	---

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.
- If you are assisting students and see “Submit Section” or “Start Section” on the TestNav screen, this means that the student is ready to transition into the calculator section. Ensure students are moving on to the calculator section. When the non-calculator section is complete, students will need to “Submit Section” in order to move on to the calculator section and log out of TestNav as they complete the unit (Section 4.9.1).
- Distribute grade-appropriate/accommodation-appropriate calculators (if using hand-held calculators) when students complete the non-calculator section (refer to Section 4.2 for more information).
- Ensure students are 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:

<b>Diga</b>	<b>Detente y cubre o apaga tu pantalla. Tomaremos un descanso silencioso de estiramiento de tres minutos. No se permite hablar.</b>
-------------	---

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

<b>Diga</b>	<b>Ahora puedes reanudar la prueba.</b>
-------------	---

**Instructions for When 20 Minutes of Unit Time Remain**

When 20 minutes of unit time remain,

	<p><b>Quedan 20 minutos. Recuerden que las secciones con calculadora y sin calculadora deben completarse en ese tiempo.</b></p>
--	---

**Instructions for When 10 Minutes of Unit Time Remain**

When 10 minutes of unit time remain,

	<p><b>Quedan 10 minutos.</b></p>
--	----------------------------------

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.)

	<p><b>Deja de trabajar. Ha terminado el tiempo para el examen.</b></p> <p><b>Selecciona el menú desplegable “Review” en la esquina superior izquierda de tu examen.</b></p> <p><b>Desde el menú “Review”, desplázate hacia abajo y selecciona “End of Section”.</b></p> <p><b>Presiona el botón “Submit”.</b></p> <p><b>Selecciona el botón “Yes” para salir de la unidad.</b></p> <p><b>Ahora, recogeré tu Boleto de examen para el alumno y el papel borrador.</b></p>
--	--

- 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.

### 4.11.3 Grade 8 Mathematics – Unit 1

The administration script under Section 4.11.3 will be used for Unit 1 of the grade 8 mathematics test. Refer to Section 4.11.4 for the administration script for Unit 2 and Unit 3 of the grade 8 mathematics 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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: Non-Calculator	Grade 8: 60 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		

Grade 8  
Mathematics  
Unit 1

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 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><b>Hoy vas a hacer la evaluación de Matemáticas.</b></p> <p><b>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 teléfonos celulares, 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.</b></p>
--	---

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 (for Mathematics Accessibility Features only)

	<p><b>Asegúrate de que tus auriculares estén conectados y colócatelos. En la pantalla, a continuación del botón “Sign In”, hay un enlace llamado “Test Audio”. Selecciona el enlace para asegurarte de que puedes oír con los auriculares y ajustar el volumen al nivel máximo. Puedes ajustar el volumen después de empezar el examen.</b></p>
--	---

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><b>Por favor, siéntate en silencio mientras distribuyo los boletos de exámenes para los alumnos y el papel borrador.</b></p> <p><b>*NO* iniciar la sesión hasta que yo así lo indique.</b></p>
--	---

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP, ISP, or 504 plan, make sure the student receives the appropriate device.

	<p><b>Ahora, mira tu boleto de exámenes para los alumnos y asegúrate de que tu nombre y tu apellido estén allí. Levanta la mano si no tienes *TU* boleto.</b></p>
--	---


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.


<b>STUDENT TESTING TICKET</b>	
Student:	Sample Student
State ID#:	123456789
Session:	Sample Session
Date of Birth:	2017-01-01
Test:	Grade 07 Mathematics
<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
(OPTIONAL) Local Testing Device ID:	_____
<p>-----</p>	

 <p><b>Diga</b></p>	<p><b>Ahora, ingresa tu Nombre de usuario como se muestra en la parte inferior de tu boleto.</b> (Pausa).</p> <p><b>A continuación, ingresa la contraseña como se muestra en tu boleto.</b> (Pausa).</p> <p><b>A continuación, presiona el botón “Sign In”.</b> (Pausa).</p> <p><b>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” de la Unidad 1.</b></p>
--	--

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 Unit 1

 <p><b>Diga</b></p>	<p><b>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.</b></p> <p><b>Hoy se evaluarán tus conocimientos de la Unidad 1 del Examen de matemáticas de 8.º grado. No podrás usar una calculadora.</b></p> <p><b>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.</b></p> <p><b>Si no sabes la respuesta a alguna pregunta, puedes marcarla y pasar a la siguiente pregunta. Si terminas temprano, puedes revisar tus respuestas y cualquier pregunta que hayas marcado.</b></p>
--	--

 <p><b>Diga</b></p>	<p><b>Este es el final de las instrucciones en tu pantalla. No sigas hasta que se te avise que lo hagas.</b></p> <p><b>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.</b></p>
--	---

Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

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

<b>Diga</b>	<b>¿Tienes alguna pregunta?</b>
-------------	---------------------------------

Answer any questions.

### Instructions for Starting the Test

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

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

<b>Diga</b>	<b>Tendrás 60 minutos para completar esta unidad. Además, te avisaré cuando falten 10 minutos para terminar el examen.</b> <b>Puedes comenzar a trabajar ahora.</b>
-------------	--

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.
- Ensure students are 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:

<b>Diga</b>	<b>Detente y cubre o apaga tu pantalla. Tomaremos un descanso silencioso de estiramiento de tres minutos. No se permite hablar.</b>
-------------	---

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

<b>Diga</b>	<b>Ahora puedes reanudar la prueba.</b>
-------------	---

### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

<b>Diga</b>	<b>Quedan 10 minutos.</b>
-------------	---------------------------

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.)

Diga

Deja de trabajar. Ha terminado el tiempo para el examen.

Selecciona el menú desplegable “Review” en la esquina superior izquierda de tu examen.

Desde el menú “Review”, desplázate hacia abajo y selecciona “End of Section”.

Presiona el botón “Submit”.

Selecciona el botón “Yes” para salir de la unidad.

Ahora, recogeré tu Boleto de examen para el alumno y el papel borrador.

- 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.

#### 4.11.4 Grades 6, 7, and 8 Mathematics – Units 2 and 3

The administration script under Section 4.11.4 will be used for Unit 2 and Unit 3 of the grades 6, 7, and 8 mathematics test. The administration script for Unit 1 of the grades 6 and 7 mathematics assessments can be found in Section 4.11.2. The administration script for Unit 1 of the grade 8 mathematics assessments can be found in Section 4.11.3.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2 and 3	Grades 6–8: 60 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). **\*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).\***

Grades 6, 7, and 8  
Mathematics  
Units 2 and 3

	<p>Hoy vas a hacer la evaluación de Matemáticas.</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 teléfonos celulares, 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>
--	---

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 (for Mathematics Accessibility Features only)

	<p>Asegúrate de que tus auriculares estén conectados y colócatelos. En la pantalla, a continuación del botón “Sign In”, hay un enlace llamado “Test Audio”. Selecciona el enlace para asegurarte de que puedes oír con los auriculares y ajustar el volumen al nivel máximo. Puedes ajustar el volumen después de empezar el examen.</p>
--	--

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**

**Por favor, siéntate en silencio mientras distribuyo los boletos de exámenes para los alumnos y el papel borrador.**

**\*NO\* iniciar la sesión hasta que yo así lo indique.**

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP, ISP, or 504 plan, make sure the student receives the appropriate device.

**Diga**

**Ahora, mira tu boleto de exámenes para los alumnos y asegúrate de que tu nombre y tu apellido estén allí. Levanta la mano si no tienes \*TU\* boleto.**

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: \_\_\_\_\_

 <p><b>Diga</b></p>	<p><b>Ahora, ingresa tu Nombre de usuario como se muestra en la parte inferior de tu boleto.</b> (Pausa).</p> <p><b>A continuación, ingresa la contraseña como se muestra en tu boleto.</b> (Pausa).</p> <p><b>A continuación, presiona el botón "Sign In".</b> (Pausa).</p> <p><b>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. Selecciona el botón "Start" para la Unidad __ (indicar el número de unidad correspondiente).</b></p>
--	---

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

 <p><b>Diga</b></p>	<p><b>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.</b></p> <p><b>Hoy vas a hacer la Unidad __ (indicar el número de unidad correspondiente) del examen de Matemáticas de __ grado (indicar el grado correspondiente). Podrás usar una calculadora. Hay una calculadora disponible en la barra de herramientas.</b></p> <p><b>Lee cada pregunta. A continuación, sigue las instrucciones para responder cada pregunta.</b></p> <p><b>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.</b></p> <p><b>Si no sabes la respuesta a alguna pregunta, puedes marcarla y pasar a la siguiente pregunta. Si terminas temprano, puedes revisar tus respuestas y cualquier pregunta que hayas marcado.</b></p>
--	--

 <p><b>Diga</b></p>	<p><b>Este es el final de las instrucciones en tu pantalla. No sigas hasta que se te avise que lo hagas.</b></p> <p><b>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.</b></p> <p><b>Una vez que hayas revisado tu trabajo en esta unidad, levanta la mano y te daré las instrucciones para desconectarte del examen. Luego, recogeré tu boleto de examen para el alumno y el papel borrador. Una vez que hayas salido del examen, no podrás volver a ingresar.</b></p>
--	--

**Grades 6, 7, and 8  
Mathematics  
Units 2 and 3**

Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

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

<b>Diga</b>	<b>¿Tienes alguna pregunta?</b>
-------------	---------------------------------

Answer any questions.

#### Instructions for Starting the Test

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

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

<b>Diga</b>	<b>Tendrás 60 minutos para completar esta unidad. Te avisaré cuando falten 10 minutos para terminar el examen.</b> <b>Puedes comenzar a trabajar ahora.</b>
-------------	--

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.
- 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).
- 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).

### 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:

<b>Diga</b>	<b>Detente y cubre o apaga tu pantalla. Tomaremos un descanso silencioso de estiramiento de tres minutos. No se permite hablar.</b>
-------------	---

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

<b>Diga</b>	<b>Ahora puedes reanudar la prueba.</b>
-------------	---

### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

<b>Diga</b>	<b>Quedan 10 minutos.</b>
-------------	---------------------------

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 another unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

**Diga**

Deja de trabajar. Ha terminado el tiempo para el examen.

Selecciona el menú desplegable “Review” en la esquina superior izquierda de tu examen.

Desde el menú “Review”, desplázate hacia abajo y selecciona “End of Section”.

Selecciona el botón “Submit Final Answers”. Luego verás un mensaje que te pregunta: “You're about to leave this section and will not be able to return once you exit. Are you sure you want to leave?”

Para la Unidad 2, selecciona el botón “Submit”.

Selecciona el botón “Yes” para salir de la unidad.

Para la Unidad 3, selecciona el botón “Submit Final Answers”.

Selecciona el botón “Yes, Submit Final Answers”.

Ahora, recogeré tu Boleto de examen para el alumno y el papel borrador.

- 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.