

## 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).\***

朗读

今天，你将参加数学评估。

你的桌面上除了考试设备外不能有任何电子设备。不允许打电话，发短信，拍照和浏览互联网。如果你现在有任何未经批准的电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。

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)

朗读

确保你的耳机已插入并戴上。在你屏幕上的“Sign In”按钮下面有一个名为“Test Audio”的链接。选择该链接，确保你可以通过耳机收听，然后将音量调到最大。可以在考试开始后调节音量。

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

### Instructions for Logging In

在我分发你们的学生准考证和草稿纸时，请安静地坐在原位。  
在我告诉你登录之前，请\*勿\*登录。

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.

现在，看看你的学生准考证，并确保上面有你的名和姓。如果你没有收到\*自己的\*准考证，请举手。

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: 1112223334 Password: 12ab34cd  
 (OPTIONAL) Local Testing Device ID: \_\_\_\_\_

.....

	<p>现在，请输入你考试单底部显示的用户名。</p> <p>（暂停。）</p> <p>接下来，请输入你考试单上显示的密码。</p> <p>（暂停。）</p> <p>现在，请选择“Sign In”按钮。</p> <p>（暂停。）</p> <p>在屏幕的右上角找到你的姓名。如果你看到的不是自己的姓名，请举手。你现在看到的应该是“Welcome”屏幕。选择“Start”按钮。</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 Units

	<p>在我阅读屏幕上的说明时跟随操作。你可能需要使用右侧的滚动条跟随操作。</p> <p>今天，你将参加__年级（选择适当年级：3、4或5年级）的第__单元（填写适当单元）的数学考试。你将不能使用计算器。</p> <p>阅读每个问题。然后，按照说明回答每个问题。如果某个问题要求你展示或解释你的答题，你必须这样做才能获得完整满分。在屏幕上提供的框中输入你的答案。只有输入到答案方框中的答案才能得分。</p> <p>如果你不知道某个问题的答案，你可以给它加书签，然后继续下一个问题。如果你提前完成，可以审查你的答案以及你可能已加书签的任何问题。</p> <p>如果该问题配有绘图框，您可以使用它添加图形来帮助（3年级：解释）（4年级和5年级：支持）您的答案。在绘图框中输入的任何作品或图形都将得分。</p>
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	<p>考试说明到此结束。在被告知继续之前，请勿继续。</p> <p>在考试过程中，如果你遇到考试设备方面的困难，请举手，以便我可以协助你。考试期间，我无法在试题或在线工具方面帮助你。</p>
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Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

	选项A 在你提交答案后，请安静地坐在那里，直到本单元结束。
	选项B 在你提交答案后，我会让你离开。
	选项C 在你提交答案后，你可以阅读一本书或所允许的其他材料，直到本单元结束。

	你有什么问题吗？
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Answer any questions.

### Instructions for Starting the Test

	滚动到屏幕底部。 （暂停。） 选择“Start”按钮。 （暂停。） 现在，你应该在参加考试。
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Pause to make sure all students are in the correct unit.

	你将有60分钟时间完成本单元考试。当你的考试时间剩下10分钟时，我也会告诉你。 现在，你可以开始答题了。
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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.
- 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:

	<p>请停止，然后遮盖或关闭屏幕。我们将安静地休息三分钟，做伸展运动。不允许说话。</p>
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After taking a classroom break, be sure students are seated and device screens are visible:

	<p>现在，你们可以恢复考试了。</p>
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### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

	<p>你还剩下10分钟。</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.)

朗读

停止答题。考试时间现已结束。

选择考试左上角的“Review”下拉菜单。

从“Review”菜单中，滚动到底部，然后选择“End of Section”。

对于第1和2单元：选择“Submit”按钮。

选择“Yes”按钮，退出本单元。

对于第3单元，请选择“Submit Final Answers”按钮。选择“Yes, Submit Final Answers”按钮。

现在，我会收回你的学生准考证和草稿纸。

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).\***

朗读

今天，你将参加数学评估。

你的桌面上除了考试设备外不能有任何电子设备。不允许打电话，发短信，拍照和浏览互联网。如果你现在有任何未经批准的电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。

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)

朗读

确保你的耳机已插入并戴上。在你屏幕上的“Sign In”按钮下面有一个名为“Test Audio”的链接。选择该链接，确保你可以通过耳机收听，然后将音量调到最大。可以在考试开始后调节音量。

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

### Instructions for Logging In



在我分发你们的学生准考证和草稿纸时，请安静地坐在原位。  
在我告诉你登录之前，请\*勿\*登录。

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.



现在，看看你的学生准考证，并确保上面有你的名和姓。如果你没有收到\*自己的\*准考证，请举手。

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: 1112223334 Password: 12ab34cd

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



朗读

现在，请输入你考试单底部显示的用户名。

（暂停。）

接下来，请输入你考试单上显示的密码。

（暂停。）

现在，请选择“Sign In”按钮。

（暂停。）

在屏幕的右上角找到你的姓名。如果你看到的不是自己的姓名，请举手。你现在看到的应该是“Welcome”屏幕。选择第1单元的“Start”按钮。

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

朗读

在我阅读屏幕上的说明时跟随操作。你可能需要使用右侧的滚动条跟随操作。

今天，你将参加\_\_年级（选择适当年级：6或7）第1单元的数学考试。第1单元包括两个部分。在第一部分中，你不能使用计算器。在第二部分中，你可以使用计算器。你在开始进行计算器部分后，将不允许返回考试的第一部分。你必须在允许的的时间内完成第1单元的非计算器和计算器两个部分。

阅读每个问题。然后，按照说明回答每个问题。

如果某个问题要求你展示或解释你的答题，你必须这样做才能获得完整满分。在屏幕上提供的框中输入你的答案。只有输入到答案方框中的答案才能得分。

如果你不知道某个问题的答案，你可以给它加书签，然后继续下一个问题。当你完成第一部分时，你\*只能\*审查本部分中的答案或可能已加书签的任何问题。你审查完自己的答案后，通过提交第一部分的答案继续进入计算器部分。如果你在继续进入计算器部分方面需要帮助，请举手。

朗读

如果使用手持式计算器，可选内容如下所述：当你准备好进入计算器部分时，请举手，收到你的计算器。

朗读

你的屏幕上说明到此结束。在被告知继续之前，请勿继续。

在考试过程中，如果你遇到考试设备方面的困难，请举手，以便我可以协助你。考试期间，我无法在试题或在线工具方面帮助你。

当你检查完计算器部分后，请举手，我会指导你退出考试。然后，我会收回你的学生准考证和草稿纸。你一旦退出考试，就无法再次登录。

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

朗读

选项A

在你提交答案后，请安静地坐在那里，直到本单元结束。

选项B

在你提交答案后，我会让你离开。

选项C

在你提交答案后，你可以阅读一本书或所允许的其他材料，直到本单位结束。

朗读

你有什么问题吗？

Answer any questions.

### Instructions for Starting the Test

朗读

滚动到屏幕底部。

（暂停。）

选择“Start”按钮。

（暂停。）

现在，你应该在参加考试。

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

朗读

你将有60分钟来完成本单元中的非计算器部分和计算器部分。当考试时间剩下20分钟时，如果你还没有进入计算器部分，我会提醒你进入。当你的考试时间剩下10分钟时，我也会告诉你。

现在，你可以开始答题了。

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:

朗读

请停止，然后遮盖或关闭屏幕。我们将安静地休息三分钟，做伸展运动。不允许说话。

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

朗读

现在，你们可以恢复考试了。

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

When 20 minutes of unit time remain,

	<p>你还剩下20分钟。提醒一句，必须在此时间内完成非计算器和计算器两个部分。</p>
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### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

	<p>你还剩下10分钟。</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.)

	<p>停止答题。考试时间现已结束。</p> <p>选择考试左上角的“Review”下拉菜单。</p> <p>从“Review”菜单中，滚动到底部，然后选择“End of Section”。</p> <p>选择“Submit”按钮。</p> <p>选择“Yes”按钮，退出本单元。</p> <p>现在，我会收回你的学生准考证和草稿纸。</p>
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- 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>今天，你将参加数学评估。</p> <p>你的桌面上除了考试设备外不能有任何电子设备。不允许打电话，发短信，拍照和浏览互联网。如果你现在有任何未经批准的电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</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 (for Mathematics Accessibility Features only)

	<p>确保你的耳机已插入并戴上。在你屏幕上的“Sign In”按钮下面有一个名为“Test Audio”的链接。选择该链接，确保你可以通过耳机收听，然后将音量调到最大。可以在考试开始后调节音量。</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.

TestNav  
Illinois

Test Audio

### Instructions for Logging In

在我分发你们的学生准考证和草稿纸时，请安静地坐在原位。  
在我告诉你登录之前，请\*勿\*登录。

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.

现在，看看你的学生准考证，并确保上面有你的名和姓。如果你没有收到\*自己的\*准考证，请举手。

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: 1112223334 Password: 12ab34cd  
 (OPTIONAL) Local Testing Device ID: \_\_\_\_\_

-----

朗读

现在，请输入你考试单底部显示的用户名。

（暂停。）

接下来，请输入你考试单上显示的密码。

（暂停。）

现在，请选择“Sign In”按钮。

（暂停。）

在屏幕的右上角找到你的姓名。如果你看到的不是自己的姓名，请举手。你现在看到的应该是“Welcome”屏幕。选择第1单元的“Start”按钮。

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

朗读

在我阅读屏幕上的说明时跟随操作。你可能需要使用右侧的滚动条跟随操作。

今天，你将参加8年级数学考试的第1单元。你将不能使用计算器。

阅读每个问题。然后，按照说明回答每个问题。如果某个问题要求你展示或解释你的答题，你必须这样做才能获得完整满分。在屏幕上提供的框中输入你的答案。只有输入到答案方框中的答案才能得分。

如果你不知道某个问题的答案，你可以给它加书签，然后继续下一个问题。如果你提前完成，可以审查你的答案以及你可能已加书签的任何问题。

朗读

你的屏幕上说明到此结束。在被告知继续之前，请勿继续。

在考试过程中，如果你遇到考试设备方面的困难，请举手，以便我可以协助你。考试期间，我无法在试题或在线工具方面帮助你。

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

	选项A 在你提交答案后，请安静地坐在那里，直到本单元结束。
	选项B 在你提交答案后，我会让你离开。
	选项C 在你提交答案后，你可以阅读一本书或所允许的其他材料，直到本单元结束。

	你有什么问题吗？
--	----------

Answer any questions.

### Instructions for Starting the Test

	滚动到屏幕底部。 （暂停。） 选择“Start”按钮。 （暂停。） 现在，你应该在参加考试。
--	--

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

	你将有60分钟时间完成本单元考试。当你的考试时间剩下10分钟时，我也会告诉你。 现在，你可以开始答题了。
--	---

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:

	请停止，然后遮盖或关闭屏幕。我们将安静地休息三分钟，做伸展运动。不允许说话。
--	--

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

	现在，你们可以恢复考试了。
--	---------------

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

When 10 minutes of unit time remain,

	你还剩下10分钟。
--	-----------

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.)

朗读

停止答题。考试时间现已结束。

选择考试左上角的“Review”下拉菜单。

从“Review”菜单中，滚动到底部，然后选择“End of Section”。

选择“Submit”按钮。

选择“Yes”按钮，退出本单元。

现在，我会收回你的学生准考证和草稿纸。

- 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).\***

	<p>今天，你将参加数学评估。</p> <p>你的桌面上除了考试设备外不能有任何电子设备。不允许打电话，发短信，拍照和浏览互联网。如果你现在有任何未经批准的电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</p>
--	---

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

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>确保你的耳机已插入并戴上。在你屏幕上的“Sign In”按钮下面有一个名为“Test Audio”的链接。选择该链接，确保你可以通过耳机收听，然后将音量调到最大。可以在考试开始后调节音量。</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>在我分发你们的学生准考证和草稿纸时，请安静地坐在原位。 在我告诉你登录之前，请*勿*登录。</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>现在，看看你的学生准考证，并确保上面有你的名和姓。如果你没有收到*自己的*准考证，请举手。</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 English Language Arts/Literacy
<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>	

朗读

现在，请输入你考试单底部显示的用户名。

（暂停。）

接下来，请输入你考试单上显示的密码。

（暂停。）

现在，请选择“Sign In”按钮。

（暂停。）

在屏幕的右上角找到你的姓名。如果你看到的不是自己的姓名，请举手。你现在看到的应该是“Welcome”屏幕。选择第\_\_单元（填写适当的单元号）的“Start”按钮。

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

朗读

在我阅读屏幕上的说明时跟随操作。你可能需要使用右侧的滚动条跟随操作。

今天，你将参加\_\_（填写适当年级）第\_\_单元（填写适当单元号码）的数学考试。你将能够使用计算器。在工具栏中提供了一个计算器供你使用。

阅读每个问题。然后，按照说明回答每个问题。

如果某个问题要求你展示或解释你的答题，你必须这样做才能获得完整满分。在屏幕上提供的框中输入你的答案。只有输入到答案方框中的答案才能得分。

如果你不知道某个问题的答案，你可以给它加书签，然后继续下一个问题。如果你提前完成，可以审查你的答案以及你可能已加书签的任何问题。

朗读

你的屏幕上说明到此结束。在被告知继续之前，请勿继续。

在考试过程中，如果你遇到考试设备方面的困难，请举手，以便我可以协助你。考试期间，我无法在试题或在线工具方面帮助你。

一旦你检查完了本单元的答题，请举手，我会指导你退出考试。然后，我会收回你的学生准考证和草稿纸。你一旦退出考试，就无法再次登录。

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

	选项A 在你提交答案后，请安静地坐在那里，直到本单元结束。
	选项B 在你提交答案后，我会让你离开。
	选项C 在你提交答案后，你可以阅读一本书或所允许的其他材料，直到本单位结束。

	你有什么问题吗？
--	----------

Answer any questions.

### Instructions for Starting the Test

	滚动到屏幕底部。 （暂停。） 选择“Start”按钮。 （暂停。） 现在，你应该在参加考试。
--	--

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

	你将有60分钟时间完成本单元考试。当考试时间剩下10分钟时，我会提示你。 现在，你可以开始答题了。
--	--

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:

	请停止，然后遮盖或关闭屏幕。我们将安静地休息三分钟，做伸展运动。不允许说话。
--	--

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

	现在，你们可以恢复考试了。
--	---------------

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

When 10 minutes of unit time remain,

	你还剩下10分钟。
--	-----------

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.)

朗读

停止答题。考试时间现已结束。

选择考试左上角的“Review”下拉菜单。

从“Review”菜单中，滚动到底部，然后选择“End of Section”。

选择“Submit Final Answers”按钮。然后，你将看到一条消息，询问“You’re about to leave this section and will not be able to return once you exit. Are you sure you want to leave?”

对于第2单元，请选择“Submit”按钮。

选择“Yes”按钮，退出本单元。

对于第3单元，请选择“Submit Final Answers”按钮。

选择“Yes, Submit Final Answers”按钮，退出考试。

现在，我会收回你的学生准考证和草稿纸。

- 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.