



**2024 Test Administrator Large Print Scripts
for Paper-Based Testing**

Science

Tasks for Test Administrators to Complete BEFORE Large Print Testing

Refer to Section 3.0 of the *Test Administrator Manual* for more information on tasks to complete before testing.

Note:

- Students will circle their answers in the Large Print Test Booklets. For constructed response items, students will write their answers on the lines provided in their Large Print Test Booklets. All student responses must be transcribed into TestNav and follow the transcription policy. **Failure to transcribe student responses from the test booklet into TestNav will result in the student not receiving a valid scale score.**
- Throughout the scripts, there are several instances which instruct Test Administrators to demonstrate an activity. Ensure that this is done where it is visible for each student (e.g., on the board or near the student).

Before students arrive for each unit, do the following:

- Ensure that the testing room is prepared as described in Sections 2.3 and 3.4 of the *Test Administrator Manual*.
- Make sure you have the correct test booklets for your group to be tested.
- For science units, ensure that you have sufficient calculators for students.
- Make sure you have a list of the accommodations for the students testing, consult the plan established in **Appendix A** of the *Accessibility Features and Accommodations Manual*.
 - If the students in your group require a Human Reader, follow the protocol outlined in **Appendix B** of the *Accessibility Features and Accommodations Manual*.
 - If the students in your unit need a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own.

Post a copy of the STOP and GO ON signs in **Appendix C** of the *Test Administrator Manual* on the board to show students what the signs in the book look like.

Reminders for Test Administrators DURING Large Print Testing

Refer to Sections 4.0 and 5.0 of the *Test Administrator Manual* for more information on tasks to complete during and after testing.

During testing, you must focus your full attention on the students at all times to confirm that they are working independently. Ensure that all student desks are free of any prohibited materials, and that all prohibited aids in the classroom have been removed or covered. Refer to Sections 2.2 and 2.3 of the *Test Administrator Manual* for information on prohibited activities and prohibited materials.

If a student starts a test unit and leaves school without finishing (e.g., due to illness, family emergency), he or she may be allowed to complete that test on a different day. If you have concerns about a student completing a unit before the end of the school day, you should not allow the student to begin. If a student leaves during a unit, contact the School Test Coordinator.

If you have questions regarding policy, security breaches, or irregularities, consult your School Test Coordinator.

Read only the bold instructions within each **SAY** box to students. Text that is outside the **SAY** boxes includes directions for Test Administrators to follow and should not be read to students. Refer to Section 4.6 of the *Test Administrator Manual* for guidance on redirecting students and clarifying directions during an administration. Test Administrators are permitted to clarify **only** scripted administration instructions after reading the script word-for-word. No passages or test items may be clarified.


4.10.1 Script for Administering Large Print Grades 5, 8, and 11 Science – All Units

The administration script under Section 4.10.1 will be used for all units of the Grades 5, 8, and 11 Science Test.


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

Unit	Required Materials
Units 1-3	<ul style="list-style-type: none"> • Test booklets • Calculator • Pencils • Scratch paper
End of All Units – Students Stop	


Instructions for Preparing to Test

 Say	<p>Today, you are going to take the science assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, and taking pictures are not allowed. If you have any electronic devices, including cell phones, with you right now, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</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. Contact your Test Coordinator if you have questions regarding electronic devices.

 Say	<p>Please sit quietly while I distribute the test materials.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets.

 Say	<p>If Unit 1: Write your first and last name at the top of your test booklet.</p> <p>(Pause.)</p> <p>If Unit 2 or 3: Please raise your hand if your name is not at the top of your test booklet.</p>
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Make sure that each student has written his or her name on the test booklet or has received their own test booklet.

Say	<p>Using the labels on the edge of the page, open your test booklet to the first page of Unit __ (fill in the appropriate unit) and follow along while I read the directions.</p> <p>Welcome! Today you will be taking the Illinois Science Assessment for Grade __ (fill in the appropriate grade).</p> <p>Read the information and question for each item carefully and then choose the best answer(s) for each question. You may look back at each item in this section as often as necessary. All answers requiring a written response must be written into the answer response box provided.</p> <p>When you finish the section, you may review any questions and your answers in this section ONLY. If you have questions, raise your hand and a test administrator will help you.</p>
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Say	<p>This is the end of the directions in your test booklet.</p> <p>When you see a GO ON sign in your test booklet, you may go on to the next page. When you reach the word STOP in your test booklet, do NOT go on until directed to do so.</p> <p>Examples of the GO ON and STOP signs are posted on the board.</p> <p>When you finish and have completely checked your work in this unit, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</p>
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Read from OPTION A, B, or C below based on state or local policy (refer to **Appendix C** of the *Test Coordinator Manual*).

Say	<p>OPTION A</p> <p>After I have collected your test materials, please sit quietly until the unit has ended.</p>
	<p>OPTION B</p> <p>After I have collected your test materials, I will dismiss you.</p>
	<p>OPTION C</p> <p>After I have collected your test materials, you may read a book or other allowable materials until the unit has ended.</p>

Say	<p>Do you have any questions?</p>
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Answer student questions.

Say	<p>Turn to the next page. You may begin working now.</p>
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Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.3).
- Collect test materials as students complete testing (Section 4.8.2).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.6.5.

Instructions for Taking a Break During Testing

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.
- Individual restroom breaks during testing.

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Test booklets must be closed or covered.
- 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:

Say	Please stop testing and close your test booklet. We will take a silent three minute stretch break. No talking is allowed.
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

Say	Open your test booklets and continue testing.
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Continue to actively proctor while students are testing.

Instructions for Ending the Unit

- Collect all test materials.
- 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 an extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.



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