



**2026 Test Proctor Grades 3-8 Scripts
for Paper-Based Testing**

English Language Arts/Literacy

**The Test Proctor Grades 3-8 Scripts must be used with the
*Test Administration and Proctoring Manual.***

Change Log

Description of Change	Version	Publish Date
Writing prompt instructions updated to include more detail	Version 1	October 3, 2025
Change from Unit to Section	Version 1	October 3, 2025

Test Proctoring Script for administering English Language Arts/Literacy (ELA/L)

The ELA/L Grades 3-8 Paper Test Proctoring Script will be used for all sections for the ELA/L Test. On the first read through, testing proctors are required to adhere to the script provided for administering the Illinois Assessment of Readiness 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 section and are noted within the administration script.

Before testing begins, display a GO ON and STOP sign at the front of the room where students are able to see the GO ON and STOP signs. These signs are located on the support site at <https://il.mypearsonsupport.com>. Navigate to Resources > IAR Summative Resources > Administration Information > Test Proctor Scripts and Resources.

Each section of the English Language Arts assessment is a timed test. Reference the chart below for testing durations. Time must be kept by the Test Proctor. It is the responsibility of the Test Proctor to prompt students to stop testing when the testing time has been reached.


Grades 3-8 ELA/Literacy All Sections

Section	Section Testing Time	Required Materials
Section 1	Grade 3: 75 Minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper
Section 1	Grades 4-8: 90 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper
Section 2	Grade 3: 75 Minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper
Section 2	Grades 4-8: 90 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper

IMPORTANT!


If you have not received training on how to properly administer the assessment for your assigned group of students, please contact your School Test Coordinator for instructions prior to administering this assessment. You must then read and agree to the terms by signing the security agreement, if you have not done so. Failure to abide by the terms of the agreement may result in sanctions by ISBE including (but not limited to) score invalidation or employment and licensure consequences.

Instructions for Preparing to Test


	<p>Today, you are going to take the English language arts/literacy 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 and smart watches, 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 section is complete. Certain electronic devices may be allowed for students

with accommodations, if pre-approved by the state. Please contact your Test Coordinator if you have questions regarding electronic devices.


 Say	Please sit quietly while I distribute the test materials.
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Distribute scratch paper, wooden Number 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then distribute test booklets. Distribute answer documents for Grades 4-8.

 Say	<p>If Section 1: Grade 3: Write your first and last name at the top of your test booklet.</p> <p>Grades 4-8: Write your first and last name at the top of your test booklet and answer document in Box A.</p> <p>If Section 2: Grade 3: Check to make sure your first and last name is written at the top of your test booklet. Please raise your hand if your first and last name is not written at the top of your test booklet so that I may provide you with the correct test booklet.</p> <p>Grades 4-8: Check to make sure your first and last name is written at the top of your test booklet and answer document. Please raise your hand if your first and last name is not written at the top of your test booklet and answer document so that I may provide you with the correct test booklet and answer document.</p>
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Make sure each student has written his or her name on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

Instructions for Administering Each Section

 Say	<p>Using the labels on the edge of the page, open your test booklet to the first page of Section __ (fill in the appropriate section) and follow along while I read the directions. Do *NOT* turn the page until I tell you to do so.</p> <p>Today, you will take Section __ (fill in appropriate section number) of the Grade __ (fill in the appropriate grade) English Language Arts/Literacy Test.</p> <p>Read each passage and question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your __ (test booklet or answer document). Do not make any pencil marks outside of the circles. If you need to change an answer, be sure to erase your first answer completely.</p> <p>The final prompt in the section will require you to write a multiple-paragraph response. You are encouraged to spend the rest of your remaining time writing and revising your response in the space provided in your __ (test booklet or answer document). Be sure to address each part of the prompt. Only responses written within the provided space will be scored. Written responses are worth about half of your overall ELA score.</p> <p>If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this section *ONLY*. Do not go past the stop sign.</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 STOP sign in your test booklet, do *NOT* go on unless directed to do so.</p> <p>Examples of the GO ON and STOP signs are posted on the board.</p> <p>If you finish early and have completely checked your work in this section, 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 local policy (refer to your School Test Coordinator).

Say	<p>OPTION A</p> <p>After I have collected your test materials, please sit quietly until the section 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 section has ended.</p>

Say	<p>You will have __ (fill in the appropriate number of minutes) minutes to complete this section. I will let you know when you have 10 minutes of test time left.</p>
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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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Display the starting time and stopping time at the front of the room where students are able to see start and stop times.

Actively proctor while students are testing:

- Redirect students as necessary.
- Collect test materials as students complete testing.
- If students have questions about an item, tell them, "Do the best you can."

Ensure students do not move on to other sections.

Instructions for Taking a Break During Testing


The following are permitted during test administration at the discretion of the Test Proctor:

- One stretch break of up to three minutes for the entire classroom during testing for each section. 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 at all times during breaks.
- Test booklets and answer documents 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 section:


	Grade 3: Please stop testing. Place your scratch paper in the test booklet and close your test booklet. We will take a silent three minute stretch break. No talking is allowed.
	Grades 4-8: Please stop testing. Place your scratch paper and your answer document in the test booklet and close your test booklet. We will take a silent three minute stretch break. No talking is allowed.

After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

	Grade 3: Open your test booklets and continue testing.
	Grades 4-8: Open your test booklets and answer documents and continue testing.

Instructions for When 10 Minutes of Section Time Remain


When 10 minutes of section time remain,

	You have 10 minutes remaining.
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Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the section time is finished, read the following optional SAY box if there are students with secure test materials.

	Grade 3: Stop working. Testing time has now ended. Close your test booklet. Check that your name is written on your test booklet. I will collect your test materials.
	Grades 4-8: Stop working. Testing time has now ended. Close your test booklet and answer document. Check that your name is written on your test booklet and answer document. I will collect your test materials.

- Collect test booklets and materials from students.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If you are administering more than one section in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next section.



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