



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

**Mathematics**

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

**Change Log**

<b>Description of Change</b>	<b>Version</b>	<b>Publish Date</b>
Updated instructions for Grades 6 and 7 Mathematics	Version 1	October 3, 2025
Change from Unit to Section	Version 1	October 3, 2025

## Test Proctoring Script for Administering Mathematics

This Test Proctoring Script will be used for Sections 1 through 3 of the mathematics assessment. Each Section is a 60 minute testing session. 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. On the first read through, testing proctors are required to adhere to the script provided for administering the 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.

Required Materials	Section	Grades	Section Time
Test Booklets	All	3-8	60 Minutes
Answer Documents	All	4-8	
Pencils	All	3-8	
Scratch Paper	All	3-8	
Rulers	All	3-8	
Reference Sheets	All	5-8	
Protractors	All	6 and 7 only	
Calculators	1	6 and 7 only (Calculator part only)	
Calculators	2-3	6, 7, and 8	

### 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><b>Today, you are going to take the mathematics assessment.</b></p> <p><b>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.</b></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. Contact your Test Coordinator if you have questions regarding electronic devices.

<b>Say</b>	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 all test materials (see required materials list above).

<b>Say</b>	Grade 3: <b>Write your first and last name at the top of your test booklet.</b> Grades 4-8: <b>Write your first and last name at the top of your test booklet and answer document in Box A.</b>
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Make sure that each student has written his or her name on the test booklet and answer document.

**Instructions for Administering Section 1**

<b>Say</b>	Using the labels on the edge of the page, open your test booklet to the first page of Section 1 and follow along while I read the directions.  Today, you will take Section 1 of the __ (fill in the appropriate grade) <b>Mathematics Test.</b>
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<b>Say</b>  (Choose appropriate grade-level instruction)	Grades 3, 4, 5, and 8	You will not be able to use a calculator.
	Grades 6 and 7	Section 1 has two Parts. In Section 1 Part A, you may not use a calculator. In Section 1 Part B, you may use a calculator. You will not be allowed to return to Part A of the test after you start the calculator part. You must complete both the non-calculator and calculator parts within the time allowed.

<b>Say</b>	<p>Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your __ (fill in test booklet or answer document as appropriate). 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>If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.</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 <b>*ONLY*</b>.</p>
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<b>Say</b>  (Choose appropriate grade-level instruction)	Grades 3, 4, 5, and 8	Do not go past the stop sign.
	Grades 6 and 7	Once you have reviewed your answers, continue to the calculator part. When you are ready to go on to the calculator part, raise your hand to receive your calculator.

<b>Say</b>	<p>Turn to the next page while I continue to read the directions.</p> <p><b>Directions for Completing the Answer Grids</b></p> <ol style="list-style-type: none"> <li>1. <b>Work the problem and find an answer.</b></li> <li>2. <b>Write your answer in the boxes at the top of the grid.</b></li> <li>3. <b>Print only one number or symbol in each box. Do not leave a blank box in the middle of an answer.</b></li> <li>4. <b>Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.</b></li> <li>5. <b>Do not fill in a circle under an unused box.</b></li> <li>6. (Does not apply to Grade 3. Skip to 7.) <b>Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.</b></li> <li>7. <b>See below for examples on how to correctly complete an answer grid.</b></li> </ol>
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<b>Say</b>	<p>This is the end of the directions in your test booklet.</p> <p>When you see a <b>GO ON</b> sign in your test booklet, you may go on to the next page. When you reach a <b>STOP</b> sign in your test booklet, do <b>*NOT*</b> go on unless directed to do so.</p> <p>Examples of the <b>GO ON</b> and <b>STOP</b> signs are posted on the board.</p> <p>If you finish early and have completely checked your work, 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).

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

<b>Say</b>	<p>You will have 60 minutes to complete this section. I will let you know when you have 10 minutes of test time left.</p>
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<b>Say</b>	<p>Do you have any questions?</p>
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Answer student questions.

<b>Say</b>	<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 can see the 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.”

### 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:


	<b>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.</b>
	<b>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.</b>

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

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

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


When 10 minutes of section time remain,

	<b>You have 10 minutes remaining.</b>
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Continue to actively proctor while students are testing.

### Instructions for Ending the Section

When the section time is finished,

 <b>Say</b>	<p>Grade 3: <b>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.</b></p> <p>Grades 4-8: <b>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.</b></p>
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- Collect all test 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 an extended break (e.g., lunch). Once students have returned and are seated, read the script to move onto the next section.

## Grades 3-8 Mathematics Sections 2 and 3

Required Materials	Section	Grades	Section Time
Test Booklets	All	3-8	60 Minutes
Answer Documents	All	4-8	
Pencils	All	3-8	
Scratch Paper	All	3-8	
Rulers	All	3-8	
Reference Sheets	All	5-8	
Protractors	All	6 and 7 only	
Calculators	1	6 and 7 only (Calculator part only)	
Calculators	2-3	6, 7, and 8	

### Instructions for Preparing to Test

<b>Say</b>	<p><b>Today, you are going to take the mathematics assessment.</b></p> <p><b>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.</b></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. Contact your Test Coordinator if you have questions regarding electronic devices.

<b>Say</b>	<p><b>Please sit quietly while I distribute the test materials.</b></p>
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Remember that students wrote their names on their test booklets and answer documents in the previous section.


Distribute scratch paper, wooden Number 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list above).

<b>Say</b>	<p><b>Grade 3: Check to make sure your name is written at the top of your test booklet.</b></p> <p>(Pause)</p> <p><b>Please raise your hand if your name is not at the top of your test booklet.</b></p> <p><b>Grades 4-8: Check to make sure your name is written at the top of your test booklet and answer document.</b></p> <p>(Pause)</p> <p><b>Please raise your hand if your name is not at the top of your test booklet and answer document.</b></p>
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Make sure that each student has received their own 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


 <b>Say</b>	<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.</p> <p>Today, you will take Section __ (fill in the appropriate section number) of the __ (fill in the appropriate grade-level) <b>Mathematics Test</b>. You __ [will not (grades 3-5) will (grades 6-8)] <b>be able to use a calculator</b>.</p> <p>Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your __ [test booklet (grade 3) answer document (grades 4-8)]. 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>If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.</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 <b>*ONLY*</b>. Do not go past the stop sign.</p> <p>Turn to the next page while I continue to read the directions.</p> <p><b>Directions for Completing the Answer Grids:</b></p> <ol style="list-style-type: none"><li>1. Work the problem and find an answer.</li><li>2. Write your answer in the boxes at the top of the grid.</li><li>3. Print only one number or symbol in each box. Do not leave a blank box in the middle of an answer.</li><li>4. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.</li><li>5. Do not fill in a circle under an unused box.</li><li>6. (Does not apply to Grade 3. Skip to 7.) Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.</li><li>7. See below for examples on how to correctly complete an answer grid.</li></ol>
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 <b>Say</b>	<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 <b>*NOT*</b> 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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	OPTION C <b>After I have collected your test materials, you may read a book or other allowable materials until the section has ended.</b>

 <b>Say</b>	<b>You will have 60 minutes to complete this section. I will let you know when you have 10 minutes of test time left.</b>
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 <b>Say</b>	<b>Do you have any questions?</b>
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Answer student questions.

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