



2026 Test Proctor Grades 5 and 8 Scripts for Paper-Based Testing

Science

**The Test Proctor Grades 5 and 8 Scripts must be used with the
*Test Administration and Proctoring Manual.***

Change Log

Description of Change	Version	Publish Date
90 minute sections	Version 1	October 3, 2025
Transcription warning	Version 1	October 3, 2025
Test Booklet instructions	Version 1	October 3, 2025

Test Proctoring Script for Administering Science

The Test Proctoring Script will be used for all sections of the grades 5 and 8 Illinois Science Assessment (ISA). Each section of the exam has a 90-minute time limit.

To record their responses, students will circle their answers in the Paper Test Booklets. For constructed response items, students will write their answers on the lines provided in their Paper Test Booklets. All student responses must be transcribed into TestNav and follow the transcription policy. Your School Test Coordinator is responsible for managing the transcription of paper science tests into TestNav; however, you may be asked to assist with the transcription.

Test Proctors are required to adhere to the scripts provided for administering the ISA. 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 > ISA Summative Resources > Administration Information > Test Proctor Scripts and Resources.

Students will be asked to fill out the cover of the Paper Test Booklet with their first and last name, Student State Identifier, school, and district. Help students with this task by writing the name of the school and district on a display in the room where all students can see.

When you picked up your testing materials, your School Test Coordinator should have provided you with student print cards/testing tickets that include Student State Identifiers. Student State Identifiers can also be printed from your Proctor Dashboard using the Print Cards button in the upper-left corner of the screen.

If you will be administering the paper test assessment without access to the Proctor Dashboard, located in the Illinois Assessment Platform, please acquire the Student State Identifier number for each student BEFORE you begin testing.

It's important that students fill out their test booklet cover correctly so that the correct student responses are matched to the correct student in TestNav when the test is transcribed.

Each section of the ISA has a 90-minute time-limit. Time must be kept by the Test Proctor. Test-Nav will **not** automatically shut off after 90 minutes. It is the responsibility of the Test Proctor to prompt students to stop testing when the testing time has been reached.

Grades 5 and 8 – All Sections

Section	Required Materials	Section Time
Sections 1–3	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper • Calculator 	90 minutes

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

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

Say	<p>Write your first and last name, Student State ID, date-of-birth, School Name, and District Name at the top of your test booklet.</p> <p>If Section 2 or 3: Check to make sure your first and last name is written at the top of your test booklet.</p>
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Make sure that each student has accurately completed the student information at the top of the test booklet before moving on.

Instructions for Administering All Sections

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.</p> <p>Today you will be taking the Illinois Science Assessment for Grade __ (grade 5 or 8 — select the appropriate grade level).</p> <p>Read the information and question for each item carefully and then circle the best answer(s) for each question. You may look back at each item in this section as often as necessary. If you need to change an answer, be sure to erase your first answer completely. All answers requiring a written response must be written on the lines provided in the test booklet.</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 proctor 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 a STOP sign 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, 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 90 minutes to complete this section. I will let you know when you have 10 minutes of test time left.</p> <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.
- 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.
- 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 section:

Say 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.

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.

Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

Say You have 10 minutes remaining.

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.

Say 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.

- 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.



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