



2026 Test Proctor Grades 5 and 8 Scripts for Computer-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 30, 2025
Seal Code directions	Version 1	October 30, 2025
Visual aids	Version 1	October 30, 2025

Test Proctor Preparation

Before students enter the room:

1. Log into your Proctoring Session with your Test Proctor testing ticket. Go to <https://il.adamexam.com/#/proctor> and enter the test code and proctor password from your ticket into the login screen and click submit.

Illinois Summative ELA, Math, and Science Assessment
Robinson Grade 6 Math Room III

Grade 6 Math

Matt Robinson

Test Code: V56XTH Proctor Password: EUQF7P

Seal Code 1: 1889
Seal Code 2: 1925
Seal Code 3: 5447

EE Grade 6 Math
Use these credentials to login to this proctor group

Login to a Proctor Test

Enter Test Code

Enter Proctor Password

Submit

2. After submitting your test code and password, an online version of the Security Agreement will pop up. Read and agree to the Security Agreement, even if you have already signed a hard copy. You will not be allowed to proctor the test without signing the online agreement.
3. Select the Save button to view your dashboard.
4. Confirm that the students scheduled for testing have been assigned the appropriate testing assignment by consulting your proctor dashboard or following the guidance provided by your School Test Coordinator. It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing.
5. Before testing, display the Computer Based Testing Script Visual Aids at the front of the room for student viewing. These materials are available at <https://il.mypearsonsupport.com> under Resources > ISA Summative Resources > Administration Information > Test Proctor Scripts and Resources. The aids include an enlarged student testing ticket, step-by-step student-facing screenshots for signing into a test, entering seal codes and submitting tests.
6. You will be asked to write a seal code in front of the room for students to enter into TestNav before they begin testing. Do NOT write this seal code before you are asked to do so.

Test Proctoring Script for Administering Science

All Grades – All Sections

This Test Proctoring Script will be used for Sections 1 through 3 of the science assessment. Each section is a 90 minute testing session. The 90-minute testing session is monitored by the Test Proctor. The test will **not** automatically close after 90 minutes.


- On the first read through, Test Proctors are required to adhere to the scripts provided in this manual 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.

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

Test Proctors must make sure all testing devices are turned on and logged on to the TestNav application. ***Text-to-Speech is embedded on all science tests. Make sure all students who want the test read aloud have working headphones plugged into their devices.***


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

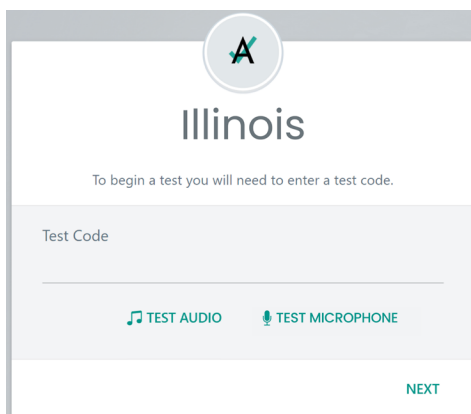
	<p>Today, you will take the Science Assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, 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. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio and Microphone

	<p>Make sure your headphones are plugged in and put them on. On your screen, select the “Test Audio” link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin. Select the “Test Microphone” link to make sure you can record your speech with the audio recorder. Click the back button to return to the “Sign In” screen.</p>
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See below for a screenshot of the **Test Audio** and **Test Microphone** functions. Test Proctors should assist students with audio adjustments and testing the microphone as needed.



Instructions for Logging In

Say Please sit quietly while I distribute your student testing tickets and scratch paper. Do ***NOT*** log in until I tell you to do so.

Distribute scratch paper and student testing tickets. Make sure students have pencils. Distribute handheld calculators for students who prefer the handheld calculator to the computer-based calculator in TestNav and other accommodations as assigned.

Say Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have ***YOUR*** ticket.

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.

Illinois Summative ELA, Math, and Science Assessment

1 ZIDNEY KIGBEACH

Grade 8 Science

Test Code BDJATD **2**

Last Name KIGBEACH **3**

State ID 300000551 **4**

5 Room 303 Gr. 8 Sci

Reference this visual aid as needed.

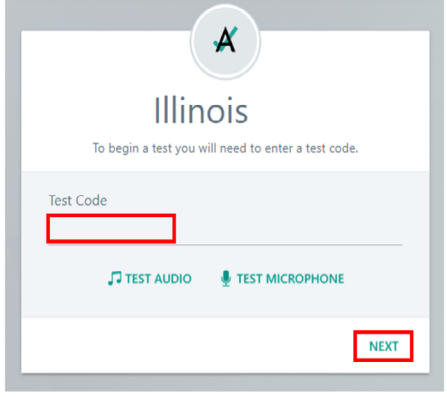
Say (Student Testing Ticket included in CBT Visual Aids) **Look at your testing ticket. Beneath your first and last name at the top of the ticket, reads [Grade 5 or 8] Science, the test you are taking today. Along the left is the six-digit test code you will enter on this first screen when I tell you to do so. The next screen will ask you to enter your last name and State ID as they appear on this testing ticket.**

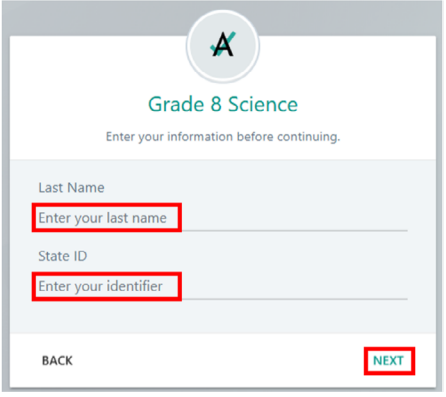
Say **Do you have any questions about the testing ticket before we move on?**

Answer student questions.

<p>Say (Proctor Groups without students)</p>	<p>Now, enter this Test Code in the blank line on your screen and click the Next button at the bottom of the page. (Read the test code from your Proctor Testing Ticket, or from the Proctor Dashboard. Write the test code on a display at the front of the room that students can see.)</p>
<p>(Proctor Groups with and without students)</p>	<p>Look at your testing ticket. Enter the Test Code on your testing ticket beneath the word Test Code on your screen and click the Next button at the bottom of the page.</p>
	<p>After clicking next, the screen will change and prompt you to enter your Last Name and State ID as it appears on your testing ticket. After entering your Last Name and State ID, click Next. Raise your hand if you need help and I will assist you.</p>

Student Screens - Test Code and Name and State ID





Reference these visual aids as needed.

Say

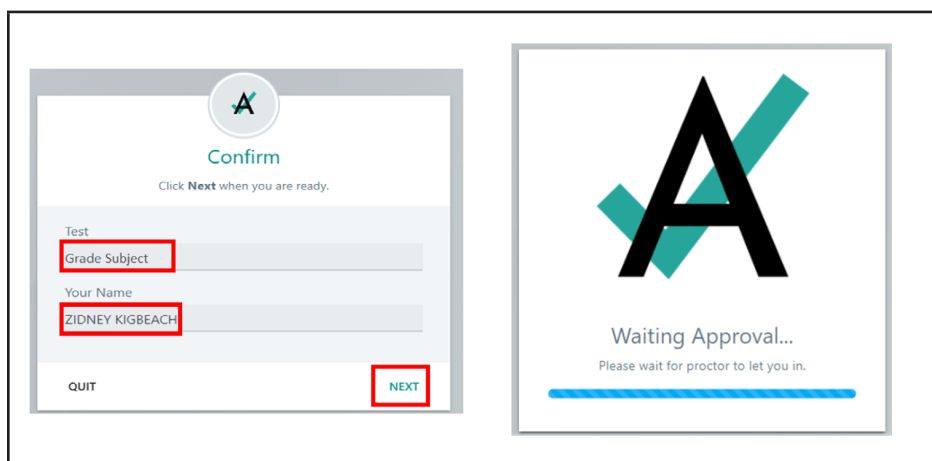
The next page is asking you to confirm the Test you are taking today and Your Name. Click Next to confirm that you are taking Science Grade __ (grade 5 or 8 — select the appropriate grade level) and that your name is correct.

Your test screen should now show that you are Waiting Approval by the proctor to let you into the test. Please wait quietly.

(Make sure all students are on TestNav Screen 4 before moving on. Help students as needed.)

I will now approve you to enter the test.

Student Screens - Confirmation and Waiting for Approval



Circulate throughout the room to make sure all students have successfully logged in. Retype the test code, last name, and state ID for a student, if necessary. Test Codes 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 Sections

Say

Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along.

Today, you will take Section(s) __ (1, 2, and/or 3) of the Grade __ (grade 5 or 8 — select the appropriate grade level) Science Test.

Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. When you finish the section, you may review your answers and any question you may have bookmarked in this section ONLY.

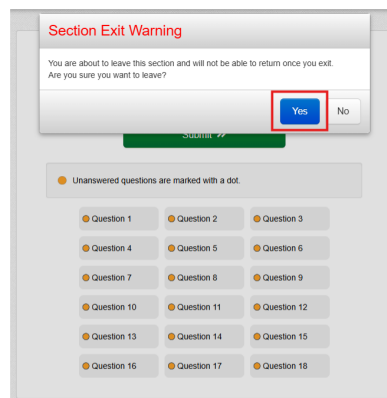
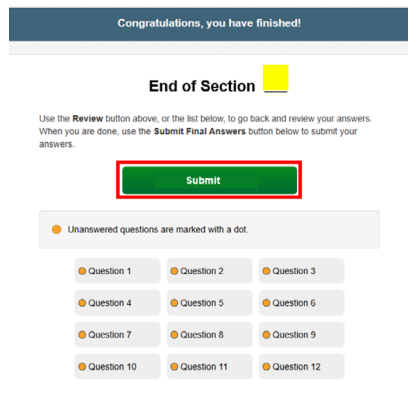
Say

This is the end of the testing directions. Do not go on until you are told to do so.

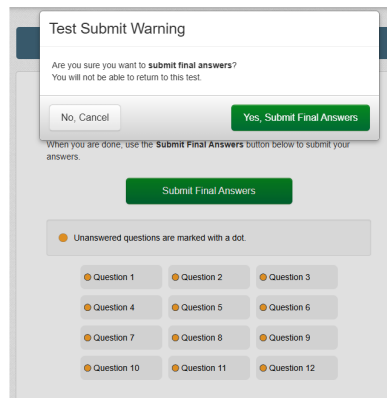
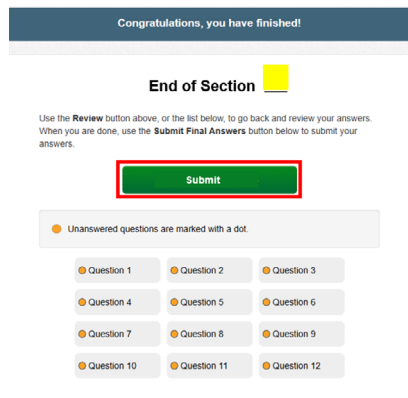
During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.

Student Screens - Submitting a Section and Submitting a Test

When students complete a section, they will submit the section then click Yes on the Section Exit Warning screen.



When students complete the test, they will submit the final section then click Yes, Submit Final Answers on the Test Submit Warning screen.



When you reach the end of the section you will see a screen that reads, “Congratulations, you have finished!” When you reach this screen, you may review your answers. When you are done, click on the green “Submit” button.

Then click either Yes to exit the testing section, or click Yes, Submit Final Answers for the entire test.

Sign out of Testnav by Selecting ‘Sign out of TestNav from the dropdown in the upper right of the page. Raise your hand if you need help.

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



OPTION A

After you have signed out of TestNav, please sit quietly until the section has ended.

OPTION B

After you have signed out of TestNav, you may read a book or other allowable materials until the section has ended.



You will have 90 minutes to complete this section. I will let you know when you have 10 minutes of test time left.

Do you have any questions?

Answer any questions.

Instructions for Starting the Test

You may now write the seal code for ONLY the section you will be proctoring on a display in front of the room. The seal code for the section you are administering can be found on your proctor testing ticket or in the Proctor Dashboard. In the Proctor Dashboard, click on Seal Codes in the upper left corner of the dashboard. A dropdown menu will display seal codes associated with each section of this test. You are authorized to ONLY provide the seal code to students for this section of this science test.

Student Screen - Seal Code

Section __

32 Questions

Today, you will take Section __ of the Grade __ Science Test.

Please, read each item and follow the directions to answer each question. If a question asks for a typed response, make sure to enter your response in the answer box provided. If you do not know the answer to a question, you may bookmark the item and go on to the next question. Before you finish the section, you may review your answers and bookmarked items. You can ONLY review items on this section.

Enter Seal Code

Start



Make sure you are in Section __ (1, 2, or 3). Raise your hand if you are not in Section __ (1, 2, or 3) and I will help you.

Scroll to the bottom of the screen.

(Pause.)

Enter the following seal code into the text box below the directions. (Read the seal code.) Then select the blue start button.

(Pause.)

You should now be in the test.

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



You may begin working now.

Actively proctor while students are testing:

- Redirect students as necessary.
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 5.4 of the TAM, as applicable, if any technology issues cause a disruption.
- Ensure students are logging out of TestNav after submitting a section.
- Collect test materials as students complete testing.
- 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 5.5 of the TAM.

Instructions for Taking a Break During Testing and Testing Interruptions

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

- Individual restroom breaks during testing.
- Extended classroom break between testing sections if more than one section per day will be administered.

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.

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

Say	<p>You may now resume testing.</p> <p>(Students who exit testing may be resumed in the Proctor Dashboard by Reseating the student.)</p>
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Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

Say	<p>You have 10 minutes remaining.</p>
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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 still actively testing. If a second section will be administered after a short break, stop the directions after exiting the section. (Do not have students log out of TestNav.)

Say	<p>Stop working. Testing time has now ended.</p> <p>Select the “Review” drop-down menu at the top left corner of your test.</p> <p>From the “Review” menu, scroll to the bottom and select “End of Section.”</p> <p>Select the “Submit Final Answers” button. You will then see a message that asks “You’re about to leave this section and will not be able to return once you exit. Are you sure you want to leave?”</p> <p>For Section 1 and 2, Select the “Submit” button.</p> <p>Select the “Yes” button to exit the section.</p> <p>For Section 3, Select the “Submit Final Answers” button.</p> <p>Select the “Yes, Submit Final Answers” button to exit the test.</p> <p>I will now collect your student testing ticket and scratch paper.</p>
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Circulate throughout the room to make sure all students have successfully submitted the section or final answers. Then, collect student testing tickets and scratch paper.

- 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.

If all tests have been submitted before the 90 minute time limit, you may end the testing session.

