

4.11 Script for Administering Science

The administration script under Section 4.11.1 will be used for all sections 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 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.

4.11.1 Grades 5, 8 and 11 Science – All Sections

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

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>If Section 1: Write your first and last name at the top of your test booklet. Then continue to fill out the remaining information on the cover.</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 written his or her name on the test booklet.

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>Welcome! Today you will be taking the Illinois Science Assessment for Grade __ (grade 5, 8 or 11 — select the appropriate grade level).</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 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>Do you have any questions?</p>
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Answer student questions.

All Grades
All Sections

Say	Turn to the next page. You may begin working now.
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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 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.
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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 Section

- 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.