

4.10 Script for Adminstrating Grade 3 Mathematics and English Language Arts/Literacy (ELA/L)

The administration script under Section 4.10.1 will be used for all units of the grade 3 Mathematics Test. Refer to Section 4.10.2 for the administration script for all units for the grade 3 ELA/L Test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the IAR 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 unit and are noted within the administration script.

4.10.1 Grade 3 – Mathematics – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1-3	Grade 3: 60 Minutes	<ul style="list-style-type: none"> • Test booklets • Rulers • Pencils • Scratch paper 		

Instructions for Preparing to Test

	<p>今天，你将要参加数学评估。</p> <p>你的桌面上不能有任何未经批准的电子设备。不允许打电话，发短信和拍照。如果你现在携带有任何电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</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 unit 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.

	<p>在我分发考试材料时，请安静地坐在原位。</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).

	<p>如果第1单元：请在考试册上部和A框中写上你的姓名。</p> <p>如果第2或3单元：请检查以确保在你的考试册顶部的A框中写下自己的名和姓。</p>
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Make sure that each student has written his or her name on the test booklet.

Instructions for Administering All Units

朗读

使用页面边缘上的标签，将你的考试册翻到第__单元（填写适当单元），然后在我阅读说明时跟随操作。

今天，你将参加3年级第__单元（填写适当单元）的数学考试。你将不能使用计算器。

阅读每个问题。然后，按照说明回答每个问题。通过涂满考试册中的圆圈来标记你的答案。请勿在圆圈之外做任何铅笔标记。如果你需要更改答案，请务必完全擦除你的第一个答案。

如果某个问题要求你展示或解释你的答题，你必须这样做才能获得完整满分。只有写在所提供的空白处的答案才会计分。

如果你不知道某个问题的答案，你可以继续做下一个问题。如果你提前完成，你*只能*审查本单元中的答案和没有回答的任何问题。请勿超过停止标志。

在我继续阅读说明时，翻到下一页。

答题卡填写说明：

1. 解决问题并找到答案。
2. 在网格顶部的框中写下你的答案。
3. 每个框中只以印刷体书写一个数字或符号。请勿在答案的中间留下一个空白框。
4. 在每个框下面，涂与你上面写的数字或符号相符的圆圈。涂一个充满圆圈的实心标记。
5. 请勿涂未使用框下面的圆圈。
6. 有关如何正确完成答案网格的示例，请参见下文。

朗读

你的考试册中的说明到此结束。

当你看到考试册中的GO ON标志时，你可以进入下一页。当你到达考试手册中的某个STOP标志时，在指导你继续之前，请*勿*继续。

板上贴有GO ON和STOP标志的示例。

如果你提前完成并全面检查了自己的答题，请举手，我会收回你的考试材料。一旦我收回了你的材料，你就不能再取回。

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

	选项A 在我收回了你的考试材料后，请安静地坐在原位，直到本单元结束。
	选项B 在我收回你的考试材料后，我会让你离开。
	选项C 在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单位结束。

	你有什么问题吗?
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Answer student questions.

	你将有60分钟时间完成本单元考试。当考试时间剩下10分钟时，我会提示你。转到下一页。现在，你可以开始答题了。
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Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- 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 4.6.4.

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 unit. 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 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 unit:

	<p>请停止考试，将你的草稿纸放在自己的考试册中，然后合上考试册。我们将安静地休息三分钟，做伸展运动。不允许说话。</p>
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After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

	<p>打开您考试册，然后继续考试。</p>
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Instructions for When 10 Minutes of Unit Time Remain


When 10 minutes of unit time remain,

	<p>你还剩下10分钟。</p>
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Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished,

	<p>停止答题。考试时间现已结束。请合上考试册。 请检查已在考试册上写了自己的姓名。我会收回你的考试材料。</p>
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- Collect test booklets, scratch paper, testing tools, and accessibility/accommodations tools (as needed) 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 unit 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 unit.

4.11 Script for Administering Mathematics

The administration script under Section 4.11.1 will be used for all units of the grades 4 and 5 mathematics test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the IAR 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 unit and are noted within the administration script.

4.11.1 Grades 4 and 5 Mathematics – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–3	Grades 4 and 5: 60 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Mathematics reference sheets (grade 5 only) • Rulers and protractors • Pencils • Scratch paper 		

Instructions for Preparing to Test

	<p>今天，你将要参加数学评估。</p> <p>你的桌面上不能有任何未经批准的电子设备。不允许打电话，发短信和拍照。如果你现在携带有任何电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</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 unit 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.

	<p>在我分发考试材料时，请安静地坐在原位。</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).

	<p>如果第1单元：在你的考试册和答题文件顶部的A框中写下自己的名和姓。</p> <p>如果第2或3单元：请检查以确保在你的考试册顶部的A框中写下自己的名和姓。</p>
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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 All Units

朗读

使用页面边缘上的标签，将你的考试册翻到第__单元（填写适当单元），然后在我阅读说明时跟随操作。

今天，你将参加__年级（选择适当年级：4或5年级）的第__单元（填写适当单元）的数学考试。你将不能使用计算器。

阅读每个问题。然后，按照说明回答每个问题。通过涂满答题文件中的圆圈来标记你的答案。请勿在圆圈之外做任何铅笔标记。如果你需要更改答案，请务必完全擦除你的第一个答案。

如果某个问题要求你展示或解释你的答题，你必须这样做才能获得完整满分。只有写在所提供的空白处的答案才会计分。

如果你不知道某个问题的答案，你可以继续做下一个问题。如果你提前完成，你*只能*审查本单元中的答案和没有回答的任何问题。请勿超过停止标志。

在我继续阅读说明时，翻到下一页。

答题卡填写说明：

1. 解决问题并找到答案。
2. 在网格顶部的框中写下你的答案。
3. 每个框中只以印刷体书写一个数字或符号。请勿在答案的中间留下一个空白框。
4. 在每个框下面，涂与你上面写的数字或符号相符的圆圈。涂一个充满圆圈的实心标记。
5. 请勿涂未使用框下面的圆圈。
6. 答案网格不能输入分数，且不予计分。以小数形式输入分数。
7. 有关如何正确完成答案网格的示例，请参见下文。

Grades 4 and 5
Mathematics
All Units

朗读

你的考试册中的说明到此结束。

当你看到考试册中的GO ON标志时，你可以进入下一页。当你到达考试手册中的某个STOP标志时，在指导你继续之前，请*勿*继续。

板上贴有GO ON和STOP标志的示例。

如果你提前完成并全面检查了自己的答题，请举手，我会收回你的考试材料。一旦我收回了你的材料，你就不能再取回。

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

	选项A 在我收回了你的考试材料后，请安静地坐在原位，直到本单元结束。
	选项B 在我收回你的考试材料后，我会让你离开。
	选项C 在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单位结束。

	你有什么问题吗?
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Answer student questions.

	你将有60分钟时间完成本单元考试。当考试时间剩下10分钟时，我会提示你。转到下一页。现在，你可以开始答题了。
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Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- 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 4.6.4.

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 unit. 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 unit:

	<p>请停止考试，将你的草稿纸放在答题文件中，将答题文件放在考试册中，然后合上考试册。我们将安静地休息三分钟，做伸展运动。不允许说话。</p>
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After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

	<p>打开您的考试册和答题文件，然后继续考试。</p>
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

	<p>你还剩下10分钟。</p>
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Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished,

	<p>停止答题。考试时间现已结束。合上你的考试册和答题文件。 检查你的姓名是否写在考试册和答题文件上。我会收回你的考试材料。</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 unit 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 unit.

4.11.2 Grades 6 and 7 Mathematics – Unit 1

The administration script under Section 4.11.2 will be used for Unit 1 of the grades 6 and 7 mathematics assessments. Refer to Section 4.11.4 for the administration script for Unit 2 and Unit 3 of the grades 6, 7, and 8 mathematics assessment. The administration script for Unit 1 of the grade 8 mathematics assessment can be found in Section 4.11.3.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the IAR 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 unit and are noted within the administration script.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: <ul style="list-style-type: none"> • Non-Calculator Section • Students Go On • Calculator Section 	Grades 6 and 7: 60 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Mathematics reference sheets • Rulers and protractors (required for Grades 6 and 7) • Pencils • Scratch paper • Calculator for Calculator Section 		

Instructions for Preparing to Test

	<p>今天，你将要参加数学评估。</p> <p>你的桌面上不能有任何未经批准的电子设备。不允许打电话，发短信和拍照。如果你现在携带有任何电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</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 unit 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.

	<p>在我分发考试材料时，请安静地坐在原位。</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).

	<p>在你的考试册和答题文件顶部的A框中写下自己的名和姓。</p>
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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 Unit 1

朗读

使用页面边缘上的标签，将你的考试册翻到第1单元的第1页，然后在我阅读说明时跟随操作。

今天，你将参加__年级（选择适当年级：6或7）第1单元的数学考试。第1单元包括两个部分。在第一部分中，你不能使用计算器。在第二部分中，你可以使用计算器。你在开始进行计算器部分后，将不允许返回考试的第一部分。你必须在允许的时间内完成第1单元的非计算器和计算器两个部分。

阅读每个问题。然后，按照说明回答每个问题。通过涂满答题文件中的圆圈来标记你的答案。请勿在圆圈之外做任何铅笔标记。如果你需要更改答案，请务必完全擦除你的第一个答案。

如果某个问题要求你展示或解释你的答题，你必须这样做才能获得完整满分。只有写在所提供的空白处的答案才会计分。

如果你不知道某个问题的答案，你可以继续做下一个问题。当你完成第一部分时，你*只能*审查本单元中的答案和没有回答的任何问题。你审查完自己的答案后，请继续进入计算器部分。当你准备好继续进行计算器部分时，请举手，收到你的计算器。

在我继续阅读说明时，翻到下一页。

答题卡填写说明：

解决问题并找到答案。

1. 在网格顶部的框中写下你的答案。
2. 每个框中只以印刷体书写一个数字或符号。请勿在答案的中间留下一个空白框。
3. 在每个框下面，涂与你上面写的数字或符号相符的圆圈。涂一个充满圆圈的实心标记。
4. 请勿涂未使用框下面的圆圈。
5. 答案网格不能输入分数，且不予计分。以小数形式输入分数。
6. 有关如何正确完成答案网格的示例，请参见下文。

朗读

你的考试册中的说明到此结束。

当你看到考试册中的GO ON标志时，你可以进入下一页。当你到达考试手册中的某个STOP标志时，在指导你继续之前，请*勿*继续。

板上贴有GO ON和STOP标志的示例。

如果你提前完成计算器部分并全面检查了自己的答题，请举手，我会收回你的考试材料。一旦我收回了你的材料，你就不能再取回。

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

	选项A 在我收回了你的考试材料后，请安静地坐在原位，直到本单元结束。
	选项B 在我收回你的考试材料后，我会让你离开。
	选项C 在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单位结束。

	你有什么问题吗？
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Answer student questions.

	<p>你将有. . .</p> <ul style="list-style-type: none"> 6和7年级：60分钟 <p>来完成本单元中的非计算器部分和计算器部分。当考试时间剩下20分钟时，如果你还没有进入计算器部分，我会提醒你进入。当你的考试时间剩下10分钟时，我也会告诉你。</p> <p>转到下一页。现在，你可以开始答题了。</p>
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Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Once students reach the first stop sign in their test booklet (below the stop sign, the test booklet will state: “You have come to the end of the non-calculator section in Unit 1 of the test”), ensure students are moving on to the calculator section.
- Distribute grade-appropriate/accommodations appropriate calculators when students complete the non-calculator section (refer to Sections 4.2 and 4.3 for more information).
- Collect test materials as students complete testing (Section 4.8.1).
- 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 4.6.4.

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 unit. 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 unit:

	<p>请停止考试，将你的草稿纸放在答题文件中，将答题文件放在考试册中，然后合上考试册。我们将安静地休息三分钟，做伸展运动。不允许说话。</p>
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After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

	<p>打开您的考试册和答题文件，然后继续考试。</p>
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Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

	<p>你还剩下20分钟。提醒一句，必须在此时间内完成非计算器和计算器两个部分。</p>
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

	<p>你还剩下10分钟。</p>
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Continue to actively proctor while students are testing.

Instructions for Ending the Unit

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

朗读

停止答题。考试时间现已结束。合上你的考试册和答题文件。
检查你的姓名是否写在考试册和答题文件上。我会收回你的考试材料。

- 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 unit 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 unit.

4.11.3 Grade 8 Mathematics – Unit 1

The administration script under Section 4.11.3 will be used for Unit 1 of the grade 8 mathematics test. Refer to Section 4.11.4 for the administration script for Unit 2 and Unit 3 of the grades 6, 7, and 8 mathematics assessment. Unit 1 for grades 6 and 7 can be found in section 4.11.2.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the IAR 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 unit and are noted within the administration script.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 8: 60 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Mathematics reference sheets • Rulers • Pencils • Scratch paper 		

Instructions for Preparing to Test

	<p>今天，你将要参加数学评估。</p> <p>你的桌面上不能有任何未经批准的电子设备。不允许打电话，发短信和拍照。如果你现在携带有任何电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</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 unit 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.

	<p>在我分发考试材料时，请安静地坐在原位。</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).

	<p>在你的考试册和答题文件顶部的A框中写下自己的名和姓。</p>
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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 Unit 1

朗读

使用页面边缘上的标签，将你的考试册翻到第1单元的第1页，然后在我阅读说明时跟随操作。

今天，你将参加8年级数学考试的第1单元。你将不能使用计算器。

阅读每个问题。然后，按照说明回答每个问题。通过涂满答题文件中的圆圈来标记你的答案。请勿在圆圈之外做任何铅笔标记。如果你需要更改答案，请务必完全擦除你的第一个答案。

如果某个问题要求你展示或解释你的答题，你必须这样做才能获得完整满分。只有写在所提供的空白处的答案才会计分。

如果你不知道某个问题的答案，你可以继续做下一个问题。如果你提前完成，你*只能*审查本单元中的答案和没有回答的任何问题。请勿超过停止标志。

在我继续阅读说明时，翻到下一页。

完成答案网格的说明

1. 解决问题并找到答案。
2. 在网格顶部的框中写下你的答案。
3. 每个框中只以印刷体书写一个数字或符号。请勿在答案的中间留下一个空白框。
4. 在每个框下面，涂与你上面写的数字或符号相符的圆圈。涂一个充满圆圈的实心标记。
5. 请勿涂未使用框下面的圆圈。
6. 答案网格不能输入分数，且不予计分。以小数形式输入分数。
7. 有关如何正确完成答案网格的示例，请参见下文。

朗读

你的考试册中的说明到此结束。

当你看到考试册中的GO ON标志时，你可以进入下一页。当你到达考试手册中的某个STOP标志时，在指导你继续之前，请*勿*继续。

板上贴有GO ON和STOP标志的示例。

如果你提前完成并全面检查了自己的答题，请举手，我会收回你的考试材料。一旦我收回了你的材料，你就不能再取回。

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

	选项A 在我收回了你的考试材料后，请安静地坐在原位，直到本单元结束。
	选项B 在我收回你的考试材料后，我会让你离开。
	选项C 在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单位结束。

	你有什么问题吗?
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Answer student questions.

	你将有60分钟时间完成本单元考试。当考试时间剩下10分钟时，我会提示你。转到下一页。现在，你可以开始答题了。
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Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- 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 4.6.4.

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 unit. 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 unit:

	<p>请停止考试，将你的草稿纸放在答题文件中，将答题文件放在考试册中，然后合上考试册。我们将安静地休息三分钟，做伸展运动。不允许说话。</p>
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After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

	<p>打开您的考试册和答题文件，然后继续考试。</p>
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

	<p>你还剩下10分钟。</p>
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Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished,

	<p>停止答题。考试时间现已结束。合上你的考试册和答题文件。 检查你的姓名是否写在考试册和答题文件上。我会收回你的考试材料。</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 unit 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 unit.

4.11.4 Grades 6, 7, and 8 Mathematics – Units 2 and 3

Test administration scripts for grades 6 and 7 Unit 1 are in Section 4.11.2. Test administration scripts for grade 8 Unit 1 is in Section 4.11.3.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 2 and 3	Grades 6-8: 60 minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Mathematics reference sheets • Pencils • Scratch paper • Calculator • Rulers • Protractors (required for Grades 6 and 7) 		

Instructions for Preparing to Test

	<p>今天，你将要参加数学评估。</p> <p>你的桌面上不能有任何未经批准的电子设备。不允许打电话，发短信和拍照。如果你现在携带有任何电子设备（包括手机），请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备，你的考试可能不予计分。</p>
--	---

If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the unit 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.

	<p>在我分发考试材料时，请安静地坐在原位。</p>
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Remember that students wrote their names on their test booklets and answer documents in the previous unit.

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).

	<p>请检查以确保在你的考试册和答题文件顶部写下自己的姓名。</p> <p>（停顿。）</p> <p>如果你的考试册或答题文件顶部没有你的姓名，请举手。</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 Unit

朗读

使用页面边缘上的标签，将你的考试册翻到第__单元（填写适当单元）的第1页，然后在我阅读说明时跟随操作。

今天，你将参加__（填写适当年级）第__单元（填写适当单元号码）的数学考试。你将能够使用计算器。

阅读每个问题。然后，按照说明回答每个问题。通过涂满答题文件中的圆圈来标记你的答案。请勿在圆圈之外做任何铅笔标记。如果你需要更改答案，请务必完全擦除你的第一个答案。

如果某个问题要求你展示或解释你的答题，你必须这样做才能获得完整满分。只有写在所提供的空白处的答案才会计分。

如果你不知道某个问题的答案，你可以继续做下一个问题。如果你提前完成，你*只能*审查本单元中的答案和没有回答的任何问题。请勿超过停止标志。

在我继续阅读说明时，翻到下一页。

答题卡填写说明：

1. 解决问题并找到答案。
2. 在网格顶部的框中写下你的答案。
3. 每个框中只以印刷体书写一个数字或符号。请勿在答案的中间留下一个空白框。
4. 在每个框下面，涂与你上面写的数字或符号相符的圆圈。涂一个充满圆圈的实心标记。
5. 请勿涂未使用框下面的圆圈。
6. 答案网格不能输入分数，且不予计分。以小数形式输入分数。
7. 有关如何正确完成答案网格的示例，请参见下文。

朗读

你的考试册中的说明到此结束。

当你看到考试册中的GO ON标志时，你可以进入下一页。当你到达考试手册中的STOP标志时，在指导你继续之前，请*勿*继续。

板上贴有GO ON和STOP标志的示例。

如果你提前完成本单元并全面检查了自己的答题，请举手，我会收回你的考试材料。一旦我收回了你的材料，你就不能再取回。

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

	选项A 在我收回了你的考试材料后，请安静地坐在原位，直到本单元结束。
	选项B 在我收回你的考试材料后，我会让你离开。
	选项C 在我收回你的考试材料后，你可以阅读一本书或所允许的其他材料，直到本单位结束。

	你有什么问题吗？
--	----------

Answer student questions.

	<p>你将有 . . .</p> <ul style="list-style-type: none"> • 6至8年级：60分钟 <p>. . . 来完成本单元。当你的考试时间剩下10分钟时，我会告诉你。转到下一页。现在，你可以开始答题了。</p>
--	---

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- 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 4.6.4.

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 unit. 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 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 violate the validity of the test.

If taking a three-minute stand and stretch break during the unit:

	<p>请停止考试，将你的草稿纸放在答题文件中，将答题文件放在考试册中，然后合上考试册。我们将安静地休息三分钟，做伸展运动。不允许说话。</p>
--	---

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

	<p>打开您考试册，然后继续考试。</p>
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

	<p>你还剩下10分钟。</p>
--	------------------

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished,

	<p>停止答题。考试时间现已结束。合上你的考试册和答题文件。 检查你的姓名是否写在考试册和答题文件上。我会收回你的考试材料。</p>
--	--

- 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 unit 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 unit.