

# 4.11 Script for Administering Mathematics

# 4.11.1 Grades 3, 4, and 5 Mathematics – All Units

The administration script under Section 4.11.1 will be used for all units of the Grades 3-5 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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–3	Grades 3–5 (each unit): 60 Minutes	<ul><li>Student testing tickets</li><li>Pencils</li><li>Scratch paper</li></ul>		
End of each Unit - Stu	dents Submit Final Answe	rs		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations. Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the TestNav application (or follow your school/district instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).** 

Hoy tomarás la evaluación de Matemáticas.

No puedes tener ningún dispositivo electrónico en tu escritorio, solo tu dispositivo de examen. No se permite realizar llamadas, enviar mensajes de texto, tomar fotos y navegar por internet. Si en este momento tienes en tu poder cualquier dispositivo electrónico no aprobado, como teléfonos celulares, por favor, apágalo y levanta la mano. Si se encuentra un dispositivo electrónico no aprobado en tu poder durante la evaluación, es posible que no se califique tu examen.

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. Please contact your Test Coordinator if you have questions regarding electronic devices.

# Checking Audio (for Mathematics Accessibility Features only)



Diga

Asegúrate de que tus auriculares estén conectados y colócatelos. En la pantalla, a continuación del botón "Sign in", hay un enlace llamado "Probar el audio". Selecciona el enlace para asegurarte de que puedas oír con los auriculares y ajusta el volumen al nivel más alto. Puedes ajustar el volumen durante el examen después de empezar.

Grades 3, 4, and ! Mathematics All Units



See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.



# Instructions for Logging In



Por favor, siéntate en silencio mientras distribuyo los boletos de exámenes para los alumnos y el papel borrador.

NO iniciar la sesión hasta que yo así lo indique.

Distribute scratch paper, mathematics reference sheets (Grade 5 only, if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.



Ahora, mira tu boleto de exámenes para los alumnos y asegúrate de que tu nombre y tu apellido estén allí. Levanta la mano si no tienes <u>tu</u> boleto.

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.

STUDE	NT TESTING TICKET	
Student:	Sample Student	
State ID#:	123456789	
Session:	Sample Session	
Date of Birth:	2017-01-01	
Test:	Grade 07 Mathematics	
You are author test on the dev	ized to take the electronic version of this test. You will be asked to provide the following information in order to access the vice. Please wait for the instructions from the test monitor before proceeding.	
Select Illinois i	n the application.	
Username: 11	112223334 Password: 12ab34cd	
(OPTIONAL) Local Testing Device ID:		

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100	Assess	sment c	if Reac	iness

Diga	Ahora, ingresa tu Nombre de usuario como se muestra en la parte inferior de tu boleto.
- Ba	(Pausa).
	A continuación, ingresa la contraseña como se muestra en tu boleto.
	(Pausa).
	A continuación, presiona el botón "Iniciar sesión".
	(Pausa).
	Busca tu nombre en la esquina superior derecha de la pantalla. Si el nombre que ves no es el tuyo, por favor, levanta la mano. Ahora deberías estar en la pantalla de "Welcome". Selecciona el botón "Start".

**Circulate throughout the room to make sure all students have successfully logged in.** Retype the Username and Password for a student, if necessary. Passwords 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 Units

Diga	Sigue mi lectura de las instrucciones que se encuentran en la pantalla. Es posible que debas usar la barra de desplazamiento que se encuentra a la derecha para poder seguir la lectura.
	Hoy vas a tomar la Unidad (indicar el número de unidad correspondiente) del examen de Matemáticas de (seleccionar el grado correspondiente: 3.°, 4.° o 5.° grado). En esta unidad no podrás usar una calculadora.
	Lee cada pregunta. A continuación, sigue las instrucciones para responder a cada pregunta. Si en una pregunta se pide que muestres o expliques tu trabajo, deberás hacerlo para recibir el crédito completo. Escribe tu respuesta en el recuadro proporcionado en tu pantalla. Solo se calificarán las respuestas escritas dentro del recuadro de respuestas.
	Si no sabes la respuesta a alguna pregunta, puedes marcarla y pasar a la siguiente pregunta. Si terminas temprano, puedes revisar tus respuestas y cualquier pregunta que hayas marcado.
	Si la pregunta está acompañada por un recuadro de dibujos, puedes utilizarlo para agregar un dibujo que ayude a (3.º grado: explicar) (4.º y 5.º grado: respaldar) tu(s) respuesta(s). Se calificará cualquier trabajo o dibujo que se encuentre dentro del recuadro de dibujos.

Diga

Este es el final de las instrucciones del examen. No sigas hasta que se te diga que lo hagas.

Durante el examen levanta la mano si tienes dificultad con tu dispositivo de examen, para que pueda ayudarte. No podré ayudarte con las preguntas del examen o las herramientas en línea durante el examen.

Grades 3, 4, and 5 Mathematics All Units



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

# OPCIÓN A Cuando hayas entregado tus respuestas, permanece sentado y en silencio hasta que finalice la unidad. OPCIÓN B Cuando hayas entregado tus respuestas, te permitiré salir. OPCIÓN C Cuando hayas entregado tus respuestas, puedes leer un libro u otros materiales permitidos hasta que finalice la unidad.



¿Tienes alguna pregunta?

Answer any questions.

# Instructions for Starting the Test

Diga	Desplázate hasta la parte inferior de la pantalla.
	(Pausa).
	Selecciona el botón "Start".
	(Pausa).
	Ahora, deberías estar en el examen.

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



Tendrás 60 minutos para completar esta unidad. Además, te avisaré cuando falten 10 minutos para terminar el examen. Puedes comenzar a trabajar ahora.

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 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Ensure students are logging out of TestNav as they complete the unit (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- 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 4.7.5.
- Ensure that any absent students are locked out of the unit (Section 4.3).



Mathematics

All Units

# Instructions for Taking a Break During Testing and Testing Interruptions

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.
- 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.

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



Para y cubre o apaga tu pantalla. Tomaremos un descanso silencioso de estiramiento de tres minutos. No se permite hablar.

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



Ahora puedes reanudar la prueba.

# Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,



Quedan 10 minutos.

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 still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)





Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.

- Ensure all students are in **Exited** status if they have not completed the test, or **Completed** status if they have finished all units.
- 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.

Sessment of Readiness

Unit 1

Grades 6 and Mathematics

# 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 test. Refer to Section 4.11.4 for the administration script for Unit 2 and Unit 3. The administration script for Unit 1 of the Grade 8 mathematics assessments 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: Non- Calculator Section		<ul><li>Student testing tickets</li><li>Pencils</li><li>Scratch paper</li></ul>		
Students Submit Section	Grades 6 and 7: 60 Minutes			
Unit 1: Calculator Section				
End of Unit 1 – Studer	nts Submit Final Answers			

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations. Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the TestNav application (or follow your school/district instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).** 



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. Please contact your Test Coordinator if you have questions regarding electronic devices.

# Grades 6 and 7 Mathematics Unit 1

## Checking Audio (for Mathematics Accessibility Features only)

Diga Asegúrate de que tus auriculares estén conectados y colócatelos. En la pantalla, a continuación del botón "Sign in", hay un enlace llamado "Probar el audio". Selecciona el enlace para asegurarte de que puedas oír con los auriculares y ajusta el volumen al nivel más alto. Puedes ajustar el volumen durante el examen después de empezar.

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

Illinois	
Username	
Password	٩
Sign In	

**Instructions for Logging In** 



Por favor, siéntate en silencio mientras distribuyo los boletos de exámenes para los alumnos y el papel borrador.

NO iniciar la sesión hasta que yo así lo indique.

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.



Ahora, mira tu boleto de exámenes para los alumnos y asegúrate de que tu nombre y tu apellido estén allí. Levanta la mano si no tienes <u>tu</u> boleto.

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.

STUDE	NT TESTING TICKET
Student:	Sample Student
State ID#:	123456789
Session:	Sample Session
Date of Birth:	2017-01-01
Test:	Grade 07 Mathematics
You are autho test on the de	rized to take the electronic version of this test. You will be asked to provide the following information in order to access the vice. Please wait for the instructions from the test monitor before proceeding.
Select Illinois	in the application.
Username: 1	112223334 Password: 12ab34cd
(OPTIONAL) L	ocal Testing Device ID:

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	Ass	essi	ment	of	Rear	diness

Grades 6 and Mathematics Unit 1

Diga	Ahora, ingresa tu Nombre de usuario como se muestra en la parte inferior de tu boleto.
	(Pausa).
	A continuación, ingresa la contraseña como se muestra en tu boleto.
	(Pausa).
	A continuación, presiona el botón "Iniciar sesión".
	(Pausa).
	Busca tu nombre en la esquina superior derecha de la pantalla. Si el nombre que ves no es el tuyo, por favor, levanta la mano. Ahora deberías estar en la pantalla de "Welcome". Selecciona el botón "Start" de la Unidad 1.

**Circulate throughout the room to make sure all students have successfully logged in.** Retype the Username and Password for a student, if necessary. Passwords 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 Unit 1





OPCIONAL PARA EL USO DE CALCULADORAS DE MANO: Levanta la mano para recibir tu calculadora cuando estés listo para pasar a la sección con calculadora.



Este es el final de las instrucciones en tu pantalla. No sigas hasta que se te diga que lo hagas.

Durante el examen levanta la mano si tienes dificultad con tu dispositivo de examen, para que pueda ayudarte. No podré ayudarte con las preguntas del examen o las herramientas en línea durante el examen.

Una vez que hayas revisado tu trabajo en la sección con calculadora, levanta la mano y te daré las instrucciones para desconectarte del examen. Luego, recogeré tu boleto de examen para el alumno y el papel borrador. Una vez que hayas salido del examen, no podrás volver a ingresar.

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

 OPCIÓN A

 Cuando hayas entregado tus respuestas, permanece sentado y en silencio hasta que finalice la unidad.

 OPCIÓN B

 Cuando hayas entregado tus respuestas, te permitiré salir.

 OPCIÓN C

 Cuando hayas entregado tus respuestas, puedes leer un libro u otros materiales permitidos hasta que finalice la unidad.

Diga

Diga

¿Tienes alguna pregunta?

Answer any questions.

Instructions for Starting the Test

Diga	Desplázate hasta la parte inferior de la pantalla.
- Bu	(Pausa).
	Selecciona el botón "Start".
	(Pausa).
	Ahora, deberías estar en el examen.

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

 Tendrás...
 6.º y 7.º grado: 60 minutos
 ... para completar las dos secciones con calculadora y sin calculadora de esta unidad. Cuando queden 20 minutos de tiempo de examen, te recordaré que pases a la sección con calculadora si aún no lo has hecho. También te avisaré cuando falten 10 minutos para terminar el examen.
 Puedes comenzar a trabajar ahora.

🔊 ILLINOIS

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 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- If you are assisting students and see "Submit Section" or "Start Section" on the TestNav screen, this means that the student is ready to transition into the calculator section. Ensure students are moving on to the calculator section. When the non-calculator section is complete, students will need to "Submit Section" in order to move on to the calculator section and log out of TestNav as they complete the unit (Section 4.9.1).
- Distribute grade-appropriate/accommodation-appropriate calculators (if using hand-held calculators) when students complete the non-calculator section (refer to Section 4.2 for more information).
- Ensure students are logging out of TestNav as they complete the unit (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- 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 4.7.5.
- Ensure that any absent students are locked out of the unit (Section 4.3).

#### Instructions for Taking a Break During Testing and Testing Interruptions

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.
- 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.

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



Para y cubre o apaga tu pantalla. Tomaremos un descanso silencioso de estiramiento de tres minutos. No se permite hablar.

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



Ahora puedes reanudar la prueba.



Grades 6 and 7 Mathematics Unit 1

# Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

Diga
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Quedan 20 minutos. Recuerda que las secciones con calculadora y sin calculadora deben completarse en ese tiempo.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,



Quedan 10 minutos.

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 still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

Diga	Para de trabajar. Ha terminado el tiempo para el examen.
Diga	Selecciona el menú desplegable "Review" en la esquina superior izquierda de tu examen.
	Desde el menú "Review", desplázate hacia abajo y selecciona "End of Section".
	Selecciona el botón "Submit".
	Selecciona el botón "Yes" para salir de la unidad.
L	Ahora, recogeré tu boleto de examen para el alumno y el papel borrador.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Exited** status if they have not completed the test, or **Completed** status if they have finished all units.
- 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.

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 test. The administration script for Unit 1 of the Grades 6 and 7 mathematics assessment can be found in section 4.11.2.

4.11.3 Grade 8 Mathematics – Unit 1

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: Non- Calculator	Grade 8: 60 Minutes	<ul><li>Student testing tickets</li><li>Pencils</li><li>Scratch paper</li></ul>		
End of Unit 1 – Students Submit Final Answers				

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations. Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the TestNav application (or follow your school/district instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).** 

Diga	Hoy tomarás la evaluación de Matemáticas.
Diga	No puedes tener ningún dispositivo electrónico en tu escritorio, solo tu dispositivo de examen. No se permite realizar llamadas, enviar mensajes de texto, tomar fotos y navegar por internet. Si en este momento tienes en tu poder cualquier dispositivo electrónico no aprobado, como teléfonos celulares, por favor, apágalo y levanta la mano. Si se encuentra un dispositivo electrónico no aprobado en tu poder durante la evaluación, es posible que no se califique tu examen.

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. Please contact your Test Coordinator if you have questions regarding electronic devices.

# Checking Audio (for Mathematics Accessibility Features only)



Asegúrate de que tus auriculares estén conectados y colócatelos. En la pantalla, a continuación del botón "Sign in", hay un enlace llamado "Probar el audio". Selecciona el enlace para asegurarte de que puedas oír con los auriculares y ajusta el volumen al nivel más alto. Puedes ajustar el volumen durante el examen después de empezar.

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See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

TestNa	IV
Illinois	5
Username	
Password	
Sign In	
<ul> <li>Test Audio</li> </ul>	1

Instructions for Logging In



Por favor, siéntate en silencio mientras distribuyo los boletos de exámenes para los alumnos y el papel borrador.

NO iniciar la sesión hasta que yo así lo indique.

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.



Ahora, mira tu boleto de exámenes para los alumnos y asegúrate de que tu nombre y tu apellido estén allí. Levanta la mano si no tienes <u>tu</u> boleto.

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.

STUDENT TESTING TICKET			
Student:	Sample Student		
State ID#:	123456789		
Session:	Sample Session		
Date of Birth:	2017-01-01		
Test:	Grade 07 Mathematics		
You are author test on the dev	rized to take the electronic version of this test. You will be asked to provide the following information in order to access the vice. Please wait for the instructions from the test monitor before proceeding.		
Select Illinois i	n the application.		
Username: 1	112223334 Password: 12ab34cd		
(OPTIONAL) Lo	ocal Testing Device ID:		

Diga	Ahora, ingresa tu Nombre de usuario como se muestra en la parte inferior de tu boleto.
	(Pausa).
	A continuación, ingresa la contraseña como se muestra en tu boleto.
	(Pausa).
	A continuación, presiona el botón "Iniciar sesión".
	(Pausa).
	Busca tu nombre en la esquina superior derecha de la pantalla. Si el nombre que ves no es el tuyo, por favor, levanta la mano. Ahora deberías estar en la pantalla de "Welcome". Selecciona el botón "Start" de la Unidad 1.

**Circulate throughout the room to make sure all students have successfully logged in.** Retype the Username and Password for a student, if necessary. Passwords 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 Unit 1

Sigue mi lectura de las instrucciones que se encuentran en la pantalla. Es posible que Diga debas usar la barra de desplazamiento que se encuentra a la derecha para poder seguir la lectura. Hoy se evaluarán tus conocimientos de la Unidad 1 del Examen de matemáticas de 8.° grado. En esta unidad no podrás usar una calculadora. Lee cada pregunta. A continuación, sigue las instrucciones para responder a cada pregunta. Si en una pregunta se pide que muestres o expliques tu trabajo, deberás hacerlo para recibir el crédito completo. Escribe tu respuesta en el recuadro proporcionado en tu pantalla. Solo se calificarán las respuestas escritas dentro del recuadro de respuestas. Si no sabes la respuesta a alguna pregunta, puedes marcarla y pasar a la siguiente pregunta. Si terminas temprano, puedes revisar tus respuestas y cualquier pregunta que hayas marcado. Este es el final de las instrucciones en tu pantalla. No sigas hasta que se te diga Diga que lo hagas.

Durante el examen levanta la mano si tienes dificultad con tu dispositivo de examen, para que pueda ayudarte. No podré ayudarte con las preguntas del examen o las herramientas en línea durante el examen.



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

# Diga OPCIÓN A Cuando hayas entregado tus respuestas, permanece sentado y en silencio hasta que finalice la unidad. OPCIÓN B Cuando hayas entregado tus respuestas, te permitiré salir. OPCIÓN C

Cuando hayas entregado tus respuestas, puedes leer un libro u otros materiales permitidos hasta que finalice la unidad.



¿Tienes alguna pregunta?

Answer any questions.

# Instructions for Starting the Test

Diga	Desplázate hasta la parte inferior de la pantalla.
	(Pausa).
	Selecciona el botón "Start".
	(Pausa).
	Ahora, deberías estar en el examen.

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



Tendrás 60 minutos para completar esta unidad. Además, te avisaré cuando falten 10 minutos para terminar el examen. Puedes comenzar a trabajar ahora.

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 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Ensure students are logging out of TestNav as they complete the unit (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- 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 4.7.5.
- Ensure that any absent students are locked out of the unit (Section 4.3).



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# Instructions for Taking a Break During Testing and Testing Interruptions

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.
- 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.

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



Para y cubre o apaga tu pantalla. Tomaremos un descanso silencioso de estiramiento de tres minutos. No se permite hablar.

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



Ahora puedes reanudar la prueba.

# Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,



Quedan 10 minutos.

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 still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)





- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Exited** status if they have not completed the test, or **Completed** status if they have finished all units.
- 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.

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

The administration script under Section 4.11.4 will be used for Unit 2 and Unit 3 of the Grades 6, 7, and 8 mathematics test. The administration script for Unit 1 of the Grades 6 and 7 mathematics assessments can be found in Section 4.11.2. The administration script for Unit 1 of the Grade 8 mathematics assessments can be found in Section 4.11.3.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	Grades 6–8: 60 Minutes	<ul><li>Student testing tickets</li><li>Pencils</li><li>Scratch paper</li></ul>		
End of Unit 2 – Students Submit Final Answers				
Unit 3	Grades 6–8: 60 Minutes	<ul><li>Student testing tickets</li><li>Pencils</li><li>Scratch paper</li></ul>		
End of Unit 3 – Students Submit Final Answers				

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations.

Before students can begin testing, the test session must be started in PearsonAccess<sup>next</sup>. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the TestNav application (or follow your school/district instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).** 

Hoy tomarás la evaluación de Matemáticas.

No puedes tener ningún dispositivo electrónico en tu escritorio, solo tu dispositivo de examen. No se permite realizar llamadas, enviar mensajes de texto, tomar fotos y navegar por internet. Si en este momento tienes en tu poder cualquier dispositivo electrónico no aprobado, como teléfonos celulares, por favor, apágalo y levanta la mano. Si se encuentra un dispositivo electrónico no aprobado en tu poder durante la evaluación, es posible que no se califique tu examen.

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. Please contact your Test Coordinator if you have questions regarding electronic devices.

# Checking Audio (for Mathematics Accessibility Features only)



Diga

Asegúrate de que tus auriculares estén conectados y colócatelos. En la pantalla, a continuación del botón "Sign in", hay un enlace llamado "Probar el audio". Selecciona el enlace para asegurarte de que puedas oír con los auriculares y ajusta el volumen al nivel más alto. Puedes ajustar el volumen durante el examen después de empezar.



See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

TestNa	V
Illinois	
Username	
Password	
Sign In	
Test Audio	

# **Instructions for Logging In**



Por favor, siéntate en silencio mientras distribuyo los boletos de exámenes para los alumnos y el papel borrador.

NO iniciar la sesión hasta que yo así lo indique.

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.



Ahora, mira tu boleto de exámenes para los alumnos y asegúrate de que tu nombre y tu apellido estén allí. Levanta la mano si no tienes <u>tu</u> boleto.

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.

STUDENT TESTING TICKET			
ple Student			
156789			
ple Session			
7-01-01			
le 07 English Language Arts/Literacy			
You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.			
Select Illinois in the application.			
3334 Password: 12ab34cd			
(OPTIONAL) Local Testing Device ID:			

Diga	Ahora, ingresa tu Nombre de usuario como se muestra en la parte inferior de tu boleto.
Digu	(Pausa).
,	A continuación, ingresa la contraseña como se muestra en tu boleto.
	(Pausa).
	A continuación, presiona el botón "Iniciar sesión".
	(Pausa).
	Busca tu nombre en la esquina superior derecha de la pantalla. Si el nombre que ves no es el tuyo, por favor, levanta la mano. Ahora deberías estar en la pantalla de "Welcome". Selecciona el botón "Start" para la Unidad (indicar el número de unidad correspondiente).

**Circulate throughout the room to make sure all students have successfully logged in.** Retype the Username and Password for a student, if necessary. Passwords 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 Each Unit

Diga	Sigue mi lectura de las instrucciones que se encuentran en la pantalla. Es posible que debas usar la barra de desplazamiento que se encuentra a la derecha para poder seguir la lectura.
	Hoy se evaluarán tus conocimientos de la Unidad (indicar el número de unidad correspondiente) del examen de Matemáticas de grado (indicar el grado correspondiente). En esta unidad podrás usar una calculadora. Hay una calculadora disponible en la barra de herramientas.
	Lee cada pregunta. A continuación, sigue las instrucciones para responder a cada pregunta.
	Si en una pregunta se pide que muestres o expliques tu trabajo, deberás hacerlo para recibir el crédito completo. Escribe tu respuesta en el recuadro proporcionado en tu pantalla. Solo se calificarán las respuestas escritas dentro del recuadro de respuestas.
	Si no sabes la respuesta a alguna pregunta, puedes marcarla y pasar a la siguiente pregunta. Si terminas temprano, puedes revisar tus respuestas y cualquier pregunta que hayas marcado.
Diga	Este es el final de las instrucciones en tu pantalla. No sigas hasta que se te diga que lo hagas.
	Durante el examen levanta la mano si tienes dificultad con tu dispositivo de examen, para que pueda ayudarte. No podré ayudarte con las preguntas del examen o las herramientas en línea durante el examen.
	Una vez que hayas revisado tu trabajo en esta unidad, levanta la mano y te daré las instrucciones para desconectarte del examen. Luego, recogeré tu boleto de examen para el alumno y el papel borrador. Una vez que hayas salido del examen, no podrás volver a ingresar.

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

# OPCIÓN A Cuando hayas entregado tus respuestas, permanece sentado y en silencio hasta que finalice la unidad. OPCIÓN B Cuando hayas entregado tus respuestas, te permitiré salir. OPCIÓN C Cuando hayas entregado tus respuestas, puedes leer un libro u otros materiales



¿Tienes alguna pregunta?

permitidos hasta que finalice la unidad.

Answer any questions.

# Instructions for Starting the Test

Diga	Desplázate hasta la parte inferior de la pantalla. (Pausa).
	Selecciona el botón "Start".
	(Pausa).
	Ahora, deberías estar en el examen.

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

Diga	<ul> <li>Tendrás</li> <li>6.º a 8.º grado: 60 minutos</li> </ul>
	para completar esta unidad. Te avisaré cuando falten 10 minutos para terminar el examen.
	Puedes comenzar a trabajar ahora.

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 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- 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 4.7.5.
- Ensure that any absent students are locked out of the unit (Section 4.3).
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).



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.
- 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.

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



Para y cubre o apaga tu pantalla. Tomaremos un descanso silencioso de estiramiento de tres minutos. No se permite hablar.

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



Ahora puedes reanudar la prueba.

# Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,



Quedan 10 minutos.

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 still actively testing. If another unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

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Diga	Para de trabajar. Ha terminado el tiempo para el examen.
Diga	Selecciona el menú desplegable "Review" en la esquina superior izquierda de tu examen.
	Desde el menú "Review", desplázate hacia abajo y selecciona "End of Section".
	Selecciona el botón "Submit Final Answers". Luego verás un mensaje que te pregunta "Estás a punto de salir de esta sección y no podrás volver una vez que salgas. ¿Estás seguro de que quieres salir?"
	Para la Unidad 2, <b>selecciona el botón "Submit".</b>
	Selecciona el botón "Yes" para salir de la unidad.
	Para la Unidad 3, selecciona el botón "Submit Final Answers".
	Selecciona el botón "Yes, Submit Final Answers" para salir del examen.
	Ahora, recogeré tu boleto de examen para el alumno y el papel borrador.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Exited** status if they have not completed the test, or **Completed** status if they have finished all units.
- 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.