



ILLINOIS

Assessment of Readiness

2020 Test Administrator Script

Grades 6, 7 and 8

Computer-Based Testing

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	Grades 6 and 7: 60 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
Students Submit Section				
Unit 1: Calculator Section				
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^{next}. 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 app (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).**

	<p>Today, you will take the Mathematics 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 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)

Say Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click To Test Audio.” Select the 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.

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


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.

	<p>Now, enter your Username as shown on the bottom of your ticket.</p> <p>(Pause.)</p> <p>Next, enter the Password as shown on your ticket.</p> <p>(Pause.)</p> <p>Now, select the “Sign In” button.</p> <p>(Pause.)</p> <p>Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for Unit 1. You should see a “Welcome” screen.</p>
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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

	<p>Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Start Section” button until I tell you to do so.</p> <p>Today, you will take Unit 1 of the Grade __ (6 or 7 choose the appropriate grade level) Mathematics Test. Unit 1 has two sections. In the first section, you may not use a calculator. In the second section, you may use a calculator. You will not be allowed to return to the first section of the test after you start the calculator section. You must complete both the non-calculator and calculator sections of Unit 1 within the time allowed.</p> <p>Read each question. Then, follow the directions to answer each question.</p> <p>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.</p> <p>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 first section, you may review your answers and any questions you may have bookmarked in this section ONLY. Once you have reviewed your answers, continue to the calculator section by submitting the answers for the first section. Raise your hand if you need assistance continuing to the calculator section.</p>
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	<p>OPTIONAL IF USING HAND-HELD CALCULATORS: Raise your hand to receive your calculator when you are ready to move onto the calculator section.</p>
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Say	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>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.</p> <p>Once you have checked your work in the calculator section, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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Read from OPTION A, B, or C below based on state or local policy (refer to your School Test Coordinator).

Say	<p>OPTION A</p> <p>After you have logged out of the test, sit quietly until the unit has ended.</p>
	<p>OPTION B</p> <p>After you have logged out of the test, I will dismiss you.</p>
	<p>OPTION C</p> <p>After you have logged out of the test, you may read a book or other allowable materials until the unit has ended.</p>

Say	<p>Do you have any questions?</p>
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Answer any questions.

Instructions for Starting the Test

Say	<p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the “Start Section” button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p>
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Pause to make sure all students are in the correct unit.

Say	<p>You will have . . .</p> <ul style="list-style-type: none"> • Grades 6 or 7: 60 minutes <p>. . . to complete both the non-calculator and calculator sections in this unit. When there is 20 minutes of testing time left, I will remind you to move on to the calculator section, if you have not already done so. I will also let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</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 4.7.3).
- 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:

Please stop and cover or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.

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

You may now resume testing.

Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

Say	You have 20 minutes remaining. As a reminder, both the non-calculator and calculator sections must be completed within this time.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Say	You have 10 minutes remaining.
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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 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.)

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.</p> <p>Select the “Yes” button to exit the unit.</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 logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} at the end of the unit.
- 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.

4.11.3 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 test. The administration script for Unit 1 of the Grades 6 and 7 mathematics assessment 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: Non-Calculator	Grade 8: 60 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
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^{next}. 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 app (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).**

Say	<p>Today, you will take the Mathematics 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 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)

Say	<p>Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click To Test Audio.” Select the 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.</p>
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See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

Instructions for Logging In


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

Say	<p>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 <u>your</u> ticket.</p>
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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
Date of Birth:	2001-03-07
Session:	SAMPLETESTSESSION
Test:	Grade 6 ELA/Literacy
You are authorized to take the electronic version of Grade 6 ELA/Literacy. You will be asked to provide the following information in order to access the test on the device. Please wait for instructions before proceeding.	
TestNav app	Select your state on the home page
Username:	0123456789
Password:	1a22b3

 Say	Now, enter your Username as shown on the bottom of your ticket.
	(Pause.)
	Next, enter the Password as shown on your ticket.
	(Pause.)
	Now, select the “Sign In” button.
(Pause.)	
	Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for Unit 1. You should see a “Welcome” screen.

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

 Say	Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Start Section” button until I tell you to do so.
	Today, you will take Unit 1 of the Grade 8 Mathematics Test. You will not be able to use a calculator.
	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. If you finish early, you may review your answers and any questions you may have bookmarked.

 Say	This is the end of the directions on your screen. 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.

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

Say	OPTION A After you have logged out of the test, sit quietly until the unit has ended.
	OPTION B After you have logged out of the test, I will dismiss you.
	OPTION C After you have logged out of the test, you may read a book or other allowable materials until the unit has ended.

Say	Do you have any questions?
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Answer any questions.

Instructions for Starting the Test

Say	Scroll to the bottom of the screen.
	(Pause.)
	Select the “Start Section” button.
	(Pause.)
	You should now be in the test.

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

Say	You will have 60 minutes to complete this unit. I will also let you know when you have 10 minutes of testing time left.
	You may begin working now.

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).

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:

Say	Please stop and cover or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.
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After taking a classroom break, be sure students are seated and device screens are visible:

Say	You may now resume testing.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Say	You have 10 minutes remaining.
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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 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.)

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.</p> <p>Select the “Yes” button to exit the unit.</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 logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} at the end of the unit.
- 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 style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 2 – Students Submit Final Answers				
Unit 3	Grades 6–8: 60 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
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^{next}. 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 app (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).**

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

Say	<p>Today, you will take the Mathematics 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 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)

Say	<p>Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click To Test Audio.” Select the 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.</p>
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See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

TestNav
Illinois

Sign In

🔊 Test Audio

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, 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.

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.

STUDENT TESTING TICKET

Student: SAMPLE, STUDENT
Date of Birth: 2001-03-07
Session: SAMPLETESTSESSION
Test: Grade 6 ELA/Literacy


You are authorized to take the electronic version of Grade 6 ELA/Literacy. You will be asked to provide the following information in order to access the test on the device. Please wait for instructions before proceeding.

TestNav app **Select your state** on the home page

Username: 0123456789
Password: 1a22b3


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	<p>Now, enter your Username as shown on the bottom of your ticket.</p> <p>(Pause.)</p> <p>Next, enter the Password as shown on your ticket.</p> <p>(Pause.)</p> <p>Now, select the “Sign In” button.</p> <p>(Pause.)</p> <p>Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for Unit __ (fill in the appropriate unit number). You should see a “Welcome” screen.</p>
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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

	<p>Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Start Section” button until I tell you to do so.</p> <p>Today, you will take Unit __ (fill in the appropriate unit number) of the __ (fill in the appropriate grade) Mathematics Test. You will be able to use a calculator. A calculator is provided in the toolbar for your use.</p> <p>Read each question. Then, follow the directions to answer each question.</p> <p>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.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.</p>
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	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>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.</p> <p>Once you have checked your work in this unit, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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**Grades 6, 7, and 8
Mathematics
Units 2 and 3**

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

Say	OPTION A After you have logged out of the test, sit quietly until the unit has ended.
	OPTION B After you have logged out of the test, I will dismiss you.
	OPTION C After you have logged out of the test, you may read a book or other allowable materials until the unit has ended.

Say	Do you have any questions?
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Answer any questions.

Instructions for Starting the Test

Say	Scroll to the bottom of the screen.
	(Pause.)
	Select the “Start Section” button.
	(Pause.)
	You should now be in the test.

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

Say	You will have . . .
	<ul style="list-style-type: none"> • Grades 6–8: 60 minutes
	. . . to complete this unit. I will let you know when you have 10 minutes of testing time left.
	You may begin working now.

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).

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:

Say	Please stop and cover or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.
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After taking a classroom break, be sure students are seated and device screens are visible:

Say	You may now resume testing.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Say	You have 10 minutes remaining.
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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 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.)

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 “Are you sure you want to submit final answers?” Select the “Yes, Submit Final Answers” button.</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 logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} at the end of the unit.
- 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.