

4.10 Script for Administering Mathematics – Computer-Based Testing

4.10.1 Grades 3–5 Mathematics – All Sections

The administration script under Section 4.10.1 will be used **for all Sections** of the Grades 3–5 Mathematics test.

TAs are required to adhere to the scripts provided in this manual when administering the MCAP 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. TAs should be familiar with the script before administering the assessment.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Section 1—Non-Calculator Section 2—Calculator Section 3—Non-Calculator Section 4—Calculator	40 Minutes per Section	• Student Print Cards and Seal Codes • Pencils • Scratch paper • Calculators (only for students with a documented accommodation)		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.4 for further instructions on how to check accessibility features and accommodations.

TAs must make sure all testing devices are turned on and TestNav is launched to the **Sign-In** page. **If headphones are needed as an accessibility feature, make sure they are plugged in prior to launching TestNav. Headphones used as noise buffers should not be plugged into any device.**

IMPORTANT: Students taking the Regular Online assessment **MUST** begin with Section 1 of the assessment.

Today, you will take the Mathematics assessment.

You may NOT have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the Internet is prohibited and 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 or notes during testing, your test might NOT be scored.

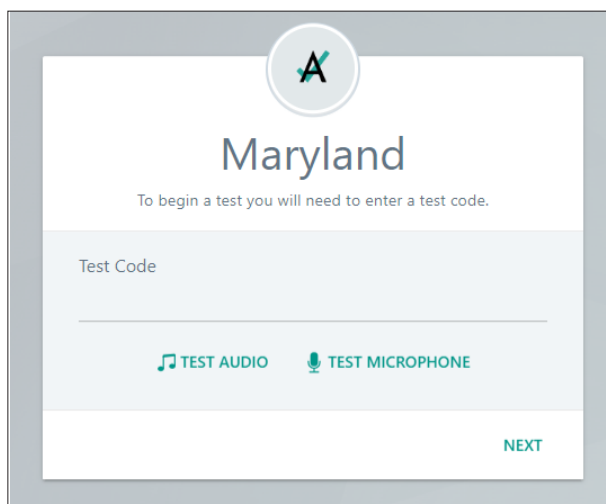
If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the Section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC if you have questions regarding electronic devices.

Students may NOT have any other programs running before launching TestNav. (YouTube®, music streaming, etc.)

Checking Audio (for Mathematics Text-to-Speech Accessibility Features only)

Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “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. TAs should assist students with audio adjustments as needed.



Instructions for Signing In

	Please sit quietly while I distribute your student Print Cards and scratch paper. Do NOT sign in until I tell you to do so.
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Distribute scratch paper, Mathematics reference sheets (Grades 4–5, if locally printed), and student Print Cards as well as optional Mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in their IEP or 504 plan, make sure the student receives the appropriate device. Some students may have a documented accommodation (4e) to use the calculator during the non-calculator items and may use that same calculator throughout the entire test.

	Now, look at your student Print Card and make sure it has your first and last name on it. Raise your hand if you do NOT have your Print Card.
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If a student has the wrong Print Card, provide the correct student Print Card to the student. If you do NOT have the correct student Print Card, contact the STC.

NOTE: If the student has not been pre-populated into a Proctor Group, Test Code will not appear on the Print Card.

Maryland

Paige Healy

Test Code KQYATW

User Name md_studen1349

Password 9162887826

	Please enter the Test Code _____ and click NEXT to move to your login screen. (Pause.) Now, enter your Username as shown on the bottom of your Print Card. (Pause.) Next, enter the Password as shown on your Print Card. (Pause.) Finally, select the “Next” button. (Pause.)
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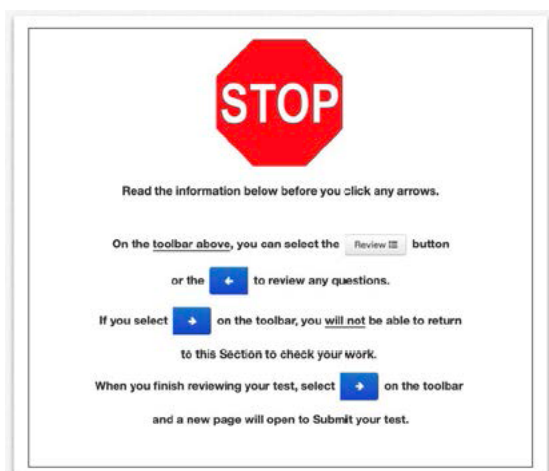
Circulate throughout the room to make sure all students have successfully signed in. Retype the Username and Password for a student, if necessary. Passwords are NOT case sensitive. If the student does not see their correct name on the Sign In screen, close the TestNav App, launch the App again and sign the student back in with the correct student Print Card.

Instructions for Administering All Regular Online and Accommodated (Text-to-Speech, Spanish, etc) Sections

Say	Select the “Start” box on 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” button until I tell you to do so. Today, you will take Section _ (1, 2, 3, or 4) of the Grade __ (3, 4, or 5) Mathematics Test. For Sections 1–4, say: There will be no more than 16 questions in this Section. (Read the calculator usage direction for the correct Section.) For Section 1, say: You will not be allowed to use a calculator in this section. For Section 2, say: You will be able to use a calculator. Calculators are provided in the toolbar for your use. For Section 3, say: You will not be allowed to use a calculator in this section. For Section 4, say: You will be able to use a calculator. Calculators are provided in the toolbar for your use. (Depending on the group being tested, read either the REGULAR ONLINE or ACCOMMODATED directions to students.) <u>REGULAR ONLINE</u> Read each question. Then, follow the directions to answer each question. Be sure to scroll to see all parts of a question and answer exactly as asked. The arrow to move forward will already be blue. A pop-up message will appear if you have not answered all parts of the question. You may bookmark a question to review it later, but you will not be able to move ahead unless you fully answer the question. If you finish early, you may review your answers and any questions you may have bookmarked in that Section.
Say	<u>ACCOMMODATED (TTS, Spanish, etc.)</u> Read each question. Then, follow the directions to answer each question. Be sure to scroll to see all parts of a question. If a question asks you to show or explain your work, you must do so to receive full credit. If you do not know the answer to a question, you may bookmark it and go to the next question. If you finish early, you may review your answers and any questions you may have bookmarked in that Section.

Say	This is the end of the testing directions on your screen. Do NOT go on until you are told to do so. If a drawing box is provided with the question, you may add a drawing in the box to help support your answer(s). Constructed Response Only: A drawing box may be provided with constructed response questions. You may add a drawing in the box to help support your answer(s). Any work or drawing that is entered in the drawing box will be scored. 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. When you finish testing, you must Submit your test and NOT just close your device.
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Say	After the last question in this Section, some students may see a screen with a STOP sign. Read it carefully in order to review your work. Once you Submit this Section of the test, you will NOT be allowed to return to it in order to review your work.
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Read only one choice from OPTION A, B, or C below based on your LEA or LEA 24 policy (refer to your STC).

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



Do you have any questions?

Answer any questions students may have. Repeat any of the instructions, as necessary.

Instructions for Starting the Test – Section 1



Read this direction for Section 1 only.

Scroll to the bottom of the screen.

(Pause.)

Select the “Start” button.

(Pause.)

You should now be in the test.

Instructions for Starting the Test – Sections 2, 3, and 4



In Sections 2, 3, and 4 say:

You should now be on the page with the box at the bottom to enter a Seal Code. If you are NOT on that page, please raise your hand.

(Pause. Be sure all students are on the page to enter the Seal Code. If a student is NOT on that page, they must EXIT TestNav and have the STC move them to the correct Section.)

I will now give you a 4 digit Seal Code to place in the Enter Seal Code box. This Seal Code unlocks the next Section of your test. The Seal Code is ____.

Enter that Seal Code and then click Start.

(Pause. Say and write the Seal Code for students. Only write ONE Seal Code at a time when directed.)

You should now be in the test.



You will have 40 minutes to work today. I will let you know when you have 10 minutes of Section Testing Time left. Be sure you click the SUBMIT button after completing each Section of the test.

Everyone may now begin working.

Create a timing box to include the Section Number, Starting Time, Stopping Time, and Seal Code. There is no Seal Code needed for Section 1, but it will be needed for the other three sections.

Section Number:	_____
Section Testing Time:	_____
Starting Time:	_____
Stopping Time:	_____
Seal Code:	_____

Actively proctor while students are testing:

DO NOT give anyone a Seal Code beyond the current Section being tested simply because they have finished and Submitted a Section.

- Redirect students as necessary (Section 4.6).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.6, as applicable, if any technology issues cause a disruption.
- Assist students in signing out of TestNav as they complete the Section (Section 4.8).
- 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 4.6.
- Ensure that any absent student’s test remains in the Ready status.

Instructions for Taking a Break During Testing and Testing Interruptions

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

- One stretch break of up to three minutes for the entire classroom during testing for each Section. 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 Section:

	Please stop and tilt, 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:

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

When 10 minutes of section time remain:

	You have 10 minutes remaining.
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Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the section time is finished, read the following SAY boxes. Some students will not be finished with the Section and others will have Submitted the Section. Be sure that ALL students sign out of TestNav and do not simply shut down their computer.

	OPTION A Please stop working. Testing time has now ended.
	OPTION B If all students have finished testing prior to Section time ending: Testing for Section __ is now complete.

	Some of you may have submitted your test and some of you may NOT have submitted your test. Right now I need all students to go to the User Dropdown Menu by the “Little Buddy” on the top right corner of your screen. Click the dropdown arrow to see “Sign out of TestNav” and click “Save and Return Later.” This Section Testing Time is now complete. I will now collect your Print Card.
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NEW Notify the STC that the Section is complete and students are ready to be moved to the next Section. Students **MUST** be moved before starting the next Section.

Circulate throughout the room to make sure all students have successfully signed out. Then, collect student Print Cards and scratch paper. If administering another Section on the same day, collect Print Cards but allow students to keep other materials and take a short break. If the break exceeds 15 minutes, collect Print Cards and all materials. Once students have been moved to the next Section and are seated, read the script above to administer any additional Sections.

The TA must return all materials to the STC at the conclusion of testing for the day and provide the names of any absentee students or report any testing irregularities.

4.10.2 Grades 6–8 and High School (Geometry, Algebra I, and Algebra II) Mathematics – All Sections

TAs are required to adhere to the scripts provided in this manual for administering the MCAP 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. TAs should be familiar with the script before administering the assessment.

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