

Note: If you are administering more than one Section during the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Test books and answer documents should be collected. The Test Administrator must remain with the test books and answer documents at all times unless they are secured. Once students have returned and are seated, read the script to move on to the next Section.

The previous directions should also be used for Sections 3 and 4 of the high school Mathematics Assessments.

4.11 Script for Administering English Language Arts/Literacy (ELA/L)

4.11.1 Grade 10 ELA/Literacy – All Sections

The administration script under Section 4.11.1 will be used **for all Sections** for the ELA/L Test. Be sure you are reading the direction in the script with the correct number of questions for each specific Section.

Test Administrators 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. Test Administrators should be familiar with the script before administering the assessment.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1–4	70 Minutes per Section	<ul style="list-style-type: none"> • Test books • Answer documents • Pencils • Scratch paper 		
End of each Section – Students Stop				

Instructions for Preparing to Test

	<p>Today, you will take the English Language Arts/Literacy assessment.</p> <p>You may NOT have any unapproved electronic devices at your desk. Making calls, texting, and taking pictures are NOT allowed. If you have any electronic devices, including cell phones, with you right now, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might NOT be scored.</p>
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If a student raises 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. Contact your School Test Coordinator if you have questions regarding electronic devices.

	<p>Please sit quietly while I distribute the test materials.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test books and answer documents.



If Section 1 read: **Write your first and last name at the top of your test book and answer document in Box A.**

If Section 2, 3, and 4 read: **Check to make sure your first and last name is written at the top of your test book and answer document in Box A.**

Make sure each student has written their name on the test book and answer document. If necessary, assist students with making sure they are using the test book and answer document that belong to them.

Instructions for Administering Each Section



Using the Section Tabs on the edge of the page, open your test book to the first page of Section __ (fill in the appropriate Section number) and follow along while I read the directions. Do NOT turn the page until I tell you to do so.

Today, you will take Section __ (fill in the appropriate Section number) of the Grade 10 English Language Arts/Literacy Test.

For Section 1 say: **There will be no more than 14 questions in this Section.**

For Section 2 say: **There will be no more than 9 items**

For Section 3 say: **There will be no more than 8 questions in this Section.**

For Section 4 say: **There will be no more than 13 questions in this Section.**

Read each passage and question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Do NOT make any pencil marks outside of the circles. If you need to change an answer, be sure to erase your first answer completely.

One of the questions may ask you to write a response. Write your response in the space provided in your answer document. Only responses written within the space provided will be scored.

If you do NOT know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did NOT answer in this Section ONLY. Do NOT go past the stop sign.



This is the end of the directions in your test book.

When you see a GO ON sign in your test book, you may go on to the next page. When you reach the STOP sign in your test book, do NOT go on until directed to do so.

Examples of the GO ON and STOP signs are posted on the board.

Read only one choice from OPTION A, B, or C below based on your LEA or LEA 24 policy (refer to your School Test Coordinator).

	<p>OPTION A</p> <p>After I have collected your test materials, please sit quietly until the Section has ended.</p>
	<p>OPTION B</p> <p>After I have collected your test materials, I will dismiss you.</p>
	<p>OPTION C</p> <p>After I have collected your test materials, you may read a book or other allowable materials until the Section has ended.</p>

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

Create a timing box to include the Section Number, Starting time, and Stopping time for students (Figure 3.0 Timing Box Example)

<p>Section Number: _____</p> <p>Section Testing Time: _____</p> <p>Starting Time: _____</p> <p>Stopping Time: _____</p>

	<p>You will have 70 minutes to complete this Section. I will let you know when you have 10 minutes of testing time left.</p> <p>Turn to the next page. You may begin working now.</p>
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Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Collect test materials as students complete testing.
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.6.4.

Ensure students do NOT move to other Sections.

Instructions for Taking a Break During Testing

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

- One stretch break of up to three minutes for the entire classroom during testing for each Section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do NOT adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Test books and answer documents must be closed or covered.
- Students are NOT permitted to talk to each other during testing or breaks during testing.
- Students are NOT permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

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

Say	Please stop testing, place your scratch paper in your answer document, place the answer document in the test book, and close your test book. We will take a silent three minute stretch break. No talking is allowed.
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After taking a classroom break, ensure students open their test books and answer documents and continue testing where they left off.

Say	Open your test books and answer documents and continue testing.
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Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of Section time remain:

Say	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:

Say	OPTION A Please stop working. Testing time has now ended. Close your test book and answer document. I will now collect your test materials.
	OPTION B If all students have finished testing prior to Section time ending: Testing for Section __ is now complete.

- Collect test books, answer documents, scratch paper, testing tools, and accessibility/accommodations tools (as needed) from students.
- If testing another Section on the same day, take a break and then read the entire directions to begin the next Section. At that time, materials and test books may be redistributed.
- After all testing has ended for the day, 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.

Grade 10
ELA/Literacy
All Sections

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The previous directions should be used for all Sections of the Grade 10 ELA/L Assessment.

5.0 AFTER Completion of Each Testing Day

5.1 Checklist of Tasks for Test Administrators to Complete AFTER Testing

This section describes activities Test Administrators must complete after testing.

Testing Day	Reference
<input type="checkbox"/> Ensure all materials have been returned after testing.	Section 5.2
<input type="checkbox"/> Complete any documentation necessary for reporting any testing irregularity or security breach.	Section 2.2.2

5.2 Return Materials to the School Test Coordinator

Upon returning test materials to the School Test Coordinator, make sure that each student has written their name on their test book and answer document. The following are materials that must be returned to the School Test Coordinator:

- *Test Administrator Manual* (after all Sections are completed)
- Test books
- Answer documents
- Mathematics reference sheets
- Mathematics tools, if applicable (e.g., calculators)
- Accommodated test materials
- Used and unused scratch paper

Notify School Test Coordinator of any students who will need to make up the Section(s) tested that day.