

## Script for Online Test Administration

### This script will be used for all four Sections

*Before students enter the room, the TA, STC, and/or technical staff must make sure all testing devices are turned on and the TestNav App is launched. Make sure all testing devices display the Maryland Sign-In screen, as shown on the next page. Headphones are ONLY needed for students in Grades 5 or 8 who receive the Text-to-Speech accessibility feature or used as a Noise Buffer. A Test Audio icon will appear below the Sign In button on the Sign In page. Students should adjust the volume on the device to the loudest setting. Students will be able to adjust the volume once inside TestNav.*

**SAY**

Today we are going to take the MISA test. 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.

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

**SAY**

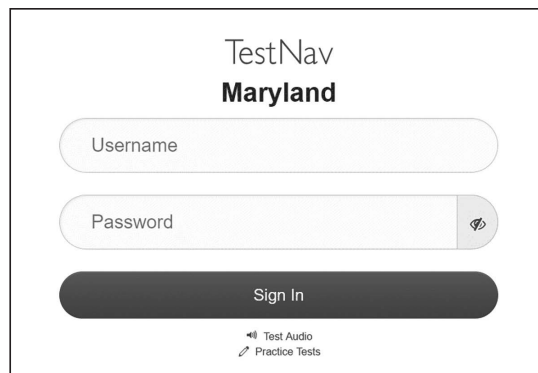
Please sit quietly while I distribute your student testing tickets, scratch paper, and pencils.

Do NOT sign in until I tell you to do so.

*Distribute the Student Testing Tickets, scratch paper, and pencils.*

*Circulate to make sure all students are seeing the Maryland Sign-In Screen.*

Headphones are ONLY required for all Text-to-Speech forms.



**SAY** You should see the Maryland TestNav Sign In Screen on your device.

*If students are testing using a Text-to-Speech form, headphones will be needed. If this does not apply to your testing group, skip the next SAY.*

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

**SAY** Make sure your headphones are plugged in and put them on. On your screen below the Sign In button there is a link called "Test Audio." Select the link to make sure you can hear through your headphones and adjust the volume to the loudest setting. Once the test begins, the volume level can be changed.

**SAY** 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.*

**SAY** Now, enter your TestNav Username as shown on the bottom of your ticket.

*(Pause.)*

Next, enter the Password as shown on your ticket.

*(Pause.)*

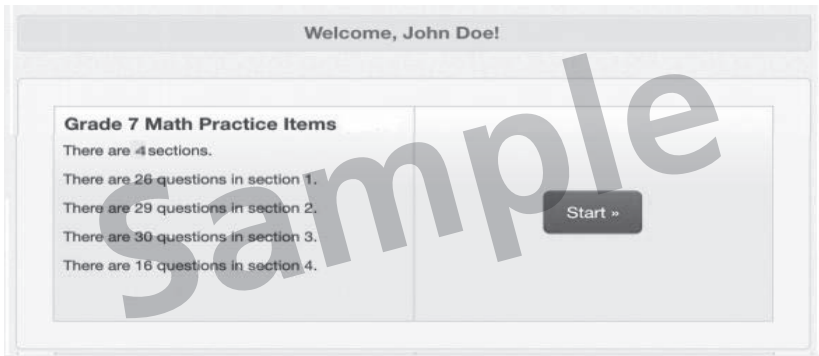
Now, select the "Sign In" button.

*(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 see a “Welcome” screen.

*Circulate the room to ensure all students have signed in properly. Retype the TestNav Username and Password for a student, if necessary. Passwords are not case sensitive. If the student does not see their name on the welcome screen, have the student sign out of TestNav, and sign the student back in with the correct student testing ticket.*

Test navigation instructions



**SAY**

Check that your name is at the top of the screen. If you do not see your name at the top of the screen, please raise your hand. 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 after the directions until I tell you to do so.

**SAY**

Today you are going to take Section \_\_\_ (1, 2, 3 or 4) of the MISA test.

Read the information on each tab. Then, follow the directions to answer each question.

Some of the questions will ask you to write a response. Enter your response in the box on your screen. There will be enough space for you to complete your response. If your response is longer than the space provided, a scroll bar will appear. You will be able to use the scroll bar to review your entire response. Only responses entered in the 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.

Section timing chart

**SAY** Do not click the Start button until you receive the direction to do so.

**SAY** Please remember that during testing, you may not talk to other students or look at another student's screen. You may not share materials or use materials not provided by the Test Administrator. Do not attempt to leave TestNav by closing the window or switching applications unless told to do so by your Test Administrator.

Some words or phrases will be underlined. If you see any underlined words or phrases, you can click the link to display a pop-up glossary, which will provide you with the definition of the word or phrase.

You will notice that item sets may have more than one tab with information. Be sure to read the information on all tabs before responding to questions.

Do you have any questions?

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

**SAY** Please raise your hand during testing if you have a question, and I will come over to your computer.

You will have 40 minutes to complete the Section. I will help you keep track of the time by recording the remaining testing time on the board. If you finish the Section early, you may review the answers in that Section only.



Record the <b>Starting Time:</b>	_____
Add 40 minutes:	_____ + 40
Record the <b>Stopping Time:</b>	_____
Record the <b>Remaining Time:</b>	_____

Read from *OPTION A, B, or C* below based on your *MSDE or Local School System* (refer to your *School Test Coordinator*).

**SAY**

**OPTION A:** After you have submitted your final answers, sit quietly until the Section has ended.

**OPTION B:** After you have submitted your final answers, I will dismiss you.

**OPTION C:** After you have submitted your final answers, you may read a book or other allowable materials until the Section has ended.

**Do you have any questions about what to do?**

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

**SAY**

In Section 1 say, "Scroll to the bottom of the screen.

*(Pause.)*

Select the "Start" button.

*(Pause.)*

You should now be in the test."

In Section 2, 3, and 4 say, "Scroll to the bottom of the screen.

*(Pause.)*

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.)*

You should now be in the test.

**SAY**

You will have 40 minutes to complete this Section. I will let you know when you have 10 minutes of testing time left."

You may begin working now.

Answer any final questions before starting the Section.

Students begin testing.

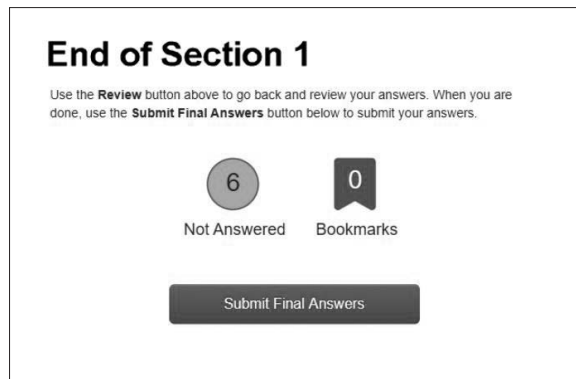
While students are working, the Test Administrator and proctors should circulate to see that students are following directions and that test security policies are being followed. Do not offer any help on specific test items. When 10 minutes of section testing time remain, read the next direction.

**SAY** You have 10 minutes remaining.

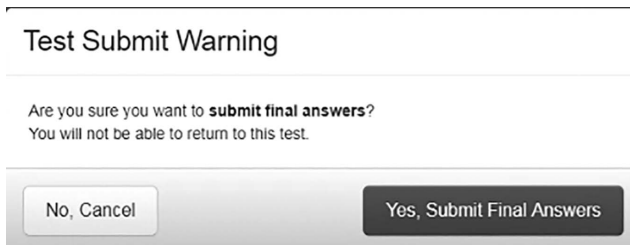
At the conclusion of 10 minutes, continue reading the directions so that all students submit this Section.

**SAY** If you are still working, please stop working. This is the end of the Section. If you are not on the End of Section screen, select Review on the top left of your screen, then End of Section.

You will see the End of Section screen.



**SAY** Select the Submit Final Answers button. You will see a popup asking if you are you sure you want to submit final answers. Select Yes, Submit Final Answers.



If only completing one Section, read the final direction (SAY) on the next page and collect all materials.

If administering another Section, read the “Directions for Administering Another Section After a Break” found on the next page.

*If your School Test Coordinator scheduled Sections back-to-back for students, breaks are highly recommended between Sections to stretch, go to the restroom, or get a drink. All students in the Session must break at the same time between Sections. For breaks longer than 15 minutes, Student Testing Tickets must be collected.*

*The Test Administrator must verify in Pearson Access that the “Exited” status is next to every student who participated in this Section of the test. For any student who does not reflect a status of “Exited,” check that the student has selected Yes, Submit Final Answers. The student should Submit their final Answers.*

*Students with technical issues should NOT submit their Section of the test. These issues should be resolved with the STC, Technology Coordinator, or Pearson Support.*

*The student’s test status will not show “Completed” until all Sections of the test have been submitted.*

### **Directions for Administering Another Section After a Break**

*If administering another Section after a short break of not more than 15 minutes, do not collect tickets. Once students are ready to test, instruct them to launch the TestNav App on their device or to click the TestNav icon on their computer to see the Maryland Sign In screen.*

**SAY**

**I will now collect your student testing ticket and scratch paper.**

*Test Administrator must collect all Student Testing Tickets, scratch paper, and other testing materials from students unless they are taking another Section after a short break. Student Testing Tickets and used scratch paper are considered secure materials and must be returned to the STC.*

**IMPORTANT: This script should be used for all four tested Sections.**

Collect all Student Testing Tickets, scratch paper, and pencils. Return them to the STC.