

Distribute Test Books, pencils, calculators, and scratch paper.

"Go On" and "Stop" signs  
(Appendix B, Page 49)

## Script for Paper Test Administration

This script will be used for all four Sections

### Distribute the Test Materials

**SAY**

Today we are going to take the MISA test. Do your best to select or write an answer for each question on the test.

I am now going to give you the test materials you will need. Please do not open your Test Book until I tell you to do so.

*Distribute the Test Books, No. 2 pencils with erasers, calculators, and scratch paper.*

*Make sure each student receives a Test Book with their name on the preprinted student ID label or with their name and date of birth written on the front cover. Do not hand out books randomly.*

**SAY**

If there is a label on the front of your Test Book, make sure it has your name on it. Please print or check your name and date of birth on the front cover of your Test Book where it says "Student Name" and "Date of Birth."

*Pause while students check to make sure they have the correct Test Books and write their name and date of birth on the Test Book cover.*

**SAY**

Each page of the Test Book has a direction shown in the bottom, right-hand corner. A "Go On" at the bottom of the page indicates that there are more questions to answer in this Section.

*Hold up an example of the "Go On" sign that appears on page 49.*

**SAY**

If you see a "Stop sign" in the bottom, right-hand corner of the page, you should not turn past this page until instructed to do so by the Test Administrator.

*Hold up an example of the "Stop" sign that appears on page 49.*

**SAY**

Now open your test book and read the directions for this Section as I read them aloud to you.

**SAY**

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

Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your test book. 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.

Some of the questions will ask you to write a response. Write your response in the space provided in your test book. Be sure to keep your response within the space provided. 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.

*Read from OPTION A, B, or C below based on your Local School System or LEA 24 policy (refer to your School Test Coordinator).*

**SAY**

**OPTION A:** After I have collected your test materials, sit quietly until the Section has ended.

**OPTION B:** After I have collected your test materials, I will dismiss you.

**OPTION C:** After I have collected your test materials, you may read a book or other allowable materials until the Section has ended.

*When you are sure that all students understand the directions, continue.*

**SAY**

Please raise your hand during testing if you have a question.

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 early, you may review your answers for this Section only.

Section timing chart

Answer final questions before starting testing.

Students begin testing.

End of Section



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

**Do you have any questions about what to do, how to mark an answer, or where to write an answer?**

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

**SAY**

**Turn the page to begin the Section. You may begin.**

*Give students 40 minutes to complete the Section. When 10 minutes of section testing time remain,*

**SAY**

**You have 10 minutes remaining.**

*While students are working, the Test Administrator and proctors should circulate to see that students are following directions, that they are marking their answers appropriately in the Test Book, and that they are not going on to any other Section.*

*Do not offer any help on specific test questions.*

*When all students have completed testing, or when 40 minutes have passed,*

**SAY**

**Please stop working and put down your pencil. This is the end of the Section. Please close your Test Book.**

*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. If the break is longer than 15 minutes, Test Books must be collected and stored securely. Please check with your STC for scheduling and local policy.*

**SAY**

(Read after the final Section administered each day)

Check that your name is written on your Test Book. I will now collect your test materials.

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