

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

Materials distribution including Student Testing Tickets

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 has been launched. Make sure all testing devices display the Maryland Sign-In screen, as shown below. Headphones are ONLY needed for students who receive the Text-to-Speech accessibility feature or used as a Noise Buffer. A Test Audio icon and link 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 you are going to take the Social Studies 8 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.

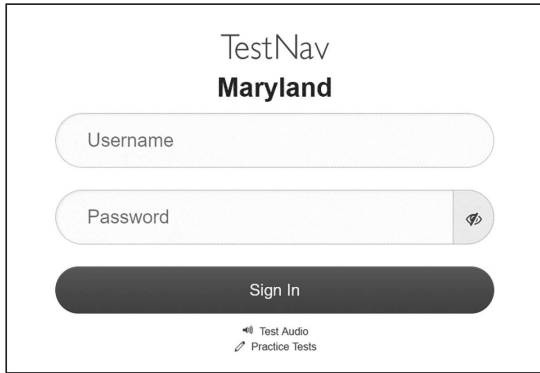
If a student raises his or her hand, collect the electronic device (or follow your school/LSS policy) and store it until the Section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your School Test Coordinator if you have questions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



Signing into TestNav

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 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.)

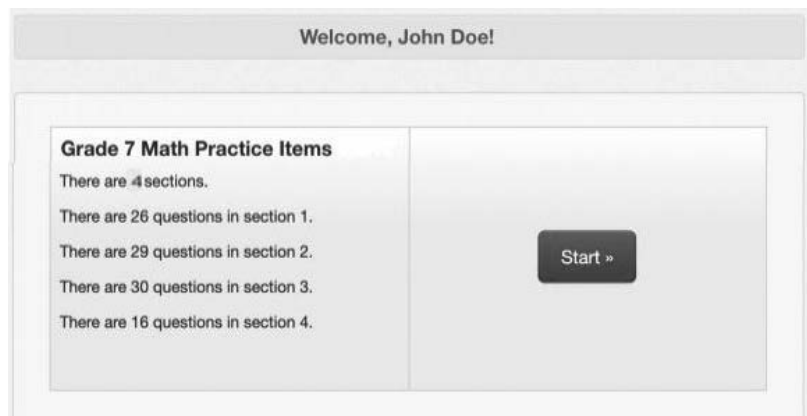
Test navigation instructions

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.



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.

SAY Today you are going to take Section ___ (1, 2, 3 or 4) of the Social Studies 8 test.

Read each question and the information from any source provided. Then, follow the directions to answer each question.

Read the following paragraph for Sections 1 and 3:

One 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.

Read the following paragraph for Sections 2 and 4:

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.

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.

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.

Section timing chart

Answer any final questions before starting the Section.



Record the Starting Time:	
Add 40 minutes:	+ 40
Record the Stopping Time:	
Record the Remaining Time:	

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 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.”

Display and say aloud ONLY the Seal Code to enter this Section. All students will enter the same Seal Code.

(Pause.)

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.

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.

End of Section 1

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

6 Not Answered 0 Bookmarks

Submit Final Answers

Students begin testing.

Break between Sections

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.

Test Submit Warning

Are you sure you want to **submit final answers**?
You will not be able to return to this test.

No, Cancel

Yes, Submit Final Answers

If only completing one Section, read the final direction (SAY) on 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.

Students with technical issues should NOT submit their 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 and rubrics are considered secure materials and must be returned to the STC.

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