4.11 Script for Administering All English Language Arts/Literacy (ELA/L) Sections - Computer Based Testing

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 assessment. Be sure you are reading the direction in the script with the correct number of questions for each specific Section.

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. Some directions may differ slightly by Section and are noted within the administration script. <u>TAs should be familiar with the script before administering the assessment</u>.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1–4	70 minutes per Section	• Student Print Cards and Seal Codes • Pencils • Scratch paper		

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. Make sure all headphones are plugged in, and no programs are running, prior to launching TestNav.
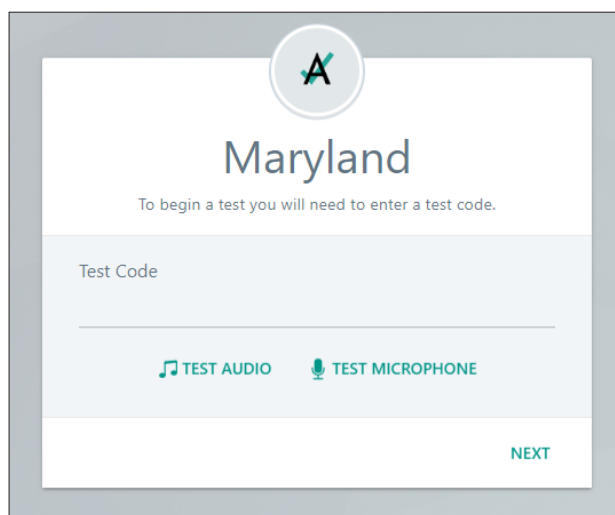
> **Say**
>
> **Today, you will take the English Language Arts/Literacy Assessment.**
>
> **You may NOT have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the Internet are NOT allowed. If you have any unapproved electronic devices 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/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

> **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 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

Say	**Please sit quietly while I distribute your student Print Cards and scratch paper.**
	Do NOT sign in until I tell you to do so.

Distribute scratch paper and student Print Cards. Make sure students have pencils.

Say	**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.**

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.

Maryland

Paige Healy

Test Code **KQYATW**

User Name **md_studen1349**

Password **9162887826**

Say	**Please enter the Test Code _____ and click on NEXT to move to your login screen.** (Pause.)
	Next, 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.)

Circulate throughout the room to make sure all students have successfully signed in to TestNav. 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, sign out of TestNav, and sign the student back in with the correct student Print Card.

Instructions for Administering All Online 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 at the bottom of the direction page until I tell you to do so.

Today, you will take Section __ (1, 2, 3, or 4) of the Grade 10 English Language Arts/Literacy Assessment.

There will be no more than 30 questions in this section.

Read each passage and 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.

One of the questions may ask you to write a response. Enter your response in the box provided 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 only for Regular Online)

You must answer all parts of the question before moving to the next question. A popup message will appear if you click the arrow to move forward, but have not answered all parts of the question. You may bookmark a question to review later in the testing session, but you will not be able to move to the next question until you have fully answered the question.

(Read to All Students)

If you finish early you may review your answers and any questions you have bookmarked in that Section.

Say	**This is the end of the directions on your screen. Do NOT go on until you are told to do so.**
	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.
	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.
	Once you have submitted the test, you may NOT sign back in. You must Submit your test and NOT just close your device.

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.

Say	**Do you have any questions?**

Answer any questions.

Instructions for Starting the Test

Say	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.

Say	In Sections 2, 3, and 4 say: **If you are on the page with the Section number at the top, scroll to the bottom of the screen. If you do NOT see the box to enter a Seal Code and have entered your previous section, please raise your hand now.** (Note to TA: Any student NOT seeing the Seal Code box MUST be moved to the next Section by the STC. They have entered their previous Section of the test.) **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 the Seal Code and then click Start.** (Pause.) **You should now be in the test.**

Display and say aloud ONLY one Seal Code at a time to enter Sections 2–4. All students will enter the same Seal Code. Pause again to make sure all students are in the correct Section.

Say	**You will have 70 minutes to complete this Section. I will let you know when you have 10 minutes of testing time left. Be sure you click the SUBMIT button after each Section of the test. Do NOT close your device when finished.** **You may begin working now.**

Create a timing box to include the Section Number, Starting Time, Stopping Time, and Seal Code for students.

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

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.6.1, as applicable, if any technology issues cause a disruption.
- Assist students in signing out of TestNav as they complete the Section (Section 4.8.1).
- 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 4.6.5.

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 at all times during breaks.
- 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:

> **Say** **Please stop and cover or tilt your screen. We will take a silent three minute stretch break. No talking is allowed.**

After taking a classroom break, be sure students are seated and device screens are visible:

> **Say** **You may now resume testing.**

Instructions for When 10 Minutes of Section Time Remain
When 10 minutes of Section time remain:

> **Say** **You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Section
When the Section time is finished or when ALL students are finished and have submitted their test prior to end of the Section time, 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.

Read only one choice from OPTION A or B below based on the appropriate scenario.

> **Say** **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.**

Say	**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 arrow to see "Sign out of TestNav" and click "Save and Return Later."

Say	**This Section of the test is now complete. I will now collect your Print Cards.**

IMPORTANT Directions for the TA

Circulate throughout the room to make sure all students have successfully signed out of TestNav.

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 or is the only Section being tested today, collect Print Cards and all materials. Do NOT allow students to leave the room with Print Cards or any notes or formula sheets.

IMPORTANT: During the break, notify the STC that students have finished the Section. The STC will then move all students to the next Section so they are on the next Section page to enter the Seal Code.

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.

4.12 Script for Administering High School (Geometry, Algebra I, and Algebra II) Mathematics - Paper-Based Testing

4.12.1 High School (Geometry, Algebra I, Algebra II) Mathematics – Section 1

The administration script under Section 4.12.1 will be used for Section 1 of the high school Mathematics assessment. Refer to Section 4.12.2 for the administration scripts for Sections 2–4 of the high school Mathematics assessment.

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. Some directions may differ slightly by Sections and are noted within the administration script. <u>TAs should be familiar with the script before administering the assessment</u>.

	Section Testing Time	Required Materials	Start Time	Stop Time
Section 1	40 Minutes per Section	• Test books • Answer documents • Mathematics reference sheets • Pencils • Scratch paper • Calculators (only for students with a documented accommodation)		
End of Section 1 – Students **Stop**				