4.12 Script for Administering All English Language Arts/Literacy (ELA/L) Sections

4.12.1 Grades 3–8 and Grade 10 ELA/L – All Sections

The administration script under Section 4.12.1 will be used **for all Sections** for the online ELA/L assessment.

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. Some directions may differ slightly by Section and are noted within the administration script. 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	• Student Print Cards and Seal Codes • Pencils • Scratch paper • Headphones		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations.

Test Administrators 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 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 School Test Coordinator 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. Test Administrators 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	**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 <u>your</u> ticket.**

If a student has the wrong ticket, provide the correct student Print Card to the student. If you do not have the correct student Print Card, contact the School Test Coordinator.

Say	**Now, enter your Username as shown on the bottom of your ticket.**
	(Pause.)
	Next, enter the Password as shown on your ticket.
	(Pause.)
	Finally, 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 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.

**Grades 3–8 and 10
ELA/Literacy
All Sections**

![MCAP]

Instructions for Administering Each Section

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 any other "Start" button until I tell you to do so.

Today, you will take Section __ (1, 2, 3, or 4) **of the Grade __** (fill in the appropriate grade) **English Language Arts/Literacy Test.**

(Read the statement next to the correct Grade and Section.)

(Read the appropriate Section for Grade 3 only.)

For Section 1, say: **There will be no more than 25 questions in this Section.**

For Section 2, say: **There will be no more than 8 questions in this Section.**

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 19 questions in this Section.**

(Read the appropriate Section for Grades 4, 5, and 6 only.)

For Section, 1 say: **There will be no more than 16 questions in this Section.**

For Section 2, say: **There will be no more than 9 questions in this Section.**

For Section 3, say: **There will be no more than 7 questions in this Section.**

For Section 4, say: **There will be no more than 14 questions in this Section.**

(Read the appropriate Section for Grades 7, 8, and 10 only.)

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 questions in this Section.**

For Section 3, say: **There will be no more than 10 questions in this Section.**

For Section 4, say: **There will be no more than 14 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.

The arrow to move forward will already be blue. A pop-up 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 test, but you will not be able to move to the next question until you have fully answered the question.

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.** **You will find that for each passage set in the Section you must fully answer the question related to the passage in order to get the blue arrow on the top of your screen allowing you to move to the next question. You will be allowed to Bookmark items or review items previously answered in the Section.** **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 reviewed your work in this Section, you should submit 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 School Test Coordinator).

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:
	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 one Seal Code at a time to enter in Sections 2–4. All students will enter the same Seal Code. Pause 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.

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Assist students in signing out of TestNav as they complete the Section (Section 4.9.1).
- 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 4.7.5.
- Ensure that any absent student's test remains in the Ready status.

Instructions for Taking a Break During Testing and Testing Interruptions
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.
- 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, 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.

Say **Stop working. Testing time has now ended.**

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

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

NEW Notify the STC that the Section Testing Time is finished, students have exited TestNav, and their assessments may be moved to the next Section.

When students sign in to TestNav, they should be on the Directions page and ready to enter the Seal Code for the next Section.

Circulate throughout the room to make sure all students have successfully signed out of TestNav. Then, collect student Print Cards and scratch paper.

- Allow for a short break between Sections while the STC moves the students to the next Section. Once students have returned from the break and are seated, read the script for the ELA/L grades 3–8 and grade 10 assessments in Section 4.12.1.
- If testing another Section on the same day, make sure ALL students have exited out of TestNav by selecting the "User drop-down menu" and then selecting "Sign out of TestNav." All students need to be in the **Resumed** status in order to be manually moved to their next test Section by the STC.
- Return all test materials to your School Test Coordinator once testing is complete for that day. Report any students absent for any Section of the assessment.
- Report any testing irregularities to your School Test Coordinator.

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
❏ Ensure all materials have been returned after testing.	Section 5.2
❏ 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
The following are materials that must be returned to the School Test Coordinator:

- *Test Administrator Manual*
- Student Print Cards and Seal Codes
- Mathematics reference sheets (if locally printed)
- Accommodated test materials
- Used and unused scratch paper
- Human Reader Script for Math (secure document) if applicable