

## 4.11 Script for Administering Mathematics

### 4.11.1 Grades 3–5 Mathematics – All Sections

The administration script under Section 4.11.1 will be used **for all Sections** of the Grades 3–5 mathematics test.

Test Administrators are required to adhere to the scripts provided in this manual when 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
<b>Section 1—Non-Calculator</b> <b>Section 2—Calculator</b> <b>Section 3—Non-Calculator</b> <b>Section 4—Calculator</b>	40 Minutes per Section	<ul style="list-style-type: none"> <li>• Student testing tickets and Seal Codes</li> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Calculators (only for students with a documented accommodation)</li> </ul>		

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. **If headphones are needed as an accessibility feature, make sure they are plugged in prior to launching TestNav. Headphones used as noise buffers should not be plugged into any device.** Students should not have any application open before launching TestNav.

**NEW IMPORTANT:** Students **MUST** begin with Section 1 of the assessment. The STC will not be able to move a student to a Section out of order for the 3–5 mathematics assessment.

	<p><b>Today, you will take the Mathematics Assessment.</b></p> <p><b>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.</b></p>
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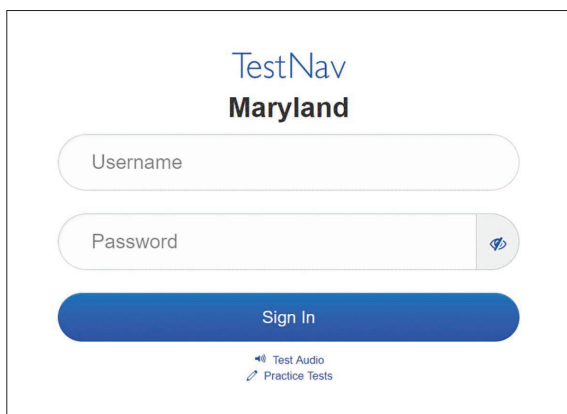
If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the Section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your School Test Coordinator if you have questions regarding electronic devices.

Students may not have any other programs running before launching TestNav. (YouTube®, music streaming, etc.)

### Checking Audio (for Mathematics Text-to-Speech Accessibility Features only)

**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 testing tickets and scratch paper. Do NOT sign in until I tell you to do so.

Distribute scratch paper, mathematics reference sheets (Grades 4–5, if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in their IEP or 504 plan, make sure the student receives the appropriate device. Some students may have a documented accommodation (4e) to use the calculator during the non-calculator items and may use that same calculator throughout the entire test.

**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.

**STUDENT TESTING TICKET**(THIS IS A SECURE DOCUMENT)

**Student Name:** NonAccom Online B, Geometry Math

**Student Identifier (ID):** 202220342

**Session:** GEO

**Test:** Geometry

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device.

**Please wait for the instructions from the proctor before proceeding.**

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Select Maryland in the application.

**TestNav Username:** 3213213211

**TestNav Password:** 321321

**Testing Device:**

	<p><b>Now, enter your Username as shown on the bottom of your ticket.</b></p> <p>(Pause.)</p> <p><b>Next, enter the Password as shown on your ticket.</b></p> <p>(Pause.)</p> <p><b>Finally, select the “Sign In” button.</b></p> <p>(Pause.)</p> <p><b>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.</b></p>
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**Circulate throughout the room to make sure all students have successfully signed in.** 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, close the TestNav App, launch the App again and sign the student back in with the correct student testing ticket.

## Instructions for Administering All 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 until I tell you to do so.

Today, you will take Section \_ (1, 2, 3, or 4) of the Grade \_\_ (3, 4, or 5) Mathematics Test.

(Read the appropriate calculator usage from the choices below.)

You (will not/will) be allowed to use a calculator.

Section 1—Non-Calculator (Will not)

Section 2—Calculator (Will)

Section 3—Non-Calculator (Will not)

Section 4—Calculator (Will)

Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Be sure to scroll to see all parts of a question and answer exactly as asked. You must answer each question in order to see the blue arrow which allows you to move forward to the next question.

If you are unsure of your answer, you may bookmark it and use the Review menu or back arrow to return to the question to update your response.

**Say**

This is the end of the testing directions on your screen. Do not go on until you are told to do so.

If a drawing box is provided with the question, you may add a drawing in the box to help support your answer(s). Any work or drawing that is entered in the drawing box will be scored.

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. When you are finished testing, you must submit your test. Do not just close your device. If you do not finish all questions, you may get the chance to complete them during our next time testing.

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).

<b>Say</b>	OPTION A <b>After you have submitted the test, sit quietly until the Section has ended.</b>
	OPTION B <b>After you have submitted the test, I will dismiss you.</b>
	OPTION C <b>After you have submitted the test, you may read a book or other allowable materials until the Section has ended.</b>

<b>Say</b>	<b>Do you have any questions?</b>
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Answer any questions.

**Instructions for Starting the Test – Section 1**


<b>Say</b>	<p>Read this box for Section 1 of the test.</p> <p><b>Scroll to the bottom of the screen.</b></p> <p>(Pause.)</p> <p><b>Select the “Start” button.</b></p> <p>(Pause.)</p> <p><b>You should now be in the test.</b></p>
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**NEW IMPORTANT:** For Sections 2–4, some students will not be on the correct Directions screen to enter a Seal Code, but they will return to the last unanswered question in their previous Section of the mathematics assessment. This is expected behavior. They must use the time to complete and Submit that previous Section and then receive the Seal Code to move into their next Section. Students may only have the same amount of testing time as other students to work on items from both Sections. You may find some students repeating this process throughout the assessment and possibly not finishing all items by the last Section.


Be sure the STC knows to mark this test complete after only the last Section.

**Instructions for Starting the Test – Sections 2, 3, and 4**

<b>Say</b>	<p>ONLY read this box for Sections 2, 3, and 4.</p> <p><b>Some students may not be on the Section page, but instead be on your next unanswered item from the previous Section. You will be allowed to finish the Section, Submit your test, and raise your hand to receive the next Seal Code. Please sit quietly and listen to the directions while I read to students starting a new Section. Do not start working on your test until all students begin testing.</b></p>
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 <p><b>Say</b></p>	<p>In Sections 2, 3, and 4 say,</p> <p><b>If you are on the page stating the Section number at the top, scroll to the bottom of the screen.</b></p> <p>(Pause.)</p> <p><b>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 ____.</b></p> <p><b>Enter that Seal Code and then click Start.</b></p> <p>(Pause.)</p> <p><b>You should now be in the test.</b></p>
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Display and say aloud ONLY one Seal Code at a time to enter Sections 2–4.

 <p><b>Say</b></p>	<p><b>You will have 40 minutes to work on your assessment. I will also let you know when you have 10 minutes of testing time left. Be sure you click the SUBMIT button after completing each Section of your test.</b></p> <p><b>You may begin working now.</b></p> <p>For Sections 2–4 also read:</p> <p><b>If you started today by working on items from a previous Section, finish that Section, click Submit, and raise your hand for the Seal Code for your next Section. You will only have 40 minutes to work on both Sections.</b></p> <p><b>You may begin working now.</b></p>
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Create a timing box to include the Section number, Starting Time, Stopping Time, and Seal Code for students.

Actively proctor while students are testing:

**NEW** Some students may be working in a previous Section and will individually require a Seal Code to move into their next Section during this testing time. DO NOT give anyone else a Seal Code beyond the current Section being tested simply because they have finished and Submitted a Section.

- 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:

<b>Say</b>	<b>Please stop and cover or tilt your screen. We will take a silent three minute stretch break. No talking is allowed.</b>
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After taking a classroom break, be sure students are seated and device screens are visible:

<b>Say</b>	<b>You may now resume testing.</b>
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**Instructions for When 10 Minutes of Section Time Remain**

When 10 minutes of section time remain,

<b>Say</b>	<b>You have 10 minutes remaining.</b>
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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.

<b>Say</b>	<b>Stop working. Testing time has now ended.</b>
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<b>Say</b>	<p><b>Some of you may have submitted your test and some of you may not have submitted your test.</b></p> <p><b>Right now I need everyone to go to the User Dropdown Menu by the “Little Buddy” on the top right corner of your screen.</b></p> <p><b>Click the dropdown arrow to see “Sign out of TestNav” and click “Save and Return Later.”</b></p>
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Circulate throughout the room to make sure all students have successfully signed out. Then, collect student testing tickets and scratch paper.

If administering another Section on the same day, collect tickets but allow students to keep other materials and take a short break. If the break exceeds 15 minutes, collect tickets and all materials. Once students have returned and are seated, read the script above to administer any additional Sections. Students will not be moved to the next Section. They must finish a Section before entering the next Section of the test.

The Test Administrator 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.

#### 4.11.2 Grades 6–8 and High School (Geometry, Algebra I, and Algebra II) Mathematics – All Sections

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. Test Administrators should be familiar with the script before administering the assessment.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
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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. **If headphones are needed as an accessibility feature, make sure they are plugged in prior to launching TestNav. Headphones used as noise buffers should not be plugged into any device.**

**NEW IMPORTANT:** Students in grades 6–8 and Algebra I **MUST** begin with Section 1 of the assessment. The STC will not be able to move a student to a Section out of order for those mathematics assessments. Students in Algebra II and Geometry should begin with Section 1, but if necessary, the STC may move the student to a Section out of order.