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.

NEW **IMPORTANT: There are two DIFFERENT sets of directions and scripts for mathematics: one for the Regular form administration and one for the Accommodated form administration. The Accommodated forms include Text-to-Speech, Human Reader/Human Signer, Spanish, Screen Reader/Non-Screen Reader, and ASL.**

NEW **The SAY box of the script will be clearly noted with Regular, Accommodated, or BOTH. This indicates which of the two scripts should be read and if text should be read for both scripts. Read through this script carefully BEFORE testing to follow whether you are using the Regular or Accommodated script.**

NEW **The two groups of students (Regular and Accommodated) should not test in the same room as they will have different directions and different Seal Codes.**

On the first read through, 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	40 Minutes per Section	• Student testing tickets and Seal Codes • Pencils • Scratch paper • Calculators (only for students with documented accommodation)		

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 (except for headphones that are used as noise buffers).** Students should not have any application open before launching TestNav.
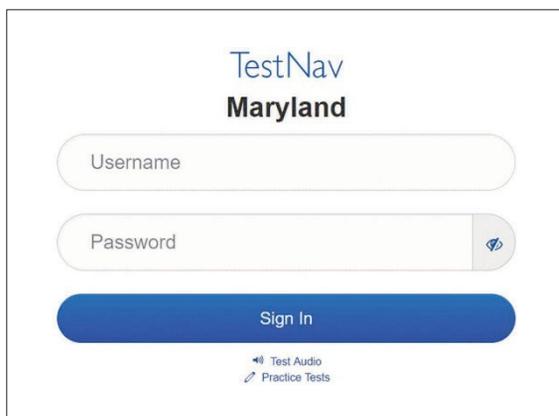
Say BOTH	**Today, you will take the Mathematics Assessment.** **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the Internet are not allowed. If you have any unapproved electronic devices with you right now, including 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/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.

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

> **Say**
> **Accommo-dated**
>
> **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.

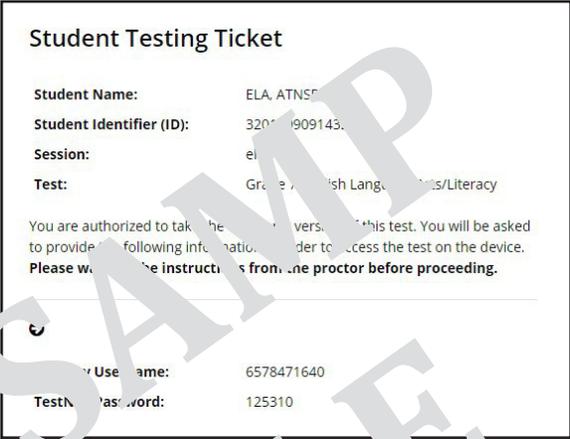TestNav
Maryland

Username

Password

Sign In

🔊 Test Audio
✏️ Practice Tests

Instructions for Signing In

> **Say**
> **BOTH**
>
> **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. The student will need the calculator during the non-calculator items and may use that same calculator throughout the entire test.

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

STOP! The SAY boxes on the following pages provide different directions for two different groups. Before continuing with the directions, be sure you are administering the test to either a group without any accommodations (Regular) or a group using the Accommodated form (Accommodated). The accommodated form is described as Text-to-Speech, Human Reader, etc. You should NOT test both groups together. You will see some SAY boxes with BOTH, meaning that direction should be read for both groups of students.

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Instructions for Administering All Regular Online Sections

Say **Regular**	**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 each question. Then, carefully follow the directions to answer that question.
	A calculator will appear on the toolbar if it is allowed on that 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 will not be able to move to the next question until you have fully answered the question and the arrow at the top of the page turns blue.
	During this mathematics test, you will not see a Review Menu or be able to bookmark a question. This means you will not be able to return to any question to check your work. The gray arrow at the top of the page will not allow you to go back to review questions.
	You should completely answer a question, carefully check your work, and then move to the next question.

Instructions for Administering All Accommodated Sections

Say **Accommo-dated**	**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 **Section 2—Calculator** **Section 3—Non-** **Calculator Section 4—** **Calculator**
	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. Only responses entered within the space provided 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

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Say BOTH	**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 finish testing, you must Submit your test and not just exit the test or close your device.**

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

Say BOTH	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 BOTH	**Do you have any questions?**

Answer any questions.

Instructions for Starting the Test – Section 1

Say BOTH	Read this box for Section 1 of the test. **Scroll to the bottom of the screen.** (Pause.) **Select the "Start" button.** (Pause.) **You should now be in the test.**

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

Say BOTH	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 Sections 2–4. All students will enter the same Seal Code. Pause to make sure all students are in the correct Section.

Say BOTH	**You will have 40 minutes to complete this Section. 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.** **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).
- Collect test materials as students complete testing (Section 4.9.2).
- 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.

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If taking a three-minute stand and stretch break during the Section:

> **Say** — **BOTH**
>
> **Please stop and cover or turn off 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** — **BOTH**
>
> **You may now resume testing.**

Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

> **Say** — **BOTH**
>
> **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 box if there are students still actively testing. If another Section will be administered after a short break, stop the directions after exiting the Section. (Do not have students sign out of TestNav.)

> **Say** — **BOTH**
>
> **Stop working. Testing time has now ended.**

Ending for Regular Form

> **Say** — **Regular**
>
> (For Sections 1–3)
>
> **After the last question you will receive a screen stating "End of Section _."** (insert Section 1, 2, or 3)
>
> **You will then be directed to use the Submit button to submit your answers. Click the Submit button.**
>
> (For Section 4)
>
> **After the last question you will receive a screen stating, "Congratulations, you have finished!"**
>
> **You will then see "End of Section 4" and be directed to use the Submit Final Answers button to submit your answers. Click the Submit Final Answers button.**
>
> (For all Sections)
>
> **Select the "User dropdown menu" in the upper right corner and select "Sign out of TestNav"**

Ending for Accommodated Form

Say **Accommodated**	**Select the "Review" drop-down menu at the top left corner of your test.** **From the "Review" menu, scroll to the bottom and select "End of Section."** (For first 3 sections) **Select the "Submit" button.** **You will then see a message that states, "You are about to leave this section and will not be able to return once you exit. Are you sure you want to leave?"** **Select the "Yes" button.** (For final section) **Select the "Submit Final Answers" button.** **You will then see a message that asks, "Are you sure you want to submit final answers? You will not be able to return to this test."** **Select the "Yes, Submit Final Answers" button.** (For all Sections) **Select the "User dropdown menu" in the upper right corner and select "sign out of TestNav"**
Say **BOTH**	**I will now collect your student testing ticket and scratch paper.**

Circulate throughout the room to make sure all students have successfully signed out. Then, collect student testing tickets and scratch paper.

- Students must SUBMIT each Section of the test before closing their device. Ensure all students are in **Exited** status at the end of each section and showing **Completed** at the end of the test. **Completed** will at some point in time change to **Submitted for Scoring**.
- If testing another Section on the same day, make sure students in **Active** status exit out of TestNav by selecting the "User dropdown menu" and then selecting "Sign out of TestNav". All students need to be showing in **Resumed** status to be manually moved to their next testing section by the STC. Please collect materials, but do not return materials to the STC until after the next Section is complete.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

Note: If you are administering more than one Section during the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). If the break exceeds more than 15 minutes, collect all tickets and materials and have students sign out of TestNav. Once students have returned and are seated, read the script to administer additional Sections.

The previous directions in Section 4.11.1 should be used for all Sections of the Grades 3–5 Mathematics Assessment.

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