



Fall 2023
Test Administrator Braille Script
for Paper-Based Testing

Mathematics

**The Test Administrator Braille Script must be used with the
*Test Administrator Manual for Paper-Based Testing.***

Tasks for Test Administrators to Complete BEFORE the Braille Test Administration

Refer to Section 3.0 of the *Test Administrator Manual for Paper-Based Testing* for more information on tasks to complete before testing.

Note:

- The student will write their answers using a braille writing device (e.g., braillewriter, braille note-taker, slate and stylus) or other method identified in their Individualized Education Program (IEP or 504 Plan). The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document.
- For constructed-response items in mathematics, remind the student to label each part of their work if a question has multiple parts and clearly identify their answer for each part, as necessary.
- The words “Go On” are omitted at the bottom of the page. The word “STOP” is retained at the bottom of the page.
- Page numbers that match the print test book are in the top right corner in the braille test book.
- Braille test books may be disassembled for testing, but must be reassembled for return. To reassemble the braille test books, you may staple or binder clip all pages for return to Pearson. It is critical that schools check the number of pages in the braille test book prior to disassembling the test books to help ensure that all pages are returned. Failure to return all pages will be considered a breach of security.
- During the test, a student taking the test electronically may emboss a copy of their answers to review. A final copy of the student’s responses must then be printed for transcription purposes. Both the embossed and final copies of the student’s work must be returned to the School Test Coordinator after testing.

Before students arrive for each section, do the following:

- Ensure that the testing room is prepared as described in Sections 2.3 and 3.5 of the *Test Administrator Manual for Paper-Based Testing*.
- Verify you have the schedule of times for the day’s test sections.
- Make sure you have the correct braille test books for your group to be tested.
- Verify you have the correct tactile graphics for mathematics.
- If applicable, make sure that recreational books and other allowable materials for after testing are out of reach of the students during testing.
- Make sure that hand-held braille calculators and/or any additional approved mathematics calculation devices are available for students during the calculator sessions (refer to Section 4.2 of the *Test Administrator Manual for Paper-Based Testing* for guidelines on calculators).
- Make sure you have a list of the accommodations for the students testing. Consult the *Maryland Assessment, Accessibility, and Accommodations Policy Manual* for the list of available accessibility features and accommodations for paper-based testing.
 - If the student requires a Human Reader, follow the protocol outlined in **Appendix E** of the *Maryland Assessment, Accessibility, and Accommodations Policy Manual*.
 - If one or more students are testing with extended time accommodations, you will need to adjust the amount of time each student will have to complete each section. Refer to each student’s accommodations for information on extended time, and follow the guidelines outlined in **Appendix C** of the *Maryland Assessment, Accessibility, and Accommodations Policy Manual*.
 - If one or more students in your group needs a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own.

Reminders for Test Administrators DURING the Braille Test Administration

Refer to Section 4.0 and 5.0 of the *Test Administrator Manual for Paper-Based Testing* for more information on tasks to complete during and after testing.

When announcing the amount of time students will have to complete each section, be sure to adjust the amount of time available to all students who have approved extended time accommodations.

During testing, you must focus your full attention on the students at all times to confirm that they are working independently. Ensure that all student desks are free of any prohibited materials, and that all prohibited aids in the classroom have been removed or covered. Refer to Sections 2.2 and 2.3 of the *Test Administrator Manual for Paper-Based Testing* for information.

If a student starts a test section and leaves school without finishing (e.g., due to illness, family emergency), they may be allowed to complete that test on a different day. If you have concerns about a student completing a section, you should not allow the student to begin. If a student leaves during a section, contact the School Test Coordinator for additional information on students returning to complete a test.

If you have questions regarding policy, security breaches, or irregularities, consult your School Test Coordinator.

Read only the bold instructions in each **SAY** box to students. Text that is outside the **SAY** boxes includes directions for Test Administrators to follow and should not be read to students. Refer to Section 4.6 of the *Test Administrator Manual for Paper-Based Testing* for guidance on redirecting students and clarifying directions during an administration. Test Administrators are permitted to clarify **only** scripted administration instructions after reading the script word-for-word. No passages or test items may be clarified.

In-between test sections, have students place a bookmark in their braille test book to help them identify their place in the exam when they return to the next section.

Reminders for Test Administrators AFTER the Braille Test Administration

- If the student recorded their answers electronically, Test Administrators should print out a copy of the student's answer sheet or ink print the student's answers above the braille cells.
- If the student recorded their answers using a computer, braille display or note-taker, be sure to delete the student's answer sheet file completely from the devices after the student has printed the file.
- If the student used any braille electronic scratch paper or made any electronic notes, ensure that these files are deleted.

4.10 Script for Administering High School (Geometry, Algebra I, and Algebra II) Mathematics

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

The administration script under Section 4.10.1 will be used for Section 1 of the High School mathematics assessment. Refer to Section 4.10.2 for the administration scripts for Sections 2–4 of the High School mathematics 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 Sections 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
Section 1	40 Minutes per Section	<ul style="list-style-type: none"> • Braille test books • Braille mathematics reference sheets • Braille writing device • Braille paper 		
End of Section 1 – Students Stop				

Instructions for Preparing to Test

Say	<p>Today, you are going to take the mathematics assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, and taking pictures are not allowed. If you have any electronic devices, including cell phones, with you right now, 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.</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. Contact your Test Coordinator if you have questions regarding electronic devices.


Say	<p>Please sit quietly while I distribute the test materials.</p>
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Distribute scratch paper, braille paper, braille writing device (e.g., braille-writer, braille note-taker, slate and stylus), and approved accessibility features/accommodations tools, if needed, for certain students. Then, distribute the braille test books. Note: Some students may require the use of a signature guide to write their name on the braille test books. In these cases, have signature guides available. Then, distribute the braille test books.


Make sure each student has their name on the braille test book. If necessary, assist students with making sure they are using the braille test book that belongs to them.

Instructions for Administering Section 1

	<p>Open your test book to the first page of Section 1 and follow along while I read the directions.</p>
	<p>Today, you will take Section 1 of the Mathematics Test. There will be no more than 16 questions in this section.</p>
	<p>You will not be allowed to use a calculator in this section.</p>
	<p>Read each question. Then, follow the directions to answer each question. If you are working with an adult who will record your answers, be sure to clearly indicate those answers to that person. Otherwise, write your answers as directed by your test administrator. If you need to change an answer, be sure to delete it completely, cross it out, or start a new line.</p>
	<p>If a question asks you to show or explain your work, you must do so to receive full credit.</p>
	<p>If you do not know the answer to a question, you may go on to the next question. If you finish early and have completely checked your work in this Section, raise your hand and I will collect your test materials. Once I have collected your test materials, you cannot get them back.</p>

	<p>This is the end of the directions in your test book.</p>
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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).

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

	<p>Do you have any questions?</p>
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Answer student questions.

Braille students will need an audio prompt that should include the Section number, Starting Time and Stopping Time.

Figure 3.0 Timing Box Example

<p>Section Number: _____</p> <p>Section Testing Time: _____</p> <p>Starting Time: _____</p> <p>Stopping Time: _____</p>

	<p>You will have 40 minutes to complete this Section. I will let you know when you have 10 minutes of testing time left.</p> <p>Turn to the next page. You may begin working now.</p>
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Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Collect all braille test materials as students complete testing (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 seems irregular, refer to Section 4.6.4.

Instructions for Taking a Break During Testing

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 at all times during breaks.
- Braille test books must be closed or covered.
- 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 testing, place a piece of paper inside your test book and close your test book. We will take a silent three minute stretch break. No talking is allowed.
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After taking a classroom break, ensure students open their braille test books and continue testing where they left off.

Say	Open your test books and continue testing.
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Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain,

Say	You have 10 minutes remaining.
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Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the section time is finished,

Say	Please stop working. Testing time has now ended. Close your test book. I will now collect your test materials.
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- Collect all braille test materials from students.
- If testing another Section on the same day, collect braille test materials, but do not return braille test materials to the STC until after the next Section is complete.
- Return all braille test materials to your School Test Coordinator once testing is completed for the day. 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 an extended break (e.g., lunch). Braille test books should be collected. The Test Administrator must remain with the braille test books at all times unless they are secured. Once students have returned and are seated, read the script to move onto the next Section.

4.10.2 High School Mathematics – Sections 2, 3, and 4

Test administration scripts for High School Section 1 are in Section 4.10.1.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 2, 3, and 4	40 minutes per Section	<ul style="list-style-type: none"> • Braille test books • Braille mathematics reference sheets • Braille writing device • Braille paper • Calculator (Refer to Calculator Policy for Grade Specific Calculator) 		
End of each Section – Students Stop				

Instructions for Preparing to Test

Say	<p>Today, you are going to take the mathematics assessment.</p> <p>You may not have any unapproved electronic devices at your desk. Making calls, texting, and taking pictures are not allowed. If you have any electronic devices, including cell phones, with you right now, 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.</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. Contact your Test Coordinator if you have questions regarding electronic devices.

Say	<p>Please sit quietly while I distribute the test materials.</p>
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Distribute scratch paper, braille paper, braille writing device (e.g., braille-writer, braille note-taker, slate and stylus), and approved accessibility features/accommodations tools, if needed, for certain students. Then, distribute the braille test books. Note: Some students may require the use of a signature guide to write their name on the braille test books. In these cases, have signature guides available.

Make sure each student has their name on the braille test book. If necessary, assist students with making sure they are using the braille test book that belongs to them.

Instructions for Administering Each Section

	<p>Open your test book to the first page of Section ____ (fill in the appropriate Section number) and follow along while I read the directions.</p>
	<p>Today, you will take Section ____ (fill in the appropriate Section number) of the Mathematics Test. There will be no more than 10 questions in this section.</p>
	<p>You will be allowed to use a calculator in this section.</p>
	<p>Read each question. Then, follow the directions to answer each question. If you are working with an adult who will record your answers, be sure to clearly indicate those answers to that person. Otherwise, write your answers as directed by your test administrator. If you need to change an answer, be sure to delete it completely, cross it out, or start a new line.</p>
	<p>If a question asks you to show or explain your work, you must do so to receive full credit.</p>
	<p>If you do not know the answer to a question, you may go on to the next question. If you finish early and have completely checked your work in this Section, raise your hand and I will collect your test materials. Once I have collected your test materials, you cannot get them back.</p>

	<p>This is the end of the directions in your test book.</p>
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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).

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

	<p>Do you have any questions?</p>
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Answer student questions.

Braille students will need an audio prompt that should include the Section number, Starting Time and Stopping Time.

Figure 3.0 Timing Box Example

<p>Section Number: _____</p> <p>Section Testing Time: _____</p> <p>Starting Time: _____</p> <p>Stopping Time: _____</p>

	<p>You will have 40 minutes to complete this Section. I will let you know when you have 10 minutes of testing time left.</p> <p>Turn to the next page. You may begin working now.</p>
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Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Collect all braille test materials as students complete testing (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 seems irregular, refer to Section 4.6.4.

Instructions for Taking a Break During Testing

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 at all times during breaks.
- Braille test books must be closed or covered.
- 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 violate the validity of the test.

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

	<p>Please stop testing, place a piece of paper inside your test booklet and your test book. We will take a three minute break. No talking is allowed.</p>
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After taking a classroom break, ensure students open their braille test books and continue testing where they left off.

 Say	Open your test books and continue testing.
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Instructions for When 10 Minutes of Section Time Remain


When 10 minutes of section time remain,

 Say	You have 10 minutes remaining.
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Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the section time is finished,

 Say	Stop working. Testing time has now ended. Close your test book. I will now collect your test materials.
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- Collect all braille test materials from students.
- If testing another Section on the same day, take a break and then read the script to begin the next Section. At that time, materials and test books may be redistributed.
- After all testing has ended for the day, return all braille 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). Braille test books should be collected. The Test Administrator must remain with the braille test books at all times unless they are secured. Once students have returned and are seated, read the script to move on to the next Section.

The previous directions should also be used for Sections 3 and 4 of the High School Mathematics Assessments.



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