



Fall 2023
Test Administrator Large Print Script
for Paper-Based Testing

Mathematics

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

Tasks for Test Administrators to Complete BEFORE the Large Print 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:

- Students will not record their answers in standard print test books. Rather, students will circle their answers in the Large Print Test Books. For constructed response items, students will write their answers on the lines provided in their Large Print Test Books.
- Answers must be transcribed following the guidelines for transcribing student responses in Section 5.2.2 of the Test Coordinator Manual.
- In mathematics, students will need to write their answers in boxes at the top of the Answer Grids, but they do not need to bubble in their answers.

Before students arrive for each section, do the following:

- Ensure that the testing room is prepared as described in Sections 2.3 and 3.6 of the *Test Administrator Manual for Paper-Based Testing*.
- Verify you have the schedule of times for the test sections to be tested.
- Make sure you have the correct large print test books for your group to be tested.
 - 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*.
- For math sections, ensure that you have sufficient calculators for students. Do not hand them out until the student reaches the calculator section of the test. Note that a student may have an accommodation which permits the use of a calculator during non-calculator sections.
- 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 students in your group require a Human Reader, follow the protocol outlined in **Appendix E** of the *Maryland Assessment, Accessibility, and Accommodations Policy Manual*.
 - If the students in your group require an extended time accommodation, follow the guidelines outlined in **Appendix C** of the *Maryland Assessment, Accessibility, and Accommodations Policy Manual*.
 - If the students in your group need 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 Large Print Test Administration.

Refer to Sections 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 on prohibited activities and prohibited materials.

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 before the end of the school day, 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 within 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.

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

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 test. 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"> • Large Print test books • Answer documents • Mathematics reference sheets • Pencils • Scratch 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> |
|------------|--|

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> |
|------------|---|

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list above).

| | |
|------------|--|
| Say | <p>Write your first and last name at the top of your test book.</p> |
|------------|--|

Make sure that each student has written their name on the Large Print test book. Some students may require the use of a signature guide to write their name on the Large Print test books. In these cases, have signature guides available. If necessary, assist students with making sure they are using the Large Print test book that belongs to them.

Instructions for Administering Section 1



Using the Section Tabs on the edge of the page, open your test book to the first page of Section 1 and follow along while I read the directions.

Today, you will take Section 1 of the Mathematics Test. There will be no more than 16 questions in this section.

You will not be allowed to use a calculator in this section.

Read each question. Then, follow the directions to answer each question. Circle your answers in the test book or write your answers in boxes at the top of the Answer Grids. If you need to change an answer, be sure to erase your first answer completely.

If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.

If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this Section ONLY. Do not go past the stop sign.

Turn to the next page while I continue to read the directions.

Directions for Completing the Answer Grids

1. Work the problem and find an answer.
2. Write your answer in the boxes at the top of the grid.
3. Print only one number or symbol in each box. Do not leave a blank box in the middle of an answer.
4. Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.



This is the end of the directions in your test book.

When you see a GO ON sign in your test book, you may go on to the next page. When you reach a STOP sign in your test book, do NOT go on until directed to do so.

Examples of the GO ON and STOP signs are posted on the board.

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).



OPTION A

After I have collected your test materials, please sit quietly until the Section has ended.

OPTION B

After I have collected your test materials, I will dismiss you.

OPTION C

After I have collected your test materials, you may read a book or other allowable materials until the Section has ended.

| | |
|------------|-----------------------------------|
| Say | Do you have any questions? |
|------------|-----------------------------------|

Answer student questions.

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

Figure 3.0 Timing Box Example

| |
|--|
| Section Number: _____ Section Testing Time: _____ Starting Time: _____ Stopping Time: _____ |
|--|

| | |
|------------|--|
| Say | You will have 40 minutes to complete this Section. I will let you know when you have 10 minutes of testing time left. Turn to the next page. You may begin working now. |
|------------|--|

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Collect 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.
- Large Print 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 your scratch paper in your test book, and close your test book. We will take a silent three minute break. No talking is allowed. |
|------------|--|

After taking a classroom break, ensure students open their Large Print test books and continue testing where they left off.

Say

Open your test books and continue 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,

Say

Please stop working. Testing time has now ended. Close your test book.

Check that your name is written on your test book. I will now collect your test materials.

- Collect Large Print test books, scratch paper, testing tools, and accessibility/accommodations tools (as needed) from students.
- If testing another Section on the same day, collect test books but do not return all test materials to the STC until after the next section is complete.
- Return all 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) or an extended break (e.g., lunch). Large Print test books should be collected. The Test Administrator must remain with the Large Print 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"> • Large Print test books • Answer documents • Mathematics reference sheets • Pencils • Scratch 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> |
|------------|--|

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> |
|------------|---|

Remember that students wrote their names on their Large Print test books in the previous Section. Be sure to distribute Large Print test books to the correct students and not randomly.

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list above).

| | |
|------------|--|
| Say | <p>Check to make sure your name is written at the top of your test book.</p> <p>(Pause.)</p> <p>Please raise your hand if your name is not at the top of your test book.</p> |
|------------|--|

Make sure that each student has received their own Large Print test book. If necessary, assist students with making sure they are using the Large Print test book that belongs to them. Some students may require the use of a signature guide to write their name on the Large Print test books. In these cases, have signature guides available. If necessary, assist students with making sure they are using the Large Print test book that belongs to them.

Instructions for Administering Each Section

Say

Using the Section Tabs on the edge of the page, open your test book to the first page of Section __ (fill in the appropriate Section number) and follow along while I read the directions.

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.

You will be allowed to use a calculator in this section.

Read each question. Then, follow the directions to answer each question. Circle your answers in the test book or write your answers in boxes at the top of the Answer Grids. If you need to change an answer, be sure to erase your first answer completely.

If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.

If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this Section ONLY. Do not go past the stop sign.

Turn to the next page while I continue to read the directions.

Directions for Completing the Answer Grids

1. Work the problem and find an answer.
2. Write your answer in the boxes at the top of the grid.
3. Print only one number or symbol in each box. Do not leave a blank box in the middle of an answer.
4. Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.

Say

This is the end of the directions in your test book.

When you see a GO ON sign in your test book, you may go on to the next page. When you reach the STOP sign in your test book, do NOT go on until directed to do so.

Examples of the GO ON and STOP signs are posted on the board.

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

| | |
|------------|-----------------------------------|
| Say | Do you have any questions? |
|------------|-----------------------------------|

Answer student questions.

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

Figure 3.0 Timing Box Example

| |
|-----------------------------|
| Section Number: _____ |
| Section Testing Time: _____ |
| Starting Time: _____ |
| Stopping Time: _____ |

| | |
|------------|--|
| Say | You will have 40 minutes to complete this Section. I will let you know when you have 10 minutes of testing time left. |
| | Turn to the next page. You may begin working now. |

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Collect 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.
- Large Print 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:

| | |
|------------|--|
| Say | Please stop testing, place your scratch paper in your test book, and close your test book. We will take a silent three minute stretch break. No talking is allowed. |
|------------|--|

After taking a classroom break, ensure students open their Large Print test books and continue testing where they left off.

| | |
|------------|---|
| Say | Open your test books and continue 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,

| | |
|------------|--|
| Say | Please stop working. Testing time has now ended. Close your test book. Check that your name is written on your test book. I will now collect your test materials. |
|------------|--|

- Collect Large Print test books, scratch paper, testing tools, and accessibility/accommodations tools (as needed) from students.
- If testing another Section on the same day, collect test books but do not return all test materials to the STC until after the next section is complete.
- After all testing has ended for the day, 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) or extended break (e.g., lunch). Large Print test books should be collected. The Test Administrator must remain with the Large Print 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.

