



**2021 Early Fall
Test Administrator Braille Script
for Paper-Based Testing**

English Language Arts/Literacy

**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 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). The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document.
- 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 braille 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 picture descriptions for English language arts/literacy.
- 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 you have a list of the accommodations for the students testing. Consult **Appendix A** of 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 more 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 DURING 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.
- 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.

4.10.2 Grade 3 – ELA/Literacy – All Sections

The administration script under Section 4.10.2 will be used **for all Sections** for the Grade 3 ELA/L Test.

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 directions may differ slightly by Section and are noted within the administration script.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1 and 2	Grade 3: 70 Minutes	• Braille test books • Braille writing device • Braille paper		
End of all Sections – Students Stop				

Instructions for Preparing to Test

	Today, you are going to take the English Language Arts/Literacy assessment. 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.
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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 Test Coordinator if you have questions regarding electronic devices.

	Please sit quietly while I distribute the test materials.
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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 All Sections

	Open your braille test book to the first page of Section __ (fill in the appropriate Section) and follow along while I read the directions. Do NOT turn the page until I tell you to do so. Today, you will take Section __ (1 or 2) of the Grade 3 English Language Arts/Literacy Test. Read each passage and question. Then, follow the directions to answer each question and, if approved for a recorder, indicate your answer to the person who will record it on the answer document. Otherwise, write your answer 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. <i>(Do not read this paragraph for Section 1. Read this paragraph for Section 2 ONLY.)</i> One of the questions will ask you to write a response. 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. When you see the word STOP in your test book, do NOT go on until directed to do so.
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	This is the end of the directions in your braille test book.
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Read from OPTION A, B, or C below based on your LSS policy (refer to your School Test Coordinator).

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

	Do you have any questions?
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Answer student questions.



You will have 70 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 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.
- Ensure students do not move on to other Sections.

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:



Please stop testing, place a piece of braille paper in your braille test book, and close your braille test book. We will take a silent three minute stretch break. No talking is allowed.

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



Open your braille test books and continue testing.

Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of Section time remain,

	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,

	Stop working. Testing time has now ended. Close your braille test book. I will now collect your test materials.
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- Collect all braille test materials from the students.
- 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 and secured if the break exceeds 15 minutes. 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.

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

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

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 directions may differ slightly by Section and are noted within the administration script.

4.12.1 Grades 4–8 and Grade 10 ELA/Literacy – All Sections

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1 and 2	70 Minutes per Section	• Braille test books • Braille writing device • Braille paper		
End of all Sections – Students Stop				

Instructions for Preparing to Test

	Today, you are going to take the English Language Arts/Literacy assessment. 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.
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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.

	Please sit quietly while I distribute the test materials.
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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 test book and answer document. If necessary, assist students with making sure they are using the braille test book that belongs to them.

Instructions for Administering Each Section

Say	Open your braille test book to the first page of Section __ (1 or 2) and follow along while I read the directions. Do NOT turn the page until I tell you to do so. Today, you will take Section __ (1 or 2) of the Grade __ (fill in the appropriate grade) English Language Arts/Literacy Test. Read each passage and question. Then, follow the directions to answer each question and, if approved for a recorder, indicate your answer to the person who will record it on the answer document. Otherwise, write your answer 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. <i>(Do not read this paragraph for Section 1. Read this paragraph for Section 2 ONLY.)</i> One of the questions may ask you to write a response. 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.
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Say	This is the end of the directions in your braille test book. If you finish early and have completely checked your work in this Section, raise your hand and I will collect your braille test materials. Once I have collected your materials, you cannot get them back.
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Read from OPTION A, B, or C below based on your LSS policy (refer to your School Test Coordinator).

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

Say	Do you have any questions?
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Answer student questions.

 Say

You will have 70 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 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.

Ensure students do not move to other Sections.

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 braille paper inside your braille test book, and close your braille test book. We will take a silent three minute stretch break. No talking is allowed.

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

 Say

Open your braille 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,



Stop working. Testing time has now ended. Close your braille test book.

I will now collect your test materials.

- Collect all braille test materials from the students.
- 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 and secured if the break exceeds 15 minutes. 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.



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