



2021 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.
- After the test is completed the Test Administrator will transcribe the students answers from the Large Print Test to the answer document.
- Throughout the scripts, there are several instances which instruct Test Administrators to demonstrate an activity. Ensure that this is done where it is visible for each student (e.g., on the board or near the student).
- 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 3.5 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.
- As appropriate, draw a timing box on the board, similar to the example on page 13 in the *Test Administrator Manual for Paper-Based Testing*.
 - Write the name of the test section you are administering on the Section Name line in the timing box on the board.
 - Using the Section Testing Time tables in Section 2.4 of the *Test Administrator Manual for Paper-Based Testing* for reference, write the Section Time on the correct line in the timing box on the board.
 - Do not fill in the Starting Time or Stopping Time lines until instructed to do so in the scripts.
 - 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 plan established in **Appendix A** of the *Maryland Assessment, Accessibility, and Accommodations Policy Manual*.
 - 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.

Post a copy of the STOP and GO ON signs in **Appendix C** of the *Test Administrator Manual for Paper-Based Testing* on the board to show students what the signs in the book look like.

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), he or she 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 Adminstrating Grade 3 Mathematics

The administration script under Section 4.10.1 will be used **for all Sections** of the Grade 3 Mathematics Test. Refer to Section 4.10.2 for the administration script for all Sections for the Grade 3 ELA/L Test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the MSDE 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.

4.10.1 Grade 3 – Mathematics – All Sections

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1–4	Grade 3: 40 Minutes	<ul style="list-style-type: none"> • Large Print test books • Rulers • Pencils • Scratch paper • Calculators (Sections 2 and 4 ONLY) 		
End of all Sections – Students Stop				

Instructions for Preparing to Test

	<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 his or her 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. Contact your Test Coordinator if you have questions regarding electronic devices.

	<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).

	<p>If Section 1: Write your first and last name at the top of your test book in Box A.</p> <p>If Section 2, 3, or 4: Check to make sure your first and last name is written at the top of your test book in Box A.</p>
--	--

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

Instructions for Administering All Sections

Say

Using the Section Tabs on the edge of each page, open your test book to the first page of Section __ (1, 2, 3, or 4) and follow along while I read the directions.

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

(Read the appropriate calculator direction)

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

Section 1 – No Calculator

Section 2 – Calculator

Section 3 – No Calculator

Section 4 – Calculator

Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your test book. Do not make any pencil marks outside of the circles. 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. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.
5. Do not fill in a circle under an unused box.
6. See below for examples on how to correctly complete an answer grid.

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 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.


If you finish early and have completely checked your work, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.

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 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.

	Do you have any questions?
---	-----------------------------------

Answer student questions.

	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.
---	--

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 4.6.2).
- 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.
- 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:


	<p>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.</p>
---	---

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

	<p>Open your test books and continue testing.</p>
---	--

Instructions for When 10 Minutes of Section Time Remain


When 10 minutes of Section time remain,

	<p>You have 10 minutes remaining.</p>
---	--

Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the Section time is finished,

	<p>Stop working. Testing time has now ended. Close your test book.</p> <p>Check that your name is written on your test book. I will collect your test materials.</p>
---	--

- Collect test books, scratch paper, testing tools, and accessibility/accommodations tools (as needed) from students.
- 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.

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). Test books should be collected and secured if the break exceeds 15 minutes. The Test Administrator must remain with the 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.

The previous directions should be used for all Sections of the Grade 3 Mathematics Assessment.

4.11 Script for Administering Mathematics

The administration script under Section 4.11.1 will be used **for all Sections** of the Grades 4 and 5 mathematics test.

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.

4.11.1 Grades 4 and 5 Mathematics – All Sections

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1–4	40 Minutes per Section	<ul style="list-style-type: none"> • Large Print test books • Answer documents • Mathematics reference sheets • Rulers and protractors • Pencils • Scratch paper • Calculators (Sections 2 and 4 ONLY) 		
End all Sections – Students Stop				

Grades 4 and 5
Mathematics
All Sections

Instructions for Preparing to Test

	<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 his or her 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. Contact your Test Coordinator if you have questions regarding electronic devices.

	<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).

	<p>If Section 1: Write your first and last name at the top of your test book and answer document in Box A.</p> <p>If Section 2, 3, or 4: Check to make sure your first and last name is written at the top of your test book and answer document in Box A.</p>
--	--

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

Instructions for Administering All Sections

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) and follow along while I read the directions.

Today, you will take Section __ (fill in the appropriate Section) of the __ (grade 4 or 5 — select the appropriate grade level) Mathematics Test.

(Read the appropriate calculator direction)

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

Section 1 – No Calculator

Section 2 – Calculator

Section 3 – No Calculator

Section 4 – Calculator

Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Do not make any pencil marks outside of the circles. 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 space provided 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. **Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.**
5. **Do not fill in a circle under an unused box.**
6. **Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.**
7. **See below for examples on how to correctly complete an answer grid.**

Say	<p>This is the end of the directions in your test book.</p> <p>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.</p> <p>Examples of the GO ON and STOP signs are posted on the board.</p> <p>If you finish early and have completely checked your work, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.</p>
------------	--

Read from OPTION A, B, or C below based on your district policy (refer to your School Test Coordinator).

Say	<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>

Say	<p>Do you have any questions?</p>
------------	-----------------------------------

Answer student questions.

Say	<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>
------------	---

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 4.6.2).
- 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.
- Test books and answer documents 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:


	<p>Please stop testing, place your scratch paper in your answer document, place the answer document in the test book, and close your test book. We will take a silent three minute stretch break. No talking is allowed.</p>
---	---

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

	<p>Open your test books and answer documents and continue testing.</p>
---	---

Instructions for When 10 Minutes of Section Time Remain


When 10 minutes of section time remain,

	<p>You have 10 minutes remaining.</p>
---	--

Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the section time is finished,

	<p>Stop working. Testing time has now ended. Close your test book and answer document. Check that your name is written on your test book and answer document. I will collect your test materials.</p>
---	--

- Collect all test materials from students.
- 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.

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). Test books and answer documents should be collected and secured if the break exceeds 15 minutes. The Test Administrator must remain with the test books and answer documents at all times unless they are secured. Once students have returned and are seated, read the script to move onto the next Section.

The previous directions should be used for all Sections of the Grades 4 and 5 Mathematics Assessments.

4.11.2 Grades 6–8 and High School (Geometry, Algebra I, and Algebra II) Mathematics – Section 1

The administration script under Section 4.11.2 will be used for Section 1 of the Grades 6–8 and High School mathematics test. Refer to Section 4.11.3 for the administration scripts for Sections 2–4 of the Grades 6, 7, 8, and High School mathematics assessment.

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 Sections and are noted within the administration script.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Section 1	Grades 6-8 and High School: 40 Minutes	<ul style="list-style-type: none"> • Large Print test books • Answer documents • Mathematics reference sheets • Rulers • Protractors (required for Grade 6) • 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 his or her 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. 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 and answer document in Box A.</p>
------------	---

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

Instructions for Administering Section 1

Say

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 ____ (fill in the appropriate grade-level/course) Mathematics Test. You will not be able to use a calculator.

Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Do not make any pencil marks outside of the circles. 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. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.
5. Do not fill in a circle under an unused box.
6. Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.
7. See below for examples on how to correctly complete an answer grid.

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 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.


If you finish early and have completely checked your work, raise your hand and I will collect your test materials. Once I have collected your materials, you cannot get them back.

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 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.

	Do you have any questions?
---	-----------------------------------

Answer student questions.

	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.
---	--

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 4.6.2).
- 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.
- Test books and answer documents 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:


	<p>Please stop testing, place your scratch paper in your answer document, place the answer document in the test book, and close your test book. We will take a silent three minute stretch break. No talking is allowed.</p>
---	---

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

	<p>Open your test books and answer documents and continue testing.</p>
---	---

Instructions for When 10 Minutes of Section Time Remain


When 10 minutes of section time remain,

	<p>You have 10 minutes remaining.</p>
---	--

Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the section time is finished,

	<p>Stop working. Testing time has now ended. Close your test book and answer document. Check that your name is written on your test book and answer document. I will collect your test materials.</p>
---	--

- Collect all test materials from students.
- 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 an extended break (e.g., lunch). Test books and answer documents should be collected and secured if the break exceeds 15 minutes. The Test Administrator must remain with the test books and answer documents at all times unless they are secured. Once students have returned and are seated, read the script to move onto the next Section.

4.11.3 Grades 6–8 and High School Mathematics – Sections 2, 3, and 4

Test administration scripts for Grades 6–8 and High School Section 1 are in Section 4.11.2.

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) • Rulers (required for Grades 6, 7, and 8) • Protractors (required for Grades 6 and 7) 		
End of all Sections – Students Stop				

Instructions for Preparing to Test

Say

Today, you are going to take the mathematics 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.

If a student raises his or her 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. Contact your Test Coordinator if you have questions regarding electronic devices.

Say

Please sit quietly while I distribute the test materials.

Remember that students wrote their names on their test books and answer documents in the previous Section. Be sure to distribute test books and answer documents 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

Check to make sure your name is written at the top of your test book and answer document.

(Pause.)

Please raise your hand if your name is not at the top of your test book or answer document.

Make sure that each student has received their own test book and answer document. If necessary, assist students with making sure they are using the test book and answer document that belong 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) and follow along while I read the directions.

Today, you will take Section ____ (fill in the appropriate Section number) of the ____ (fill in the appropriate grade-level/course) Mathematics Test. You will be able to use a calculator.

Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. Do not make any pencil marks outside of the circles. 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. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle.
5. Do not fill in a circle under an unused box.
6. Fractions cannot be entered into an answer grid and will not be scored. Enter fractions as decimals.
7. See below for examples on how to correctly complete an answer grid.

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.


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 materials, you cannot get them back.

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 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.

	Do you have any questions?
---	-----------------------------------

Answer student questions.

	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.
---	--

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 4.6.2).
- 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.
- 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 answer document, place the answer document in the 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 test books and answer documents 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	Stop working. Testing time has now ended. Close your test book and answer document. Check that your name is written on your test book and answer document. I will collect your test materials.
------------	---

- Collect all test materials from students.
- 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.

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). Test books and answer documents should be collected and secured if the break exceeds 15 minutes. The Test Administrator must remain with the test books and answer documents 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 Grades 6–8 and High School Mathematics Assessments.



MD00100171