



## **2021 Test Administrator Large Print Script for Paper-Based Testing**

**Maryland Integrated Science Assessment (MISA)**

**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 the Paper Testing Procedures section beginning on page 38 of the *MISA Test Administrator Manual* 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.

### Before students arrive for each section, do the following:

- Ensure that the testing room is prepared as described in Create an Effective Testing Environment on page 21 of the *MISA Test Administrator Manual*.
- Verify you have the schedule of times for the test sections to be tested.
- Make sure you have the correct test books for your group to be tested.
- As appropriate, draw a timing box on the board, similar to the example on page 42 in the *MISA Test Administrator Manual*.
  - 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*.
- 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 on page 49 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 administration.

Refer to the *MISA Test Administrator Manual* 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 Allowable and Prohibited Aids on page 22 of the *MISA Test Administrator Manual* 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 page 38 of the *MISA Test Administrator Manual* 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.

## Script for Paper Test Administration

This script will be used for all four Sections

### Distribute the Test Materials

**SAY**

Today we are going to take the MISA test. Do your best to select or write an answer for each question on the test.

I am now going to give you the test materials you will need. Please do not open your Test Book until I tell you to do so.

*Distribute the Test Books, No. 2 pencils with erasers, calculators, and scratch paper.*

*Make sure each student receives a Test Book with their name on the preprinted student ID label or with their name and date of birth written on the front cover. Do not hand out books randomly.*

**SAY**

If there is a label on the front of your Test Book, make sure it has your name on it. Please print or check your name and date of birth on the front cover of your Test Book where it says "Student Name" and "Date of Birth."

*Pause while students check to make sure they have the correct Test Books and write their name and date of birth on the Test Book cover. Some students may require the use of a signature guide to write their name on the test booklets. In these cases, have signature guides available.*

**SAY**

Each page of the Test Book has a direction shown in the bottom, right-hand corner. A "Go On" at the bottom of the page indicates that there are more questions to answer in this Section.

*Hold up an example of the "Go On" sign that appears on page 49.*

**SAY**

If you see a "Stop sign" in the bottom, right-hand corner of the page, you should not turn past this page until instructed to do so by the Test Administrator.

*Hold up an example of the "Stop" sign that appears on page 49.*

**SAY**

Now open your test book and read the directions for this Section as I read them aloud to you.

**SAY**

Today you are going to take Section \_\_\_\_ (1, 2, 3 or 4) of the MISA test.

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.

Some of the questions will ask you to write a response. Write your response in the space provided in your test book. Be sure to keep your response within the space provided. 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.

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

**SAY**

**OPTION A:** After I have collected your test materials, 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.

*When you are sure that all students understand the directions, continue.*

**SAY**

Please raise your hand during testing if you have a question.

You will have 40 minutes to complete the Section. I will help you keep track of the time by recording the remaining testing time on the board. If you finish early, you may review your answers for this Section only.



Record the <b>Starting Time:</b>	_____
Add 40 minutes:	_____ + 40
Record the <b>Stopping Time:</b>	_____
Record the <b>Remaining Time:</b>	_____

Do you have any questions about what to do, how to mark an answer, or where to write an answer?

*Answer any questions students may have. Repeat any of the instructions, as necessary.*

**SAY**

Turn the page to begin the Section. You may begin.

*Give students 40 minutes to complete the Section. When 10 minutes of section testing time remain,*

**SAY**

You have 10 minutes remaining.

*While students are working, the Test Administrator and proctors should circulate to see that students are following directions, that they are marking their answers appropriately in the Test Book, and that they are not going on to any other Section.*

*Do not offer any help on specific test questions.*

*When all students have completed testing, or when 40 minutes have passed,*

**SAY**

Please stop working and put down your pencil. This is the end of the Section. Please close your Test Book.

*If your School Test Coordinator scheduled Sections back-to-back for students, breaks are highly recommended between Sections to stretch, go to the restroom, or get a drink. All students in the Session must break at the same time between Sections. If the break is longer than 15 minutes, Test Books must be collected and stored securely. Please check with your STC for scheduling and local policy.*

**SAY**

(Read after the final Section administered each day)

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

**IMPORTANT:** This script should be used for all four tested Sections.



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