

#### 4.11.2 Grades 6, 7, 8, and High School (Geometry, Algebra I, and Algebra II) Mathematics – All Sections

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 Section 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: Non-Calculator Section 2: Calculator Section 3: Calculator Section 4: Calculator	40 Minutes per Section	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Calculators (Refer to Calculator Policy for Grade Specific Calculator)</li> </ul>		
End of each Section – Students <b>Submit Final Answers</b>				

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations.

Test Administrators must make sure all testing devices are turned on and TestNav is launched to the **Sign-In** page. **If headphones are needed as an accessibility feature, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

	<p>Hoy, ustedes van a presentar la evaluación de Matemáticas.</p> <p><b>No pueden tener en su pupitre ningún dispositivo electrónico, aparte de su dispositivo de examen. No se permite hacer llamadas, enviar mensajes de texto, tomar fotografías ni navegar en Internet. Si en este momento tienen en su poder algún dispositivo electrónico no permitido, incluyendo teléfonos celulares, por favor, apáguelo y levanten la mano. Si se descubre que alguien tiene un dispositivo electrónico no permitido durante el examen, es posible que su examen no sea evaluado.</b></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. Please contact your School Test Coordinator if you have questions regarding electronic devices.

Ensure that no applications are running (i.e., music streaming, YouTube®, etc.) before students launch TestNav.

#### Checking Audio (for Mathematics Text-to-Speech Accessibility Features only)

	<p>Asegúrense de que sus auriculares estén conectados y pónganselos. En su pantalla, debajo del botón Ingresar/Sign In, hay un enlace llamado “Probar el audio/Test audio”. Seleccionen el enlace para asegurarse de que pueden oír por los auriculares y ajustar el volumen al máximo nivel. Una vez comenzado el examen, pueden ajustar el nivel del volumen.</p>
--	---

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

### Instructions for Signing In

<b>Diga</b>	<p>Por favor, siéntense en silencio mientras distribuyo sus tarjetas del estudiante para el examen y papel de borrador.</p> <p><b>NO ingresen en la página hasta que yo se lo indique.</b></p>
-------------	--

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device. The student will need the calculator during the non-calculator Section and may use that same calculator throughout the entire test.

<b>Diga</b>	<p>Ahora, miren su tarjeta del estudiante para el examen y asegúrense de que tenga su nombre y apellido. Levanten la mano si no tienen <u>su</u> tarjeta.</p>
-------------	---

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.

Student Testing Ticket	
<b>Student Name:</b>	ELA, ATNSR7
<b>Student Identifier (ID):</b>	3201909091432
<b>Session:</b>	ela 7
<b>Test:</b>	Grade 7 English Language Arts/Literacy
<p>You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device.  <b>Please wait for the instructions from the proctor before proceeding.</b></p>	
<b>TestNav Username:</b>	6578471640
<b>TestNav Password:</b>	125310

**Diga**

Ahora, escriban su nombre de usuario como se muestra en la parte inferior de su tarjeta.

(Pause.)

Después, escriban la contraseña como se muestra en su tarjeta.

(Pause.)

Ahora, seleccionen el botón “Ingresar/Sign In”.

(Pause.)

Busquen su nombre en la esquina superior derecha de la pantalla. Si el nombre que ven no es el suyo, por favor, levanten la mano. Deben ver la pantalla de “Bienvenidos/Welcome”.

**Circulate throughout the room to make sure all students have successfully signed in.** Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the Sign In screen, close the TestNav App, launch the App again, and sign the student back in with the correct student testing ticket.

#### Instructions for Administering Sections 1, 2, 3, and 4

**Diga**

Seleccionen el botón “Comenzar/Start” en la pantalla. Sigán con la vista las instrucciones de la pantalla a medida que las leo. Para hacerlo, necesitarán usar la barra de desplazamiento de la derecha. **NO** seleccionen el botón “Comenzar/Start” hasta que yo se lo indique.

**Hoy, ustedes van a presentar la Sección \_\_** (fill in the appropriate Section) **de/del \_\_** (Grado 6, 7, 8, Geometría, Álgebra I o Álgebra II — select the appropriate grade level/assessment) **del examen de Matemáticas.**

(Insert and read the appropriate calculator direction)

**Ustedes (no podrán/podrán) usar calculadora.**

Section 1 – No Calculator

Section 2 – Calculator

Section 3 – Calculator

Section 4 – Calculator

**Lean cada pregunta. Luego, sigan las instrucciones para contestar cada pregunta. Si una pregunta les pide que muestren o expliquen su procedimiento, deben hacerlo para obtener la calificación completa. Solamente serán evaluadas las respuestas escritas en el espacio dado.**

**Si no saben la respuesta de una pregunta, pueden marcarla y pasar a la pregunta siguiente. Si terminan temprano, pueden revisar sus respuestas y cualquier pregunta que hayan marcado.**

<b>Diga</b>	<p>Aquí terminan las instrucciones de su pantalla. No continúen hasta que se les indique.</p> <p>Si se proporciona una caja de dibujo con una pregunta, pueden agregar un dibujo en la caja para respaldar su(s) respuesta(s). Cualquier trabajo o dibujo que se haga dentro de la caja de dibujo será evaluado.</p> <p>Durante el examen, levanten la mano si tienen alguna dificultad con su dispositivo de examen para que pueda ayudarlos. No podré ayudarlos con las preguntas del examen ni con las herramientas en línea durante el examen.</p>
-------------	--

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

<b>Diga</b>	<p><b>OPCIÓN A</b></p> <p>Después de que hayan entregado el examen, permanezcan sentados en silencio hasta que haya concluido la Sección.</p>
	<p><b>OPCIÓN B</b></p> <p>Después de que hayan entregado el examen, podrán irse.</p>
	<p><b>OPCIÓN C</b></p> <p>Después de que hayan entregado el examen, pueden leer un libro u otros materiales permitidos hasta que haya concluido la Sección.</p>

<b>Diga</b>	¿Tienen alguna pregunta?
-------------	--------------------------

Answer any questions.

**Instructions for Starting the Test**

<b>Diga</b>	<p>Read this direction for Section 1 only. <b>Desplacen el cursor hasta la parte inferior de la pantalla.</b></p> <p>(Pause.)</p> <p><b>Seleccionen el botón “Comenzar/Start”.</b></p> <p>(Pause.)</p> <p><b>Ahora, deben estar en el examen.</b></p>
-------------	---

	<p>In Sections 2, 3, and 4 say,</p> <p><b>Desplacen el cursor hasta la parte inferior de la pantalla.</b></p> <p>(Pause.)</p> <p><b>“Ahora les daré los 4 dígitos del Código del Sello para que lo coloquen en el recuadro de Ingresar Código del Sello/Enter Seal Code. Este Código del Sello abre la siguiente Sección de su examen. El Código del Sello es ____.</b></p> <p><b>Ingresen ese Código del Sello y luego seleccionen el botón Comenzar/Start”.</b></p> <p>(Pause.)</p> <p><b>Ahora, deben estar en el examen.</b></p>
--	--

Display and say aloud **ONLY** the one Seal Code to enter Sections 2–4. All students will enter the same Seal Code. Pause to make sure all students are in the correct Section.

	<p><b>Tendrán 40 minutos para completar esta Sección. Les avisaré cuando queden 10 minutos de examen.</b></p> <p><b>Ya pueden empezar a trabajar.</b></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 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Ensure students are signing out of TestNav as they complete the Section (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.
- Ensure that any absent students are locked out of the Section (Section 4.3).

### Instructions for Taking a Break During Testing and Testing Interruptions

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.
- Student screens must not be visible to other students.
- 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><b>Por favor, deténganse y cubran o apaguen su pantalla. Tomaremos un descanso de tres minutos en silencio para estirarnos. No se permite hablar.</b></p>
--	--

After taking a classroom break, be sure students are seated and device screens are visible:

	<b>Ahora, pueden continuar con el examen.</b>
--	---

**Instructions for When 10 Minutes of Section Time Remain**

When 10 minutes of Section time remain,

	<b>Les quedan 10 minutos.</b>
--	-------------------------------

Continue to actively proctor while students are testing.

**Instructions for Ending the Section**

When the section time is finished, read the following optional SAY box if there are students still actively testing. If a second Section will be administered after a short break, stop the directions after exiting the Section. (Do not have students sign out of TestNav.)

	<b>Dejen de trabajar. Ya ha terminado el tiempo del examen.</b>
--	---

This next statement is optional if ALL students are finished.

	<b>Seleccionen el menú desplegable de “Repaso/Review” en la esquina superior izquierda de su examen. En el menú de “Repaso/Review”, desplacen el cursor hasta la parte inferior y seleccionen “Fin de la sección/End of Section”. Seleccionen el botón “Enviar las respuestas finales/Submit Final Answers”.</b>  <b>Seleccionen el botón “Sí/Yes” para salir de la Sección.</b>
--	--

Read if administering only a single Section or taking a longer break between Sections in one day.

	<b>Ahora, voy a retirar sus tarjetas para el examen y su papel de borrador.</b>
--	---

Circulate throughout the room to make sure all students have successfully signed out of TestNav. Then, collect student testing tickets and scratch paper.

- Ensure all students are in **Completed** status for the Section in Pearson Access at the end of the Section.
- 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 extended break (e.g., lunch). If the break exceeds more than 15 minutes, collect all tickets and materials and have students sign out of TestNav. Once students have returned and are seated, read the script to move on to the next Section.

The previous directions found in Section 4.11.2 should be used for all Sections of the Grades 6–8 and High School Mathematics Assessment.