



Test Administrator Large Print Script for Paper-Based Testing

English Language Arts/Literacy

**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.

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*.
- 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.

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

4.11.1 Grade 10 ELA/Literacy – All Sections

The administration script under Section 4.11.1 will be used **for all Sections** for the ELA/L Test. Be sure you are reading the direction in the script with the correct number of questions for each specific Section.

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. Test Administrators should be familiar with the script before administering the assessment.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1–4	70 Minutes per Section	<ul style="list-style-type: none"> • Large Print test books • Answer documents • Pencils • Scratch paper 		
End of all Sections – Students Stop				

Instructions for Preparing to Test

Say	<p>Today, you will take the English Language Arts/Literacy 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. Please contact your School 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 Large Print test books.

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

Make sure 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 and answer document that belongs to them.

Instructions for Administering Each Section

Say	<p>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. Do NOT turn the page until I tell you to do so.</p> <p>Today, you will take Section __ (fill in the appropriate Section number) of the Grade 10 English Language Arts/Literacy Test.</p> <p>For Section 1 say: There will be no more than 14 questions in this Section.</p> <p>For Section 2 say: There will be no more than 9 questions in this Section.</p> <p>For Section 3 say: There will be no more than 8 questions in this Section.</p> <p>For Section 4 say: There will be no more than 13 questions in this Section.</p> <p>Read each passage and question. Then, follow the directions to answer each question. Circle your answers in the test book. If you need to change an answer, be sure to erase your first answer completely.</p> <p>One of the questions may ask you to write a response. Write your response in the space provided in your test book. Only responses written within the space provided will be scored.</p> <p>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.</p>
------------	--

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 the 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>
------------	---

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	<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.

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: _____
--

	<p>You will have 70 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>
---	---

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:

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

After taking a classroom break, ensure students open their Large Print 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,

 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 be used for all Sections of the Grade 10 ELA/L Assessment.



MD00102879