

4.10 Script for Administering Mathematics

4.10.1 Grades 3, 4, and 5 Mathematics

The administration script under Section 4.10.1 will be used for all units of the Grades 3-5 mathematics test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the CCRS Interim 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 unit and are noted within the administration script.

Interim Assessment	Testing Time	Required Materials	Start Time	Stop Time
Interim 1, 2, or 3	Grades 3–5: 60 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Test 1 – Students Submit Final Answers				

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 have the TestNav application open (or follow your school/LEA instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

Say	<p>Today, you will take the Mathematics Interim Assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, 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>
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If a student raises his or her hand, collect the electronic device (or follow DoDEA policy) and store it until the test 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.

Checking Audio (for Mathematics Accessibility Features only)

Say	<p>Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Click To Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.</p>
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Instructions for Logging In

Say	<p>Please sit quietly while I distribute your student testing tickets and scratch paper.</p> <p>Do NOT log in until I tell you to do so.</p>
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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.

Say	<p>Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have <u>your</u> ticket.</p>
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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

Student Name: Brack, Caitlyn Grace

Student Identifier (ID): 9338978998

Session: WEI4M

Test: Grade 4 Math

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.

Please wait for the instructions from the proctor before proceeding.

🔗 Select DoDea Test Nav in the application.

TestNav Username: 6476810850

TestNav Password: 642140

Say	<p>Now, enter your Username as shown on the bottom of your ticket.</p> <p>(Pause.)</p> <p>Next, enter the Password as shown on your ticket.</p> <p>(Pause.)</p> <p>Now, select the “Sign In” button.</p> <p>(Pause.)</p> <p>Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Available Tests” screen. Select the “Start” button for Interim __ (fill in the appropriate Interim). You should see a “Welcome” screen.</p>
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Circulate throughout the room to make sure all students have successfully logged 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 login screen, sign out of the test and log the student back in with the correct student testing ticket.

Instructions for Administering All CCRS Interim Assessments

Say	<p>Select the “Start Test Now” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Start Section” button until I tell you to do so.</p> <p>Today, you will take Interim __ (fill in the appropriate Interim) Mathematics Test. You will not be able to use a calculator.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.</p> <p>If a drawing box is provided with the question, you may use it to add a drawing to help (Grade 3: explain) (Grades 4 & 5: support) your answer(s). Any work or drawing that is entered in the drawing box will be scored.</p>
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Say	<p>This is the end of the testing directions. Do not go on until you are told to do so.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

Say	<p>OPTION A</p> <p>After you have logged out of the test, sit quietly until the test has ended.</p>
	<p>OPTION B</p> <p>After you have logged out of the test, I will dismiss you.</p>
	<p>OPTION C</p> <p>After you have logged out of the test, you may read a book or other allowable materials until the test has ended.</p>

Say	Do you have any questions?
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Answer any questions.

Instructions for Starting the Test

Say	<p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the “Start Section” button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p>
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Pause to make sure all students are in the correct Interim.

Say	<p>You will have 60 minutes to complete this test. I will also let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</p>
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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 logging out of TestNav as they complete the test (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.

Instructions for When 10 Minutes of Test Time Remain

When 10 minutes of test time remain,

Say	You have 10 minutes remaining.
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Continue to actively proctor while students are testing.

Instructions for Ending the Test

When the test time is finished, read the following optional SAY box if there are students still actively testing.



Stop working. Testing time has now ended.

Select the “Review” drop-down menu at the top left corner of your test.

From the “Review” menu, scroll to the bottom and select “End of Section.”

Select the “Submit Final Answers” button.

Select the “Yes” button to exit the test.

I will now collect your student testing ticket and scratch paper.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the test in Pearson Access at the end of the unit.
- 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 unit in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.