

## 4.10 Script for Adminstrating Grade 3 Mathematics

The administration script under Section 4.10.1 will be used for all units of the Grade 3 Mathematics Test.

On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the CCRS summative 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.

### 4.10.1 Grade 3 – Mathematics – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–3	Grade 3: 60 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Rulers</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of all Units – Students Stop				

#### Instructions for Preparing to Test

<b>Di</b>	<p><b>Jodi a, ou pral pran evalyasyon matematik la.</b></p> <p><b>Ou pa gen dwa gen okenn aparèy elektwonik ki pa apwouve sou biwo ou. Fè apèl, voye tèks mesaj, ak fè foto pa otorize. Si w gen nenpòt aparèy elektwonik nan men ou, tankou telefòn selilè, avèk ou kounye a, tanpri fèmen yo epi leve men w. Si yo jwenn ou genyen aparèy elektwonik ki pa apwouve nan men ou pandan tèz la, yo ka pa bay nòt tèz ou a.</b></p>
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If a student raises his or her hand, collect the electronic device (or follow your school DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your STC if you have questions regarding electronic devices.

<b>Di</b>	<p><b>Tanpri rete chita trankil pandan m ap distribye materyèl tèz yo.</b></p>
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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).

<b>Di</b>	<p><b>Si Inite 1: Ekri non w ak siyati anlè ti liv tèz ou a ak nan Kare A.</b></p> <p><b>Si Inite 2 oswa 3: Verifye pou asire w ke ou ekri non ou ak siyati anlè ti liv egzamen w la nan Kare A.</b></p>
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Make sure that each student has written his or her name on the test booklet.

## Instructions for Administering All Units

**Di** Sèvi ak etikèt ki sou kwen paj la, ouvri tiliv tèss ou a nan premye paj Inite a\_\_ (ranpli inite ki apwopriye a) epi swiv pandan m ap li enstriksyon yo.

Jodi a, ou pral pran Inite \_\_ (ranpli inite ki apwopriye a) nan Egzamen Matematik 3yèm Ane. Ou p ap kapab itilize yon kalkilatris.

Li chak kesyon. Apre sa, swiv enstriksyon yo pou reponn chak kesyon. Make repons ou yo lè w ranpli ti sèk ki nan tiliv tèss ou a nèt. Pa fè okenn mak kreyon andeyò sèk yo. Si w bezwen chanje yon repons, asire w ke ou efase premye repons ou an nèt.

Si yon kesyon mande pou ou montre oswa eksplike travay ou, ou dwe fè sa pou resevwa tout kredi. Se sèlman repons ki ekri nan espas yo bay la k'ap jwenn nèt.

Si ou pa konnen repons yon kesyon, ou ka ale nan pwochen kesyon an. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou pa te reponn nan inite sa a SÈLMAN. Pa depase siy kanpe a.

Ale nan pwochen paj la pandan m ap kontinye li enstriksyon yo.

**Enstriksyon pou Ranpli Griy Repons yo**

1. Travay pwoblèm nan epi jwenn yon repons.
2. Ekri repons ou nan kare ki anlè griy la.
3. Enprime yon sèl nimewo oswa senbòl nan chak bwat. Pa kite yon kare vid nan mitan yon repons.
4. Anba chak kare, ranpli sèk ki koresponn ak nimewo oswa senbòl ou te ekri anlè a. Fè yon mak solid ki ka ranpli sèk la nèt.
5. Pa ranpli yon sèk anba yon bwat ki pa itilize.
6. Gade anba a pou egzanp sou fason pou w konplete repons yon griy kòrèkteman.

**Di** Sa a se fen enstriksyon ki nan ti liv tèss ou a.

Lè ou wè yon siy KONTINYE nan ti liv tèss ou a, ou ka ale nan pwochen paj la. Lè w rive jwenn yon siy KANPE nan ti liv tèss ou a, PA kontinye jiskaske yo mande w fè sa.

Egzanp siy KONTINYE ak KANPE yo afiche sou tablo a.

Si w fini bonè epi w fin tcheke travay ou a nèt, leve men w epi m ap ranmase materyèl tèss ou yo. Depi mwen ranmase materyèl ou yo, ou pa ka tounen jwenn yo ankò.

Read from OPTION A, B, or C below based on local policy (refer to your STC).

<b>Di</b>	OPSYON A <b>Apre mwen fin ranmase materyèl tè s ou yo, tanpri chita an silans jiskaske inite a fini.</b>
	OPSYON B <b>Apre mwen fin ranmase materyèl tè s ou yo, m ap ranvwaye w.</b>
	OPSYON C <b>Apre mwen fin ranmase materyèl tè s ou yo, ou ka li yon liv oswa lòt materyèl otorize jiskaske inite a fini.</b>

<b>Di</b>	<b>Èske ou gen nenpòt kesyon?</b>
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Answer student questions.

<b>Di</b>	<b>Ou pral gen 60 minit pou konplete inite sa a. M ap fè w konnen lè w gen 10 minit ki rete nan tè s la.</b> <b>Ale nan pwochen paj la. Ou ka kòmanse travay kounye a.</b>
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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 4.6.2).
- 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 TA:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. 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 booklets 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 unit:

Di

Tanpri kanpe tès la, mete papyè bouyon ou a nan ti liv tès ou a, epi fèmen ti liv tès ou a. Nou pral pran yon ti repo an silans pou twa minit. Pa gen dwa pale.

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

Di

Louvri ti liv tès ou yo epi kontinye fè tès la.

#### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Di

Ou gen 10 minit ki rete.

Continue to actively proctor while students are testing.

#### Instructions for Ending the Unit

When the unit time is finished,

Di

Sispann travay. Tan tès la kounye a fini. Fèmen ti liv tès ou a.

Verifye ke non ou ekri sou ti liv tès ou a. Mwen pral ranmase materyèl tès ou yo.

- Collect test booklets, scratch paper, testing tools, and accessibility/accommodations tools (as needed) from students.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

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 an extended break (e.g., lunch). Once students have returned and are seated, read the script to move onto the next unit.

### 4.11 Script for Administering Mathematics

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

On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the CCRS summative 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.

#### 4.11.1 Grades 4 and 5 Mathematics – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–3	Grades 4 and 5: 60 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Mathematics reference sheets (grade 5 only)</li> <li>• Rulers and protractors</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End all Units – Students <b>Stop</b>				

#### Instructions for Preparing to Test

<b>Di</b>	<p><b>Jodi a, ou pral pran evalyasyon matematik la.</b></p> <p><b>Ou pa gen dwa gen okenn aparèy elektwonik ki pa apwouve sou biwo ou. Fè apèl, voye tèks mesaj, ak fè foto pa otorize. Si w gen nenpòt aparèy elektwonik nan men ou, tankou telefòn selilè, avèk ou kounye a, tanpri fèmen yo epi leve men w. Si yo jwenn ou genyen aparèy elektwonik ki pa apwouve nan men ou pandan tèz la, yo ka pa bay nòt tèz ou a.</b></p>
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If a student raises his or her hand, collect the electronic device (or follow your school DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your STC if you have questions regarding electronic devices.

<b>Di</b>	<p><b>Tanpri rete chita trankil pandan m ap distribye materyèl tèz yo.</b></p>
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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).

<b>Di</b>	<p><b>Si Inite 1: Ekri non w ak siyati anlè ti liv tèz ou a ak nan Kare A.</b></p> <p><b>Si Inite 2 oswa 3: Verifye pou asire w ke ou ekri non ou ak siyati anlè ti liv egzamen w la nan Kare A.</b></p>
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Make sure that each student has written his or her name on the test booklet and answer document.

## Instructions for Administering All Units

**Di** Sèvi ak etikèt ki sou kwen paj la, ouvri tiliv tèss ou a nan premye paj Inite a\_\_ (ranpli inite ki apwopriye a) epi swiv pandan m ap li enstriksyon yo.

Jodi a, ou pral pran Inite \_\_ (ranpli inite ki apwopriye a) nan \_\_ (klas 4 oswa 5 — chwazi nivo klas ki apwopriye a) Egzamen Matematik. Ou p ap kapab itilize yon kalkilatri.

Li chak kesyon. Apre sa, swiv enstriksyon yo pou reponn chak kesyon. Make repons ou yo lè w ranpli sèk ki nan dokiman repons ou an nèt. Pa fè okenn mak kreyon andeyò sèk yo. Si w bezwen chanje yon repons, asire w ke ou efase premye repons ou an nèt.

Si yon kesyon mande pou ou montre oswa eksplike travay ou, ou dwe fè sa pou resevwa tout kredi. Se sèlman repons ki ekri nan espas yo bay la k'ap jwenn nèt.

Si ou pa konnen repons yon kesyon, ou ka ale nan pwochen kesyon an. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou pa te reponn nan inite sa a SÈLMAN. Pa depase siy kanpe a.

Ale nan pwochen paj la pandan m ap kontinye li enstriksyon yo.

**Enstriksyon pou Ranpli Griy Repons yo**

1. Travay pwoblèm nan epi jwenn yon repons.
2. Ekri repons ou nan kare ki anlè griy la.
3. Enprime yon sèl nimewo oswa senbòl nan chak bwat. Pa kite yon kare vid nan mitan yon repons.
4. Anba chak kare, ranpli sèk ki koresponn ak nimewo oswa senbòl ou te ekri anlè a. Fè yon mak solid ki ka ranpli sèk la nèt.
5. Pa ranpli yon sèk anba yon bwat ki pa itilize.
6. Fraksyon yo pa ka antre nan yon griy repons epi yo p ap gen nèt. Antre fraksyon kòm desimal.
7. Gade anba a pou egzanp sou fason pou w konplete repons yon griy kòrèkteman.


**Di** Sa a se fen enstriksyon ki nan ti liv tèss ou a.

Lè ou wè yon siy KONTINYE nan ti liv tèss ou a, ou ka ale nan pwochen paj la. Lè w rive jwenn yon siy KANPE nan ti liv tèss ou a, PA kontinye jiskaske yo mande w fè sa.

Egzanp siy KONTINYE ak KANPE yo afiche sou tablo a.


Si w fini bonè epi w fin tcheke travay ou a nèt, leve men w epi m ap ranmase materyèl tèss ou yo. Depi mwen ranmase materyèl ou yo, ou pa ka tounen jwenn yo ankò.

Read from OPTION A, B, or C below based on local policy (refer to your STC).

	OPSYON A <b>Apre mwèn fin ranmase materyèl tè s ou yo, tanpri chita an silans jiskaske inite a fini.</b>
	OPSYON B <b>Apre mwèn fin ranmase materyèl tè s ou yo, m ap ranvwaye w.</b>
	OPSYON C <b>Apre mwèn fin ranmase materyèl tè s ou yo, ou ka li yon liv oswa lòt materyèl otorize jiskaske inite a fini.</b>

	<b>Èske ou gen nenpòt kesyon?</b>
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Answer student questions.

	<b>Ou pral gen 60 minit pou konplete inite sa a. M ap fè w konnen lè w gen 10 minit ki rete nan tè s la.</b> <b>Ale nan pwochen paj la. Ou ka kòmanse travay kounye a.</b>
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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 4.6.2).
- 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 TA:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. 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 booklets 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 unit:

<b>Di</b>	Tanpri kanpe tès la, mete papye bouyon ou a nan dokiman repons ou a, mete dokiman repons lan nan ti liv tès la, epi fèmen ti liv tès ou a. Nou pral pran yon ti repo an silans pou twa minit. Pa gen dwa pale.
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After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

<b>Di</b>	Louvri ti liv tès ou yo epi reponn dokiman yo epi kontinye tès la.
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#### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

<b>Di</b>	Ou gen 10 minit ki rete.
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Continue to actively proctor while students are testing.

#### Instructions for Ending the Unit

When the unit time is finished,

<b>Di</b>	Sispann travay. Tan tès la kounye a fini. Fèmen ti liv tès lan ak dokiman repons yo. Verifye ke non w ekri sou ti liv tès la ak dokiman repons ou an. Mwen pral ranmase materyèl tès ou yo.
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- Collect all test materials from students.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

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 an extended break (e.g., lunch). Once students have returned and are seated, read the script to move onto the next unit.



### 4.11.2 Grade 6, 7 and High School Mathematics – Unit 1

The administration script under Section 4.11.2 will be used for Unit 1 of the Grade 6, 7 and high school mathematics assessments. Refer to section 4.11.4 for the administration script for Grades 6, 7 and 8 Units 2 and 3 and high school Unit 2. The administration script for Unit 1 of the Grade 8 mathematics assessment can be found in Section 4.11.3.

On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the CCRS summative 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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: Non-Calculator Section	Grade 6 and 7: 60 Minutes High School: 90 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Mathematics reference sheets</li> <li>• Rulers and protractors (required for Grade 6 and 7)</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
<b>Students Go On</b>				
Unit 1: Calculator Section		<ul style="list-style-type: none"> <li>• In addition to above, calculators</li> </ul>		
<b>End of Unit 1 – Students Stop</b>				

#### Instructions for Preparing to Test

	<p><b>Jodi a, ou pral pran evalyasyon matematik la.</b></p> <p><b>Ou pa gen dwa gen okenn aparèy elektwonik ki pa apwouve sou biwo ou. Fè apèl, voye tèks mesaj, ak fè foto pa otorize. Si w gen nenpòt aparèy elektwonik nan men ou, tankou telefòn selilè, avèk ou kounye a, tanpri fèmen yo epi leve men w. Si yo jwenn ou genyen aparèy elektwonik ki pa apwouve nan men ou pandan tèks la, yo ka pa bay nòt tèks ou a.</b></p>
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If a student raises his or her hand, collect the electronic device (or follow your school DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your STC if you have questions regarding electronic devices.

	<p><b>Tanpri rete chita tranquil pandan m ap distribye materyèl tèks yo.</b></p>
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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><b>Ekri non w ak siyati anlè ti liv egzamen w la ak dokiman repons nan Kare A.</b></p>
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Make sure that each student has written his or her name on the test booklet and answer document.

## Instructions for Administering Unit 1

**Di** Sèvi ak etikèt ki sou kwen paj la, ouvri ti liv tèss ou a nan premye paj Inite 1 a epi swiv pandan m ap li enstriksyon yo.

Jodi a, ou pral pran Inite 1 nan \_\_\_ (klas 6 oswa kou ki apwopriye a) Egzamen Matematik. Inite 1 a gen de seksyon. Nan premye seksyon an, ou pa gendwa sèvi ak yon kalkilatri. Nan dezyèm seksyon an, ou ka itilize yon kalkilatri. Ou p ap otorize pou retounen nan premye seksyon tèss la apre ou kòmanse seksyon kalkilatri la. Ou dwe ranpli seksyon ki pa pou kalkilatri la ak seksyon ki pou kalkilatri nan Inite 1 a nan tan yo otorize yo.

Li chak kesyon. Apre sa, swiv enstriksyon yo pou reponn chak kesyon. Make repons ou yo lè w ranpli sèk ki nan dokiman repons ou an nèt. Pa fè okenn mak kreyon andeyò sèk yo. Si w bezwen chanje yon repons, asire w ke ou efase premye repons ou an nèt.

Si yon kesyon mande pou ou montre oswa eksplike travay ou, ou dwe fè sa pou resevwa tout kredi. Se sèlman repons ki ekri nan espas yo bay la k'ap jwenn nèt.

Si ou pa konnen repons yon kesyon, ou ka ale nan pwochen kesyon an. Lè ou fini premye seksyon an, ou ka revize repons ou yo ak nenpòt kesyon ou pa t reponn nan seksyon sa a SÈLMAN. Yon fwa ou fin revize repons ou yo, kontinye nan seksyon kalkilatri la. Lè w pare pou ale nan seksyon ki pou kalkilatri la, leve men w pou w resevwa kalkilatri ou a.

Ale nan pwochen paj la pandan m ap kontinye li enstriksyon yo.

**Enstriksyon pou Ranpli Griy Repons yo**

1. Travay pwoblèm nan epi jwenn yon repons.
2. Ekri repons ou nan kare ki anlè griy la.
3. Enprime yon sèl nimewo oswa senbòl nan chak bwat. Pa kite yon kare vid nan mitan yon repons.
4. Anba chak kare, ranpli sèk ki koresponn ak nimewo oswa senbòl ou te ekri anlè a. Fè yon mak solid ki ka ranpli sèk la nèt.
5. Pa ranpli yon sèk anba yon bwat ki pa itilize.
6. Fraksyon yo pa ka antre nan yon griy repons epi yo p ap gen nèt. Antre fraksyon kòm desimal.
7. Gade anba a pou egzanp sou fason pou w konplete repons yon griy kòrèkteman.

**Di** Sa a se fen enstriksyon ki nan ti liv tèss ou a.

Lè ou wè yon siy KONTINYE nan ti liv tèss ou a, ou ka ale nan pwochen paj la. Lè w rive jwenn yon siy KANPE nan ti liv tèss ou a, PA kontinye jiskaske yo mande w fè sa.

Egzanp siy KONTINYE ak KANPE yo afiche sou tablo a.

Si w fini bonè epi w fin tcheke travay ou a nan seksyon ki pou kalkilatri la, leve men ou epi m ap ranmase materyèl tèss ou yo. Depi mwen ranmase materyèl ou yo, ou pa ka tounen jwenn yo ankò.

Read from OPTION A, B, or C below based on local policy (refer to your STC).

<b>Di</b>	OPSYON A <b>Aprè mwen fin ranmase materyèl tè s ou yo, tanpri chita an silans jiskaske inite a fini.</b>
	OPSYON B <b>Aprè mwen fin ranmase materyèl tè s ou yo, m ap ranvwaye w.</b>
	OPSYON C <b>Aprè mwen fin ranmase materyèl tè s ou yo, ou ka li yon liv oswa lòt materyèl otorize jiskaske inite a fini.</b>

<b>Di</b>	<b>Èske ou gen nenpòt kesyon?</b>
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Answer student questions.

<b>Di</b>	<p><b>W ap genyen. . .</b></p> <ul style="list-style-type: none"> <li>• Klas 6: <b>60 minit</b></li> <li>• Lekòl Segondè: <b>90 minit</b></li> </ul> <p><b>. . . pou konplete seksyon ki pa pou kalkilatis la ak seksyon kalkilatis lan nan inite sa a. Lè gen 20 minit tan tè s la ki rete, m ap raple w pou w ale nan seksyon ki pou kalkilatis la, si w poko fè sa. Mwen pral fè w konnen tou lè w gen 10 minit tan tè s la ki rete.</b></p> <p><b>Ale nan pwochen paj la. Ou ka kòmanse travay kounye a.</b></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 4.6.2).
- Once students reach the first stop sign in their test booklet (below the stop sign, the test booklet will state: “You have come to the end of the non-calculator section in Unit 1 of the test”), ensure students are moving on to the calculator section.
- Distribute grade/course-appropriate/accommodations appropriate calculators when students complete the non-calculator section (refer to Sections 4.2 and 4.3 for more information).
- 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 TA:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. 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 booklets 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 unit:

**Di** Tanpri kanpe tès la, mete papye bouyon ou a nan dokiman repons ou a, mete dokiman repons lan nan ti liv tès la, epi fèmen ti liv tès ou a. Nou pral pran yon ti repo an silans pou twa minit. Pa gen dwa pale.

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

**Di** Louvri ti liv tès ou yo epi reponn dokiman yo epi kontinye tès la.

#### Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

**Di** Ou gen 20 minit ki rete. Kòm yon rapèl, seksyon ki pa pou kalkilatris ak sa ki pou kalkilatris yo dwe ranpli nan tan sa a.

#### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

**Di** Ou gen 10 minit ki rete.

Continue to actively proctor while students are testing.

#### Instructions for Ending the Unit

When the unit time is finished, read the following optional SAY box if there are students with test materials.

**Di** Sispann travay. Tan tès la kounye a fini. Fèmen ti liv tès lan ak dokiman repons yo. Verifye ke non w ekri sou ti liv tès la ak dokiman repons ou an. Mwen pral ranmase materyèl tès ou yo.

- Collect all test materials from students.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

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 an extended break (e.g., lunch). Once students have returned and are seated, read the script to move onto the next unit.

### 4.11.3 Grade 8 Mathematics – Unit 1

The administration script under Section 4.11.3 will be used for Unit 1 of the Grade 8 mathematics assessment. Refer to section 4.11.4 for the administration script for Grades 6-8 Units 2 and 3 and high school Unit 2. The administration script for Unit 1 of Grade 6, 7 and high school mathematics assessment can be found in Section 4.11.2.

On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the CCRS summative 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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 8: 60 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Mathematics reference sheets</li> <li>• Rulers</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 1 – Students Stop				

#### Instructions for Preparing to Test

<b>Di</b>	<p><b>Jodi a, ou pral pran evalyasyon matematik la.</b></p> <p><b>Ou pa gen dwa gen okenn aparèy elektwonik ki pa apwouve sou biwo ou. Fè apèl, voye tèks mesaj, ak fè foto pa otorize. Si w gen nenpòt aparèy elektwonik nan men ou, tankou telefòn selilè, avèk ou kounye a, tanpri fèmen yo epi leve men w. Si yo jwenn ou genyen aparèy elektwonik ki pa apwouve nan men ou pandan tèks la, yo ka pa bay nòt tèks ou a.</b></p>
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If a student raises his or her hand, collect the electronic device (or follow your school DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your STC if you have questions regarding electronic devices.

<b>Di</b>	<p><b>Tanpri rete chita trankil pandan m ap distribye materyèl tèks yo.</b></p>
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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).

<b>Di</b>	<p><b>Ekri non w ak siyati anlè ti liv egzamen w la ak dokiman repons nan Kare A.</b></p>
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Make sure that each student has written his or her name on the test booklet and answer document.

## Instructions for Administering Unit 1



Sèvi ak etikèt ki sou kwen paj la, ouvri ti liv tèss ou a nan premye paj Inite 1 a epi swiv pandan m ap li enstriksyon yo.

Jodi a, ou pral pran Inite 1 nan Egzamen Matematik Klas 8 la. Ou p ap kapab itilize yon kalkilatris.

Li chak kesyon. Apre sa, swiv enstriksyon yo pou reponn chak kesyon. Make repons ou yo lè w ranpli sèk ki nan dokiman repons ou an nèt. Pa fè okenn mak kreyon andeyò sèk yo. Si w bezwen chanje yon repons, asire w ke ou efase premye repons ou an nèt.

Si yon kesyon mande pou ou montre oswa eksplike travay ou, ou dwe fè sa pou resevwa tout kredi. Se sèlman repons ki ekri nan espas yo bay la k'ap jwenn nèt.

Si ou pa konnen repons yon kesyon, ou ka ale nan pwochen kesyon an. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou pa te reponn nan inite sa a SÈLMAN. Pa depase siy kanpe a.

Ale nan pwochen paj la pandan m ap kontinye li enstriksyon yo.

Enstriksyon pou Ranpli Griy Repons yo

1. Travay pwoblèm nan epi jwenn yon repons.
2. Ekri repons ou nan kare ki anlè griy la.
3. Enprime yon sèl nimewo oswa senbòl nan chak bwat. Pa kite yon kare vid nan mitan yon repons.
4. Anba chak kare, ranpli sèk ki koresponn ak nimewo oswa senbòl ou te ekri anlè a. Fè yon mak solid ki ka ranpli sèk la nèt.
5. Pa ranpli yon sèk anba yon bwat ki pa itilize.
6. Fraksyon yo pa ka antre nan yon griy repons epi yo p ap gen nèt. Antre fraksyon kòm desimal.
7. Gade anba a pou egzanp sou fason pou w konplete repons yon griy kòrèkteman.



Sa a se fen enstriksyon ki nan ti liv tèss ou a.

Lè ou wè yon siy KONTINYE nan ti liv tèss ou a, ou ka ale nan pwochen paj la. Lè w rive jwenn yon siy KANPE nan ti liv tèss ou a, PA kontinye jiskaske yo mande w fè sa.

Egzanp siy KONTINYE ak KANPE yo afiche sou tablo a.

Si w fini bonè epi w fin tcheke travay ou a nèt, leve men w epi m ap ranmase materyèl tèss ou yo. Depi mwen ranmase materyèl ou yo, ou pa ka tounen jwenn yo ankò.

Read from OPTION A, B, or C below based on local policy (refer to your STC).

<b>Di</b>	OPSYON A <b>Apri mwen fin ranmase materyèl tè s ou yo, tanpri chita an silans jiskaske inite a fini.</b>
	OPSYON B <b>Apri mwen fin ranmase materyèl tè s ou yo, m ap ranvwaye w.</b>
	OPSYON C <b>Apri mwen fin ranmase materyèl tè s ou yo, ou ka li yon liv oswa lòt materyèl otorize jiskaske inite a fini.</b>

<b>Di</b>	<b>Èske ou gen nenpòt kesyon?</b>
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Answer student questions.

<b>Di</b>	<b>Ou pral gen 60 minit pou konplete inite sa a. M ap fè w konnen lè w gen 10 minit ki rete nan tè s la.</b> <b>Ale nan pwochen paj la. Ou ka kòmanse travay kounye a.</b>
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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 4.6.2).
- 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 TA:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. 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 booklets 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 unit:

**Di** Tanpri kanpe tès la, mete papye bouyon ou a nan dokiman repons ou a, mete dokiman repons lan nan ti liv tès la, epi fèmen ti liv tès ou a. Nou pral pran yon ti repo an silans pou twa minit. Pa gen dwa pale.

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

**Di** Louvri ti liv tès ou yo epi reponn dokiman yo epi kontinye tès la.

#### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

**Di** Ou gen 10 minit ki rete.

Continue to actively proctor while students are testing.

#### Instructions for Ending the Unit

When the unit time is finished,

**Di** Sispann travay. Tan tès la kounye a fini. Fèmen ti liv tès lan ak dokiman repons yo. Verifye ke non w ekri sou ti liv tès la ak dokiman repons ou an. Mwen pral ranmase materyèl tès ou yo.

- Collect all test materials from students.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

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 an extended break (e.g., lunch). Once students have returned and are seated, read the script to move onto the next unit.

#### 4.11.4 Grades 6, 7 and 8 Mathematics – Units 2 and 3 and High School Mathematics – Unit 2

The administration script under Section 4.11.4 will be used for Grades 6-8 Units 2 and 3 and High School Unit 2. Refer to section 4.11.2 for Grade 6, 7 and high school Unit 1. Test administration scripts for Grade 8 Unit 1 are in Section 4.11.3.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 2 and 3: Grades 6, 7 and 8	Grades 6, 7 and 8: 60 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Mathematics reference sheets</li> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Calculator</li> <li>• Rulers (required for Grades 6-8)</li> <li>• Protractors (required for Grades 6 and 7)</li> </ul>		
Unit 2: High School	High School: 90 Minutes			
End of all units – Students <b>Stop</b>				

#### Instructions for Preparing to Test

**Di**

**Jodi a, ou pral pran evalyasyon matematik la.**

**Ou pa gen dwa gen okenn aparèy elektwonik ki pa apwouve sou biwo ou. Fè apèl, voye tèks mesaj, ak fè foto pa otorize. Si w gen nenpòt aparèy elektwonik nan men ou, tankou telefòn selilè, avèk ou kounye a, tanpri fèmen yo epi leve men w. Si yo jwenn ou genyen aparèy elektwonik ki pa apwouve nan men ou pandan tès la, yo ka pa bay nòt tès ou a.**

If a student raises his or her hand, collect the electronic device (or follow your school DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your STC if you have questions regarding electronic devices.

**Di**

**Tanpri rete chita trankil pandan m ap distribye materyèl tès yo.**

Remember that students wrote their names on their test booklets and answer documents in the previous unit.

Distribute scratch paper, wooden No. 2 pencils, and approved accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list above).

**Di**

**Verifye pou asire w ke non w ekri anlè ti liv egzamen an ak dokiman repons ou an.**  
(Poz.)

**Tanpri leve men w si non w pa anlè ti liv tès la oswa dokiman repons ou an.**

Make sure that each student has received their own test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

## Instructions for Administering Each Unit

**Di** Sèvi ak etikèt ki sou kwen paj la, ouvri ti liv tè s ou a nan premye paj Inite \_\_\_ a (ranpli inite ki apwopriye a) epi swiv pandan m ap li enstriksyon yo.

Jodi a, w ap pran Inite \_\_\_ (ranpli nimewo inite ki apwopriye a) nan \_\_\_ (ranpli Egzamen Matematik nivo klas/kou ki apwopriye a). Ou pral kapab itilize yon kalkilatri.

Li chak kesyon. Apre sa, swiv enstriksyon yo pou reponn chak kesyon. Make repons ou yo lè w ranpli sèk ki nan dokiman repons ou an nèt. Pa fè okenn mak kreyon andeyò sèk yo. Si w bezwen chanje yon repons, asire w ke ou efase premye repons ou an nèt.

Si yon kesyon mande pou ou montre oswa eksplike travay ou, ou dwe fè sa pou resevwa tout kredi. Se sèlman repons ki ekri nan espas yo bay la k'ap jwenn nèt.

Si ou pa konnen repons yon kesyon, ou ka ale nan pwochen kesyon an. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou pa te reponn nan inite sa a SÈLMAN. Pa depase siy kanpe a.

Ale nan pwochen paj la pandan m ap kontinye li enstriksyon yo.

**Enstriksyon pou Ranpli Griy Repons yo**

1. Travay pwoblèm nan epi jwenn yon repons.
2. Ekri repons ou nan kare ki anlè griy la.
3. Enprime yon sèl nimewo oswa senbòl nan chak bwat. Pa kite yon kare vid nan mitan yon repons.
4. Anba chak kare, ranpli sèk ki koresponn ak nimewo oswa senbòl ou te ekri anlè a. Fè yon mak solid ki ka ranpli sèk la nèt.
5. Pa ranpli yon sèk anba yon bwat ki pa itilize.
6. Fraksyon yo pa ka antre nan yon griy repons epi yo p ap gen nèt. Antre fraksyon kòm desimal.
7. Gade anba a pou egzanp sou fason pou w konplete repons yon griy kòrèkteman.

**Di** Sa a se fen enstriksyon ki nan ti liv tè s ou a.

Lè ou wè yon siy KONTINYE nan ti liv tè s ou a, ou ka ale nan pwochen paj la. Lè w rive jwenn sou siy KANPE nan ti liv tè s ou a, PA kontinye jiskaske yo mande w fè sa.

Egzanp siy KONTINYE ak KANPE yo afiche sou tablo a.

Si w fini bonè epi w fin verifeye travay ou nan inite sa a, leve men w epi m ap ranmase materyèl tè s ou yo. Depi mwen ranmase materyèl ou yo, ou pa ka tounen jwenn yo ankò.

Read from OPTION A, B, or C below based on local policy (refer to your STC).

<b>Di</b>	OPSYON A <b>Apri mwen fin ranmase materyèl tè s ou yo, tanpri chita an silans jiskaske inite a fini.</b>
	OPSYON B <b>Apri mwen fin ranmase materyèl tè s ou yo, m ap ranvwaye w.</b>
	OPSYON C <b>Apri mwen fin ranmase materyèl tè s ou yo, ou ka li yon liv oswa lòt materyèl otorize jiskaske inite a fini.</b>

<b>Di</b>	<b>Èske ou gen nenpòt kesyon?</b>
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Answer student questions.

<b>Di</b>	<p><b>W ap genyen. . .</b></p> <ul style="list-style-type: none"> <li>• Klas 6 ak 8: <b>60 minit</b></li> <li>• Lekòl Segondè: <b>90 minit</b></li> </ul> <p><b>. . . pou konplete inite sa a. M ap fè w konnen lè w gen 10 minit ki rete nan tè s la.</b></p> <p><b>Ale nan pwochen paj la. Ou ka kòmanse travay kounye a.</b></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 4.6.2).
- 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 TA:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. 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 booklets 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 unit:

**Di** Tanpri kanpe tès la, mete papye bouyon ou a nan dokiman repons ou a, mete dokiman repons lan nan ti liv tès la, epi fèmen ti liv tès ou a. Nou pral pran yon ti repo an silans pou twa minit. Pa gen dwa pale.

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

**Di** Louvri ti liv tès ou yo epi kontinye fè tès la.

#### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

**Di** Ou gen 10 minit ki rete.

Continue to actively proctor while students are testing.

#### Instructions for Ending the Unit

When the unit time is finished,

**Di** Sispann travay. Tan tès la kounye a fini. Fèmen ti liv tès lan ak dokiman repons yo. Verifye ke non w ekri sou ti liv tès la ak dokiman repons ou an. Mwen pral ranmase materyèl tès ou yo.

- Collect all test materials from students.
- Return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

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.