

4.10.2 Grade 3 – ELA/Literacy – All Units

The administration script under Section 4.10.2 will be used for all units for the Grade 3 ELA/L 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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–2	Grade 3: 75 Minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		
End of all units – Students Stop				

Instructions for Preparing to Test

Di	Jodi a, ou pral pran evalyasyon lang Angle. 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.
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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. Please contact your STC if you have questions regarding electronic devices.


Di	Tanpri rete chita trankil pandan m ap distribye materyèl tèks yo.
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets.

Di	<p>Si Inite 1: Ekri non w ak siyati anèlè ti liv egzamen w lan nan Kare A.</p> <p>Si Inite 2: Verifye pou asire w ke ou ekri non ou ak siyati anèlè ti liv egzamen w la nan Kare A.</p>
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Make sure each student has written his or her name on the test booklet. If necessary, assist students with making sure they are using the test booklet that belong to them.

Instructions for Administering Unit 1

 <p>Di</p>	<p>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. PA vire paj la jiskaske mwen di w fè sa.</p> <p>Jodi a, ou pral pran Inite __ (ranpli inite apwopriye) nan Egzamen 3yèm Ane nan Lang Anglè.</p> <p>Li chak pasaj ak 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 nè. Pa fè okenn mak kreyon andeyò sèk yo. Si w bezwen chanje yon repons, asire w ke ou efase premye repons ou an nè.</p> <p>Yonn nan kesyon yo pral mande pou ekri yon repons. Ekri repons ou nan espas ki bay la nan ti liv tèss ou a. Se sèlman repons ki ekri nan espas yo bay la k'ap jwenn nè.</p> <p>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.</p>
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 <p>Di</p>	<p>Sa a se fen enstriksyon ki nan ti liv tèss ou a.</p> <p>Lè ou wè yon siy KONTINYE nan ti liv tèss ou a, ou ka ale nan pwochen paj la. Lè w rive jwenn sou 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.</p> <p>Si w fini bonè epi w fin verifye travay ou nan inite sa a, leve men w epi m ap ranmase materyèl tèss ou yo. Depi mwen ranmase materyèl ou yo, ou pa ka tounen jwenn yo ankò.</p>
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Read from OPTION A, B, or C below based on DoDEA or school policy (refer to your STC).

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

 Di	Èske ou gen nenpòt kesyon?
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Answer student questions.

 Di	<p>W ap genyen. . . (Chwazi inite ki administre a) Klas 3yèm Inite 1: 75 minit Klas 3yèm Inite 2: 75 minit . . .pou konplete inite sa a. M ap fè w konnen lè w gen 10 minit ki rete nan tès la. Ale nan pwochen paj la. Ou ka kòmanse travay kounye a.</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.
- Ensure students do not move on to other units.

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

Di

Louvri ti liv tè s ou yo epi kontinye fè tè s 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 tè s la kounye a fini. Fèmen ti liv tè s ou a.

Verifye ke non ou ekri sou ti liv tè s ou a. Mwen pral ranmase materyèl tè s 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 extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.

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

The administration script under Section 4.12.1 will be used for all units for the ELA/L 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.

4.12.1 Grades 4 – High School School ELA/Literacy – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grades 4 – 8 and 10: 90 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper 		
End of all units – Students Stop				

Instructions for Preparing to Test

Di	<p>Jodi a, ou pral pran evalyasyon lang Angle.</p> <p>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.</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. Please contact your STC if you have questions regarding electronic devices.


Di	<p>Tanpri rete chita trankil pandan m ap distribye materyèl tès yo.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets and answer documents.

Di	<p>Si Inite 1: Ekri non w ak siyati anè ti liv egzamen w la ak dokiman repons nan Kare A.</p> <p>Si Inite 2: Verifye pou asire w ke ou ekri non ou ak siyati anè ti liv egzamen w la nan Kare A.</p>
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Make sure each student has written his or her name on the 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

 <p>Di</p>	<p>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. PA vire paj la jiskaske mwen di w fè sa.</p> <p>Jodi a, w ap pran Inite __ (ranpli nimewo inite ki apwopriye a) nan Klas __ (ranpli klas ki apwopriye a) Egzamen Lang Angle.</p> <p>Li chak pasaj ak 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.</p> <p>Yonn nan kesyon yo pral mande pou ekri yon repons. Ekri repons ou an nan espas yo bay nan dokiman repons ou an. Asire w ou kenbe repons ou nan espas yo bay la. Se sèlman repons ki ekri nan espas yo bay la k'ap jwenn nèt.</p> <p>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.</p>
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 <p>Di</p>	<p>Sa a se fen enstriksyon ki nan ti liv tèss ou a.</p> <p>Lè ou wè yon siy KONTINYE nan ti liv tèss ou a, ou ka ale nan pwochen paj la. Lè w rive jwenn sou siy KANPE nan ti liv tèss ou a, PA kontinye jiskaske yo mande w fè sa.</p> <p>Egzanp siy KONTINYE ak KANPE yo afiche sou tablo a.</p> <p>Si w fini bonè epi w fin verifye travay ou nan inite sa a, leve men w epi m ap ranmase materyèl tèss ou yo. Depi mwen ranmase materyèl ou yo, ou pa ka tounen jwenn yo ankò.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your STC).

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

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

 Di Klas 4–11	<p>W ap gen 90 minit pou konplete inite sa a. M ap fè w konnen lè w gen 10 minit ki rete nan tès la.</p> <p>Ale nan pwochen paj la. Ou ka kòmanse travay kounye a.</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.

Ensure students do not move on to other units.

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	<p>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.</p>
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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.

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


When 10 minutes of unit time remain,

	<p>Ou gen 10 minit ki rete.</p>
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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 secure test materials.

	<p>Sispann travay. Tan tès la kounye a fini. Fèmen ti liv tès lan ak dokiman repons yo.</p> <p>Verifye ke non w ekri sou ti liv tès la ak dokiman repons ou an. Mwen pral ranmase materyèl tès ou yo.</p>
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- Collect test booklets, answer documents, scratch paper, testing tools, and 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 extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.