

4.10 Script for Administrating 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"> • Test booklets • Rulers • Pencils • Scratch paper 		
End of all Units – Students Stop				


Instructions for Preparing to Test

	<p>今天将进行数学测验。</p> <p>您的书桌上不能有任何未经批准的电子设备。不允许打电话、发短信和拍照。如果您现在带了手机等电子设备，请关机并举手。如果在考试过程中发现您持有任何未经批准的电子设备，将取消您的考试成绩。</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>我分发考试资料时请安静等待。</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>如果第1单元：请在试卷上部和方框A中写下您的姓名。</p> <p>如果是第2或第3单元：检查并确保在试卷上部的方框A内写上您的姓名。</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

说

使用页边缘的标签打开试卷, 翻到第__单元的第一页 (填写相应的单元), 然后听我的指令。

今天, 您将参加三年级数学第__单元 (填写相应的单元) 的考试。不能使用计算器。

读每道问题。然后根据说明回答每道问题。在试卷上标记正确答案, 完全填满小圆圈。小圆圈的外面不要做任何标记。如果您要修改答案, 一定要完全擦掉原来的答案。

如果问题要求您展示或解释演算过程, 您必须按照要求完成才能获得该题的全部分数。必须将答案写在所提供的空白处才能得分。

如果您不知道某一道题的答案, 可以继续进行下一道题。如果您提前完成了考卷, 可以检查答案以及您之前没有回答的问题, 仅限本单元。答题时不要超过“停止”标记。

我继续读说明, 翻到下一页。

填写答题表的方法

1. 演算问题并找到答案。
2. 在答题表上部的方框内填写答案。
3. 每个方框内仅填写一个数字或符号。不要在答案中留下一个空白方框。
4. 在每个方框下方, 完全填满与您上面所写的数字或符号相符的小圆圈。做一个完全填满小圆圈的实心标记。
5. 不要填充未填写方框下方的小圆圈。
6. 参考下方示例了怎样正确填写答题表。

说


试卷说明到此结束。

在试卷上看到“继续”标志时, 可以翻到下一页继续。在试卷上碰到“停止”标志时, 不要继续, 除非老师要求您继续。

公告板上公示出了“继续”和“停止”标志的示例。


如果您提前完成了考卷并完全检查了答案, 请举手我会过去收回考试资料。我收回资料以后, 您将无法再将它们取回。

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

	选项A 我收回您的考试资料后, 请在座位上安静等待直到考试结束。
	选项B 我收回您的考试资料后, 您可以离开。
	选项C 我收回您的考试资料后, 您可以读书或其他考场允许的资料直到考试结束。

	您是否有任何问题?
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Answer student questions.

	完成本单元测试的时间是60分钟。考试时间还剩下10分钟时 我会提醒你们。 翻到下一页。你们现在可以开始答题了。
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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:

说

请停止答题，把草稿纸放到试卷里然后合上试卷。我们安静的休息三分钟。请不要说话。

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

说

打开试卷继续答题。

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

说

考试时间还剩10分钟。

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished,

说

停止答题。答题时间已经结束。合上试卷。
确保您在试卷上已经写了名字。我会收回考试资料。

- 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"> • Test booklets • Answer documents • Mathematics reference sheets (grade 5 only) • Rulers and protractors • Pencils • Scratch paper 		
End all Units – Students Stop				

Instructions for Preparing to Test

说	<p>今天将进行数学测验。</p> <p>您的书桌上不能有任何未经批准的电子设备。不允许打电话、发短信和拍照。如果您现在带了手机等电子设备, 请关机并举手。如果在考试过程中发现您持有任何未经批准的电子设备, 将取消您的考试成绩。</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.

说	<p>我分发考试资料时请安静等待。</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).

说	<p>如果是第1单元: 在试卷上部写上您的姓名并在方框A内答题。</p> <p>如果是第2或第3单元: 检查并确保在试卷上部的方框A内写上您的姓名。</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

说

使用页边缘的标签打开试卷, 翻到第__单元的第一页 (填写相应的单元), 然后听我的指令。

今天, 您将参加 (四年级或五年级 - 选择相应的年级) 数学第__单元 (填写相应的单元) 的考试。不能使用计算器。

读每道问题。然后根据说明回答每道问题。在答题纸上标记正确答案, 完全填满小圆圈。小圆圈的外面不要做任何标记。如果您要修改答案, 一定要完全擦掉原来的答案。

如果问题要求您展示或解释演算过程, 您必须按照要求完成才能获得该题的全部分数。必须将答案写在所提供的空白处才能得分。

如果您不知道某一道题的答案, 可以继续进行下一道题。如果您提前完成了考卷, 可以检查答案以及您之前没有回答的问题, 仅限本单元。答题时不要超过“停止”标记。

我继续读说明, 翻到下一页。

填写答题表的方法

1. 演算问题并找到答案。
2. 在答题表上部的方框内填写答案。
3. 每个方框内仅填写一个数字或符号。不要在答案中留下一个空白方框。
4. 在每个方框下方, 完全填满与您上面所写的数字或符号相符的小圆圈。做一个完全填满小圆圈的实心标记。
5. 不要填充未填写方框下方的小圆圈。
6. 不要在答题表中填写分数, 这样不得分。分数请用小数表示。
7. 参考下方示例了怎样正确填写答题表。

说


试卷说明到此结束。

在试卷上看到“继续”标志时, 可以翻到下一页继续。在试卷上碰到“停止”标志时, 不要继续, 除非老师要求您继续。

公告板上公示出了“继续”和“停止”标志的示例。


如果您提前完成了考卷并完全检查了答案, 请举手我会过去收回考试资料。我收回资料以后, 您将无法再将它们取回。

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

	选项A 我收回您的考试资料后,请在座位上安静等待直到考试结束。
	选项B 我收回您的考试资料后,您可以离开。
	选项C 我收回您的考试资料后,您可以读书或其他考场允许的资料直到考试结束。

	您是否有任何问题?
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Answer student questions.

	完成本单元测试的时间是60分钟。考试时间还剩下10分钟时我会提醒你们。 翻到下一页。你们现在可以开始答题了。
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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:

说 请停止答题,把草稿纸放到答题纸里,将答题纸放到试卷里然后合上试卷。我们安静的休息三分钟。请不要说话。

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

说 打开试卷和答题纸继续答题。

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

说 考试时间还剩10分钟。

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished,

说 停止答题。答题时间已经结束。合上试卷和答题纸。
确保您在试卷和答题纸上已经写了名字。我会收回考试资料。

- 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"> • Test booklets • Answer documents • Mathematics reference sheets • Rulers and protractors (required for Grade 6 and 7) • Pencils • Scratch paper 		
Students Go On				
Unit 1:Calculator Section		<ul style="list-style-type: none"> • In addition to above, calculators 		
End of Unit 1 – Students Stop				

Instructions for Preparing to Test

说	<p>今天将进行数学测验。</p> <p>您的书桌上不能有任何未经批准的电子设备。不允许打电话、发短信和拍照。如果您现在带了手机等电子设备, 请关机并举手。如果在考试过程中发现您持有任何未经批准的电子设备, 将取消您的考试成绩。</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.

说	我分发考试资料时请安静等待。
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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).

说	在试卷上部和答题纸的方框A内写上您的姓名。
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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

说

使用页边缘的标签打开试卷, 翻到第1单元的第一页, 然后听我的指令。

今天, 您将参加__ (6年级或相应的课程) 数学第1单元的考试。第1单元有两部分。第一部分不能使用计算器。第二部分可以使用计算器。在开始计算器部分的考试后, 您不能返回第一部分。您必须在规定时间内完成第1单元使用计算器和不使用计算器的部分。

读每道问题。然后根据说明回答每道问题。在答题纸上标记正确答案, 完全填满小圆圈。小圆圈的外面不要做任何标记。如果您要修改答案, 一定要完全擦掉原来的答案。

如果问题要求您展示或解释演算过程, 您必须按照要求完成才能获得该题的全部分数。必须将答案写在所提供的空白处才能得分。

如果您不知道某一道题的答案, 可以继续进行下一道题。如果您完成了第一部分, 可以检查答案以及您之前没有回答的问题, 仅限这一部分。检查完答案以后, 继续计算器部分。您准备好进行计算器部分以后, 举手领取计算器。

我继续读说明, 翻到下一页。

填写答题表的方法

1. 演算问题并找到答案。
2. 在答题表上部的方框内填写答案。
3. 每个方框内仅填写一个数字或符号。不要在答案中留下一个空白方框。
4. 在每个方框下方, 完全填满与您上面所写的数字或符号相符的小圆圈。做一个完全填满小圆圈的实心标记。
5. 不要填充未填写方框下方的小圆圈。
6. 不要在答题表中填写分数, 这样不得分。分数请用小数表示。
7. 参考下方示例了怎样正确填写答题表。

说

试卷说明到此结束。

在试卷上看到“继续”标志时, 可以翻到下一页继续。在试卷上碰到“停止”标志时, 不要继续, 除非老师要求您继续。

公告板上公示出了“继续”和“停止”标志的示例。

如果您提前完成了考卷并完全检查了计算器部分的答案, 请举手我会过去收回考试资料。我收回资料以后, 您将无法再将它们取回。

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

说	选项A 我收回您的考试资料后,请在座位上安静等待直到考试结束。
	选项B 我收回您的考试资料后,您可以离开。
	选项C 我收回您的考试资料后,您可以读书或其他考场允许的资料直到考试结束。

说	您是否有任何问题?
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Answer student questions.

说	<p>您将有 . . .</p> <ul style="list-style-type: none"> • 6年级: 60分钟 • 高中: 90分钟 <p>. . . 完成本单元不使用计算器和使用计算器的部分。当考试时间还剩20分钟时,如果您还没有准备好,我会提醒您进入使用计算器的部分。考试时间还剩下10分钟时我也会提醒您们。</p> <p>翻到下一页。你们现在可以开始答题了。</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:

说 请停止答题,把草稿纸放到答题纸里,将答题纸放到试卷里然后合上试卷。我们安静的休息三分钟。请不要说话。

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

说 打开试卷和答题纸继续答题。

Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

说 考试时间还剩20分钟。提醒一下,不使用和使用计算器的部分都必须完成。

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

说 考试时间还剩10分钟。

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.

说 停止答题。答题时间已经结束。合上试卷和答题纸。
确保您在试卷和答题纸上已经写了名字。我会收回考试资料。

- 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"> • Test booklets • Answer documents • Mathematics reference sheets • Rulers • Pencils • Scratch paper 		
End of Unit 1 – Students Stop				

Instructions for Preparing to Test

说	<p>今天将进行数学测验。</p> <p>您的书桌上不能有任何未经批准的电子设备。不允许打电话、发短信和拍照。如果您现在带了手机等电子设备, 请关机并举手。如果在考试过程中发现您持有任何未经批准的电子设备, 将取消您的考试成绩。</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.

说	我分发考试资料时请安静等待。
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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).

说	在试卷上部和答题纸的方框A内写上您的姓名。
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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

说

使用页边缘的标签打开试卷, 翻到第1单元的第一页, 然后听我的指令。

今天, 您将参加8年级数学第1单元的考试。不能使用计算器。

读每道问题。然后根据说明回答每道问题。在答题纸上标记正确答案, 完全填满小圆圈。小圆圈的外面不要做任何标记。如果您要修改答案, 一定要完全擦掉原来的答案。

如果问题要求您展示或解释演算过程, 您必须按照要求完成才能获得该题的全部分数。必须将答案写在所提供的空白处才能得分。

如果您不知道某一道题的答案, 可以继续进行下一道题。如果您提前完成了考卷, 可以检查答案以及您之前没有回答的问题, 仅限本单元。答题时不要超过“停止”标记。

我继续读说明, 翻到下一页。

填写答题表的方法

1. 演算问题并找到答案。
2. 在答题表上部的方框内填写答案。
3. 每个方框内仅填写一个数字或符号。不要在答案中留下一个空白方框。
4. 在每个方框下方, 完全填满与您上面所写的数字或符号相符的小圆圈。做一个完全填满小圆圈的实心标记。
5. 不要填充未填写方框下方的小圆圈。
6. 不要在答题表中填写分数, 这样不得分。分数请用小数表示。
7. 参考下方示例了怎样正确填写答题表。

说

试卷说明到此结束。

在试卷上看到“继续”标志时, 可以翻到下一页继续。在试卷上碰到“停止”标志时, 不要继续, 除非老师要求您继续。

公告板上公示出了“继续”和“停止”标志的示例。

如果您提前完成了考卷并完全检查了答案, 请举手我会过去收回考试资料。我收回资料以后, 您将无法再将它们取回。

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

说	选项A 我收回您的考试资料后,请在座位上安静等待直到考试结束。
	选项B 我收回您的考试资料后,您可以离开。
	选项C 我收回您的考试资料后,您可以读书或其他考场允许的资料直到考试结束。

说	您是否有任何问题?
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Answer student questions.

说	完成本单元测试的时间是60分钟。考试时间还剩下10分钟时我会提醒你们。 翻到下一页。你们现在可以开始答题了。
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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:

说 请停止答题,把草稿纸放到答题纸里,将答题纸放到试卷里然后合上试卷。我们安静的休息三分钟。请不要说话。

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

说 打开试卷和答题纸继续答题。

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

说 考试时间还剩10分钟。

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished,

说 停止答题。答题时间已经结束。合上试卷和答题纸。
确保您在试卷和答题纸上已经写了名字。我会收回考试资料。

- 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 Grades 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"> • Test booklets • Answer documents • Mathematics reference sheets • Pencils • Scratch paper • Calculator • Rulers (required for Grades 6-8) • Protractors (required for Grades 6 and 7) 		
Unit 2:High School	High School:90 Minutes			
End of all units – Students Stop				

Instructions for Preparing to Test

说	<p>今天将进行数学测验。</p> <p>您的书桌上不能有任何未经批准的电子设备。不允许打电话、发短信和拍照。如果您现在带了手机等电子设备, 请关机并举手。如果在考试过程中发现您持有任何未经批准的电子设备, 将取消您的考试成绩。</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.

说	我分发考试资料时请安静等待。
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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).

说	<p>检查并确保在试卷和答题纸上部写上您的姓名。</p> <p>(暂停。)</p> <p>如果试卷或答题纸上部还没有写名字, 请举手。</p>
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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

说

使用页边缘的标签打开试卷, 翻到第__单元的第一页 (填写相应的单元), 然后听我的指令。

今天, 您将参加__年级 (填写相应的年级/课程) 数学第__单元 (填写相应的单元) 的考试。您可以使用计算器。

读每道问题。然后根据说明回答每道问题。在答题纸上标记正确答案, 完全填满小圆圈。小圆圈的外面不要做任何标记。如果您要修改答案, 一定要完全擦掉原来的答案。

如果问题要求您展示或解释演算过程, 您必须按照要求完成才能获得该题的全部分数。必须将答案写在所提供的空白处才能得分。

如果您不知道某一道题的答案, 可以继续进行下一道题。如果您提前完成了考卷, 可以检查答案以及您之前没有回答的问题, 仅限本单元。答题时不要超过“停止”标记。

我继续读说明, 翻到下一页。

填写答题表的方法

1. 演算问题并找到答案。
2. 在答题表上部的方框内填写答案。
3. 每个方框内仅填写一个数字或符号。不要在答案中留下一个空白方框。
4. 在每个方框下方, 完全填满与您上面所写的数字或符号相符的小圆圈。做一个完全填满小圆圈的实心标记。
5. 不要填充未填写方框下方的小圆圈。
6. 不要在答题表中填写分数, 这样不得分。分数请用小数表示。
7. 参考下方示例了怎样正确填写答题表。

说

试卷说明到此结束。

在试卷上看到“继续”标志时, 可以翻到下一页继续。在试卷上碰到“停止”标志时, 不要继续, 除非老师要求您继续。

公告板上公示出了“继续”和“停止”标志的示例。

如果您提前完成了考卷并完全检查了本单元的答案, 请举手我会过去收回考试资料。我收回资料以后, 您将无法再将它们取回。

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

说	选项A 我收回您的考试资料后,请在座位上安静等待直到考试结束。
	选项B 我收回您的考试资料后,您可以离开。
	选项C 我收回您的考试资料后,您可以读书或其他考场允许的资料直到考试结束。

说	您是否有任何问题?
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Answer student questions.

说	<p>您将有...</p> <ul style="list-style-type: none"> • 6年级和8年级: 60分钟 • 高中: 90分钟 <p>...来完成本单元的考试。考试时间还剩下10分钟时我会提醒你们。</p> <p>翻到下一页。你们现在可以开始答题了。</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:

说 请停止答题,把草稿纸放到答题纸里,将答题纸放到试卷里然后合上试卷。我们安静的休息三分钟。请不要说话。

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

说 打开试卷继续答题。

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

说 考试时间还剩10分钟。

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished,

说 停止答题。答题时间已经结束。合上试卷和答题纸。
确保您在试卷和答题纸上已经写了名字。我会收回考试资料。

- 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.