

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

说	今天将进行英语语言艺术/读写能力测验。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。
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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.

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 test booklets.

说	如果是第1单元：在试卷上部的方框A内写上您的姓名。 如果是第2单元：检查并确保在试卷上部的方框A内写上您的姓名。
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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

说	<p>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。如果我没有说, 请不要翻页。</p> <p>今天, 您将参加三年级英语语言艺术/读写能力第__单元 (填写相应的单元) 的考试。</p> <p>读每个段落和问题。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。</p> <p>其中一道问题会要求您填写答案。把答案写在试卷所提供的空白处。必须将答案写在所提供的空白处才能得分。</p> <p>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。</p>
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说	<p>试卷说明到此结束。</p> <p>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。</p> <p>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。</p>
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Read from OPTION A, B, or C below based on DoDEA or school policy (refer to your STC).

说	<p>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。</p> <p>选项B 我收回您的考试资料后, 您可以离开。</p> <p>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。</p>
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您是否有任何问题？

Answer student questions.



您将有...

(选择待进行的单元)

3年级第1单元：75分钟

3年级第2单元：75分钟

...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。

翻到下一页。你们现在可以开始答题了。

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:



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 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

说	<p>今天将进行英语语言艺术/读写能力测验。</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. Please 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 test booklets and answer documents.

说	<p>如果是第1单元：在试卷上部和答题纸的方框A内写上您的姓名。</p> <p>如果是第2单元：检查并确保在试卷上部和答题纸的方框A内写上您的姓名。</p>
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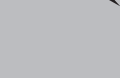
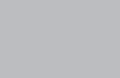
Make sure each student has written his or her name on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.


Instructions for Administering Each Unit

 <p>说</p>	<p>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。如果我没有说, 请不要翻页。</p> <p>今天, 您将参加__年级 (填写相应的年级) 英语语言艺术/读写能力第__单元 (填写相应的单元) 的考试。</p> <p>读每个段落和问题。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。</p> <p>其中一道问题会要求您填写答案。把答案写在答题纸所提供的空白处。一定要把答案写在所提供的空白处。必须将答案写在所提供的空白处才能得分。</p> <p>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。</p>
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 <p>说</p>	<p>试卷说明到此结束。</p> <p>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。</p> <p>公告板上公示出了“继续”和“停止”标志的示例。</p> <p>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。</p>
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Read from OPTION A, B, or C below based on local policy (refer to your STC).

 <p>说</p>	<p>选项A</p> <p>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。</p>
 <p>说</p>	<p>选项B</p> <p>我收回您的考试资料后, 您可以离开。</p>
 <p>说</p>	<p>选项C</p> <p>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。</p>

 <p>说</p>	<p>您是否有任何问题?</p>
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Answer student questions.

 说 4-11年级	<p>完成本单元测试的时间是 90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。</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:


 说	<p>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。</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.

 说	<p>打开试卷和答题纸继续答题。</p>
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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。
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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.

 说	<p>停止答题。答题时间已经结束。合上试卷和答题纸。</p> <p>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。</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.