4.11 Script for Administering Mathematics

4.11.1 Grades 3, 4, and 5 Mathematics – All Units

The administration script under Section 4.11.1 will be used for all units of the Grades 3-5 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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–3	Grades 3–5 (each unit): 60 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Unit 1 – Students **Submit Final Answers**				

It is critical to ensure that students have the appropriate accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accommodations. Test Administrators must make sure all testing devices are turned on and have the TestNav application open. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section. **If headphones are needed for Text-to-Speech (TTS) accommodation purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

> **የሚከተለውን ይበሉ።** **ዛሬ የሂሳብ ግምገማን ትወስዳለህ።**
>
> ከምርመራ መሣሪያህ በስተቀር ጠረጴዛህ ላይ ምንም ዓይነት የኤሌክትሮኒክ መሣሪያ ላይኖርህ ይችላል። ስልክ መደወል፣ የጽሑፍ መልእክት መለዋወጥ፣ ፎቶ ማንሳ እንዲሁም ኢንተርኔት መቃኘት አይፈቀድም። ሞባይል ስልኮችን ጨምሮ ማንኛውም የኤሌክትሮኒክስ መሳሪያዎች ካሉዋት፣ እባክዎ ያጥፉቸው እና እጅዎን ያነሱ። በፈተና ጊዜ ያልተፈቀዱ የኤሌክትሮኒክስ መሳሪያዎች እንዳሉዋት ከተረጋገጠ ፈተናዎ ነጥብ ላይገኝ ይችላል።
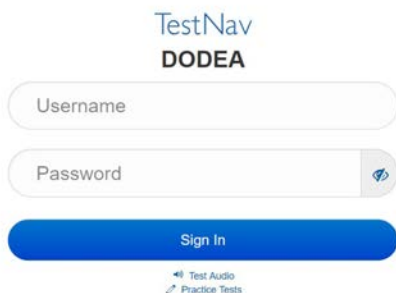
If a student raises his or her hand, collect the electronic device (or follow DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC if you have questions regarding electronic devices.

Checking Audio (for Mathematics TTS accommodation only)

> **የሚከተለውን ይበሉ።** **የጆሮ ማዳመጫዎችዎ የተሰኩ መሆናቸውን ያረጋግጡ እና ያድርጓቸው። ከ"በመለያ ግባ" አዝራር በታች ባለው ማያ ገጽዎ ላይ "የመኩራ ኦዲዮ" የሚል አገናኝ አለ። በጆሮ ማዳመጫዎ በኩል መስማት እና የድምጽ መጠኑን ወደ ከፍተኛ ደረጃ ለማስተካከል አገናኝ ይምረጡ። ከጆመራ በኋላ በፈተናው ውስጥ ያለውን የድምጽ መጠን ማስተካከል ይችላሉ።**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

Instructions for Logging In

የሚከተለውን ይበሉ	እባክዎ የየተማሪዎን የፈተና ቲኬት እና የማሰቢያ ወረቀት በማከፋፍልበት ጊዜ ዝም ብላችሁ ቁጭ በሉ። እስክነግርዎት ድረስ ገጹን አይግለጡ።

Distribute scratch paper, mathematics reference sheets (Grade 5 only, if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP, Section 504 plan, or ELL plan make sure the student receives the appropriate device.

የሚከተለውን ይበሉ	አሁን፣ የእርስዎን የተማሪ ፈተና ቲኬት ይመልከቱ እና የመጀመሪያ እና የመጨረሻ ስምዎን በውስጡ እንዳለው ያረጋግጡ። ትኬትዎከሴለ እጅዎን ያንሱ።

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the STC. The same testing ticket will be used for all units of the test.

> **በቲኬቱ ላይ ያለውን የፈተና መሣሪያ ይጻፉ።**
>
> (ለአፍታ አቁም።)
>
> **አሁን በትኬትዎ ላይ እንደሚታየው የተጠቃሚ ስምዎን ያስገቡ።**
>
> (ለአፍታ አቁም።)
>
> **በመቀጠልም በትኬትዎ ላይ እንደሚታየው የይለፍ ቃል ያስገቡ።**
>
> (ለአፍታ አቁም።)
>
> **አሁን፣ "በመለያ ግባ" የሚለውን አዝራር ይምረጡ።**
>
> (ለአፍታ አቁም።)
>
> **ስምዎን በማያ ገጽ ላይ በስተቀኝ በኩል በኩል ያግኙ። የሚያዩት ስም የእርስዎ ካልሆነ እባክዎ እጅዎን ያንሱ። አሁን በደህና መጣችሁ ማያ ገጽ ላይ ነዎት።** (ለክፍል 1፡) **"ጀምር" የሚለውን አዝራር ይምረጡ።** (ክፍል 2 ወይም 3 ከሆነ፡) **"ቀጥል" የሚለውን አዝራር ይምረጡ።**

Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, sign out of the test and log the student back in with the correct student testing ticket.

Instructions for Administering All Units

> **በማያ ገጽ ላይ ያለውን መመሪያ ሳነብ ይከታተሉ። ለመከተል፣ በቀኝ በኩል ያለውን የማሸብለያ አሞሌ መጠቀም ያስፈልግዎ ይሆናል።**
>
> **ዛሬ ላይ ክፍል __** (ተስማሚውን ክፍል መሙላት) **ክፍል __** (ክፍል 3፣ 4፣ ወይም 5 – ተገቢውን የክፍል ደረጃ ይምረጡ) **የሂሳብ ፈተና ይምረጡ። ካልኩሌተር መጠቀም አይችሉም።**
>
> **እያንዳንዱን ጥያቄ ያንብቡ። ከዚያ ለእያንዳንዱ ጥያቄ መልስ ለመስጠት መመሪያዎቹን ይከተሉ። ስራዎን ለማሳየት ወይም ለማብራራት ጥያቄ ከጠየቀዎት ሙሉ ነጥብ ለማግኘት ይህንን ማድረግ አለብዎት። ምላሽዎን በማያ ገጽ ላይ ባለው ሣጥን ውስጥ ያስገቡ። ሳጥን ውስጥ የሚገቡ ምላሾች ብቻ ይቆጠራሉ።**
>
> **የአንድን ጥያቄ መልስ የማያውቁ ከሆነ ምልክት አድርገው ወደሚቀጥለው ጥያቄ መሄድ ይችላሉ። ቀደም ብለው ከጨረሱ፣ መልሶችዎን እና ያልመለሷቸውን ጥያቄዎች በዚህ ክፍል ብቻ መከለስ ይችላሉ።**

> **ይህ የፈተና መመሪያዎች መጨረሻ ነው። እስከነገርዎ ድረስ እንዳይቀጥሉ።**
>
> **በፈተና ጊዜ፣ በመፈተሻ መሣሪያዎ ላይ ችግር ካለ እርዳዎት እጅዎን ያንሱ። በፈተና ጥያቄዎች ወይም በፈተናው ወቅት በኢንተርኔት በሚሰሩ መሳሪያዎች ልረዳዎት አልችልም።**

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

🗨 የሚከተለውን ይበሉ	አማራጭ ሀ **ለጥያቄዎቻችሁ መልስ ከሰጣችሁ በኋላ ክፍሉ እስኪያበቃ ድረስ ዝም ብላችሁ ተቀመጡ።**
	አማራጭ ለ **መልስህን ካቀረብክ በኋላ አሰናብህለሁ።**
	አማራጭ ሐ **ለጥያቄዎቻችሁ መልስ ከሰጣችሁ በኋላ ክፍሉ እስኪያበቃ ድረስ አንድ መጽሐፍ ወይም ሌሎች ሊፈቀድላቸው የሚችሉ ነገሮችን ማንበብ ትችላችሁ።**

🗨 የሚከተለውን ይበሉ	**ማንኛውም ጥያቄ አልዎት?**

Answer any questions.

Instructions for Starting the Test

🗨 የሚከተለውን ይበሉ	**ወደ ታች ወደ ታች ያሸብልሉ።** (ለእፍታ እቁም።) **በሣጥኑ ውስጥ የተገለጸውን የማሳተም ኮድ ያስገቡ።** (ለእፍታ እቁም።) **"ጀምር" የሚለውን አዝራር ይምረጡ።** (ለእፍታ እቁም።) **አሁን ፈተና ላይ ነዎት።**

Pause to make sure all students are in the correct unit.

🗨 የሚከተለውን ይበሉ	**ይህንን ክፍል ለማጠናቀቅ 60 ደቂቃዎች ይኖርዎታል። 10 ደቂቃ የፈተና ጊዜ ሲቀርዎት አሳውቅዎታለሁ።** **አሁን መስራት ልትጀምር ትችላለህ።**

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- If testing is completed testing for the day, make sure they log-out of TestNav.
- Collect test materials as students complete testing (Section 4.9.2).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.

Instructions for Taking a Break During Testing and Testing Interruptions

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.
- Student screens must not be visible to other students.
- 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:

> 🗨️ የሚከተለውን ይበሉ | እባክዎን አቁሙ እና ማያ ገጽዎን ይሸፍኑ ወይም ያጥፉ። ጸጥ ያለ የሶስት ደቂቃ እረፍት እንወስዳለን። ማውራት አይፈቀድም።

After taking a classroom break, be sure students are seated and device screens are visible:

> 🗨️ የሚከተለውን ይበሉ | አሁን ፈተናውን ልትቀጥል ትችላለህ ።

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

> 🗨️ የሚከተለውን ይበሉ | 10 ደቂቃዎች ይቀሩዎታል።

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 still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

Optional SAY box if students are still testing:

> 💬 የሚከተለውን ይበሉ
>
> **መስራት ያቁሙ። የፈተና ጊዜ አሁን አብቅቷል።**
>
> **በፈተናዎ ክላይ በስተግራ ጫፍ ላይ ያለውን የ "ክለሳ" የመወርወሪያ ማውጫ ይምረጡ።**
>
> **ከ "ክለሳ" ምናሌ ወደ ታች ጠቅ ያድርጉ እና "ክፍል መጨረሻ" የሚለውን ይምረጡ።**
>
> **(ለክፍል 1 እና 2) "ጀምር" የሚለውን አዝራር ይምረጡ።**
>
> **ከክፍሉ ለመውጣት "እዎ" የሚለውን አዝራር ይምረጡ።**
>
> **(ለክፍል 3) "የመጨረሻ መልሶች አቅርቡ" የሚለውን አዝራር ይምረጡ።**
>
> **"እዎ፣ የመጨረሻ መልሶች አቅርቡ" የሚለውን አዝራር ይምረጡ።**
>
> **አሁን የተማሪዎን የመሞከሪያ ትኬት እና ስስ ወረቀት እሰበስባለሁ።**

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in Exited status if they have completed testing for the day and logged out of TestNav, or submitted for scoring status if they have finished all units.
- 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.

4.11.2 Grades 6, 7 and High School Mathematics – Unit 1

The administration script under Section 4.11.2 will be used for Unit 1 of the Grades 6, 7 and High School mathematics test. Refer to Section 4.11.4 for the administration script for Unit 2 and Unit 3. The administration script for Unit 1 of the Grade 8 mathematics assessments 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, 7: 60 Minutes High School: 90 Minutes	• Student testing tickets • Pencils • Scratch paper		
Students **Submit Section**				
Unit 1: Calculator Section				
End of Unit 1 – Students **Submit Final Answers**				

It is critical to ensure that students have the appropriate accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accommodations. Test Administrators must make sure all testing devices are turned on and have the TestNav application open. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section. **If headphones are needed for TTS accommodation purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

> **የሚከተለውን ይበሉ።**
>
> **ዛሬ የሂሳብ ግምገማን ትወስዳለህ።**
>
> **ከምርመራ መሣሪያህ በስተቀር ጠረጴዛህ ላይ ምንም ዓይነት የኤሌክትሮኒክ መሣሪያ ላይኖርህ ይችላል። ስልክ መደወል፣ የጽሑፍ መልእክት መላዋወጥ፣ ፎቶ ማነፃ እንዲሁም ኢንተርኔት መቃኘት አይፈቀድም። ሞባይል ስልኮችን ጨምሮ ማንኛቸውም የኤሌክትሮኒክስ መሳሪያዎች ካሉዎት፣ እባክዎ ያጥፏቸው እና እጅዎን ያነሱ። በረተና ጊዜ ያልተፈቀዱ የኤሌክትሮኒክስ መሳሪያዎች እንዳሉዎት ከተረጋገጠ ፈተናዎ ነጥብ ላይጎኝ ይችላል።**
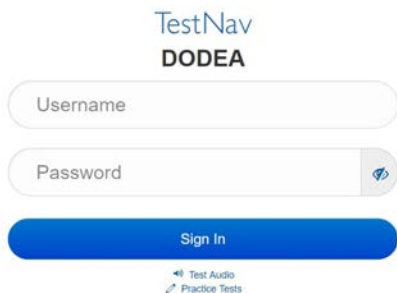
If a student raises his or her hand, collect the electronic device (or follow DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC if you have questions regarding electronic devices.

Checking Audio (for Mathematics TTS accommodation only)

> **የሚከተለውን ይበሉ።**
>
> **የጆሮ ማዳመጫዎችዎ የተሰኩ መሆናቸውን ያረጋግጡ እና ያድርጓቸው። ከ"በመለያ ግባ" አዝራር በታች ባለው ማያ ገጽዎ ላይ "የሙከራ ኦዲዮ" የሚል አገናኝ አለ። በጆሮ ማዳመጫዎች በኩል መስማት እና የድምጽ መጠንን ወደ ከፍተኛ ደረጃ ለማስተካከል አገናኝ ይምረጡ። ከጆመሩ በኋላ በፈተናው ውስጥ ያለውን የድምጽ መጠን ማስተካከል ይችላሉ።**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

TestNav
DODEA

Username

Password

Sign In

Test Audio
Practice Tests

Instructions for Logging In

	እባክዎ የየተማሪዎን የፈተና ቲኬት እና የማሰቢያ ወረቀት በማከፋፍልበት ጊዜ ዝም ብላችሁ ቁጭ በሉ። እስክነግርዎት ድረስ ገጿን አይግለጡ።

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP, Section 504 plan, or ELL plan make sure the student receives the appropriate device.

	አሁን፣ የእርስዎን የተማሪ ፈተና ቲኬት ይመልከቱ እና የመጀመሪያ እና የመጨረሻ ስምዎን በውስጡ እንዳለው ያረጋግጡ። ትኬትዎከሴለ እጅዎን ያንሱ።

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the STC. The same testing ticket will be used for all units of the test.

> **STUDENT TESTING TICKET**
> THIS IS A SECURE DOCUMENT
> **Student Name:** PIUBDT, PBXZWY TT
> **Student Identifier (ID):** 1151122225
> **Session:** Grade 6 Math Online Grade 6 1
> **Test:** Grade 6 Math
> You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device.
> **Please wait for the instructions from the proctor before proceeding.**
>
> **◉** Select DoDEA in the application.
> **TestNav Username:** 8845561452
> **TestNav Password:** 087594
> **Testing Device:** _____

በቲኬቱ ላይ ያለውን የፈተና መሣሪያ ይጻፉ፡፡

(ለአፍታ አቁም፡፡)

አሁን በትኬትዎ ላይ እንደሚታየው የተጠቃሚ ስምዎን ያስገቡ፡፡

(ለአፍታ አቁም፡፡)

በመቀጠልም በትኬትዎ ላይ እንደሚታየው የይለፍ ቃል ያስገቡ፡፡

(ለአፍታ አቁም፡፡)

አሁን፣ "በመለያ ግባ" የሚለውን አዝራር ይምረጡ፡፡

(ለአፍታ አቁም፡፡)

ስምዎን በማያ ገጽ ላይ በስተቀኝ በኩል በኩል ያገኙ፡፡ የሚያዩት ስም የእርስዎ ካልሆነ እባክዎ እጅዎን ያንሱ፡፡ አሁን "እንኳን ደህና መጣችሁ" ስክሪን ላይ መሆን አለብዎት፡፡ ለዩኒት 1"ጀምር" የሚለውን አዝራር ይምረጡ፡፡

Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, sign out of the test and sign back in with the correct student testing ticket.

Instructions for Administering Unit 1

በማያ ገጽ ላይ ያለውን መመሪያ ሳነብ ይከታተሉ፡፡ ለመከተል፣ በቀኝ በኩል ያለውን የማሽብለያ አሞሌ መጠቀም ያስፈልግዎ ይሆናል፡፡

ዛሬ ከ__(ክፍል 6 ወይም ተገቢውን ኮርስ) የሂሳብ ፈተና ዩኒት 1ን ትወስዳለህ፡፡ ክፍል 1 ሁለት ንዑስ ክፍሎች አሉት፡፡ በመጀመሪያው ክፍል፣ ካልኩሌተር መጠቀም አይችሉም፡፡ በሁለተኛው ክፍል, ካልኩሌተር መጠቀም ይችላሉ፡፡ የካልኩሌተር ክፍሉን ከጀመሩ በኋላ ወደ ፈተናው የመጀመሪያ ክፍል እንዲመለሱ አይፈቀድልዎትም፡፡ ሁለቱንም ካልኩሌተር የሚፈቀድበትን እና ካልኩሌተር የማይፈቀድበት የክፍል 1 ንዑስ ክፍሎችን በተፈቀደልዎት ጊዜ ማጠናቀቅ አለብዎት፡፡

እያንዳንዱን ጥያቄ ያንብቡ፡፡ ከዚያ ለእያንዳንዱ ጥያቄ መልስ ለመስጠት መመሪያዎቹን ይከተሉ፡፡

ስራዎን ለማሳየት ወይም ለማብራራት ጥያቄ ከጠየቀዎት ሙሉ ነጥብ ለማግኘት ይህንን ማድረግ አለብዎት፡፡ ምላሾዎን በማያ ገጽ ላይ ባለው ሣጥን ውስጥ ያስገቡ፡፡ ምላሹ ሳጥን ውስጥ የሚገባ ምላሾች ብቻ ይመረታሉ፡፡

የአንድን ጥያቄ መልስ የማያውቁ ከሆነ ምልክት አድርገው ወደሚቀጥለው ጥያቄ መሄድ ይችላሉ፡፡ የመጀመሪያውን ክፍል ስትጨርስ መልስህንና በዚህ ክፍል ላይ ምልክት የተደረገባቸውን ማንኛውንም ጥያቄዎች መከለስ ትችላለህ፡፡ መልሶችህን ከገመገምህ በኋላ ለመጀመሪያው ክፍል መልሶችህን በማቅረብ ወደ ካልኩሌተር ክፍል መሄድህን ቀጥል፡፡ ወደ ካልኩሌተር ክፍል ለመቀጠል እርዳታ የሚያስፈልግህ ከሆነ እጅህን ከፍ አድርግ፡፡

በእጅ የተያዘ ካልኩሌተርን ከተጠቀሙ አማራጭ፡ ወደ ካልኩሌተር ክፍል ለመሄድ ዝግጁ ሲሆኑ፣ ካልኩሌተርዎን ለመቀበል እጅዎን አንሷ፡፡

| | ይህ የእርስዎ የፈተና ወረቀት ውስጥ ያሉት መመሪያዎች መጨረሻ ነው። እስክነግርዎ ድረስ እንዳይቀጥሉ።
በፈተና ጊዜ፣ በመፈተሻ መሣሪያም ላይ ችግር ካለዎት እጅዎን አንሱ. እኔ እረዳዎት ዘንድ። በፈተና ጥያቄዎች ወይም በፈተናው ወቅት በኢንተርኔት በሚሰሩ መሳሪያዎች ልረዳዎት አልችልም።
በካልኩሌተር ክፍል ውስጥ ሥራዎን አንዴ ካረጋገጣችሁ በኋላ እጅዎን አንስታችሁ (ወደ ሌላ አሃድ መቀጠል ካለብዎት) **መልስህን እንድታቀርብ አዘዝህለሁ።** (ወደ ሌላ ዩኒት ካልቀጠለ) **መልስህን እንድታቀርብ አዘዝሃለሁ።** ለጥያቄዎቻችሁ መልስ ከሰጣችሁ በኋላ ተመልሳችሁ አታገቡ ይሆናል። |

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

| | አማራጭ U
ለጥያቄዎቻችሁ መልስ ከሰጣችሁ በኋላ ክፍሉ እስኪያበቃ ድረስ ዝም ብላችሁ ተቀመጡ። |
| | አማራጭ ለ
መልስህን ካቀረብክ በኋላ አሰናበሃለሁ። |
| | አማራጭ ሐ
ለጥያቄዎቻችሁ መልስ ከሰጣችሁ በኋላ ክፍሉ እስኪያበቃ ድረስ አንድ መጽሐፍ ወይም ሌሎች ሊፈቀድላቸው የሚችሉ ነገሮችን ማንበብ ትችላላችሁ። |

| | **ማንኛውም ጥያቄ አልዎት?** |

Answer any questions.

Instructions for Starting the Test

| | **ወደ ታች ወደ ታች ያሸብልሉ።**
(ለአፍታ አቁም።)
በሣጥኑ ውስጥ የተገለጸውን የማሳተም ኮድ ያስገቡ።
(ለአፍታ አቁም።)
"ጀምር" የሚለውን አዝራር ይምረጡ።
(ለአፍታ አቁም።)
አሁን ፈተና ላይ ነዋት። |

Pause to make sure all students are in the correct unit.

የሚከተለው ይኖርዎታል. . .

- 6ኛ ክፍል: **60 ደቂቃ**
- ሁለተኛ ደረጃ ትምህርት ቤት: **90 ደቂቃ**

. . .በዚህ ክፍል ውስጥ ሁለቱንም ካልኩሌተር የማይፈቀድበት እና ካልኩሌተር የሚፈቀድበት ነውስ ክፍል ለማጠናቀቅ። የ20 ደቂቃ የፈተና ጊዜ ሲቀረው፣ ካላደረጉት ወደ ካልኩሌተር ክፍል እንድትሸጋገር አስታውሳችኋለሁ። የ 10 ደቂቃ የፈተና ጊዜ ሲቀርዎት አሳውቅዎታለሁ።

አሁን መስራት ልትጀምር ትችላለህ።

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- If you are assisting students and see "Submit Section" or "Start Section" on the TestNav screen, this means that the student is ready to transition into the calculator section. Ensure students are moving on to the calculator section. When the non-calculator section is complete, students will need to "Submit Section" in order to move on to the calculator section and log out of TestNav as they complete the unit (Section 4.9.1).
- Distribute grade/course-appropriate/accommodation-appropriate calculators (if using hand-held calculators) when students complete the non-calculator section (refer to Section 4.2 for more information).
- If testing is completed testing for the day, make sure they log-out of TestNav.
- Collect test materials as students complete testing (Section 4.9.2).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.

Instructions for Taking a Break During Testing and Testing Interruptions
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.
- Student screens must not be visible to other students.
- 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:

እባክዎን አቁሙ እና ማያ ገጽዎን ይሸፍኑ ወይም ያጥፉ። ጸጥ ያለ የሶስት ደቂቃ እረፍት እንወስዳለን። ማውራት አይፈቀድም።

After taking a classroom break, be sure students are seated and device screens are visible:

> አሁን ፈተናውን ልትቀጥል ትችላለህ ::

Instructions for When 20 Minutes of Unit Time Remain
When 20 minutes of unit time remain,

> 20 ደቂቃዎች ይቀሩዎታል፡፡ ለማስታወስ ያህል፣ ሁለቱም ካልኩሌተር የማይፈቀድበት እና ካልኩሌተር የሚፈቀድበት ክፍሎች በዚህ ጊዜ ውስጥ መጠናቀቅ አለባቸው፡፡

Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,

> 10 ደቂቃዎች ይቀሩዎታል፡፡

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 still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

Optional SAY box if students are still testing:

> መሰራት ያቁሙ፡፡ የፈተና ጊዜ አሁን አብቅቷል፡፡
>
> በፈተና� ከላይ በስተግራ ጫፍ ላይ ያለውን የ "ክለሳ" የመወርወሪያ ማውጫ ይምረጡ፡፡
>
> ከ "ክለሳ" ምናሌ ወደ ታች ጠቅ ያድርጉ እና "ክፍል መጨረሻ" የሚለውን ይምረጡ፡፡
>
> "ጀምር" የሚለውን አዝራር ይምረጡ፡፡
>
> ከክፍሉ ለመውጣት "እዎ" የሚለውን አዝራር ይምረጡ፡፡

If testing is completed for the day:

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Exited** status for the unit in Pearson Access at the end of the unit.
- 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.

4.11.3 Grade 8 Mathematics – Unit 1

The administration script under Section 4.11.3 will be used for Unit 1 of the Grade 8 mathematics test. Refer to Section 4.11.4 for the administration script for Unit 2 and Unit 3. The administration script for Unit 1 of the Grades 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.

<div style="writing-mode: vertical">Grade 8 Mathematics Unit 1</div>

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: Non-Calculator	Grade 8: 60 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Unit 1 – Students **Submit Final Answers**				

It is critical to ensure that students have the appropriate accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accommodations. Speak to your STC to determine who will complete this task prior to testing. Test Administrators must make sure all testing devices are turned on and and have the TestNav application open. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section. **If headphones are needed for TTS accommodation purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

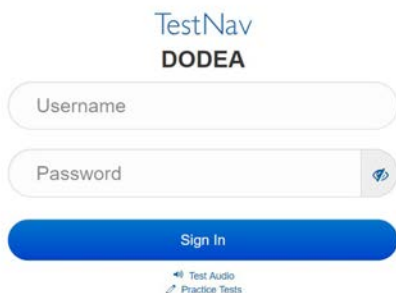| የሚከተለውን ይበሉ። | ዛሬ የሂሳብ ግምገማን ትወስዳለህ።

ከምርመራ መሣሪያህ በስተቀር ጠረጴዛህ ላይ ምንም ዓይነት የኤሌክትሮኒክ መሣሪያ ላይኖርህ ይችላል። ስልክ መደወል፣ የጽሑፍ መልእክት መለዋወጥ፣ ፎቶ ማነሳ እንዲሁም ኢንተርኔት መቃኘት አይፈቀድም። ሞባይል ስልኮችን ጨምሮ ማንኛቸውም የኤሌክትሮኒክስ መሳሪያዎች ካሉት፣ እባክዎ ያጥፉቸው እና እጀዎን ያነሱ። በፈተና ጊዜ ያልተፈቀዱ የኤሌክትሮኒክስ መሳሪያዎች እንዳሉዎት ከተረጋገጠ ፈተናዎ ነጥብ ላይይኝ ይችላል። |

If a student raises his or her hand, collect the electronic device (or follow 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.

Checking Audio (for Mathematics TTS accommodation only)

| የሚከተለውን ይበሉ። | የጆሮ ማዳመጫዎችዎ የተሰኩ መሆናቸውን ያረጋግጡ። እና ያድርጓቸው። ከ"በመለያ ግባ" አዝራር በታች ባለው ማያ ገጽዎ ላይ "የመከራ ኦዲዮ" የሚል አገናኝ አለ። በጆሮ ማዳመጫዎችዎ በኩል መስማት እና የድምጽ መጠንን ወደ ክፍተኛ ደረጃ ለማስተካከል አገናኝ ይምረጡ። ከጀመሩ በኋላ በፈተናው ውስጥ ያለውን የድምጽ መጠን ማስተካከል ይችላሉ። |

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

Instructions for Logging In

የሚከተለውን ይበሉ	እባካዎ የየተማሪዎን የፈተና ቲኬት እና የማሰቢያ ወረቀት በማከፋፍልበት ጊዜ ዝም ብላችሁ ቁጭ በሉ። እስክነግርዎት ድረስ ገጹን አይግለጡ።

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP, Section 504 plan, or ELL plan make sure the student receives the appropriate device.

የሚከተለውን ይበሉ	አሁን፣ የእርስዎን የተማሪ ፈተና ቲኬት ይመልከቱ እና የመጀመሪያ እና የመጨረሻ ስምዎን በውስጡ እንዳለው ያረጋግጡ። ትኬትዎከሴለ እጅዎን ያንሱ።

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the STC. The same testing ticket will be used for all units of the test.

> **STUDENT TESTING TICKET**
> THIS IS A SECURE DOCUMENT
>
> **Student Name:** PIUBDT, PBXZWY TT
>
> **Student Identifier (ID):** 1151122225
>
> **Session:** Grade 6 Math Online Grade 6 1
>
> **Test:** Grade 6 Math
>
> You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device.
> **Please wait for the instructions from the proctor before proceeding.**
>
> ➊ Select DoDEA in the application.
>
> **TestNav Username:** 8845561452
>
> **TestNav Password:** 087594
>
> **Testing Device:** _____

> 🗨 **የሚከተለውን ይበሉ** በቲኬቱ ላይ ያለውን የፈተና መሣሪያ ይጻፉ።
>
> (ለአፍታ አቁም።)
>
> አሁን በትኬትዎ ላይ እንደሚታየው የተጠቃሚ ስምዎን ያስገቡ።
>
> (ለአፍታ አቁም።)
>
> በመቀጠልም በትኬትዎ ላይ እንደሚታየው የይለፍ ቃል ያስገቡ።
>
> (ለአፍታ አቁም።)
>
> አሁን፣ "በመለያ ግባ" የሚለውን አዝራር ይምረጡ።
>
> (ለአፍታ አቁም።)
>
> ስምዎን በማያ ገጽ ላይ በስተቀኝ በኩል በኩል ያግኙ። የሚያዩት ስም የእርስዎ ካልሆነ እጃችሁ ያንሱ። አሁን "እንኳን ደህና መጣችሁ" ስክሪን ላይ መሆን አለብዎት። "ጀምር" የሚለውን አዝራር ይምረጡ።

Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, close the browser, open a new browser window, and log the student back in with the correct student testing ticket.

Instructions for Administering Unit 1

> 🗨 **የሚከተለውን ይበሉ** በማያ ገጹ ላይ ያለውን መመሪያ ሳነብ ይከታተሉ። ለመከተል፣ በቀኝ በኩል ያለውን የማሽብለያ አሞሌ መጠቀም ያስፈልግዎ ይሆናል።
>
> ዛሬ ክፍል 1 ክፍል __ (8 – ተገቢውን የክፍል ደረጃ ይምረጡ) የሂሳብ ፈተና ይወስዳችኋል። ካልኩሌተር መጠቀም አይችሉም።
>
> እያንዳንዱን ጥያቄ ያንብቡ። ከዚያ ለእያንዳንዱ ጥያቄ መልስ ለመስጠት መመሪያዎቹን ይከተሉ። ስራዎን ለማሳየት ወይም ለማብራራት ጥያቄ ከጠየቀዎት ሙሉ ነጥብ ለማግኘት ይህንን ማድረግ አለብዎት። ምላሽዎን በማያ ገጽ ላይ ባለው ሣጥን ውስጥ ያስገቡ። ሳጥን ውስጥ የሚገቡ ምላሾች ብቻ ይቆጠራሉ።
>
> የአንድን ጥያቄ መልስ የማያውቁ ከሆነ ምልክት አድርገው ወደሚቀጥለው ጥያቄ መሄድ ይችላሉ። ቀደም ብለው ከጨረሱ፣ መልሶችዎን እና ያልመለሷቸውን ጥያቄዎች በዚህ ክፍል ብቻ መከለስ ይችላሉ።

> 🗨 **የሚከተለውን ይበሉ** ይህ የእርስዎ የፈተና ወረቀት ውስጥ ያሉት መመሪያዎች መጨረሻ ነው። ይህን ማድረግ እስኪነግርህ ድረስ አትቀጥል ።
>
> በፈተና ጊዜ፣ በመፈተሻ መሣሪያዎ ላይ ችግር ካለ እረዳት እጅዎን ያንሱ። በፈተና ጥያቄዎች ወይም በፈተናው ወቅት በኢንተርኔት በሚሰሩ መሳሪያዎች ልረዳዎት አልችልም።
>
> በካልኩሌተር ክፍል ውስጥ ሥራዎን አንዲ ካረጋገጣችሁ በኋላ እጅዎን እንስታችሁ (ወደ ሌላ እገድ መቀጠል ካላብዎት) መልስህን እንድታቀርብ አዘዝሃለሁ። (ወደ ሌላ ዩኒት ካልቀጠለ) መልስህን እንድታቀርብ አዘዝሃለሁ። ለጥያቄዎቻችሁ መልስ ከሰጣችሁ በኋላ ተመልሳችሁ አትገቡ ይሆናል።

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

🗨 የሚከተለውን ይበሉ	አማርኛ U
	ለጥያቄዎቻችሁ መልስ ከሰጣችሁ በኋላ ክፍሉ እስኪያበቃ ድረስ ዝም ብላችሁ ተቀመጡ።
	አማርኛ ለ
	መልስህን ካቀረብክ በኋላ አሰናብያለሁ።
	አማርኛ ሐ
	ለጥያቄዎቻችሁ መልስ ከሰጣችሁ በኋላ ክፍሉ እስኪያበቃ ድረስ አንድ መጽሐፍ ወይም ሌሎች ሊፈቀድላቸው የሚችሉ ነገሮችን ማንበብ ትችላላችሁ።

| 🗨 የሚከተለውን ይበሉ | **ማንኛውም ጥያቄ አላዎት?** |

Answer any questions.

Instructions for Starting the Test

🗨 የሚከተለውን ይበሉ	**ወደ ታች ወደ ታች ያሸብልሉ።**
	(ለእፍታ አቁም።)
	በሥጥኑ ውስጥ የተገለጸውን የማሳተም ኮድ ያስገቡ።
	(ለእፍታ አቁም።)
	"ጀምር" የሚለውን አዝራር ይምረጡ።
	(ለእፍታ አቁም።)
	አሁን ፈተና ላይ ነዎት።

Pause to make sure all students are in the correct unit.

| 🗨 የሚከተለውን ይበሉ | **ይህንን ክፍል ለማጠናቀቅ 60 ደቂቃዎች ይኖርዋታል። 10 ደቂቃ የፈተና ጊዜ ሲቀርዎት አሳውቅዋታለሁ።** |
| | **አሁን መስራት ልትጀምር ትችላለህ።** |

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- If testing is completed testing for the day, make sure they log-out of TestNav.
- Collect test materials as students complete testing (Section 4.9.2).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.

Instructions for Taking a Break During Testing and Testing Interruptions

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.
- Student screens must not be visible to other students.
- 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:

> የሚከተለውን ይበሉ
>
> እባክዎን አቁሙ እና ማያ ገጽዎን ይሸፍኑ ወይም ያጥፉ። ጸጥ ያለ የሶስት ደቂቃ እረፍት እንወስዳለን። ማውራት አይፈቀድም።

After taking a classroom break, be sure students are seated and device screens are visible:

> የሚከተለውን ይበሉ
>
> አሁን ፈተናውን ልትቀጥል ትችላለህ ።

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

> የሚከተለውን ይበሉ
>
> 10 ደቂቃዎች ይቀሩዎታል።

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 still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

Optional SAY box if students are still testing:

> የሚከተለውን ይበሉ
>
> መስራት ያቁሙ። የፈተና ጊዜ አሁን አብቅቷል።
>
> በፈተናዎ ከላይ በስተግራ ጫፍ ላይ ያለውን የ "ክለሳ" የመወረወሪያ ማውጫ ይምረጡ።
>
> ከ "ክለሳ" ምናሌ ወደ ታች ጠቅ ያድርጉ እና "ክፍል መጨረሻ" የሚለውን ይምረጡ።
>
> "ጀምር" የሚለውን አዝራር ይምረጡ።
>
> ከክፍሉ ለመውጣት "እዎ" የሚለውን አዝራር ይምረጡ።

If testing is completed for the day:

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Exited** status for the unit in Pearson Access at the end of the unit.
- 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.

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

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

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 2	Grades 6–8: 60 Minutes High School: 90 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Unit 2 – Students **Submit Final Answers**				
Unit 3	Grades 6–8: 60 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Unit 3 – Students **Submit Final Answers**				

It is critical to ensure that students have the appropriate universal features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accommodations.

Test Administrators must make sure all testing devices are turned on and have the TestNav application open. Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section). **If headphones are needed for universal purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

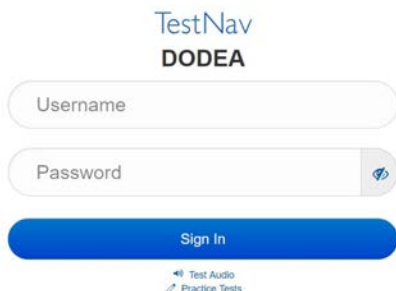| የሚከተለውን ይበሉ | ዛሬ የሂሳብ ግምገማን ትወስዳለህ።

ከምርመራ መሣሪያህ በስተቀር ጠረጴዛህ ላይ ምንም ዓይነት የኤሌክትሮኒክ መሣሪያ ላይኖርህ ይችላል። ስልክ መደወል፣ የጽሑፍ መልእክት መለዋወጥ፣ ፎቶ ማነፍ እንዲሁም ኢንተርኔት መቃኘት አይፈቀድም። ሞባይል ስልኮችን ጨምር ማንኛቸውም የኤሌክትሮኒክስ መሳሪያዎች ካሉዎት፣ አባክዎ ያጥፉቸው እና እጆዎን ያነሱ። በፈተና ጊዜ ያልተፈቀዱ የኤሌክትሮኒክስ መሳሪያዎች እንዳሉዎት ከተረጋገጠ ፈተናዎ ነጥብ ላይገኝ ይችላል። |

If a student raises his or her hand, collect the electronic device (or follow 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.

Checking Audio (for Mathematics TTS Accommodation only)

| የሚከተለውን ይበሉ | የጆሮ ማዳመጫዎችዎ የተሰኩ መሆናቸውን ያረጋግጡ እና ያድርጓቸው። ከ"በመለያ ግባ" አዝራር በታች ባለው ማያ ገጽዎ ላይ "የመኩራ ኦዲዮ" የሚል አገናኝ አለ። በጆሮ ማዳመጫዎችዎ በኩል መስማት እና የድምጽ መጠንን ወደ ክፍተኛ ደረጃ ለማስተካከል አገናኝ ይምረጡ። ከጆመርሩ በኋላ በፈተናው ውስጥ ያለውን የድምጽ መጠን ማስተካከል ይችላሉ። |

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

Instructions for Logging In

የሚከተለውን ይበሉ	እባክዎ የየተማሪዎን የፈተና ቲኬት እና የማሰቢያ ወረቀት በማከፋፍልበት ጊዜ ዝም ብላችሁ ቁጭ በሉ። እስክነግርዎት ድረስ ገጹን አይግለጡ።

Distribute scratch paper, mathematics reference sheets (if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP, Section 504 plan, or ELL plan make sure the student receives the appropriate device.

የሚከተለውን ይበሉ	አሁን፣ የእርስዎን የተማሪ ፈተና ቲኬት ይመልከቱ እና የመጀመሪያ እና የመጨረሻ ስምዎን በውስጡ እንዳለው ያረጋግጡ። ትኬትዎከሌለ እጅዎን ያንሱ።

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the STC. The same testing ticket will be used for all units of the test.

> በቲኬቱ ላይ ያለውን የፈተና መሣሪያ ይጻፉ።
>
> (ለአፍታ አቁም።)
>
> አሁን በትኬትዎ ላይ እንደሚታየው የተጠቃሚ ስምዎን ያስገቡ።
>
> (ለአፍታ አቁም።)
>
> በመቀጠልም በትኬትዎ ላይ እንደሚታየው የይለፍ ቃል ያስገቡ።
>
> (ለአፍታ አቁም።)
>
> አሁን፣ "በመለያ ግባ" የሚለውን አዝራር ይምረጡ።
>
> (ለአፍታ አቁም።)
>
> ስምዎን በማያ ገጹ ላይ በስተቀኝ በኩል በኩል ያግኙ። የሚያዩት ስም የእርስዎ ካልሆነ እባክዎ እጅዎን ያንሱ። አሁን "እንኳን ደህና መጣችሁ" ስክሪን ላይ መሆን አለብዎት። "ቀጥል" የሚለውን አዝራር ይምረጡ።

Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, sign out of the test and sign back in with the correct student testing ticket.

Instructions for Administering Each Unit

> በማya ገጹ ላይ ያለውን መመሪያ ሳነብ ይከታተሉ። ለመከተል፣ በቀኝ በኩል ያለውን የማሸብለያ አምሌ መጠቀም ያስፈልግዎ ይሆናል።
>
> ዛሬ የዩኒት __ (ተገቢውን አ� ቁጥር መሙላት) የ __ (ተገቢውን ክፍል/ኮርስ መሙላት) የሂሳብ ፈተናን ትወስዳላችሁ። ካልኩሌተር መጠቀም ይችላል። ለእርስዎ ጥቅም በመሣሪያ ባር ውስጥ ካልኩሌተር ይሰጣል።
>
> እያንዳንዱን ጥያቄ ያንብቡ። ከዚያ ለእያንዳንዱ ጥያቄ መልስ ለመስጠት መመሪያዎቹን ይከተሉ።
>
> ስራዎን ለማሳየት ወይም ለማብራራት ጥያቄ ከጠየቀዎት ሙሉ ነጥብ ለማግኘት ይህንን ማድረግ አለብዎት። ምላሽዎን በማya ገጹ ላይ ባለው ሣጥን ውስጥ ያስገቡ። ምላሽ ሳጥን ውስጥ የሚገቡ ምላሾች ብቻ ይመረታሉ።
>
> የአንዱን ጥያቄ መልስ የማያውቁ ከሆነ ምልክት አድርገው ወደሚቀጥለው ጥያቄ መሄድ ይችላሉ። ቀደም ብለው ከጨረሱ፣ መልሶችዎን እና ያልመለ ቻ ቸውን ጥያቄዎች በዚህ ክፍል ብቻ መከለስ ይችላሉ።

> ይህ የእርስዎ የፈተና ወረቀት ውስጥ ያሉት መመሪያዎች መጨረሻ ነው። እስክነግርዎ ድረስ እንዳይቀጥሉ።
>
> በፈተና ጊዜ፣ በመፈተሻ መሣሪያ ላይ ችግር ካlayት እጅዎን አንሱ" እኔ እረዳዎት ዘንድ። በፈተና ጥያቄዎች ወይም በፈተናው ወቅት በኢንተርኔት በሚሰ ሩ መሳሪያዎች ልረዳዎት አልችልም።
>
> በዚህ አሁድ ውስጥ ስራን አንድ ከፈ ተሽ በኊ ላ እጆችሁን አንስታችሁ (ወደ ሌላ የዩኒት ከቀጠላችሁ) መልስዎን እንድታቀርብ አዛዝሃለሁ። (ወደ ሌላ የዩኒት ካልጠ በ) መልስሀን እንድታቀርብ አዛዝሃለሁ። ለጥያቄዎቻችሁ መልስ ከሰጣችሁ በኊ ላ ተመልሳ ችሁ አትገቡ ይሆናል። ከፈተናው ከወጣህ በኊ ላ ወደ ውስጥ አትመለስ ይሆናል።

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

<table>
<tr><td rowspan="3">💬 የሚከተለውን ይበሉ</td><td>አማራጭ U

ለጥያቄዎቻችሁ መልስ ከሰጣችሁ በኋላ ክፍሉ እስኪያበቃ ድረስ ዝም ብላችሁ ተቀመጡ።</td></tr>
<tr><td>አማራጭ ለ

መልስህን ካቀረብክ በኋላ አሰናብያለሁ።</td></tr>
<tr><td>አማራጭ ሐ

ለጥያቄዎቻችሁ መልስ ከሰጣችሁ በኋላ ክፍሉ እስኪያበቃ ድረስ አንድ መጽሐፍ ወይም ሌሎች ሊፈቀድላቸው የሚችሉ ነገሮችን ማንበብ ትችላላችሁ።</td></tr>
</table>

<table>
<tr><td>💬 የሚከተለውን ይበሉ</td><td>**ማንኛውም ጥያቄ አልዎት?**</td></tr>
</table>

Answer any questions.

Instructions for Starting the Test

<table>
<tr><td>💬 የሚከተለውን ይበሉ</td><td>**ወደ ታች ወደ ታች ያሸብልሉ።**
(ለእፍታ እቆም።)
በሣጥኑ ውስጥ የተገለጸውን የማጣቀም ኮድ ያስገቡ።
(ለእፍታ እቆም።)
"ጀምር" የሚለውን አዝራር ይምረጡ።
(ለእፍታ እቆም።)
አሁን ፈተና ላይ ነዎት።</td></tr>
</table>

Pause to make sure all students are in the correct units.

<table>
<tr><td>💬 የሚከተለውን ይበሉ</td><td>**የሚከተለው ይኖርዎታል. . .**
• ክፍል 6–8፡ **60 ደቂቃ**
• ሁለተኛ ደረጃ ትምህርት ቤት፡ **90 ደቂቃ**
. . .ይህንን ክፍል ለማጠናቀቅ። 10 ደቂቃ የፈተና ጊዜ ሲቀሩዎት አሳውቅዎታለሁ።
አሁን መስራት ልትጀምር ትችላለህ።</td></tr>
</table>

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.

- If testing is completed testing for the day, make sure they log-out of TestNav.
- Collect test materials as students complete testing (Section 4.9.2).

Instructions for Taking a Break During Testing and Testing Interruptions
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.
- Student screens must not be visible to other students.
- 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:

> የሚከተለውን ይበሉ
>
> **እባክዎን አቁሙ እና ማያ ገጽዎን ይሸፍኑ ወይም ያጥፉ። ጸጥ ያለ የሶስት ደቂቃ እረፍት እንወስዳለን። ማውራት አይፈቀድም።**

After taking a classroom break, be sure students are seated and device screens are visible:

> የሚከተለውን ይበሉ
>
> **አሁን ፈተናውን ልትቀጥል ትችላለህ ።**

Instructions for When 10 Minutes of Unit Time Remain
When 10 minutes of unit time remain,

> የሚከተለውን ይበሉ
>
> **10 ደቂቃዎች ይቀሩዎታል።**

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 still actively testing. If another unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

Optional SAY box if students are still testing:

> 🗨 *የሚነበብ ይበሉ*
>
> መስራት ያቁሙ። የፈተና ጊዜ አሁን አብቅቷል።
>
> በፈተናዎ ከላይ በስተግራ ጫፍ ላይ ያለውን የ "ክለሳ" የመወርወሪያ ማውጫ ይምረጡ።
>
> ከ "ክለሳ" ምናሌ ወደ ታች ጠቅ ያድርጉ እና "ክፍል መጨረሻ" የሚለውን ይምረጡ።
>
> "ጨምር" የሚለውን አዝራር ይምረጡ። "ይህን ክፍል ለቅቀህ ልትወጣ ነው አንዴ ከወጣህ በኋላ መመለስ አትችልም" የሚለውን የክፍል መውጫ ማስጠንቀቂያ ታያለህ። "መሄድ እንደምትፈልግ እርግጠኛ ነህ"
>
> (ለሁለተኛ ደረጃ ትምህርት ቤት ክፍል 2 እና ለክፍል 6 እና ለ 8 ዩኒት 2) **"ጨምር" የሚለውን አዝራር ይምረጡ።**
>
> ከክፍሉ ለመውጣት **"እዎ"** የሚለውን አዝራር ይምረጡ።
>
> (ለክፍል 6 እና 8 ዩኒት 3) **"የመጨረሻ መልሶች አቅርቡ"** የሚለውን አዝራር ይምረጡ።
>
> ከፈተናው ለመውጣት **"እዎ፣ የመጨረሻ መልሶች አቅርቡ"** የሚለውን አዝራር ይምረጡ።
>
> አሁን የተማሪዎን የመሞከሪያ ትኬት እና ስስ ወረቀት እሰበስባለሁ።

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Exited** status if they have not completed the test, or **Submitted for Scoring** status if they have finished all units.
- 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.