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 3 – 8 & 10 ELA/Literacy – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 3: 75 Minutes Grades 4–8 & 10: 90 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Unit 1 – Students **Submit Final Answers**				
Unit 2	Grade 3: 75 Minutes Grades 4–8 & 10: 90 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Unit 2 – 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). Make sure all headphones are plugged in prior to launching TestNav.

> 说 | **今天将进行英语语言艺术/读写能力测验。**
>
> **除了考试设备以外，您的书桌上不允许有其他电子设备。不允许打电话、发短信拍照片和浏览网页。如果您现在带了任何未经批准的电子设备，请关机并举手。如果在考试过程中发现您持有 未经批准的电子设备，将取消您的考试成绩。**

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

> 说 | **确保耳机已插好并打开。在屏幕上"登录"（Sign In）按钮下面有一个"测试音频"（Test Audio）链接。选择链接，确保能通过耳机听到声音，并将音量调整到最高音量。你可以在开始测试后调整音量。**

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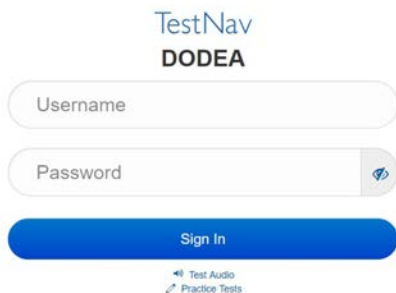
Instructions for Logging In

说	**请安静坐好，我将分发学生答题卡和草稿纸。如果我没有说，请不要登陆。**

Distribute scratch paper and student testing tickets. Make sure students have pencils.

说	**现在请看学生答题卡并确保您已写好姓名。如果<u>您</u>没有答题卡请举手。**

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: _____

说	**在答题卡上的空白处写下考试设备。** （暂停。） **现在请输入答题卡上所显示的用户名。** （暂停。） **现在请输入答题卡上所显示的密码。** （暂停。） **现在选择"登陆"(Sign In)按钮。** （暂停。） **在屏幕的右上角找到自己的名字。如果您看到的名字不是您自己的，请举手。现在应该出现"欢迎"(Welcome)屏幕。选择"开始"(Start)按钮。**

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

说	**在我阅读屏幕上的说明时，请跟上。您可能需要使用右边的滚动条。** **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。** **读每个段落和问题。然后根据说明回答每道问题。** **其中一道问题会要求您填写答案。在屏幕上的方框中输入回答。这里将有足够的空间完成答题。如果答案长于所提供的空间，将出现一个滚动条。您将能够使用滚动条来检查全部答案。只有在答案框中输入的答案才会计分。** **如果您不知道某一道题的答案，可以先添加书签并继续进行下一道题。如果您提前完成了考卷，可以检查答案以及您之前添加过书签的问题。**

说	屏幕上的试卷说明到此结束。除非有人说可以继续, 否则不要继续。
	部分单词或短语将用下划线标出。如果看到任何带下划线的单词或短语, 您可以打开链接, 会显示一个弹出词汇表, 解释该单词或短语的定义。
	在考试过程中, 如果针对考试设备有任何困难, 请举手, 我可以帮助您。在考试过程中, 我无法帮你回答考试问题或在线工具。
	检查完本单元以后, 请举手并 (如果继续另一单元:) 我会指导您提交答案。(如果继续另一单元) 我会指导您提交答案。我接下来要收回答题卡和草稿纸。退出测试以后, 您就不能再登录了。

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

说	选项A 提交答案后, 安静等待直到考试结束。
	选项B 提交答案后, 您可以离开。
	选项C 提交答案后, 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?

Answer any questions.

Instructions for Starting the Test

说	转到屏幕的底部。
	(暂停。)
	在方框中输入所提供的密封代码, 如图所示。
	(暂停。)
	选择"开始"(Start) 按钮。
	(暂停。)
	您现在应该已经进入考试。

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

说 三年级	**您将有 . . .** （选择待进行的单元） 三年级第1单元：**75分钟** 三年级第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。

说 4-11年级	**您将有 . . .** （选择待进行的单元） 四 - 十一年级第1单元：**90分钟** 四 - 十一年级第2单元：**90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。

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:

说	**请停下并遮住或关闭屏幕。我们安静的休息三分钟。请不要说话。**

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

说 现在可以继续考试了。

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 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:

说 停止答题。答题时间已经结束。
选择考试左上角的"检查"(Review)下拉菜单。
从"检查"菜单中，滚动到底部并选择"本部分结束"(End of Section)。

选择"提交最终答案"(Submit Final Answers)按钮。会出现一个消息询问" 您即将离开这个部分，一旦退出将无法返回。您确定要退出吗？"

(第1单元：)选择"提交"(Submit)按钮。
选择"是"(Yes)按钮离开该单元。
(第2单元：)选择"提交最终答案"(Submit Final Answers)按钮。
选择"是，提交最终答案"(Yes, Submit Final Answers)按钮以退出考试。我现在要收回答题卡和草稿纸。

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 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.