

## 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	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 1 – Students <b>Submit Final Answers</b>				

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).**

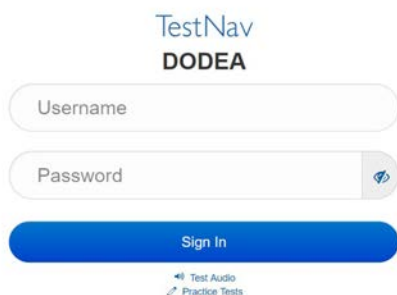
	<p><b>Ngayon, kukunin ninyo ang Assessment sa Matematika</b></p> <p>Hindi pinapayagan ang anumang mga elektronikong device sa inyong mesa, maliban sa inyong device ng pagsusulit. Ipinagbabawal ang pagtawag, pag-text, pagkuha ng larawan, at pag-browse ng internet. Kung mayroon kayong anumang mga elektronikong device, kabilang ang mga cell phone, paki-off ang mga ito at itaas ang inyong kamay. Kapag nakitaan kayong mayroong mga hindi naaprubahang elektronikong device sa panahon ng pagsusulit, maaaring hindi na lalagyan ng score ang inyong pagsusulit.</p>
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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)

	<p>Siguruhing nakasaksak ang inyong mga headphone at i-on ang mga ito. Sa inyong screen sa ilalim ng “Mag-sign in” na pindutan ay isang link na tinatawag na “Testingin ang Audio” Piliin ang link para masigurong nakakarinig kayo sa inyong mga headphone at ilagay ang volume sa pinakamataas na antas. Maaari ninyong ilagay ang volume sa pagsusulit pagkatapos ninyong magsimula.</p>
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See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.



### Instructions for Logging In

	<p><b>Mangyaring maupo nang tahimik habang ipinapamahagi ko ang inyong mga ticket sa pagsusulit ng estudyante at scratch na papel.</b></p> <p><b>HUWAG mag-log in hangga’t hindi ko sinasabi na gawin ninyo.</b></p>
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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.

	<p><b>Ngayon, tingnan ang inyong ticket sa pagsusulit ng estudyante at siguruhing naroon ang inyong pangalan at apilyedo. Itaas ang inyong kamay kung wala sa inyo ang <u>inyong</u> ticket.</b></p>
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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:** \_\_\_\_\_

<p><b>Sabihin</b></p>	<p>Isulat ang device ng pagsusulit sa ibinigay na espasyo sa ticket. (Mag-pause.)</p> <p>Ngayon, ilagay ang inyong Username tulad ng ipinapakita sa inyong ticket. (Mag-pause.)</p> <p>Susunod, ilagay ang Password tulad ng ipinapakita sa inyong ticket. (Mag-pause.)</p> <p>Ngayon, piliin ang pindutan na “Mag-sign in”. (Mag-pause.)</p> <p>Hanapin ang inyong pangalan sa itaas na kanang sulok ng screen. Kung hindi ninyo pangalan ang makikita ninyo, pakitaas ang inyong kamay. Dapat nasa Welcome screen na kayo ngayon. (Para sa Unit 1:) Piliin ang pindutan na “Magsimula”. (Para sa Unit 2 o 3:) Pakipili ang pindutan na “Magpatuloy”.</p>
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**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**

<p><b>Sabihin</b></p>	<p>Sundan habang binabasa ko ang mga tagubilin sa screen. Maaring kailangan mong gamitin ang scroll bar sa kanan para sumunod.</p> <p>Ngayon, kukunin ninyo ang Unit __ (punan ang naaangkop na unit) ng Grade __ (grade 3, 4 o 5 — piliin ang naaangkop na antas ng grado) Pagsusulit sa Matematika. Hindi kayo maaaring gumamit ng calculator.</p> <p>Basahin ang bawat tanong. Pagkatapos, sundan ang bawat tagubilin para sagutin ang bawat tanong. Kung hilingin ng tanong na ipakita o ipaliwanag ninyo ang inyong ginawa, dapat mong gawin iyon para makuha ang buong kredito. Ilagay ang inyong tugon sa ibinigay na kahon sa inyong screen. Tanging ang mga tugon na inilagay sa kahon ng tugon lamang ang mabibigyan ng score.</p> <p>Kung hindi ninyo alam ang sagot sa tanong, maaari ninyo itong i-bookmark at pumunta sa susunod na tanong. Kung maaga kayong matapos, maaari mong repasuhin ang inyong mga sagot at anumang tanong na na-bookmark ninyo.</p>
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<p><b>Sabihin</b></p>	<p>Ito ang dulo ng mga tagubilin ng pagsusulit. Huwag kayong magpatuloy hanggang sabihin sa inyo na gawin ito.</p> <p>Sa panahon ng pagsusulit, itaas ang inyong kamay kung mayroon kayong anumang mga problema sa iyong device ng pagsusulit, para matulungan ko kayo. Hindi ko kayo matutulungan sa mga tanong ng pagsusulit o ng mga online tool sa panahon ng pagsusulit.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your STC).

	<p>OPSYON A</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, maupo nang tahimik hanggang sa matapos ang unit.</b></p>
	<p>OPSYON B</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, paaalisin ko kayo.</b></p>
	<p>OPSYON C</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, maaari kayong magbasa ng libro o ibang pinahihintulatang mga babasahin hanggang sa matapos ang unit.</b></p>


	<p><b>Mayroon ba kayong anumang mga tanong?</b></p>
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Answer any questions.

**Instructions for Starting the Test**

	<p><b>I-scroll sa ibaba ng screen.</b></p> <p>(Mag-pause.)</p>
	<p><b>Ilagay ang Code na Selyo na ibinigay sa kahon gaya ng nakalagay.</b></p> <p>(Mag-pause.)</p>
	<p><b>Piliin ang pindutan na “Magsimula”.</b></p> <p>(Mag-pause.)</p>
	<p><b>Dapat nasa pagsusulit ka na ngayon.</b></p>

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

	<p><b>Mayroon kayong 60 minuto para kumpletuhin ang unit na ito. Ipapaalam ko din sa inyo kapag mayroon kayong 10 minutong oras ng natitira sa pagsusulit.</b></p> <p><b>Maaari na kayong magsimula ngayon.</b></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 4.7.3).
- 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:

<b>Sabihin</b>	<b>Mangyaring tumigil at takpan o i-off ang inyong screen. Magkakaroon tayo ng tahimik na tatlong minutong pahinga na pag-inat. Hindi pinapayagan ang pag-uusap.</b>
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After taking a classroom break, be sure students are seated and device screens are visible:

<b>Sabihin</b>	<b>Maari na kayong magpatuloy sa pagsusulit.</b>
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### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

<b>Sabihin</b>	<b>May 10 minuto pa kayong natitira.</b>
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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 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:**

<p><b>Sabihin</b></p>	<p><b>Tumigil sa pagsagot. Natapos na ang oras ng pagsusulit.</b></p> <p><b>Piliin ang “Repasuhin” na dropdown menu sa itaas na kaliwang sulok ng inyong pagsusulit.</b></p> <p><b>Mula sa “Repasuhin” na menu, mag-scroll sa ibaba at piliin ang “Tapusin ang Seksyon.”</b></p> <p><b>(Para sa Unit 1 a 2:) Piliin ang pindutan na “Isumite”.</b></p> <p><b>Piliin ang pindutan na “Oo” para mag-exit sa unit.</b></p> <p><b>(Para sa Unit 3:) Piliin ang pindutan na “Isumite ang Pinal na mga Sagot”.</b></p> <p><b>Piliin ang pindutan na “Oo, Isumite ang Pinal na mga Sagot.”</b></p> <p><b>Kokolektahin ko na ang inyong ticket at scratch sa pagsusulit ng estudyante.</b></p>
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- 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	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
Students <b>Submit Section</b>				
Unit 1: Calculator Section				
End of Unit 1 – Students <b>Submit Final Answers</b>				

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).**

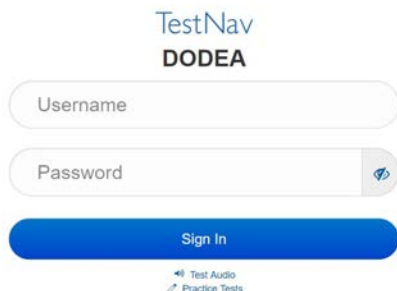
<p><b>Sabihin</b></p>	<p><b>Ngayon, kukunin ninyo ang Assessment sa Matematika</b></p> <p>Hindi pinapayagan ang anumang mga elektronikong device sa inyong mesa, maliban sa inyong device ng pagsusulit. Ipinagbabawal ang pagtawag, pag-text, pagkuha ng larawan, at pag-browse ng internet. Kung mayroon kayong anumang mga elektronikong device, kabilang ang mga cell phone, paki-off ang mga ito at itaas ang inyong kamay. Kapag nakitaan kayong mayroong mga hindi naaprubahang elektronikong device sa panahon ng pagsusulit, maaaring hindi na lalagyan ng score ang inyong pagsusulit.</p>
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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)**

<p><b>Sabihin</b></p>	<p>Siguruhing nakasaksak ang inyong mga headphone at i-on ang mga ito. Sa inyong screen sa ilalim ng “Mag-sign in” na pindutan ay isang link na tinatawag na “Testingin ang Audio” Piliin ang link para masigurong nakakarinig kayo sa inyong mga headphone at ilagay ang volume sa pinakamataas na antas. Maaari ninyong ilagay ang volume sa pagsusulit pagkatapos ninyong magsimula.</p>
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See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.



### Instructions for Logging In

 <p><b>Sabihin</b></p>	<p><b>Mangyaring maupo nang tahimik habang ipinapamahagi ko ang inyong mga ticket sa pagsusulit ng estudyante at scratch na papel.</b></p> <p><b>HUWAG mag-log in hangga’t hindi ko sinasabi na gawin ninyo.</b></p>
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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.

 <p><b>Sabihin</b></p>	<p><b>Ngayon, tingnan ang inyong ticket sa pagsusulit ng estudyante at siguruhing naroon ang inyong pangalan at apilyedo. Itaas ang inyong kamay kung wala sa inyo ang <u>inyong</u> ticket.</b></p>
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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.**

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 Select DoDEA in the application.

**TestNav Username:** 8845561452  
**TestNav Password:** 087594  
**Testing Device:** \_\_\_\_\_



Sabihin

Isulat ang device ng pagsusulit sa ibinigay na espasyo sa ticket.

(Mag-pause.)

Ngayon, ilagay ang inyong Username tulad ng ipinapakita sa inyong ticket.

(Mag-pause.)

Susunod, ilagay ang Password tulad ng ipinapakita sa inyong ticket.

(Mag-pause.)

Ngayon, piliin ang pindutan na “Mag-sign in”.

(Mag-pause.)

Hanapin ang inyong pangalan sa itaas na kanang sulok ng screen. Kung hindi ninyo pangalan ang makikita ninyo, pakitaas ang inyong kamay. Dapat nasa “Welcome” screen na kayo ngayon. Piliin ang pindutan na “Magsimula” para sa Unit 1.

**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

Sabihin

Sundan habang binabasa ko ang mga tagubilin sa screen. Maaring kailangan mong gamitin ang scroll bar sa kanan para sumunod.

Ngayon, kukunin ninyo ang Unit 1 ng \_\_ (grade 6 o naaangkop na kurso) Pagsusulit sa Matematika. May dalawang seksyon ang unit 1. Sa unang seksyon, hindi kayo maaaring gumamit ng calculator. Sa ikalawang seksyon, maaari kayong gumamit ng calculator. Hindi kayo papayagang bumalik sa unang seksyon ng pagsusulit pagkatapos ninyong simulan ang seksyon ng calculator. Dapat pareho ninyong tapusin ang walang-calculator at may calculator na seksyon ng Unit 1 sa loob ng ibinigay na oras.


Basahin ang bawat tanong. Pagkatapos, sundan ang bawat tagubilin para sagutin ang bawat tanong.

Kung hilingin ng tanong na ipakita o ipaliwanag ninyo ang inyong ginawa, dapat mong gawin iyon para makuha ang buong kredito. Ilagay ang inyong tugon sa ibinigay na kahon sa inyong screen. Tanging ang mga tugon na inilagay sa kahon ng tugon lamang ang mabibigyan ng score.


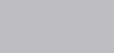
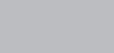
Kung hindi ninyo alam ang sagot sa tanong, maaari ninyo itong i-bookmark at pumunta sa susunod na tanong. Kung matapos ninyo ang unang seksyon, repasuhin ang inyong mga sagot at anumang tanong na na-bookmark ninyo sa seksyon na ito LAMANG. Kapag narepaso na ninyo ang inyong mga sagot, magpatuloy sa seksyon ng calculator sa pamamagitan ng pagsumite ng mga sagot para sa unang seksyon. Itaas ang inyong kamay kung kailangan ninyo ng tulong para magpatuloy sa calculator na seksyon.


Sabihin

**OPSYONAL KUNG GUMAGAMIT NG HAND-HELD NA MGA CALCULATOR:** itaas ang inyong kamay para kunin ang inyong calculator kapag handa na kayong lumipat sa calculator na seksyon.

 Sabihin	<p>Ito ang dulo ng mga tagubilin sa inyong screen. Huwag kayong magpatuloy hanggang sabihin sa inyo na gawin ito.</p> <p>Sa panahon ng pagsusulit, itaas ang inyong kamay kung mayroon kayong anumang mga problema sa inyong device ng pagsusulit, para matulungan ko kayo. Hindi ko kayo matutulungan sa mga tanong ng pagsusulit o ng mga online tool sa panahon ng pagsusulit.</p> <p>Kapag nasuri na ninyo ang inyong sinasagutan sa calculator na seksyon, itaas ang inyong kamay at (kung magpapatuloy sa ibang unit:) <b>Tatagubilinan ko kayong isumite ang inyong mga sagot.</b> (Kung hindi magpapatuloy sa ibang unit:) <b>Tatagubilinan ko kayong isumite ang inyong mga sagot.</b> Kapag naisumite na ninyo ang inyong mga sagot, maaaring hindi na kayo makakapag-log in muli.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your STC).

 Sabihin	<p>OPSYON A</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, maupo nang tahimik hanggang sa matapos ang unit.</b></p>
 Sabihin	<p>OPSYON B</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, paaalisin ko kayo.</b></p>
 Sabihin	<p>OPSYON C</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, maaari kayong magbasa ng libro o ibang pinahihintulatang mga babasahin hanggang sa matapos ang unit.</b></p>

 Sabihin	<p><b>Mayroon ba kayong anumang mga tanong?</b></p>
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Answer any questions.

### Instructions for Starting the Test

 Sabihin	<p><b>I-scroll sa ibaba ng screen.</b> (Mag-pause.)</p> <p><b>Ilagay ang Code na Selyo na ibinigay sa kahon gaya ng nakalagay.</b> (Mag-pause.)</p> <p><b>Piliin ang pindutan na “Magsimula”.</b> (Mag-pause.)</p> <p><b>Dapat nasa pagsusulit ka na ngayon.</b></p>
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Pause to make sure all students are in the correct unit.

Sabihin

Magkakaroon kayo ng . . .

- Grade 6: **60 minuto**
- Mataas na Paaralan: **90 minuto**

. . . para kumpletuhin kapwa ang walang-calculator at may calculator na seksyon sa unit na ito. Kapag may 20 minuto pang natitirang oras sa pagsusulit, ipapaalala ko sa inyo na lumipat sa seksyon ng calculator, kung hindi pa ninyo nagagawa. Ipapaalam ko din sa inyo kapag mayroon kayong 10 minutong oras ng natitira sa pagsusulit.

Maaari na kayong magsimula ngayon.

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:

Sabihin

Mangyaring tumigil at takpan o i-off ang inyong screen. Magkakaroon tayo ng tahimik na tatlong minutong pahinga na pag-inat. Hindi pinapayagan ang pag-uusap.

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

	<b>Maari na kayong magpatuloy sa pagsusulit.</b>
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#### Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

	<b>May 20 minuto pa kayong natitira. Bilang paalaala, dapat makumpleto sa loob ng oras na ito kapwa ang walang-calculator at may calculator na seksyon.</b>
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#### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,


	<b>May 10 minuto pa kayong natitira.</b>
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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 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:

	<b>Tumigil sa pagsagot. Natapos na ang oras ng pagsusulit.</b> <b>Piliin ang “Repasuhin” na dropdown menu sa itaas na kaliwang sulok ng inyong pagsusulit.</b> <b>Mula sa “Repasuhin” na menu, mag-scroll sa ibaba at piliin ang “Tapusin ang Seksyon.”</b> <b>Piliin ang pindutan na “Isumite”.</b> <b>Piliin ang pindutan na “Oo” para mag-exit sa unit.</b>
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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.


Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1: Non-Calculator	Grade 8: 60 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 1 – Students <b>Submit Final Answers</b>				

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 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).**

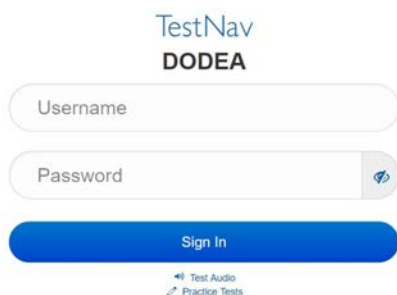
	<p><b>Ngayon, kukunin ninyong ang Assessment sa Matematika</b></p> <p><b>Hindi pinapayagan ang anumang mga elektronikong device sa inyong mesa, maliban sa inyong device ng pagsusulit. Ipinagbabawal ang pagtawag, pag-text, pagkuha ng larawan, at pag-browse ng internet. Kung mayroon kayong anumang mga elektronikong device, kabilang ang mga cell phone, paki-off ang mga ito at itaas ang inyong kamay. Kapag nakitaan kayong mayroong mga hindi naaprubahang elektronikong device sa panahon ng pagsusulit, maaaring hindi na lalagyan ng score ang inyong pagsusulit.</b></p>
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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)

	<p><b>Siguruhing nakasaksak ang inyong mga headphone at i-on ang mga ito. Sa inyong screen sa ilalim ng “Mag-sign in” na pindutan ay isang link na tinatawag na “Testingin ang Audio” Piliin ang link para masigurong nakakarinig kayo sa inyong mga headphone at ilagay ang volume sa pinakamataas na antas. Maaari ninyong ilagay ang volume sa pagsusulit pagkatapos ninyong magsimula.</b></p>
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See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.



### Instructions for Logging In

<b>Sabihin</b>	<p><b>Mangyaring maupo nang tahimik habang ipinapamahagi ko ang inyong mga ticket sa pagsusulit ng estudyante at scratch na papel.</b></p> <p><b>HUWAG mag-log in hangga’t hindi ko sinasabi na gawin ninyo.</b></p>
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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.

<b>Sabihin</b>	<p><b>Ngayon, tingnan ang inyong ticket sa pagsusulit ng estudyante at siguruhing naroon ang inyong pangalan at apilyedo. Itaas ang inyong kamay kung wala sa inyo ang <u>inyong</u> ticket.</b></p>
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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:** \_\_\_\_\_

Sabihin

Isulat ang device ng pagsusulit sa ibinigay na espasyo sa ticket.

(Mag-pause.)

Ngayon, ilagay ang inyong Username tulad ng ipinapakita sa inyong ticket.

(Mag-pause.)

Susunod, ilagay ang Password tulad ng ipinapakita sa inyong ticket.

(Mag-pause.)

Ngayon, piliin ang pindutan na “Mag-sign in”.

(Mag-pause.)

Hanapin ang inyong pangalan sa itaas na kanang sulok ng screen. Kung hindi ninyo pangalan ang makikita ninyo, pakitaas ang inyong kamay. Dapat nasa “Welcome” screen na kayo ngayon. Piliin ang pindutan na “Magsimula”.

**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

Sabihin

Sundan habang binabasa ko ang mga tagubilin sa screen. Maaring kailangan mong gamitin ang scroll bar sa kanan para sumunod.

Ngayon, kukunin ninyo ang Unit 1 ng Grade \_\_ (8 — piliin ang naaangkop na antas ng grado) Pagsusulit sa Matematika. Hindi kayo maaaring gumamit ng calculator.

Basahin ang bawat tanong. Pagkatapos, sundan ang bawat tagubilin para sagutin ang bawat tanong. Kung hilingin ng tanong na ipakita o ipaliwanag mo ang inyong ginawa, dapat mong gawin iyon para makuha ang buong kredito. Ilagay ang inyong tugon sa ibinigay na kahon sa inyong screen. Tanging ang mga tugon na inilagay sa kahon ng tugon lamang ang mabibigyan ng score.

Kung hindi ninyo alam ang sagot sa tanong, maaari mo itong i-bookmark at pumunta sa susunod na tanong. Kung maaga kayong matapos, maaari mong repasuhin ang inyong mga sagot at anumang tanong na na-bookmark mo.


Sabihin


Ito ang dulo ng mga tagubilin sa inyong screen. Huwag magpatuloy hanggang sabihin sa inyo na gawin ito.

Sa panahon ng pagsusulit, itaas ang inyong kamay kung mayroon kayong anumang mga problema sa iyong device ng pagsusulit, para matulungan ko kayo. Hindi ko kayo matutulungan sa mga tanong ng pagsusulit o ng mga online tool sa panahon ng pagsusulit.

Kapag nasuri na ninyo ang inyong sinasagutan sa unit na ito, itaas ang inyong kamay at (kung magpapatuloy sa ibang unit:) Tatagubilinan ko kayong isumite ang inyong mga sagot. (Kung hindi magpapatuloy sa ibang unit:) Tatagubilinan ko kayong isumite ang inyong mga sagot. Kapag naisumite na ninyo ang inyong mga sagot, maaaring hindi na kayo makakapag-log in muli.


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

	<p>OPSYON A</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, maupo nang tahimik hanggang sa matapos ang unit.</b></p>
	<p>OPSYON B</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, paaalisin ko kayo.</b></p>
	<p>OPSYON C</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, maaari kayong magbasa ng libro o ibang pinahihintulatang mga babasahin hanggang sa matapos ang unit.</b></p>


	<p><b>Mayroon ba kayong anumang mga tanong?</b></p>
---	---

Answer any questions.

**Instructions for Starting the Test**

	<p><b>I-scroll sa ibaba ng screen.</b></p> <p>(Mag-pause.)</p>
	<p><b>Ilagay ang Code na Selyo na ibinigay sa kahon gaya ng nakalagay.</b></p> <p>(Mag-pause.)</p>
	<p><b>Piliin ang pindutan na “Magsimula”.</b></p> <p>(Mag-pause.)</p>
	<p><b>Dapat nasa pagsusulit ka na ngayon.</b></p>

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

	<p><b>Mayroon kayong 60 minuto para kumpletuhin ang unit na ito. Ipapaalam ko din sa inyo kapag mayroon kayong 10 minutong oras ng natitira sa pagsusulit.</b></p> <p><b>Maaari na kayong magsimula ngayon.</b></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 4.7.3).
- 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:

Sabihin

Mangyaring tumigil at takpan o i-off ang inyong screen. Magkakaroon tayo ng tahimik na tatlong minutong pahinga na pag-inat. Hindi pinapayagan ang pag-uusap.

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

Sabihin

Maari na kayong magpatuloy sa pagsusulit.

**Instructions for When 10 Minutes of Unit Time Remain**

When 10 minutes of unit time remain,

Sabihin

May 10 minuto pa kayong natitira.

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:**

Sabihin

Tumigil sa pagsagot. Natapos na ang oras ng pagsusulit.

Piliin ang “Repasuhin” na dropdown menu sa itaas na kaliwang sulok ng inyong pagsusulit.

Mula sa “Repasuhin” na menu, mag-scroll sa ibaba at piliin ang “Tapusin ang Seksyon.”

Piliin ang pindutan na “Isumite”.

Piliin ang pindutan na “Oo” para mag-exit sa unit.

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	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 2 – Students <b>Submit Final Answers</b>				
Unit 3	Grades 6–8: 60 Minutes	<ul style="list-style-type: none"> <li>• Student testing tickets</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 3 – Students <b>Submit Final Answers</b>				


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).**

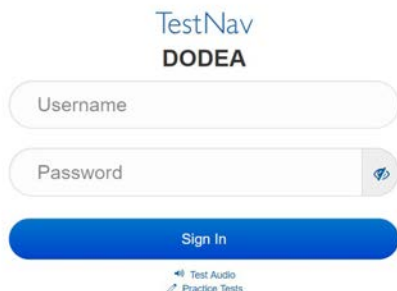
 <p>Sabihin</p>	<p><b>Ngayon, kukunin ninyo ang Assessment sa Matematika</b></p> <p>Hindi pinapayagan ang anumang mga elektronikong device sa inyong mesa, maliban sa inyong device ng pagsusulit. Ipinagbabawal ang pagtawag, pag-text, pagkuha ng larawan, at pag-browse ng internet. Kung mayroon kayong anumang mga elektronikong device, kabilang ang mga cell phone, paki-off ang mga ito at itaas ang inyong kamay. Kapag nakitaan kayong mayroong mga hindi naaprubahang elektronikong device sa panahon ng pagsusulit, maaaring hindi na lalagyan ng score ang inyong pagsusulit.</p>
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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)**

 <p>Sabihin</p>	<p>Siguruhing nakasaksak ang inyong mga headphone at i-on ang mga ito. Sa inyong screen sa ilalim ng “Mag-sign in” na pindutan ay isang link na tinatawag na “Testingin ang Audio” Piliin ang link para masigurong nakakarinig kayo sa inyong mga headphone at ilagay ang volume sa pinakamataas na antas. Maaari ninyong ilagay ang volume sa pagsusulit pagkatapos ninyong magsimula.</p>
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See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.



### Instructions for Logging In

<b>Sabihin</b>	<p><b>Mangyaring maupo nang tahimik habang ipinapamahagi ko ang inyong mga ticket sa pagsusulit ng estudyante at scratch na papel.</b></p> <p><b>HUWAG mag-log in hangga’t hindi ko sinasabi na gawin ninyo.</b></p>
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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.

<b>Sabihin</b>	<p><b>Ngayon, tingnan ang inyong ticket sa pagsusulit ng estudyante at siguruhing naroon ang inyong pangalan at apilyedo. Itaas ang inyong kamay kung wala sa inyo ang <u>inyong</u> ticket.</b></p>
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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:** \_\_\_\_\_

 Sabihin	<p>Isulat ang device ng pagsusulit sa ibinigay na espasyo sa ticket. (Mag-pause.)</p> <p>Ngayon, ilagay ang inyong Username tulad ng ipinapakita sa inyong ticket. (Mag-pause.)</p> <p>Susunod, ilagay ang Password tulad ng ipinapakita sa inyong ticket. (Mag-pause.)</p> <p>Ngayon, piliin ang pindutan na “Mag-sign in”. (Mag-pause.)</p> <p>Hanapin ang inyong pangalan sa itaas na kanang sulok ng screen. Kung hindi ninyo pangalan ang makikita ninyo, pakitaas ang inyong kamay. Dapat nasa “Welcome” screen na kayo ngayon. Piliin ang pindutan na “Magpatuloy”.</p>
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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

 Sabihin	<p>Sundan habang binabasa ko ang mga tagubilin sa screen. Maaring kailangan mong gamitin ang scroll bar sa kanan para sumunod.</p> <p>Ngayon, kukunin ninyo ang Unit __ (punan ang naaangkop na numero ng unit) ng __ (punan ang naaangkop na grado/kurso) Pagsusulit sa matematika. Maaari kayong gumamit ng calculator. Ibinigay ang calculator sa toolbar para gamitin mo.</p> <p>Basahin ang bawat tanong. Pagkatapos, sundan ang bawat tagubilin para sagutin ang bawat tanong.</p> <p>Kung hilingin ng tanong na ipakita o ipaliwanag mo ang inyong ginawa, dapat mong gawin iyon para makuha ang buong kredito. Ilagay ang inyong tugon sa ibinigay na kahon sa inyong screen. Tanging ang mga tugon na inilagay sa kahon ng tugon lamang ang mabibigyan ng score.</p> <p>Kung hindi ninyo alam ang sagot sa tanong, maaari mo itong i-bookmark at pumunta sa susunod na tanong. Kung maaga kayong matapos, maaari mong repasuhin ang inyong mga sagot at anumang tanong na na-bookmark mo.</p>
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 Sabihin	<p>Ito ang dulo ng mga tagubilin sa inyong screen. Huwag kayong magpatuloy hanggang sabihin sa inyo na gawin ito.</p> <p>Sa panahon ng pagsusulit, itaas ang inyong kamay kung mayroon kayong anumang mga problema sa inyong device ng pagsusulit, para matulungan ko kayo. Hindi ko kayo matutulungan sa mga tanong ng pagsusulit o ng mga online tool sa panahon ng pagsusulit.</p> <p>Kapag nasuri na ninyo ang inyong sinasagutan sa unit na ito, itaas ang inyong kamay at (kung magpapatuloy sa ibang unit:) Tatagubilinan ko kayong isumite ang inyong mga sagot. (Kung hindi magpapatuloy sa ibang unit:) Tatagubilinan ko kayo isumite ang inyong mga sagot. Kapag naisumite na ninyo ang inyong mga sagot, maaaring hindi na kayong makakapag-log in muli. Sa sandaling naka-exit ka na sa pagsusulit, maaring hindi na kayo makakapag-log in muli.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your STC).

	<p>OPSYON A</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, maupo nang tahimik hanggang sa matapos ang unit.</b></p>
	<p>OPSYON B</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, paaalisin ko kayo.</b></p>
	<p>OPSYON C</p> <p><b>Pagkatapos ninyong isumite ang inyong mga sagot, maaari kayong magbasa ng libro o ibang pinahihintulatang mga babasahin hanggang sa matapos ang unit.</b></p>


	<p><b>Mayroon ba kayong anumang mga tanong?</b></p>
---	---

Answer any questions.

**Instructions for Starting the Test**

	<p><b>I-scroll sa ibaba ng screen.</b> (Mag-pause.)</p> <p><b>Ilagay ang Code na Selyo na ibinigay sa kahon gaya ng nakalagay.</b> (Mag-pause.)</p> <p><b>Piliin ang pindutan na “Magsimula”.</b> (Mag-pause.)</p> <p><b>Dapat nasa pagsusulit ka na ngayon.</b></p>
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Pause to make sure all students are in the correct units.

	<p><b>Magkakaroon kayo ng . . .</b></p> <ul style="list-style-type: none"> <li>• Mga Grade 6–8: <b>60 minuto</b></li> <li>• Mataas na Paaralan: <b>90 minuto</b></li> </ul> <p><b>. . .para kumpletuhin ang unit na ito. Ipapaalam ko sa inyo kapag mayroon kayong 10 minutong oras ng natitira sa pagsusulit.</b></p> <p><b>Maaari na kayong magsimula ngayon.</b></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 4.7.3).
- 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.

**Grades 6–8 and High School Mathematics Units 2 and 3**

- 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:

Sabihin	<b>Mangyaring tumigil at takpan o i-off ang inyong screen. Magkakaroon tayo ng tahimik na tatlong minutong pahinga na pag-inat. Hindi pinapayagan ang pag-uusap.</b>
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After taking a classroom break, be sure students are seated and device screens are visible:

Sabihin	<b>Maari na kayong magpatuloy sa pagsusulit.</b>
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### Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Sabihin	<b>May 10 minuto pa kayong natitira.</b>
---------	--

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:

Sabihin

**Tumigil sa pagsagot. Natapos na ang oras ng pagsusulit.**

**Piliin ang “Repasuhin” na dropdown menu sa itaas na kaliwang sulok ng inyong pagsusulit.**

**Mula sa “Repasuhin” na menu, mag-scroll sa ibaba at piliin ang “Tapusin ang Seksyon.”**

**Piliin ang pindutan na “Isumite”. Makikita ninyo ang Babala sa Pag-exit sa Seksyon na tatanunging “Aalis ka na sa seksyong ito at hindi na makababalik kapag nag-exit ka. Sigurado ka bang gusto mong umalis?”**

**(Para sa Unit 2 ng Mataas na Paaralan at Mga Grade 6 at 8 Unit 2:) Piliin ang pindutan na “Isumite”.**

**Piliin ang pindutan na “Oo” para mag-exit sa unit.**

**(Para sa Mga Grade 6 at 8 Unit 3:) Piliin ang pindutan na “Isumite ang Pinal na mga Sagot”.**

**Piliin ang pindutan na “Oo, Isumite ang Pinal na mga Sagot” para mag-exit sa pagsusulit.**

**Kokolektahin ko na ang inyong ticket at scratch sa pagsusulit ng estudyante.**

- 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.