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).**
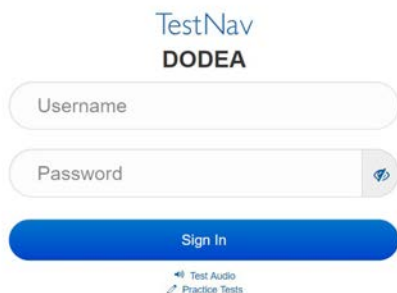
Kódíní	Dííjį́, éí Ahíná'iiltááh Bíhwiinił'ą́ą'ígíí bína'ídíkidgo dínóol'įįł. T'áádoole'é atsiniltł'ish yee deiyíjeehígíí ła' sínídahígi nanijaahgo éí doo bee haz'ą́ą da. Bee hane'í bee hojilne', bee saad ałch'į' ádajil'į, eda'jile', dóó internet biyi'góó nazhnitá doo bee haz'ą́ą da. Atiniltł'ish yee deiyíjeehígíí doo bee łą da ádaat'éhígíí, bee hane'í da éí anídanigiz dóó yadidíílnih. Atiniltł'ish yee deiyíjeehígíí doo nich'į' łą dago díí test baa na'aldeehgo nanijaahgo éí test íinilaaígíí doo yídóoltah da.

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)

Kódíní	Bee azhdiits'a'í ajaa' bąą niná'niłí baa ádííłt'ih dóó nijaa' bąąh nidíílnił. Ei béésh nitsékeesí naalkidí, screen, hóyahgi "Sign on" ní éí biyaagi "Test audio" níigo saad bikáá'. Díí bik'i'iitsééh, bee azhdiits'a'í hodiits'a'ígíí yéego diits'a'gi nidíígis dóó test hahoolzhiizhgo hasht'e' nidíígis.

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

Instructions for Logging In

Kódíní	Ółta'í test biotickets dóó naaltsoos bik'i na'agazí bitaashniihgo t'áadoo íits'a'í nahísóotą́ą doo.
	Bee NIHIŁ HWEESHNE'GO ÍNDA béésh nitsékeesí bee test ąą' ádadoolííł.

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.

Kódíní	K'ad test bioticket danółʼį́ dóó ííshją́ą́h aláąjįʼ dóó akéédóó nízhiʼígíí t'áá ákót'éego bikáá' doo. Ticket doo neehólǫ́ǫ dago yadidíílnih.

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:** _____

<table>
<tr>
<td>Kódíní</td>
<td>

Bee test ál'íní test bioͅticket bikáagi ídzooígi bikáá' ánílééh.

(Áłtsé t'ijͅdígo hodina'.)

K'ad ni username ticket bikáá' bá hazh'ánígi bikáá' ánílééh.

(Áłtsé t'ijͅdígo hodina'.)

Ákone' nááná Password bá haz'ánígóne' bikáá' ánílééh

(Áłtsé t'ijͅdígo hodina'.)

K'ad éí "Sign In" bikáá'ígíí bik'i' iitsééh

(Áłtsé t'ijͅdígo hodina'.)

Béésh nitsékeesí naalkidí, screen nishnáájí dóó hódahgi nízhi' bikáá'. Níníł'įͅ, nízhi' doo ákót'ee dago yadiilnííh. Béésh nitsékeesí naalkidígíí, screen, éí k'ad Welcome nínígóne' siłkid doo. (Unit 1 biniyé:) **"Start" button bikáá'ígíí bik'i iitsééh.** (Unit 2 doodago 3 biniyé:) **"Resume" button bikáá'ígíí bik'i iitsééh.**

</td>
</tr>
</table>

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

<table>
<tr>
<td>Kódíní</td>
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Béésh nitsékeesí naalkidí, screen, bikáá'ígíí yíníshta'go t'áá shikék'ehgóó bik'i'yíghał doo. Nishnáájígo béésh nitsékeesí naalkidí, screen bee dego dóó yaago naagizígíí, scrollbar, bee yíłkił doo.

Dííjįͅ, Unit __ (unit yinídadiilnishígíí ánílééh), **__ kwíí wólta'góne'** (wólta'góne' táá', dįͅįͅ', doodago ashdla' — díí háidígííshįͅįͅ bá ánílééh), **Ahíná'iiltááh Bíhwiinił'áͅá'ígíí Bína'ídíkid doo. Bee ahínída'iiltááh, calculator, éí t'áágééh binidíílnish.**

Nanídíkidgo daasdzohígíí hazhó'ó yíníłta. Na'ídíkidgo nát'áͅá', answer, baa hólne'ígíí éí kót'éego binanilnish nínígíí, directions, bik'ehgo ádanile'. Kót'éego binanilnish, directions, nínígíí answer binishínílnishígíí t'áá át'é bikáá' ánílééh níigo doodago baa hólne'go saad bikáá' ánílééh níigo éí ákódíílííł. Áko índa náyídóoltah, credit nádoolnííł.

Answer bee nát'áͅá' ninánílnishígíí éí ei dik'áͅago ná'ásdzooígíí biyigóne' ádadííliił. Ákót'éego t'éí ná yídóoltah.

Nanídéékidgo answer doo nił bééhózin dago éí bí'díítł'óół, bookmark ádíílííł dóó test nááś bináánáalnish doo. T'áádoo bíighahjį' e'elkeedí ałtso íinilaago éí answer ádeinilaaígíí nídadínííl'ijͅł éí doodago bída'síníttł'ónée binidíílnish..

</td>
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</table>

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<tr>
<td>Kódíní</td>
<td>

Kojį' bik'eh test ádíílííłígíí ałtso baa hweeshne'. K'ad náasjį' binanilnish ni'doo'niidgo índa bididíílnish.

Test binalnishgo ei bee test hadil'ínígíí doo hazhó'ó naalnish dago yadidíílnih, áko níká adeeshwoł. Test binanilnishgo test dóó onlinegóó bee bina'anishii bína'ídíłkidgo éí hái da níká adoolwoł da.

</td>
</tr>
</table>

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

Kódíní	A góne'
	Answer ádeinilaaígíí ałtso yah íínínilgo, t'áadoo íits'a'í sínídáa doo unit ííłtsojį'.
	B góne'
	Answer ádeinilaaígíí ałtso yah íínínilgo, ni'deeshnih.
	C góne'
	Answer ádeinilaaígíí ałtso yah íínínilgo, naaltsoos da yíníłta' doo éí doodago naaltsoos nich'į' bee lánígíí yíníłta'go unit ííłtsojį

| **Kódíní** | **Ha'át'íi da daats'í bína'ídíłkid?** |

Answer any questions.

Instructions for Starting the Test

Kódíní	**Béésh nitsékeesí naalkidí, screen, bitł'áahdi ninígéés.**
	(Áłtsé t'įįdígo hodina'.)
	Dik'ąągo ná'ásdzooígíí biyi'góne' Seal Code bikáá' ánílééh.
	(Áłtsé t'įįdígo hodina'.)
	"Start" bikáá'ígíí bik'i'iitsééh.
	(Áłtsé t'įįdígo hodina'.)
	K'ad éí test ąą'íinilaa doo.

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

| **Kódíní** | **Díí unit éí hastą́diin dah'alzhinjį' ałtso ádíílííł. Neeznáá dah'alzhin yidziihgo bee nihił hodeeshnih.** |
| | **K'ad binanilnish.** |

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:

Kódíní Áłtsé ni'ádaałééh dóó Béésh nitsékeesí naalkidí, screen, anánígéés éí doodago bik'i'íłtih. Táá' dah'alzhinjj' deidiidzįįł dóó nihiinídadooch'i. T'áadoo yádaałti'í doo.

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

Kódíní K'ad test bininááadaałnish.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Kódíní Neeznáá dah'alzhin yidziih.

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:

> **Kódíní**
>
> **Test binanilnishígíí ni' ádaałééh. Test binidaałnish bá hoo'a'ígíí bíighah azlį́į́'.**
>
> **Nishtł'ajígo hódadi menu "Review" bikáá'ígíí bik'i iitsééh, éí haalkidgo dabikáá'ígíí yaa dííłkiłgo "End of Section" bikáá'ígíí bik'i iidíítsih.**
>
> (Units 1 dóó 2 binyé:) **"Submit" bikáá'ígíí bik'i' iitsééh.**
>
> **"Yes" bikáá'ígíí bik'i' iitsééh.**
>
> (Unit 3 biniyé:) **"Submit Final Answers" bikáá'ígíí bik'i' iitsééh.**
>
> **"Yes, Submit Final Answers" bikáá'ígíí bik'i' iidíítsih test biyi'dóó nahgóó hanináahgo.**
>
> **K'ad éí testing ticket dóó naaltsoos bik'i na'agazí náhideeshłah.**

- 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).**
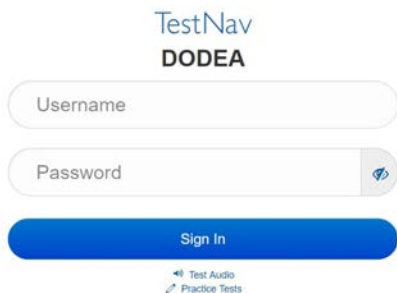
> **Kódíní**
>
> **Dííjį, éí Ahíná'iiltááh Bíhwiiniłʼą́ą'ígíí bína'ídíkidgo dínóolʼįįł.**
>
> **T'áádooleʼé atsiniltłʼish yee deiyíjeehígíí ła' sínídahígi nanijaahgo éí doo bee haz'ą́ą da. Bee hane'í bee hojilne', bee saad ałch'į' ádajilʼį, eda'jile', dóó internet biyi'góó nazhnitá doo bee haz'ą́ą da. Atiniltłʼish yee deiyíjeehígíí doo bee łá da ádaat'éhígíí, bee hane'í da éí anídanigiz dóó yadidíílnih. Atiniltłʼish yee deiyíjeehígíí doo nich'į' łá dago díí test baa na'aldeehgo nanijaahgo éí test íinilaaígíí doo yídóoltah da.**

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)

> **Kódíní**
>
> **Bee azhdiits'a'í ajaa' bąą ninaʼniłí baa ádííłtʼih dóó nijaa' bąąh nidíílnił. Ei béésh nitsékeesí naalkidí, screen, hóyahgi "Sign on" ní éí biyaagi "Test audio" níigo saad bikáá'. Díí bik'iʼiitséeh, bee azhdiits'a'í hodiits'a'ígíí yéego diits'a'gi nidíígis dóó test hahoolzhiizhgo hasht'e' nidíígis.**

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

Kódíní	Ółta'í test bioṭickets dóó naaltsoos bik'i na'agazí bitaashniihgo t'áadoo íits'a'í nahísóotą́ą doo. Bee NIHIŁ HWEESHNE'GO ÍNDA béésh nitsékeesí bee test ąą' ádadoolííł.

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.

Kódíní	K'ad test bi-ticket danółʼį́ dóó ííshją́ą́h ałą́ąjj' dóó akéédóó nízhi'ígíí t'áá ákótʼéego bikáá' doo. Ticket doo neehólǫ́ǫ dago yadidíílnih.

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: _____

> **Kódíní**
>
> **Bee test ál'íní test biọticket bikáagi ídzooígí bikáá' ánílééh.**
>
> (Áłtsé t'ịịdígo hodina'.)
>
> **K'ad ni username ticket bikáá' bá hazh'áníigí bikáá' ánílééh.**
>
> (Áłtsé t'ịịdígo hodina'.)
>
> **Ákone' nááná Password bá haz'áníigóne' bikáá' ánílééh.**
>
> (Áłtsé t'ịịdígo hodina'.)
>
> **K'ad éí "Sign In" bikáá'ígíí bik'i' iitsééh**
>
> (Áłtsé t'ịịdígo hodina'.)
>
> **Béésh nitsékeesí naalkidí, screen nishnááji dóó hódahgi nízhi' bikáá'. Níníł'ị, nízhi' doo ákót'ée dago yadiilníih. Béésh nitsékeesí naalkidígíí, screen, éí k'ad Welcome nínígóne' siłkid doo. Unit 1 biniyé "Start" button bikáá'ígíí bik'i'iitsééh.**

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

> **Kódíní**
>
> **Béésh nitsékeesí naalkidí, screen, bikáá'ígíí yínishta'go níníł'ịị doo. Nishnáájígo béésh nitsékeesí naalkidí, screen bee dego dóó yaago naagizígíí, scrollbar, bee yíłkił doo.**
>
> **Dííjị, Unit 1, __ (astą́ą́ wólta'góne' wólta' doodago háidígííshịị́ binídiinish éí bá álnílééh) , Ahíná'iiltááh Bíhwiinił'ą́ą́'ígíí Bína'ídíkid doo. Bee ahínída'iiltááh, calculator, éí t'áágééh binidíílnish.**
>
> **Nanídíkidgo daasdzohígíí hazhó'ó yínilta'. Na'ídíkidgo nát'ą́ą́', answer, baa hólne'ígíí éí kót'éego binanilnish nínígíí, directions, bik'ehgo ádanile'. Kót'éego binanilnish, directions, nínígíí answer binishínílnishígíí t'áá át'é bikáá' ánílééh níigo doodago baa hólne'go saad bikáá' ánílééh níigo éí ákódíílííł. Áko índa náyídóoltah, credit nádoolnííł.**
>
> **Answer bee nát'ą́ą́' ninánílnishígíí éí ei dik'ą́ągo ná'ásdzooígíí biyigóne' ádadííliił. Ákót'éego t'éí ná yídóoltah.**
>
> **Nanídéékidgo answer doo nił bééhózin dago éí bí'dííłtł'óół, bookmark ádíílííł dóó test nááś bináánáalnish doo. T'áádoo bíighahjị' e'elkeedí ałtso íinilaago éí answer ádeinilaaígíí nídadínííł'ịịł éí doodago bída'síníłtł'ónée binidíílnish.**

> **Kódíní**
>
> **Bee ahíná'iiltááhá choo'įịgo: yadidíílnih bee ahíná'iiltáhá bee na'anish baa yíníyáago áko bee ahíná'iiltáhá naadeesh'áął.**

> **Kódíní**
>
> **Kojj' bik'eh test ádíílííłígíí ałtso baa hweeshne'. K'ad náasjj' binanilnish ni'doo'niidgo índa bididíílnish.**
>
> **Test binalnishgo ei bee test hadil'íníGíí doo hazhó'ó naalnish dago yadidíílnihÓ, áko níká adeeshwoł. Test binanilnishgo test dóó onlinegóó bee bina'anishii bína'ídíłkidgo éí hái da níká adoolwoł da.**
>
> **Bee áhíná'iiltáhá choo'íjgo test binishínílnishígíí ałtso náníníl'íj'go, yadidíílnih áádóó unit nááná ła'** (Unit nááná ła' binínáádinílnishgo:) **answers yah adííniłígíí níká adeeshwoł.** (Unit doo ła' binínáádinilnish dago:) **éí answers yah adííniłígíí bee níká adeeshwoł. Answers ałtso yah íínínilgo éí binishínílnishígíí doo nát'áągo ąą ánídíídlíił da.**

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

> **Kódíní**
>
> A góne'
>
> **Answer ádeinilaaígíí ałtso yah íínínilgo, t'áadoo íits'a'í sínídáa doo unit ííłtsojj'.**
>
> B góne'
>
> **Answer ádeinilaaígíí ałtso yah íínínilgo, ni'deeshnih.**
>
> C góne'
>
> **Answer ádeinilaaígíí ałtso yah íínínilgo, naaltsoos da yíníłta' doo éí doodago naaltsoos nich'j' bee lánígíí yíníłta'go unit ííłtsojj'.**

> **Kódíní**
>
> **Ha'át'íi da daats'í bína'ídíłkid?**

Answer any questions.

Instructions for Starting the Test

> **Kódíní**
>
> **Béésh nitsékeesí naalkidí, screen, bitł'áahdi ninígéés.**
>
> (Áłtsé t'jjdígo hodina'.)
>
> **Dik'ąągo ná'ásdzooígíí biyi'góne' Seal Code bikáá' ánílééh.**
>
> (Áłtsé t'jjdígo hodina'.)
>
> **"Start" bikáá'ígíí bik'i'iitsééh.**
>
> (Áłtsé t'jjdígo hodina'.)
>
> **K'ad éí test ąą'íinilaa doo.**

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

> **(Kódíní)** **Kwíí dah'alzhinjį' binidíílnish . . .**
>
> - Hastą́ą́ wólta'jí: **Hastádiin dah'alzhin**
> - Hódahgo ólta'jí: **nánáhát'édiin dah'alzhin**
>
> **. . . bee ahíná'iiltááh doo choo'į́į da dóó t'áá choo'į́įgo bee na'anishgo bá haz'ánígóó t'áá ałah ałtso binidíílnish. Bee áhíná'iiltááh choo'į́ bee haz'áníjį' ahoolzhiizhgo náásgóó binanilnish dideeshniił, t'áá íídą́ą́' t'áá ni náás díníyáago éí t'áá áko. Neeznáá dah'alzhin hadziihgo nihił hodeeshnih.**
>
> **K'ad binidaałnish.**

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:

> **(Kódíní)** **Áłtsé ni'ádaałééh dóó Béésh nitsékeesí naalkidí, screen, anánígéés éí doodago bik'i'íłtih. Táá' dah'alzhinjį' deidiidzįįł dóó nihiinídadooch'i. T'áadoo yádaałti'í doo.**

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

> **Kódíní** **K'ad test binináádaałnish.**

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

> **Kódíní** **Naadiin dah'alzhin yidziih. Béédaałniih, bee áhíná'iiltááhá doo choo'į́ dóó t'áá choo'į́įgo bá haz'ánígíí t'áá áłah ałtso ádadoołííł díí oołkiłígóne'.**

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

> **Kódíní** **Neeznáá dah'alzhin yidziih ałtso binidíílnishjį'.**

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:

> **Kódíní** **K'ad binidaałnishígíí ni' ádaałééh. Test bina'anish k'ad ałtso bíighah azlį́į́.**
>
> **Hódahgo nishtł'ajígo menu sinilígíí "Review" bikáá'ígíí bik'i' iitsééh.**
>
> **"Review" menu haalkidgo yaago dííłkił "End of Section" bikáá'ígíí bik'i' iidíítsih.**
>
> **"Submit" bikáá'ígíí bik'i' iitsééh.**
>
> **"Yes" bikáá'ígíí bik'i' iitsééh.**

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	• 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).**
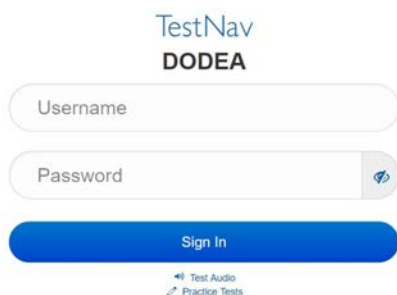
> **Kódíní**
>
> **Dííjį́, éí Ahíná'iiltááh Bíhwiiniłʼą́ą'ígíí bína'ídíkidgo dínóolʼįįł.**
>
> **T'áádoole'é atsiniltłʼish yee deiyíjeehígíí ła' sínídahígi nanijaahgo éí doo bee haz'ą́ą da. Bee hane'í bee hojilne', bee saad ałchʼįʼ ádajilʼį, eda'jile', dóó internet biyi'góó nazhnitá doo bee haz'ą́ą da. Atiniltłʼish yee deiyíjeehígíí doo bee łá da ádaatʼéhígíí, bee hane'í da éí anídanigiz dóó yadidíílnih. Atiniltłʼish yee deiyíjeehígíí doo nichʼįʼ łá dago díí test baa na'aldeehgo nanijaahgo éí test íinilaaígíí doo éí doo yídóoltah da.**

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)

> **Kódíní**
>
> **Bee azhdiits'a'í ajaa' bąą niná'niłí baa ádíílt'ih dóó nijaa' bąąh nidíílnił. Ei béésh nitsékeesí naalkidí, screen, hóyahgi "Sign on" ní éí biyaagi "Test audio" níigo saad bikáá'. Díí bik'i'iitsééh, bee azhdiits'a'í hodiits'a'ígíí yéego diits'a'gi nidíígis dóó test hahoolzhiizhgo hashtʼe' nidíígis.**

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

Instructions for Logging In

Kódíní	Ółta'í test biǫtickets dóó naaltsoos bik'i na'agazí bitaashniihgo t'áadoo íits'a'í nahísóotą́ą doo. Bee NIHIŁ HWEESHNE'GO ÍNDA béésh nitsékeesí bee test ą́ą' ádadoolííł.

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.

Kódíní	K'ad test biǫticket danół'į́ dóó ííshją́ą́h alą́ąjį' dóó akéédóó nízhi'ígíí t'áá ákót'éego bikáá' doo. Ticket doo neehólǫǫ dago yadidíílnih.

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: _____

> **Kódíní** **Bee test ál'íní test biọticket bikáagi ídzooígí bikáá' ánílééh.**
>
> (Áłtsé t'ịịdígo hodina'.)
>
> **K'ad ni username ticket bikáá' bá hazh'ánígi bikáá' ánílééh.**
>
> (Áłtsé t'ịịdígo hodina'.)
>
> **Ákone' nááná Password bá haz'ánígóne' bikáá' ánílééh.**
>
> (Áłtsé t'ịịdígo hodina'.)
>
> **K'ad éí "Sign In" bikáá'ígíí bik'i iitsééh.**
>
> (Áłtsé t'ịịdígo hodina'.)
>
> **Béésh nitsékeesí naalkidí, screen nishnáájí dóó hódahgi nízhi' bikáá'. Níníł'į, nízhi' doo ákót'ée dago yadiilnííh. Béésh nitsékeesí naalkidígíí, screen, éí k'ad Welcome nínígóne' siłkid doo. "Start" bikáá'ígíí bik'i iitsééh.**

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

> **Kódíní** **Béésh nitsékeesí naalkidí, screen, bikáá'ígíí yíníshta'go t'áá shikék'ehgóó bik'i'yíghał doo. Nishnáájígo béésh nitsékeesí naalkidí, screen bee dego dóó yaago naagizígíí, scrollbar, bee yíłkił doo.**
>
> **Dííjị, Unit 1, __** (8 — díkwííshịị wolta'ígíí bił hólne') **Ahíná'iiltááh Bíhwiinił'ą́ą́'ígíí Bína'ídíkid doo. Bee ahínída'iiltááh, calculator, éí t'áágééh binidíílnish.**
>
> **Nanídíkidgo daasdzohígíí hazhó'ó yínílta'. Na'ídíkidgo nát'ą́ą́', answer, baa hólne'ígíí éí kót'éego binanilnish nínígíí, directions, bik'ehgo ádanile'. Kót'éego binanilnish, directions, nínígíí answer binishínílnishígíí t'áá át'é bikáá' ánílééh níigo doodago baa hólne'go saad bikáá' ánílééh níigo éí ákódíílíił. Áko índa náyídóoltah. Answer bee nát'ą́ą́' ninánílnishígíí éí ei dik'ą́ągo ná'ásdzooígíí biyigóne' ádadíílííł. Ákót'éego t'éí ná yídóoltah.**
>
> **Nanídéékidgo answer doo nił bééhózin dago éí bí'dííłtł'óół, bookmark ádíílííł dóó test nááś bináánáalnish doo. T'áádoo bíighahjị' e'elkeedí ałtso íinilaago éí answer ádeinilaaígíí nídadínííł'ịị éí doodago bída'síníłtł'ónée binidíílnish.**

> **Kódíní** **Kojị' bik'eh test ádííłííłígíí ałtso baa hweeshne'. K'ad náasjị' binanilnish ni'doo'niidgo índa bididíílnish.**
>
> **Test binalnishgo ei bee test hadil'ínígíí doo hazhó'ó naalnish dago yadidíílnih, áko níká adeeshwoł. Test binanilnishgo test dóó onlinegóó bee bina'anishii bína'ídíłkidgo éí hái da níká adoolwoł da.**
>
> **Díí unit binishínílnishígíí ałtso náníł'į́'go yadidíílnih dóó** (unit ła' bináádínílnishgo:) **answer ádeinilaaígíí yah adííníł éí bee nił hodeeshnih.** (unit ła' doo bináádínílnish dago:) **answer ádeinilaaígíí yah adííníł éí bee nił hodeeshnih. Answers t'áá ałtso yah íinínilí éí t'áá íídą́ą́' binishínílnishígíí doo ạą ánídíídlííł da.**

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

Kódíní	A góne'
	Answer ádeinilaaígíí ałtso yah íínínilgo, t'áadoo íits'a'í sínídáa doo unit ííłtsojį'.
	B góne'
	Answer ádeinilaaígíí ałtso yah íínínilgo, ni'deeshnih.
	C góne'
	Answer ádeinilaaígíí ałtso yah íínínilgo, naaltsoos da yíníłta' doo éí doodago naaltsoos nich'į' bee lánígíí yíníłta'go unit ííłtsojį'.

| **Kódíní** | **Ha'át'íi da daats'í bína'ídíłkid?** |

Answer any questions.

Instructions for Starting the Test

Kódíní	**Béésh nitsékeesí naalkidí, screen, bitł'áahdi ninígéés.**
	(Áłtsé t'įįdígo hodina'.)
	Dik'ąągo ná'ásdzooígíí biyi'góne' Seal Code bikáá' ánílééh.
	(Áłtsé t'įįdígo hodina'.)
	"Start" bikáá'ígíí bik'i'iitsééh.
	(Áłtsé t'įįdígo hodina'.)
	K'ad éí test ąą'íinilaa doo.

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

| **Kódíní** | **Díí unit éí hastą́diin dah'alzhinjį' ałtso ádíílííł. Neeznáá dah'alzhin yidziihgo bee nihił hodeeshnih.** |
| | **K'ad binanilnish.** |

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:

> **Kódíní** Áłtsé ni'ádaałééh dóó Béésh nitsékeesí naalkidí, screen, anánígéés éí doodago bik'i'íłtih. Táá' dah'alzhinjj' deidiidzjjł dóó nihiinídadooch'i. T'áadoo yádaałti'í doo.

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

> **Kódíní** K'ad test bininááddaałnish.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

> **Kódíní** Neeznáá dah'alzhin yidziih.

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:

> **Kódíní** Test binanilnishígíí ni' ádaałééh. Ídahooł'ą́ą' bína'ídíkid bá hoo'a'yéę bíighah azlį́į'.
>
> Nishtł'ajígo hódadi menu "Review" bikáá'ígíí bik'i iitsééh."
>
> Haalkidgo dabikáá'ígíí, menu, yaa dííłkiłgo "End of Section" bikáá'ígíí bik'i iidíítsih.
>
> "Submit" bikáá'ígíí bik'i iidíítsih.
>
> "Yes" bikáá'ígíí bik'i' iidíítsih.

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).**
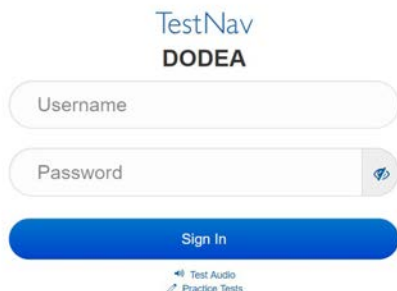
> **Kódíní**
>
> **Dííjį́, éí Ahíná'iiltááh Bíhwiinil'ą́ą'ígíí bína'ídíkidgo dínóol'įįł.**
>
> **T'áádoole'é atsiniltł'ish yee deiyíjeehígíí ła' sínídahígi nanijaahgo éí doo bee haz'ą́ą da. Bee hane'í bee hojilne', bee saad ałch'į' ádajil'į́, eda'jile', dóó internet biyi'góó nazhnitá doo bee haz'ą́ą da. Atiniltł'ish yee deiyíjeehígíí doo bee łá da ádaat'éhígíí, bee hane'í da éí anídanigiz dóó yadidíílnih. Atiniltł'ish yee deiyíjeehígíí doo nich'į' łá dago díí test baa na'aldeehgo nanijaahgo éí test íinilaaígíí doo yídóoltah da.**

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)

> **Kódíní**
>
> **Bee azhdiits'a'í ajaa' bąą niná'niłí baa ádííłt'ih dóó nijaa' bąąh nidíílnił. Ei béésh nitsékeesí naalkidí, screen, hóyahgi "Sign on" ní éí biyaagi "Test audio" níigo saad bikáá'. Díí bik'i'iitsééh, bee azhdiits'a'í hodiits'a'ígíí yéego diits'a'gi nidíígis dóó test hahoolzhiizhgo hasht'e' nidíígis.**

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

Instructions for Logging In

Kódíní	Ółta'í test biotickets dóó naaltsoos bik'i na'agazí bitaashniihgo t'áadoo íits'a'í nahísóotą́ą doo. Bee NIHIŁ HWEESHNE'GO ÍNDA béésh nitsékeesí bee test ą́ą' ádadoolííł.

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.

Kódíní	K'ad test bioticket danółʼį́ dóó ííshją́ą́h alą́ąjį' dóó akéédóó nízhi'ígíí t'áá ákót'éego bikáá' doo. Ticket doo neehólǫ́ǫ dago yadidíílnih.

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.

<table>
<tr>
<td>**Kódíní**</td>
<td>

Bee test ál'íní test biǫticket bikáagi ídzooígi bikáá' ánílééh.

(Áłtsé t'jǫdígo hodina'.)

K'ad ni username ticket bikáá' bá hazh'ánígi bikáá' ánílééh.

(Áłtsé t'jǫdígo hodina'.)

Ákone' nááná Password bá haz'ánígóne' bikáá' ánílééh.

(Áłtsé t'jǫdígo hodina'.)

K'ad éí "Sign In" bikáá'ígíí bik'i' iitsééh.

(Áłtsé t'jǫdígo hodina'.)

Béésh nitsékeesí naalkidí, screen nishnáájí dóó hódahgi nízhi' bikáá'. Níníł'į́, nízhi' doo ákót'ée dago yadiilnííh. Béésh nitsékeesí naalkidígíí, screen, éí k'ad Welcome nínígóne' siłkid doo. "Resume" button bikáá'ígíí bik'i iitsééh.

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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

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<td>**Kódíní**</td>
<td>

Béésh nitsékeesí naalkidí, screen, bikáá'ígíí yíníshta'go t'áá shikék'ehgóó bik'i'yíghał doo. Nishnáájígo béésh nitsékeesí naalkidí, screen bee dego dóó yaago naagizígíí, scrollbar, bee yíłkił doo.

Dííjį, Unit __ (unit yinídadiilnishígíí bá ánílééh) **, ____ kwíí wólta'góne'** (díkwííshįį wólta'ígíí doodago baa ólta'ígíí ánílééh)**, Ahíná'iiltááh Bíhwiinił'ą́ą'ígíí Bína'ídíkid doo. Bee ahínída'iiltááh, calculator, éí t'áágééh binidíílnish.**

Nanídíkidgo daasdzohígíí hazhó'ó yíníłta'. Na'ídíkidgo nát'ą́ą́, answer, baa hólne'ígíí éí kót'éego binanilnish nínígíí, directions, bik'ehgo ádanile'. Kót'éego binanilnish, directions, nínígíí answer binishínílnishígíí t'áá át'é bikáá' ánílééh níigo doodago baa hólne'go saad bikáá' ánílééh níigo éí ákódíílííł. Áko índa náyídóoltah, credit nádoolnííł.

Answer bee nát'ą́ą́' ninánílnishígíí éí ei dik'ą́ągo ná'ásdzooígíí biyigóne' ádadííliił. Ákót'éego t'éí ná yídóoltah.

Nanídéékidgo answer doo nił bééhózin dago éí bí'dííttł'óół, bookmark ádíílííł dóó test náás bináánáalnish doo. T'áádoo bíighahjj' e'elkeedí ałtso íinilaago éí answer ádeinilaaígíí nídadínííl'jjł éí doodago bída'síníłtł'ónée binidíílnish.

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<td>**Kódíní**</td>
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Kojį' bik'eh test ádíílííłígíí ałtso baa hweeshne'. K'ad náasjį' binanilnish ni'doo'niidgo índa bididíílnish.

Test binalnishgo ei bee test hadil'ínígíí doo hazhó'ó naalnish dago yadidíílnih, áko níká adeeshwoł. Test binanilnishgo test dóó onlinegóó bee bina'anishii bína'ídíłkidgo éí hái da níká adoolwoł da.

Díí unit binishínílnishígíí ałtso náníl'jį'go yadidíílnih dóó (unit ła' bináádínílnishgo:) **nswer ádeinilaaígíí yah adíínił éí bee nił hodeeshnih.** (unit ła' doo bináádínílnish dago:) **answer ádeinilaaígíí yah adíínił éí bee nił hodeeshnih. Answers t'áá ałtso yah íínínilí éí t'áá íídą́ą́' binishínílnishígíí doo ąą ánídíídlííł da.**

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

Kódíní	A góne'
	Answer ádeinilaaígíí ałtso yah íínínilgo, t'áadoo íits'a'í sínídáa doo unit ííłtsojį'.
	B góne'
	Answer ádeinilaaígíí ałtso yah íínínilgo, ni'deeshnih.
	C góne'
	Answer ádeinilaaígíí ałtso yah íínínilgo, naaltsoos da yíníłta' doo éí doodago naaltsoos nich'į' bee lánígíí yíníłta'go unit ííłtsojį'.

| **Kódíní** | **Ha'át'íi da daats'í bína'ídíłkid?** |

Answer any questions.

Instructions for Starting the Test

Kódíní	**Béésh nitsékeesí naalkidí, screen, bitł'áahdi ninígéés.**
	(Áłtsé t'įįdígo hodina'.)
	Dik'áągo ná'ásdzooígíí biyi'góne' Seal Code bikáá' ánílééh.
	(Áłtsé t'įįdígo hodina'.)
	"Start" bikáá'ígíí bik'i'iitsééh.
	(Áłtsé t'įįdígo hodina'.)
	K'ad éí test ąą'íinilaa doo.

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

Kódíní	**Kónízahjį' nihá haz'á . . .**
	• Hastą́ą́ dóó tseebíí dayółta'ígíí: **hastą́diin dah'alzhinjį'**
	• Hódahgo ólta'ígíí: **náhást'édiin dah'alzhinjį'**
	. . . díí unit ałtso binidadoołnish. Neeznáá dah'alzhin hadziihgo nihił hodeeshnih.
	K'ad binidaałnish.

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:

> **Kódíní** Áłtsé ni'ádaałééh dóó Béésh nitsékeesí naalkidí, screen, anánígéés éí doodago bik'í'íłtih. Táá' dah'alzhinjį' deidiidzįįł dóó nihiinídadooch'i. T'áadoo yádaałti'í doo.

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

> **Kódíní** K'ad test binináádaałnish.

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

> **Kódíní** Neeznáá dah'alzhin yidziih.

Continue to actively proctor while students are testing.

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

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:

> **Kódíní**
>
> **Test binanilnishígíí ni' ádaałééh.**
>
> **Nishtł'ajígo hódadi menu "Review" bikáá'ígíí bik'i iitsééh, éí haalkidgo dabikáá'ígíí yaa díítkiłgo "End of Section" bikáá'ígíí bik'i iidíítsih.**
>
> (Hódahgo ólta' Unit 2 and Hastą́ą́ dóó Tseebíí wólta'jí Unit 2:) **"Submit" bikáá'ígíí bik'i' iidíítsééh.**
>
> **"Yes" bikáá'ígíí bik'i' iitsééh díí unit biyi'dóó nahjj' hadeeshááł nínízingo.**
>
> (Hastą́ą́ dóó Tseebíí wólta'jí Unit 3:) **"Submit Final Answers" bikáá'ígíí bik'i' iitsééh.**
>
> **"Yes, Submit Final Answers" bikáá'ígíí bik'i' iidíítsih test biyi'dóó nahgóó hanináahgo.**
>
> **K'ad éí testing tickets dóó naaltsoos bik'i na'agazí náhideeshłah.**

- 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.