

## 4.12 Script for Administering English Language Arts/Literacy (ELA/L)


The administration script under Section 4.12.1 will be used for all units for the ELA/L Test. On the first read through, TAs are required to adhere to the scripts provided in this manual for administering the CCRS summative assessment. Read word-for-word the bold instructions in each SAY box to students. You may not modify or paraphrase the wording in the SAY boxes. Some of the SAY boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. Some directions may differ slightly by unit and are noted within the administration script.

### 4.12.1 Grades 3 – 8 & 10 ELA/Literacy – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 3: 75 Minutes Grades 4–8 & 10: 90 Minutes	<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>				
Unit 2	Grade 3: 75 Minutes Grades 4–8 & 10: 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>				


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

Test Administrators must make sure all testing devices are turned on and have the TestNav application open. Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section). Make sure all headphones are plugged in prior to launching TestNav.

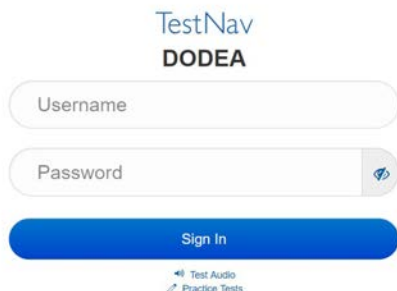
 <p><b>Kódíní</b></p>	<p><b>Dííj, éí Bilagáana Bizaad Bee Áda’ool’jít dóó Bee Yáti’/wólta’ dóó bee na’adzo Bihwiiniit’áq’ígíí Bina’ídíkid doo.</b></p> <p><b>T’áadoole’é atsinilt’ish yee deiyíjeehígíí ta’ sínídahígi nanijaahgo éí doo bee haz’áq da. Bee hane’í bee hojilne’, bee saad ałch’j’ ádajil’j, eda’jile’, dóó internet biyi’góó nazhnitá doo bee haz’áq da. Atinilt’ish yee deiyíjeehígíí doo bee lá da ádaat’éhígíí, bee hane’í da éí anídanigiz dóó yadidílnih. Atinilt’ish yee deiyíjeehígíí doo nich’j’ lá dago díí test baa na’aldeehgo nanijaahgo éí test ínilaaígíí doo yídóoltah da.</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

 <p><b>Kódíní</b></p>	<p><b>Bee azhdiits’a’í ajaa’ baq niná’nií baa ádííft’ih dóó nijaa’ baqah nidíílniit. Ei béesh 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 nidígis dóó test hahoolzhiizhgo hasht’e’ nidígis.</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>Kódíni</b>	<p>T'áadoo íits'a'í nahísóotá díí testing tickets dóó naaltsoos bik'i na'agazí naashnih biná. Test ᐱᐱ'ÓÓLÉÉH LÁGO k'ad nihidíiniidgo índa.</p>
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Distribute scratch paper and student testing tickets. Make sure students have pencils.

<b>Kódíni</b>	<p>K'ad test biqticket danó'í dóó íshjáh aláajj' dóó akéédóó nízh'i'ígíí t'áá ákót'éego bikáá' doo. Ticket doo neehólóq dago yadidílnih.</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>Kódíní</b></p>	<p><b>Bee test ál'íní test biqticket bikáagi ídzooigi bikáá' ánilééh.</b> (Áłtsé t'jjdigo hodina'.)</p> <p><b>K'ad ni username ticket bikáá' bá hazh'ánigi bikáá' ánilééh</b> (Áłtsé t'jjdigo hodina'.)</p> <p><b>Ákone' náaná Password bá haz'ánigóne' bikáá' ánilééh</b> (Áłtsé t'jjdigo hodina'.)</p> <p><b>K'ad éi "Sign In" bikáá'ígíi bik'i' iitsééh</b> (Áłtsé t'jjdigo hodina'.)</p> <p><b>Béesh nitsékeesí naalkidí, screen nishnáájí dóó hódahgi nízhi' bikáá'. Níní'í, nízhi' doo ákót'ée dago yadiilníh. Béesh nitsékeesí naalkidígíi, screen, éi k'ad Welcome nínigóne' siłkid doo. "Start" button bikáá'ígíi bik'i' iitsééh.</b></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**

<p><b>Kódíní</b></p>	<p><b>Béesh nitsékeesí naalkidí, screen, bikáá'ígíi yínishta'go t'áá shikék'ehgóó bik'i'yíghat doo. Nishnáájigo béesh nitsékeesí naalkidí, screen bee dego dóó yaago naagizígíi, scrollbar, bee yítłit doo.</b></p> <p><b>Dííjj, Unit __ (unit yinídadiilnishígíi bee bił hólne') kwíi wólta'góne' __ (díkwíishjí wolta'góne' bił hólne'), Bilagáana Bizaad Bee Áda'ool'jjt dóó Bee Yáti'/wólta' dóó bee na'adzo Bihwiini'áą'ígíi Bina'idíkid doo.</b></p> <p><b>Nanídíkidgo daasdohígíi hazh'ó'ó yíníłta'. Na'idíkidgo nát'áą', response, baa hólne'ígíi éi kót'éego binanilnish nínígíi, directions, bik'ehgo ádanile'.</b></p> <p><b>Nanídíkidgo ła' ánididooniit, na'idéekidígíi nát'áą' baa hadíidzih nidi'doo'niit. Béesh nitsékeesí biqscreen biyi'jj' bik'i' díłłhíit. Nitsaa bá haz'áądoo. Ba yáníłł'go bá haz'ánée biláágo ániléehgo díi screen bee naagizi, scroll bar hadoolkiit. Éi bee t'áą' nídiłłkiit dóó saad iinilaagíi nídiłłit. Saad bá haz'ánigóne' iinilaagíi t'éiyá náyídóoltah, score nádoolniit.</b></p> <p><b>Nanidéekidgo answer doo nił bééhózin dago éi bí'díłł'óót, bookmark ádiłłit dóó test náas bináánaalnish doo. T'áádoo biighahjj' e'elkeedí altso iinilaago éi answer ádeinilaagíi nídadínił'jjt éi doodago bída'síníłł'ónée binidíłłnish.</b></p>
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 <p><b>Kódini</b></p>	<p>Kojj' béesh nitsékeesí naalkid, screen, bik'ehgo test ájii'jjhígíí attso haalkid doo. K'ad ni'doo'niidgo índa náásgoo binanilnish doo.</p> <p>Bilagáana bizaad éi doodago ha'oodziigo saad biyaa da'idzo doo. Kót'éhígíí yiniitsáago biyaa ídzooígíí bik'i iidíitsih bee niládéé' saad ááh yiniínígíí nich'j' hadoolkit.</p> <p>Test binishínlínishígíí attso náníníl'jj'go yadidílnih bee test bina'anishí, testing device, doo hazh'óó naalnish dago, áko níká adeeshwoł. Bihwiini'áá'ii bina'idíkid dóó online bee na'anishí éi doo bee áká anáshwo' da.</p> <p>Díi unit binishínlínishígíí attso nídáníníl'jj'go, yadidílnih dóó (unit náána'á' bidínlínishgo:) answers ádeinilaagíí yah adíiniit nidideeshniit. (unit doo á' bináádínílnish dago:) answers ádeinilaagíí yah adíiniit nidideeshniit. Áádóó testing tickets dóó naaltsoos bik'i na'agazí náhideeshłah. Test attso atch'j' ánéiniidlaago éi doo áá'ánidíídlíit da.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your STC).

 <p><b>Kódini</b></p>	<p>A góne'</p> <p><b>Answer ádeinilaagíí attso yah íniínilgo, t'áadoo íits'a'í sínidáa doo unit ííttsojj'.</b></p>
	<p>B góne'</p> <p><b>Answer ádeinilaagíí attso yah íniínilgo, ni'deeshnih.</b></p>
	<p>C góne'</p> <p><b>Answer ádeinilaagíí attso yah íniínilgo, naaltsoos da yínífta' doo éi doodago naaltsoos nich'j' bee lánígíí yínífta'go unit ííttsojj',</b></p>

 <p><b>Kódini</b></p>	<p>Ha'át'ii da daats'í bina'idíítkid?</p>
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Answer any questions.

**Instructions for Starting the Test**

 <p><b>Kódini</b></p>	<p>Béesh nitsékeesí naalkidí, screen, bit'áahdi ninigéés. (Átsé t'jjdigo hodina'.)</p> <p><b>Dik'áago ná'ásdzooígíí biyi'góne' Seal Code bikáá' ánílééh.</b> (Átsé t'jjdigo hodina'.)</p> <p><b>"Start" bikáá'ígíí bik'i'iitsééh.</b> (Átsé t'jjdigo hodina'.)</p> <p><b>K'ad éi íhwiini'áá' bina'idíkid, test, hadil'ínígóne' níniítkid doo.</b></p>
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Pause to make sure all students are in the correct unit.

<p><b>Kódíní</b></p> <p><b>Grade 3</b></p>	<p><b>Díí test binanilnishgo kónízahjǫ́ ná haz'á . . .</b> (Unit biní'diinishígíí baa hólne')</p> <p>Táá' wólta' Unit 1: <b>tsostsidiin dóó bi'aan ashdla' dah'alzhin</b> T'áá' wolta'ígíí Unit 2: <b>tsostsidiin dóó bi'aan ashdla' dah'alzhin</b> . . . <b>díí unit altso ádííliitǫ́. Neeznáa dah'alzhin yidziihgo nihit hodeeshnih.</b></p>
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<p><b>Kódíní</b></p> <p><b>Grades 4–11</b></p>	<p><b>Díí test binanilnishgo kónízahjǫ́ ná haz'á . . .</b> (Unit biní'diinishígíí baa hólne')</p> <p>Díí' wólta' ǫ́ tseebíijǫ́ dóó Neeznáa wólta'jj' Unit 1: <b>Náhást'édiin dah'alzhinjj'</b> Díí' wólta' ǫ́ tseebíijǫ́ dóó Neeznáa wólta'jj' Unit 2: <b>Náhást'édiin dah'alzhinjj'</b> . . . <b>díí unit altso ádííliitǫ́. Neeznáa dah'alzhin yidziihgo nihit hodeeshnih.</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:


<p><b>Kódíní</b></p>	<p><b>Áłtsé ni'ádaałééh dóó Béesh nitsékeesí naalkidí, screen, anánígéés éí doodago bik'í'ítih. Táá' dah'alzhinjj' deidiidzǫ́ dóó nihiinidadooch'i. T'áadoo yádaaǫ́'í doo.</b></p>
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After taking a classroom break, be sure students are seated and device screens are visible:

 <b>Kódíní</b>	<b>K'ad test binináadaatnish.</b>
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**Instructions for When 10 Minutes of Unit Time Remain**

When 10 minutes of unit time remain,


 <b>Kódíní</b>	<b>Neeznáá dah'alzhin yidziih.</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>Kódíní</b>	<p><b>Test binanilnishígíí ní' ádaat'ééh. Test binidaatnish bá hoo'a'ígíí bíighah azljjí'.</b></p> <p><b>Nishtl'ajígo hódadi menu "Review" bikáá'ígíí bik'i iitsééh, éi haalkidgo dabikáá'ígíí yaa díítkiigo "End of Section" bikáá'ígíí bik'i iidítsih.</b></p> <p><b>"Submit final answers bikáá'ígíí bik'i' iitsééh. Ákwe'é ánidooniit "Díí t'áá nahjj' hajigháhá doo yah anáhóót'i' da.</b></p> <p><b>(Unit 1 biniyé:) "Submit" bikáá'ígíí bik'i' iitsééh.</b></p> <p><b>"Yes" bikáá'ígíí bik'i' iitsééh.</b></p> <p><b>(Unit 2 biniyé:) "Submit Final Answers" bikáá'ígíí bik'i' iitsééh áko test bits'adíináát.</b></p> <p><b>K'ad éi testing ticket dóo naaltsoos bik'i na'agazí náhideeshlah.</b></p>
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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 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.