

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"> • 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).**

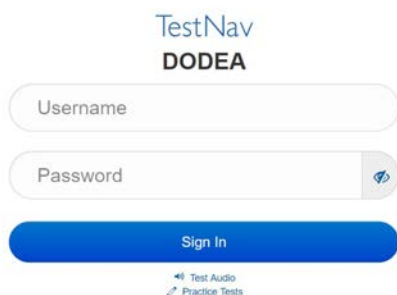
 <p>Di</p>	<p>Jodi a, ou pral pran Evalyasyon Matematik la.</p> <p>Ou pa gendwa gen okenn lòt aparèy elektwonik nan biwo w, ke aparèy pou fè tèks la. Fè apèl, voye tèks mesaj, fè foto, ak navige sou entènèt la pa otorize. Si w gen nenpòt aparèy elektwonik ki pa apwouve nan men ou, tankou telefòn selilè, tanpri fèmen yo epi leve men w. Si yo jwenn ou genyen aparèy elektwonik ki pa apwouve nan men ou pandan tèks la, yo ka pa bay nòt tèks ou a.</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>Di</p>	<p>Asire w ke kas ekoutè w yo ploge epi kite yo ouvè. Sou ekran ou a ki anba a bouton "Enskripsyon an" gen yon lyen ki rele "Tèks Odyo." Chwazi lyen an pou asire w ke ou ka tandè nan kas ekoutè w lan epi ajiste volim nan nivo ki pi wo a. Ou ka ajiste volim tèks lan apre ou kòmanse.</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

Di	<p>Tanpri chita trankil pandan m ap distribye tikè tèl elèvyo ak papyè bouyon an.</p> <p>PA konekte jiskaske mwen di ou fè sa.</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.

Di	<p>Koulye a, gade nan tikè tèl elèv ou a epi asire w ke li gen non ou ak siyati sou li. Leve men ou si ou pa gen tikè <u>ou</u>.</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.

<p>STUDENT TESTING TICKET THIS IS A SECURE DOCUMENT</p> <p>Student Name: PIUBDT, PBXZWY TT</p> <p>Student Identifier (ID): 1151122225</p> <p>Session: Grade 6 Math Online Grade 6 1</p> <p>Test: Grade 6 Math</p> <p>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.</p> <p>Please wait for the instructions from the proctor before proceeding.</p> <hr/> <p>➡ Select DoDEA in the application.</p> <p>TestNav Username: 8845561452</p> <p>TestNav Password: 087594</p> <p>Testing Device: _____</p>

Di	<p>Ekri aparèy tèl la nan espas yo bay sou tikè a. (Poz.)</p> <p>Koulye a, antre non itilizatè ou a jan yo montre sou tikè w la. (Poz.)</p> <p>Aprè sa, antre mòdpas la jan li parèt sou tikè w la. (Poz.)</p> <p>Koulye a, chwazi bouton "Enskri" an. (Poz.)</p> <p>Jwenn non w nan kwen anwo dwat ekran an. Si non ou wè a pa pou ou, tanpri leve men ou. Kounnye a ou ta dwe sou ekran Byenveni an. (Pou Inite 1:) Chwazi bouton "Kòmansè". (Pou Inite 2 oswa 3:) Chwazi bouton "Reprann".</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

Di	<p>Swiv pandan m ap li enstriksyon yo sou ekran an. Ou ka bezwen sèvi ak ba dewoulan liv la sou bò dwat la pou swiv ansanm.</p> <p>Jodi a, ou pral pran Inite __ (ranpli inite ki apwopriye a) nan Klas __ (klas 3, 4, oswa 5 — chwazi nivo klas ki apwopriye a) Egzamen Matematik. Ou p ap kapab itilize yon kalkilatri.</p> <p>Li chak kesyon. Aprè sa, swiv enstriksyon yo pou reponn chak kesyon. Si yon kesyon mande pou ou montre oswa eksplike travay ou, ou dwe fè sa pou resevwa tout kredi. Antre repons ou an nan bwat ki bay sou ekran ou a. Se sèlman repons ki antre nan bwat repons lan k'ap jwenn nòt.</p> <p>Si ou pa konnen repons pou yon kesyon, ou ka make li epi ale nan pwochen kesyon an. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou ka make makè yo.</p>
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Di	<p>Sa a se nan fen direksyon tèl yo. Pa kontinye jiskaske yo di w pou w fè sa.</p> <p>Pandan tèl la, leve men w si w gen nenpòt difikilte ak aparèy tèl ou a, pou m ka ede w. Mwen p ap kapab ede w ak kesyon egzamen an oswa zouti sou entènèt yo pandan egzamen an.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your STC).

Di	OPSYON A Apri ou fin soumèt repons ou yo, chita tou dousman jiskaske inite a fini.
	OPSYON B Apri ou fin soumèt repons ou yo, mwen pral ranvwaye ou.
	OPSYON C Apri ou fin soumèt repons ou yo, ou ka li yon liv oswa lòt materyèl otorize jiskaske inite a fini.

Di	Èske ou gen nenpòt kesyon?
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Answer any questions.

Instructions for Starting the Test

Di	Deplase nan pati anba a nan ekran an. (Poz.)
	Antre Kòd So yo bay nan bwat la jan sa endike a. (Poz.)
	Chwazi bouton "Kòmanse". (Poz.)
	Kounnye a ou ta dwe nan tès la.

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

Di	Ou pral gen 60 minit pou konplete inite sa a. M ap fè w konnen lè w gen 10 minit ki rete nan tès la. Ou ka kòmanse travay kounnye a.
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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:

Di	Tanpri sispann epi kouvri oswa fèmen ekran ou a. Nou pral pran yon ti repo an silans pou twa minit. Pa gen dwa pale.
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After taking a classroom break, be sure students are seated and device screens are visible:

Di	Kounye a ou ka rekòmanse tès la.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Di	Ou gen 10 minit ki rete.
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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:

Di

Sispann travay. Tan tès la kounye a fini.

Chwazi meni dewoulan "Revizyon" ki nan kwen anlè gòch tès ou a.

Apati de meni "Revizyon" an, dewoule jis anba chwazi "Fen seksyon."

(Pou Inite 1 ak 2:) Chwazi bouton "Soumèt".

Chwazi bouton "Wi" pou sòti nan inite a.

(Pou Inite 3:) Chwazi bouton "Soumèt repons final yo".

Chwazi "Wi, soumèt repons final la." bouton.

Koulye a, mwen pral ranmase tikè tès elèv ou a ak papyè bouyon an.

- 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"> • 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).**

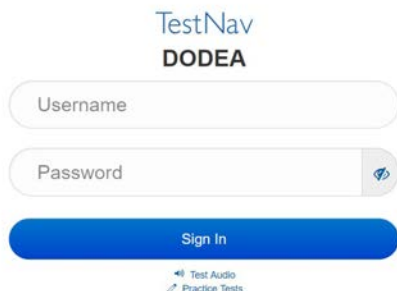
 <p>Di</p>	<p>Jodi a, ou pral pran Evalyasyon Matematik la.</p> <p>Ou pa gendwa gen okenn lòt aparèy elektwonik nan biwo w, ke aparèy pou fè tèks la. Fè apèl, voye tèks mesaj, fè foto, ak navige sou entènèt la pa otorize. Si w gen nenpòt aparèy elektwonik ki pa apwouve nan men ou, tankou telefòn selilè, tanpri fèmen yo epi leve men w. Si yo jwenn ou genyen aparèy elektwonik ki pa apwouve nan men ou pandan tèks la, yo ka pa bay nòt tèks ou a.</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>Di</p>	<p>Asire w ke kas ekoutè w yo ploge epi kite yo ouvè. Sou ekran ou a ki anba a bouton "Enskripsyon an" gen yon lyen ki rele "Tèks Odyo." Chwazi lyen an pou asire w ke ou ka tandè nan kas ekoutè w lan epi ajiste volim nan nivo ki pi wo a. Ou ka ajiste volim tèks lan apre ou kòmanse.</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

Di Tanpri chita trankil pandan m ap distribye tikè tèl elèvyo ak papye bouyon an. PA konekte jiskaske mwen di ou fè sa.

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.

Di Koulye a, gade nan tikè tèl elèv ou a epi asire w ke li gen non ou ak siyati sou li. Leve men ou si ou pa gen tikè ou.

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>Di</p>	<p>Ekri aparèy tèl la nan espas yo bay sou tikè a. (Poz.)</p> <p>Koulye a, antre non itilizatè ou a jan yo montre sou tikè w la. (Poz.)</p> <p>Aprè sa, antre mòdpas la jan li parèt sou tikè w la. (Poz.)</p> <p>Koulye a, chwazi bouton "Enskri" an. (Poz.)</p> <p>Jwenn non w nan kwen anwo dwat ekran an. Si non ou wè a pa pou ou, tanpri leve men ou. Kounnye a ou ta dwe sou ekran "Byenveni" an. Chwazi bouton "Kòmanse" pou Inite a1.</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 Unit 1

 <p>Di</p>	<p>Swiv pandan m ap li enstriksyon yo sou ekran an. Ou ka bezwen sèvi ak ba dewoulan liv la sou bò dwat la pou swiv ansanm.</p> <p>Jodi a, ou pral pran Inite 1 nan __ (klas 6 oswa kou ki apwopriye a) Egzamen Matematik. Inite 1 a gen de seksyon. Nan premye seksyon an, ou pa gendwa sèvi ak yon kalkilatri. Nan dezyèm seksyon an, ou ka itilize yon kalkilatri. Ou p ap pèmèt pou retounen nan premye seksyon tèl la apre ou kòmanse seksyon kalkilatri la. Ou dwe ranpli tou de seksyon ki pa kalkilatri la ak seksyon kalkilatri nan Inite 1 a nan tan yo pèmèt yo.</p> <p>Li chak kesyon. Apre sa, swiv enstriksyon yo pou reponn chak kesyon.</p> <p>Si yon kesyon mande pou ou montre oswa eksplike travay ou, ou dwe fè sa pou resevwa tout kredi. Antre repons ou an nan bwat ki bay sou ekran ou a. Se sèlman repons ki antre nan kare repons lan ap bay nòt.</p> <p>Si ou pa konnen repons pou yon kesyon, ou ka make li epi ale nan pwochen kesyon an. Lè ou fini premye seksyon an, ou gendwa revize repons ou yo ak nenpòt kesyon ou ka make nan seksyon sa a SÈLMAN. Yon fwa w fin revize repons ou yo, kontinye nan seksyon kalkilatri la lè w soumèt repons yo pou premye seksyon an. Leve men ou si w bezwen asistans pou kontinye nan seksyon kalkilatri la.</p>
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 <p>Di</p>	<p>SE OPSYONEL SI W AP UTILIZE KALKILILATRIS PÒTAB: Leve men ou pou resevwa kalkilatri ou a lè ou pare pou ale nan seksyon kalkilatri la.</p>
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Di	<p>Sa a se fen direksyon ki sou ekran ou a. Pa kontinye jiskaske yo di w pou w fè sa.</p> <p>Pandan tèks la, leve men w si w gen nenpòt difikilte ak aparèy tèks ou a, pou m ka ede w. Mwen p ap kapab ede w ak kesyon egzamen an oswa zouti sou entènèt yo pandan egzamen an.</p> <p>Yon fwa ou fin tcheke travay ou nan seksyon kalkilatis la, leve men ou epi (Si w ap kontinye nan yon lòt inite:) M ap baw enstriksyon pou soumèt repons ou yo. (Si w pa kontinye nan yon lòt inite:) M ap baw enstriksyon pou soumèt repons ou yo. Yon fwa ou soumèt repons ou yo, ou pa dwe konekte ankò.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your STC).

Di	<p>OPSYON A</p> <p>Apre ou fin soumèt repons ou yo, chita tou dousman jiskaske inite a fini.</p>
	<p>OPSYON B</p> <p>Apre ou fin soumèt repons ou yo, mwen pral ranvwaye ou.</p>
	<p>OPSYON C</p> <p>Apre ou fin soumèt repons ou yo, ou ka li yon liv oswa lòt materyèl otorize jiskaske inite a fini.</p>

Di	<p>Èske ou gen nenpòt kesyon?</p>
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Answer any questions.

Instructions for Starting the Test

Di	<p>Deplase nan pati anba a nan ekran an.</p> <p>(Poz.)</p> <p>Antre Kòd So yo bay nan bwat la jan sa endike a.</p> <p>(Poz.)</p> <p>Chwazi bouton "Kòmanse".</p> <p>(Poz.)</p> <p>Kounnye a ou ta dwe nan tèks la.</p>
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Pause to make sure all students are in the correct unit.



Ou pral genyen. . .

- Klas 6: **60** minit
- Lekòl Segondè: **90** minit

. . . pou konplete tou de seksyon ki pa kalkilatrè ak kalkilatrè nan inite sa a. Lè gen **20** minit tan tè la ki rete, m ap raple w pou w ale nan seksyon kalkilatrè la, si w poko fè sa. Mwen pral fè w konnen tou lè w gen **10** minit tan tè la ki rete.

Ou ka kòmanse travay kounye a.

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:



Tanpri sispann epi kouvri oswa fèmen ekran ou a. Nou pral pran yon ti repo an silans pou twa minit. Pa gen dwa pale.

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

Di	Kounye a ou ka rekòmanse tè s la.
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Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

Di	Ou gn 20 minit ki rete. Kòm yon rapèl, seksyon ki pa pou kalkilatri ak sa ki pou kalkilatri yo dwe ranpli nan tan sa a.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Di	Ou gen 10 minit ki rete.
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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:

Di	<p>Sispann travay. Tan tè s la kounye a fini.</p> <p>Chwazi meni dewoulan "Revizyon" ki nan kwen anlè gòch tè s ou a.</p> <p>Apati de meni "Revizyon" an, dewoule jis anba chwazi "Fen seksyon."</p> <p>Chwazi bouton "Soumèt".</p> <p>Chwazi bouton "Wi" pou sòti nan inite a.</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 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"> • 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 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).**

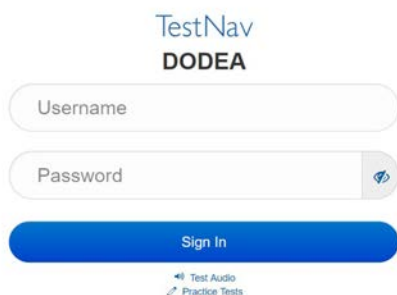
Di	<p>Jodi a, ou pral pran Evalyasyon Matematik la.</p> <p>Ou pa gendwa gen okenn lòt aparèy elektwonik nan biwo w, ke aparèy pou fè tèl la. Fè apèl, voye tèks mesaj, fè foto, ak navige sou entènèt la pa otorize. Si w gen nenpòt aparèy elektwonik ki pa apwouve nan men ou, tankou telefòn selilè, tanpri fèmen yo epi leve men w. Si yo jwenn ou genyen aparèy elektwonik ki pa apwouve nan men ou pandan tèl la, yo ka pa bay nòt tèl ou a.</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)

Di	<p>Asire w ke kas ekoutè w yo ploge epi kite yo ouvè. Sou ekran ou a ki anba a bouton "Enskripsyon an" gen yon lyen ki rele "Tès Odyo." Chwazi lyen an pou asire w ke ou ka tande nan kas ekoutè w lan epi ajiste volim nan nivo ki pi wo a. Ou ka ajiste volim tèl lan apre ou kòmanse.</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

Di	<p>Tanpri chita trankil pandan m ap distribye tikè tèl elèv yo ak papye bouyon an. PA konekte jiskaske mwen di ou fè sa.</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.

Di	<p>Koulye a, gade nan tikè tèl elèv ou a epi asire w ke li gen non ou ak siyati sou li. Leve men ou si ou pa gen tikè <u>ou</u>.</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.

<p>STUDENT TESTING TICKET THIS IS A SECURE DOCUMENT</p> <p>Student Name: PIUBDT, PBXZWY TT</p> <p>Student Identifier (ID): 1151122225</p> <p>Session: Grade 6 Math Online Grade 6 1</p> <p>Test: Grade 6 Math</p> <p>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.</p> <p>Please wait for the instructions from the proctor before proceeding.</p> <hr/> <p>🔊 Select DoDEA in the application.</p> <p>TestNav Username: 8845561452</p> <p>TestNav Password: 087594</p> <p>Testing Device: _____</p>

Di	Ekri aparèy tèl la nan espas yo bay sou tikè a. (Poz.)
	Koulye a, antre non itilizatè ou a jan yo montre sou tikè w la. (Poz.)
	Aprè sa, antre mòd pas la jan li parèt sou tikè w la. (Poz.)
	Koulye a, chwazi bouton "Enskri" an. (Poz.)
	Jwenn non w nan kwen anwo dwat ekran an. Si non ou wè a pa pou ou, tanpri leve men ou. Kounnye a ou ta dwe sou ekran "Byenveni" an. Chwazi bouton "Kòmanse".

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

Di	Swiv pandan m ap li enstriksyon yo sou ekran an. Ou ka bezwen sèvi ak ba dewoulan sou bò dwat la pou swiv ansanm.
	Jodi a, w ap pran Inite 1 nan Egzamen Matematik Klas __ (8 — chwazi nivo klas ki apwopriye a). Ou p ap kapab itilize yon kalkilatris.
	Li chak kesyon. Aprè sa, swiv enstriksyon yo pou reponn chak kesyon. Si yon kesyon mande pou ou montre oswa eksplike travay ou, ou dwe fè sa pou resevwa tout kredi. Antre repons ou an nan bwat ki bay sou ekran ou a. Se sèlman repons ki antre nan bwat repons lan k'ap jwenn nòt.
	Si ou pa konnen repons pou yon kesyon, ou ka make li epi ale nan pwochen kesyon an. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou ka make makè yo.
Di	Sa a se fen direksyon ki sou ekran ou a. Pa kontinye jiskaske yo di w pou w fè sa.
	Pandan tèl la, leve men w si w gen nenpòt difikilte ak aparèy tèl ou a, pou m ka ede w. Mwen p ap kapab ede w ak kesyon egzamen an oswa zouti sou entènèt yo pandan egzamen an.
	Yon fwa ou fin tcheke travay ou nan inite sa a, leve men ou epi (Si w kontinye nan yon lòt inite:) M ap baw enstriksyon pou soumèt repons ou yo. (Si w pa kontinye nan yon lòt inite:) M ap baw enstriksyon pou soumèt repons ou yo. Yon fwa ou soumèt repons ou yo, ou pa dwe konekte ankò.

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

Di	OPSYON A Apre ou fin soumèt repons ou yo, chita tou dousman jiskaske inite a fini.
	OPSYON B Apre ou fin soumèt repons ou yo, mwen pral ranvwaye ou.
	OPSYON C Apre ou fin soumèt repons ou yo, ou ka li yon liv oswa lòt materyèl otorize jiskaske inite a fini.

Di	Èske ou gen nenpòt kesyon?
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Answer any questions.

Instructions for Starting the Test

Di	Deplase nan pati anba a nan ekran an. (Poz.)
	Antre Kòd So yo bay nan bwat la jan sa endike a. (Poz.)
	Chwazi bouton "Kòmanse". (Poz.)
	Kounnye a ou ta dwe nan tè la.

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

Di	Ou pral gen 60 minit pou konplete inite sa a. M ap fè w konnen tou lè ou gen 10 minit tan tè la ki rete. Ou ka kòmanse travay kounye a.
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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:

Di	Tanpri sispann epi kouvri oswa fèmen ekran ou a. Nou pral pran yon ti repo an silans pou twa minit. Pa gen dwa pale.
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After taking a classroom break, be sure students are seated and device screens are visible:

Di	Kounye a ou ka rekòmanse tès la.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Di	Ou gen 10 minit ki rete.
-----------	---------------------------------

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:

Di	Sispann travay. Tan tès la kounye a fini.
	Chwazi meni dewoulan "Revizyon" ki nan kwen anlè gòch tès ou a.
	Apati de meni "Revizyon" an, dewoule jis anba chwazi "Fen seksyon."
	Chwazi bouton "Soumèt".
	Chwazi bouton "Wi" pou sòti nan inite a.

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

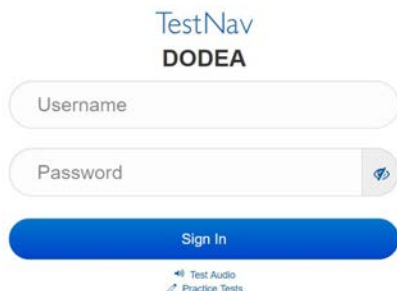
Di	<p>Jodi a, ou pral pran Evalyasyon Matematik la.</p> <p>Ou pa gendwa gen okenn lòt aparèy elektwonik nan biwo w, ke aparèy pou fè tèks la. Fè apèl, voye tèks mesaj, fè foto, ak navige sou entènèt la pa otorize. Si w gen nenpòt aparèy elektwonik ki pa apwouve nan men ou, tankou telefòn selilè, tanpri fèmen yo epi leve men w. Si yo jwenn ou genyen aparèy elektwonik ki pa apwouve nan men ou pandan tèks la, yo ka pa bay nòt tèks ou a.</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)

Di	<p>Asire w ke kas ekoutè w yo ploge epi kite yo ouvè. Sou ekran ou a ki anba a bouton "Enskripsyon an" gen yon lyen ki rele "Tès Odyo." Chwazi lyen an pou asire w ke ou ka tandè nan kas ekoutè w lan epi ajiste volim nan nivo ki pi wo a. Ou ka ajiste volim tèks lan apre ou kòmanse.</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

Di

Tanpri chita trankil pandan m ap distribye tikè tèl elèv yo ak papye bouyon an.
PA konekte jiskaske mwen di ou fè sa.

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.

Di

Koulye a, gade nan tikè tèl elèv ou a epi asire w ke li gen non ou ak siyati sou li. Leve men ou si ou pa gen tikè ou.

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: _____


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

 <p>Di</p>	<p>Ekri aparèy tès la nan espas yo bay sou tikè a.</p> <p>(Poz.)</p> <p>Koulye a, antre non itilizatè ou a jan yo montre sou tikè w la.</p> <p>(Poz.)</p> <p>Aprè sa, antre mòdpas la jan li parèt sou tikè w la.</p> <p>(Poz.)</p> <p>Koulye a, chwazi bouton "Enskri" an.</p> <p>(Poz.)</p> <p>Jwenn non w nan kwen anwo dwat ekran an. Si non ou wè a pa pou ou, tanpri leve men ou. Kounnye a ou ta dwe sou ekran "Byenveni" an. Chwazi bouton "Reprann"lan.</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>Di</p>	<p>Swiv pandan m ap li enstriksyon yo sou ekran an. Ou ka bezwen sèvi ak ba dewoulan sou bò dwat la pou swiv ansanm.</p> <p>Jodi a, w ap pran Inite __ (ranpli nimewo inite ki apwopriye a) nan __ (ranpli klas/kou ki apwopriye a) Tès Matematik. Ou pral kapab itilize yon kalkilatris. Yo bay yon kalkilatris nan ba zouti a pou w ka itilize.</p> <p>Li chak kesyon. Aprè sa, swiv enstriksyon yo pou reponn chak kesyon.</p> <p>Si yon kesyon mande pou ou montre oswa eksplike travay ou, ou dwe fè sa pou resevwa tout kredi. Antre repons ou an nan bwat ki bay sou ekran ou a. Se sèlman repons ki antre nan kare repons lan ap bay nòt.</p> <p>Si ou pa konnen repons pou yon kesyon, ou ka make li epi ale nan pwochen kesyon an. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou ka make makè yo.</p>
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 <p>Di</p>	<p>Sa a se fen direksyon ki sou ekran ou a. Pa kontinye jiskaske yo di w pou w fè sa.</p> <p>Pandan tès la, leve men w si w gen nenpòt difikilte ak aparèy tès ou a, pou m ka ede w. Mwen p ap kapab ede w ak kesyon egzamen an oswa zouti sou entènèt yo pandan egzamen an.</p> <p>Yon fwa ou fin tcheke travay ou nan inite sa a, leve men ou epi (Si w kontinye nan yon lòt inite:) M ap baw enstriksyon pou soumèt repons ou yo. (Si w pa kontinye nan yon lòt inite:) M ap baw enstriksyon pou soumèt repons ou yo. Yon fwa ou soumèt repons ou yo, ou pa dwe konekte ankò. Yon fwa ou fin soti nan tès la, ou pa dwe konekte ankò.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your STC).

Di	OPSYON A Apre ou fin soumèt repons ou yo, chita tou dousman jiskaske inite a fini.
	OPSYON B Apre ou fin soumèt repons ou yo, mwen pral ranvwaye ou.
	OPSYON C Apre ou fin soumèt repons ou yo, ou ka li yon liv oswa lòt materyèl otorize jiskaske inite a fini.

Di	Èske ou gen nenpòt kesyon?
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Answer any questions.

Instructions for Starting the Test

Di	Deplase nan pati anba a nan ekran an.
	(Poz.)
	Antre Kòd So yo bay nan bwat la jan sa endike a.
	(Poz.)
	Chwazi bouton "Kòmanse".
(Poz.)	
Kounnye a ou ta dwe nan tè s la.	

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

Di	Ou pral genyen. . .
	<ul style="list-style-type: none"> • Klas 6–8: 60 minit • Lekòl Segondè: 90 minit
	. . . pou konplete inite sa a. M ap fè w konnen lè w gen 10 minit ki rete nan tè s la.
	Ou ka kòmanse travay kounye a.

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:

Di	Tanpri sispann epi kouvri oswa fèmen ekran ou a. Nou pral pran yon ti repo an silans pou twa minit. Pa gen dwa pale.
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After taking a classroom break, be sure students are seated and device screens are visible:

Di	Kounye a ou ka rekòmanse tès la.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,


Di	Ou gen 10 minit ki rete.
-----------	---------------------------------

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:

 <p>Di</p>	<p>Sispann travay. Tan tès la kounye a fini.</p> <p>Chwazi meni dewoulan "Revizyon" ki nan kwen anlè gòch tès ou a.</p> <p>Apati de meni "Revizyon" an, dewoule jis anba chwazi "Fen seksyon."</p> <p>Chwazi bouton "Soumèt". W ap wè Avètisman Soti Seksyon an k ap di "Ou pral kite seksyon sa a epi w p ap kapab retounen yon fwa w soti. Èske ou sèten ou vle kite?"</p> <p>(Pou Inite 2 Lekòl Segondè ak Klas 6yèm ak 8yèm Inite 2:) Chwazi bouton "Soumèt".</p> <p>Chwazi bouton "Wi" pou sòti nan inite a.</p> <p>(Pou Klas 6yèm ak 8yèm ane Inite 3:) Chwazi bouton "Soumèt repons final yo".</p> <p>Chwazi bouton "Wi, soumèt repons final la" pou sòti nan tès la.</p> <p>Koulye a, mwen pral ranmase tikè tès elèv ou an ak papye bouyon an.</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 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.