

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 – High School ELA/Literacy – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 3: 75 Minutes Grades 4–10: 90 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 1 – Students Submit Final Answers				
Unit 2	Grade 3: 75 Minutes Grades 4–10: 90 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 2 – Students Submit Final Answers				

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

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

Di	<p>Jodi a, w ap pran Evalyasyon an Angle/Alfabetizasyon.</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

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 "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.

Enstriksyon pou Louvri Sesyon

Di	<p>Tanpri chita trankil pandan m ap distribye tikè tèl èlèv yo ak papyè bouyon an. PA konekte jiskaske mwen di ou fè sa.</p>
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Distribute scratch paper and student testing tickets. Make sure students have pencils.

Di	<p>Koulye a, gade nan tikè tèl èlèv 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> <p>🔊 Select DoDEA in the application.</p> <p>TestNav Username: 8845561452</p> <p>TestNav Password: 087594</p> <p>Testing Device: _____</p>
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Di

Ekri aparèy tès 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 mòdpas 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, sign out of the test and sign back in with the correct student testing ticket.

Enstriksyon pou administre chak inite

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 __ (ranpli nimewo inite ki apwopriye a) nan Klas __ (ranpli klas ki apwopriye a) **Egzamen Lang Angle/Alfabetizasyon.**

Li chak pasaj ak kesyon. Aprè sa, swiv enstriksyon yo pou reponn chak kesyon.

Yonn nan kesyon yo pral mande pou ekri yon repons. Antre repons ou an nan bwat ki bay sou ekran ou a. Pral gen ase espas pou ou ranpli repons ou. Si repons ou an pi long pase espas yo bay la, yon ba dewoulan ap parèt. Ou pral kapab itilize ba dewoulan pou revize tout repons ou yo. Se sèlman repons ki antre nan bwat la yap bay 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 nempòt kesyon ou ka make makè yo.

Di	<p>Sa a se fen direksyon ki sou ekran ou a. Pa kontinye jiskaske yo di w pou w fè sa.</p> <p>Gen kèk mo oswa fraz yo pral souliye. Si w wè nenpòt mo oswa fraz souliye, ou ka louvri lyen an pou w afiche yon glosè pop-up ki pral ba w definisyon mo oswa fraz la.</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. Lè sa a, mwen pral kolekte tikè tès elèv ou a ak papyè bouyon an. 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	<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 tès la.</p>
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Pause to make sure all students are in the correct unit.

 Di Klas 3	<p>Ou pral genyen. . . (Chwazi inite w ap administre a)</p> <p>Klas 3 Inite 1: 75 minit</p> <p>Klas 3 Inite 2: 75 minit</p> <p>. . .pou konplete inite sa a. M ap fè w konnen lè w gen 10 minit ki rete nan tè la.</p>
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 Di Klas 4–11	<p>Ou pral genyen. . . (Chwazi inite w ap administre a)</p> <p>Klas 4–11 Inite 1: 90 minit</p> <p>Klas 4–11 Inite 2: 90 minit</p> <p>. . .pou konplete inite sa a. M ap fè w konnen lè w gen 10 minit ki rete nan tè la.</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:

 Di	<p>Tanpri sispann epi kouvri oswa fèmen ekran ou a. Nou pral pran yon ti repo an silans pou twa minit. Pa gen dwa pale.</p>
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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 tè 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	<p>Sispann travay. Tan tè la kounye a fini.</p> <p>Chwazi meni dewoulan "Revizyon" ki nan kwen anlè gòch tè ou a.</p> <p>Apati de meni "Revizyon" an, dewoule jis anba chwazi "Fen seksyon."</p> <p>Chwazi bouton "Soumèt repons final yo". Lè sa a, w ap wè yon mesaj ki mande "Ou pral kite seksyon sa a epi w pa pral kapab retounen yon fwa w soti. Èske ou sèten ou vle kite?"</p> <p>(Pou Inite 1:) Chwazi bouton "Soumèt".</p> <p>Chwazi bouton "Wi" pou sòti nan inite a.</p> <p>(Pou Inite 2:) Chwazi bouton "Soumèt repons final yo".</p> <p>Chwazi bouton "Wi, soumèt repons final la." pou sòti nan tè la.</p> <p>Koulye a, mwen pral ranmase tikè tè elèv ou an ak papye bouyon an.</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.