

## 4.10 Script for Administrating Grade 3 Mathematics


The administration script under Section 4.10.1 will be used for all units of the Grade 3 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.

### 4.10.1 Grade 3 – Mathematics – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–3	Grade 3: 60 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Rulers</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of all Units – Students Stop				


#### Instructions for Preparing to Test

 <p>Di konsa</p>	<p><b>Jodi a, ou pral fè evalyasyon matematik.</b></p> <p><b>Ou pa ka genyen okenn aparèy elektwonik nou pa apwouve sou biwo ou. Ou pa gen pèmasyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto. Si ou gen nenpòt aparèy elektwonik, tankou telefòn selilè ou, avèk ou kounye a, tanpri fèmen li epi leve men ou. Si nou jwenn ou gen aparèy elektwonik nou pa apwouve pandan tès yo, ou ka pa resevwa nòt pou tès ou.</b></p>
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If a student raises his or her hand, collect the electronic device (or follow your school DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your STC if you have questions regarding electronic devices.

 <p>Di konsa</p>	<p><b>Tanpri chita trankil pandan m ap distribye materyèl tès la.</b></p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list above).

 <p>Di konsa</p>	<p><b>Si se Inite 1: Ekri prenon ou ak non fanmi ou anlè tiliv tès ou ak nan dokiman repons lan nan Kaz A.</b></p> <p><b>Si se Inite 2 oswa 3: Tcheke pou asire si prenon ou ak non fanmi ou ekri anlè tiliv egzamen ou ki nan Kaz A.</b></p>
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Make sure that each student has written his or her name on the test booklet.

## Instructions for Administering All Units

Di konsa

Avèk lejann ki nan pwent paj la, louvri tiliv tè s ou nan premye paj Inite 1 epi swiv toutolon pandan m ap li enstwiksyon yo.

Jodi a, ou pral pran Inite \_\_ (mete nimewo inite apwopriye a) Egzamen Matematik Klas 3yèm Ane. Ou p ap kapab itilize yon kalkilatr.

Li chak kesyon. Answit, swiv enstwiksyon yo pou reponn chak kesyon. Make repons ou yo. Pou fè sa, nwasi ti wonn ki nan tiliv egzamen ou. Pa fè okenn mak kreyon deyò ti wonn yo. Si ou bezwen chanje yon repons, sonje pou efase premye repons ou nèt.

Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwen an. W ap resevwa pwen sèlman pou repons ou ekri nan espas ki la pou sa a.

Si ou pa konnen repons pou yon kesyon, ou ka ale dirèkteman nan kesyon apre a. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou pa t reponn nan inite sa a SÈLMAN. Pa kontinye apre siy stop la.

Ale nan paj apre a pandan m ap kontinye li enstriksyon yo.

Enstriksyon pou Ranpli Griy Repons lan

1. Travay sou pwoblèm nan epi jwenn yon repons.
2. Ekri repons ou nan kaz ki anlè griy la.
3. Ekri sèlman yon chit oswa senbòl nan chak kaz. Pa kite yon kaz vid nan mitan yon repons.
4. Anba chak kaz, nwasi ti wonn ki annamoni avèk nimewo oswa senbòl ou te ekri anwo a. Fè yon mak fonsè ki plen ti wonn nan nèt.
5. Pa nwasi yon ti wonn ki anba yon kaz ou pa itilize.
6. Gade anba la a pou jwenn egzanzp sou fason pou ranpli yon griy repons kòrèkteman.

Di konsa


Nou fini avèk enstriksyon yo nan tiliv tè s ou.

Lè ou wè siy GO ON (KÒMANSE) nan tiliv egzamen ou, ou ka ale nan paj apre a. Lè ou rive nan siy STOP (KANPE LA) nan tiliv egzamen ou, PA kontinye jouk lè nou mande ou pou fè sa.

tès siy GO ON ak STOP endike sou tablo a.


Si ou fini bonè epi ou tcheke travay ou nèt, leve men ou epi m ap pran materyèl egzamen ou. Depi mwèn pran materyèl tè s ou, ou pa kapab genyen yo ankò.

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

	CHWA A <b>Apre mwen pran materyèl tè ou, tanpri chita trankil jouk lè inite a fini.</b>
	CHWA B <b>Apre mwen pran materyèl tè ou, m ap voye ou ale.</b>
	CHWA C <b>Apre mwen pran materyèl tè ou, ou ka li yon liv oswa lòt materyèl ki admisib jouk lè inite a fini.</b>

	<b>Èske ou gen nenpòt kesyon?</b>
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Answer student questions.

	<b>W ap gen 60 minit pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.</b> <b>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</b>
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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 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.6.4.

#### **Instructions for Taking a Break During Testing**

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 at all times during breaks.
- Test booklets must be closed or covered.
- 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 konsa

Tanpri sispann egzamen an, mete papye bouyon ou nan tiliv egzamen an, epi fèmen tiliv egzamen ou. N ap pran yon repo an silans pou detire kò nou pandan twa (3) minit. Nou pa aksepte moun pale.

After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

Di konsa

Louvri tiliv tèss ou epi kontinye tèss la.

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

When 10 minutes of unit time remain,

Di konsa

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,

Di konsa

Sispann travay. Tan pou tèss la fini kounye a. Fèmen tiliv egzamen ou.  
Tcheke si non ou ekri nan tiliv egzamen an. Mwen pral ranmase materyèl tèss la.

- Collect test booklets, scratch paper, testing tools, and accessibility/accommodations tools (as needed) from students.
- 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 an extended break (e.g., lunch). Once students have returned and are seated, read the script to move onto the next unit.

### 4.11 Script for Administering Mathematics


The administration script under Section 4.11.1 will be used for all units of the Grades 4 and 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.

#### 4.11.1 Grades 4 and 5 Mathematics – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–3	Grades 4 and 5: 60 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Mathematics reference sheets (grade 5 only)</li> <li>• Rulers and protractors</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End all Units – Students <b>Stop</b>				


#### Instructions for Preparing to Test

 <b>Di konsa</b>	<p><b>Jodi a, ou pral fè evalyasyon matematik.</b></p> <p><b>Ou pa ka genyen okenn aparèy elektwonik nou pa apwouve sou biwo ou. Ou pa gen pèmisyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto. Si ou gen nenpòt aparèy elektwonik, tankou telefòn selilè ou, avèk ou kounye a, tanpri fèmen li epi leve men ou. Si nou jwenn ou gen aparèy elektwonik nou pa apwouve pandan tès yo, ou ka pa resevwa nòt pou tès ou.</b></p>
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If a student raises his or her hand, collect the electronic device (or follow your school DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your STC if you have questions regarding electronic devices.

 <b>Di konsa</b>	<p><b>Tanpri chita trankil pandan m ap distribye materyèl tès la.</b></p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list above).

 <b>Di konsa</b>	<p><b>Si se Inite 1: Ekri prenon ou ak non fanmi ou anlè tiliv tès ou ak nan dokiman repons lan nan Kaz A.</b></p> <p><b>Si se Inite 2 oswa 3: Tcheke pou asire si prenon ou ak non fanmi ou ekri anlè tiliv egzamen ou ki nan Kaz A.</b></p>
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Make sure that each student has written his or her name on the test booklet and answer document.

## Instructions for Administering All Units

Di konsa

Avèk lejann ki nan pwent paj la, louvri tiliv tè s ou nan premye paj Inite \_\_ (mete inite apwopriye a) epi swiv toutolon pandan m ap li enstwiksyon yo.

Jodi a, ou pral pran Inite \_\_ (mete nemewo inite apwopriye a) pou \_\_ (mete kou apwopriye a) Tès Matematik Ou p ap kapab itilize yon kalkilatris.

Li chak kesyon. Answit, swiv enstwiksyon yo pou reponn chak kesyon. Make repons ou yo. Pou fè sa, nwasi ti wonn ki nan dokiman repons ou. Pa fè okenn mak kreyon deyò ti wonn yo. Si ou bezwen chanje yon repons, sonje pou efase premye repons ou nèt.

Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwen an. W ap resevwa pwen sèlman pou repons ou ekri nan espas ki la pou sa a.

Si ou pa konnen repons pou yon kesyon, ou ka ale dirèkteman nan kesyon apre a. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou pa t reponn nan inite sa a SÈLMAN. Pa kontinye apre siy stop la.

Ale nan paj apre a pandan m ap kontinye li enstriksyon yo.

Enstriksyon pou Ranpli Griy Repons lan

1. Travay sou pwoblèm nan epi jwenn yon repons.
2. Ekri repons ou nan kaz ki anlè griy la.
3. Ekri sèlman yon chit oswa senbòl nan chak kaz. Pa kite yon kaz vid nan mitan yon repons.
4. Anba chak kaz, nwasi ti wonn ki annamoni avèk nimewo oswa senbòl ou te ekri anwo a. Fè yon mak fonsè ki plen ti wonn nan nèt.
5. Pa nwasi yon ti wonn ki anba yon kaz ou pa itilize.
6. Ou pa kapab antre fraksyon nan yon griy repons epi si ou fè sa ou p ap resevwa pwen. Antre fraksyon yo kòm nonb desimal.
7. Gade anba la a pou jwenn egzanp sou fason pou ranpli yon griy repons kòrèkteman.

Di konsa


Nou fini avèk enstriksyon yo nan tiliv tè s ou.

Lè ou wè siy GO ON (KÒMANSE) nan tiliv egzamen ou, ou ka ale nan paj apre a. Lè ou rive nan siy STOP nan tiliv tè s ou, PA kontinye jouk lè nou mande ou pou fè sa.

tès siy GO ON ak STOP endike sou tablo a.


Si ou fini bonè epi ou tcheke travay ou nèt, leve men ou epi m ap pran materyèl egzamen ou. Depi mwenn pran materyèl tè s ou, ou pa kapab genyen yo ankò.

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

	CHWA A <b>Apre mwèn pran materyèl tèss ou, tanpri chita trankil jouk lè inite a fini.</b>
	CHWA B <b>Apre mwèn pran materyèl tèss ou, m ap voye ou ale.</b>
	CHWA C <b>Apre mwèn pran materyèl tèss ou, ou ka li yon liv oswa lòt materyèl ki admisib jouk lè inite a fini.</b>

	<b>Èske ou gen nenpòt kesyon?</b>
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Answer student questions.

	<b>W ap gen 60 minit pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.</b> <b>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</b>
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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 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.6.4.

### Instructions for Taking a Break During Testing


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 at all times during breaks.
- Test booklets and answer documents must be closed or covered.
- Students are not permitted to talk to each other during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the unit:

 <b>Di konsa</b>	<p>Tanpri sispann tès la, mete papye bouyon ou nan dokiman repons ou, mete dokiman repons lan nan tiliv tès la, epi fès la, epi fèmen tiliv tès ou. N ap pran yon repo an silans pou detire kò nou pandan twa (3) minit. Nou pa aksepte moun pale.</p>
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After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

 <b>Di konsa</b>	<p>Louvri tiliv tès ou epi ak dokiman repons yo epi kontinye tès la.</p>
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#### Instructions for When 10 Minutes of Unit Time Remain


When 10 minutes of unit time remain,

 <b>Di konsa</b>	<p>Ou gen 10 minit ki rete.</p>
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Continue to actively proctor while students are testing.

#### Instructions for Ending the Unit

When the unit time is finished,

 <b>Di konsa</b>	<p>Sispann travay. Tan pou tès la fini kounye a. Fèmen tiliv tès ou ak dokiman repons lan. Tcheke si non ou ekri nan tiliv tès la ak nan dokiman repons lan. Mwen pral ranmase materyèl tès la.</p>
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- Collect all test materials from students.
- 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 an extended break (e.g., lunch). Once students have returned and are seated, read the script to move onto the next unit.




### 4.11.2 Grade 6 and High School Mathematics – Unit 1

The administration script under Section 4.11.2 will be used for Unit 1 of the Grade 6 and high school mathematics assessments. Refer to section 4.11.4 for the administration script for Grades 6 and 8 Units 2 and 3 and high school Unit 2. The administration script for Unit 1 of the Grade 8 mathematics assessment 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: 60 Minutes High School: 90 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Mathematics reference sheets</li> <li>• Rulers and protractors (required for Grade 6)</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
<b>Students Go On</b>				
Unit 1: Calculator Section		<ul style="list-style-type: none"> <li>• In addition to above, calculators</li> </ul>		
End of Unit 1 – Students Stop				

#### Instructions for Preparing to Test

 <p><b>Di konsa</b></p>	<p><b>Jodi a, ou pral fè evalyasyon matematik.</b></p> <p><b>Ou pa ka genyen okenn aparèy elektwonik nou pa apwouve sou biwo ou. Ou pa gen pèmisyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto. Si ou gen nenpòt aparèy elektwonik, tankou telefòn selilè ou, avèk ou kounye a, tanpri fèmen li epi leve men ou. Si nou jwenn ou gen aparèy elektwonik nou pa apwouve pandan tèz yo, ou ka pa resevwa nòt pou tèz ou.</b></p>
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If a student raises his or her hand, collect the electronic device (or follow your school DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your STC if you have questions regarding electronic devices.

 <p><b>Di konsa</b></p>	<p><b>Tanpri chita trankil pandan m ap distribye materyèl tèz la.</b></p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list above).

 <p><b>Di konsa</b></p>	<p><b>Ekri prenon ou ak non fanmi ou anlè tiliv tèz ou ak nan dokiman repons lan nan Kaz A.</b></p>
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Make sure that each student has written his or her name on the test booklet and answer document.

## Instructions for Administering Unit 1

Di konsa

Avèk lejann ki nan pwent paj la, louvri tiliv tè s ou nan premye paj Inite 1 epi swiv toutolon pandan m ap li enstwiksyon yo.

Jodi a, ou pral pran Inite 1 pou \_\_ (mete kou apwopriye a) Tès Matematik Ou p ap kapab itilize yon kalkilatri.

Li chak kesyon. Answit, swiv enstwiksyon yo pou reponn chak kesyon. Make repons ou yo. Pou fè sa, nwasi ti wonn ki nan dokiman repons ou. Pa fè okenn mak kreyon deyò ti wonn yo. Si ou bezwen chanje yon repons, sonje pou efase premye repons ou nèt.

Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwen an. W ap resevwa pwen sèlman pou repons ou ekri nan espas ki la pou sa a.

Si ou pa konnen repons pou yon kesyon, ou ka ale dirèkteman nan kesyon apre a. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou pa t reponn nan inite sa a SÈLMAN. Pa kontinye apre siy stop la.

Ale nan paj apre a pandan m ap kontinye li enstriksyon yo.

Enstriksyon pou Ranpli Griy Repons lan

1. Travay sou pwoblèm nan epi jwenn yon repons.
2. Ekri repons ou nan kaz ki anlè griy la.
3. Ekri sèlman yon chit oswa senbòl nan chak kaz. Pa kite yon kaz vid nan mitan yon repons.
4. Anba chak kaz, nwasi ti wonn ki annamoni avèk nimewo oswa senbòl ou te ekri anwo a. Fè yon mak fonsè ki plen ti wonn nan nèt.
5. Pa nwasi yon ti wonn ki anba yon kaz ou pa itilize.
6. Ou pa kapab antre fraksyon nan yon griy repons epi si ou fè sa ou p ap resevwa pwen. Antre fraksyon yo kòm nonb desimal.
7. Gade anba la a pou jwenn egzanp sou fason pou ranpli yon griy repons kòrèkteman.

Di konsa


Nou fini avèk enstriksyon yo nan tiliv tè s ou.

Lè ou wè siy GO ON (KÒMANSE) nan tiliv egzamen ou, ou ka ale nan paj apre a. Lè ou rive nan siy STOP (KANPE LA) nan tiliv egzamen ou, PA kontinye jouk lè nou mande ou pou fè sa.

tès siy GO ON ak STOP endike sou tablo a.


Si ou fini bonè epi ou tcheke travay ou nèt, leve men ou epi m ap pran materyèl egzamen ou. Depi mwen pran materyèl tè s ou, ou pa kapab genyen yo ankò.

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

	CHWA A <b>Apre mwen pran materyèl tè s ou, tanpri chita trankil jouk lè inite a fini.</b>
	CHWA B <b>Apre mwen pran materyèl tè s ou, m ap voye ou ale.</b>
	CHWA C <b>Apre mwen pran materyèl tè s ou, ou ka li yon liv oswa lòt materyèl ki admisib jouk lè inite a fini.</b>

	<b>Èske ou gen nenpòt kesyon?</b>
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Answer student questions.

	<p><b>W ap gen . . .</b></p> <ul style="list-style-type: none"> <li>• Klas 6yèm Ane: <b>60 minit</b></li> <li>• Lekòl Segondè <b>90 minit</b></li> </ul> <p><b>. . . pou fini seksyon kote ou pa gen pèmisyon pou itilize kalkilatris ak seksyon kote ou gen pèmisyon pou itilize kalkilatris nan inite sa a. Lè gen 20 minit ki rete pou fini tè s la, m ap fè ou sonje pou kontinye nan seksyon kote ou gen pèmisyon pou itilize kalkilatris la, si ou potko fè sa deja. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.</b></p> <p><b>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</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 4.6.2).
- Once students reach the first stop sign in their test booklet (below the stop sign, the test booklet will state: “You have come to the end of the non-calculator section in Unit 1 of the test”), ensure students are moving on to the calculator section.
- Distribute grade/course-appropriate/accommodations appropriate calculators when students complete the non-calculator section (refer to Sections 4.2 and 4.3 for more information).
- Collect test materials as students complete testing (Section 4.8.1).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.6.4.

**Instructions for Taking a Break During Testing**

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 at all times during breaks.
- Test booklets and answer documents must be closed or covered.
- 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 konsa** Tanpri sispann tès la, mete papyè bouyon ou nan dokiman repons ou, mete dokiman repons lan nan tiliv tès la, epi fès la, epi fèmen tiliv tès ou. N ap pran yon repo an silans pou detire kò nou pandan twa (3) minit. Nou pa aksepte moun pale.

After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

**Di konsa** Louvri tiliv tès ou epi ak dokiman repons yo epi kontinye tès la.

#### Instructions for When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

**Di konsa** Ou gen 20 minit ki rete. Kòm yon rapèl, ou dwe fini seksyon kote ou pa gen pèmisyon pou itilize kalkilatriks la ak seksyon kote ou gen pèmisyon pou itilize kalkilatriks.

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

When 10 minutes of unit time remain,

**Di konsa** 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 with test materials.

**Di konsa** Sispann travay. Tan pou tès la fini kounye a. Fèmen tiliv tès ou ak dokiman repons lan. Tcheke si non ou ekri nan tiliv tès la ak nan dokiman repons lan. Mwen pral ranmase materyèl tès la.

- Collect all test materials from students.
- 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 an extended break (e.g., lunch). Once students have returned and are seated, read the script to move onto 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 assessment. Refer to section 4.11.4 for the administration script for Grades 6 and 8 Units 2 and 3 and high school Unit 2. The administration script for Unit 1 of Grade 6 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	Grade 8: 60 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Mathematics reference sheets</li> <li>• Rulers</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
End of Unit 1 – Students Stop				

#### Instructions for Preparing to Test

 <p>Di konsa</p>	<p><b>Jodi a, ou pral fè evalyasyon matematik.</b></p> <p><b>Ou pa ka genyen okenn aparèy elektwonik nou pa apwouve sou biwo ou. Ou pa gen pèmisyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto. Si ou gen nenpòt aparèy elektwonik, tankou telefòn selilè ou, avèk ou kounye a, tanpri fèmen li epi leve men ou. Si nou jwenn ou gen aparèy elektwonik nou pa apwouve pandan tèz yo, ou ka pa resevwa nòt pou tèz ou.</b></p>
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If a student raises his or her hand, collect the electronic device (or follow your school DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your STC if you have questions regarding electronic devices.

 <p>Di konsa</p>	<p><b>Tanpri chita trankil pandan m ap distribye materyèl tèz la.</b></p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list above).

 <p>Di konsa</p>	<p><b>Ekri prenon ou ak non fanmi ou anlè tiliv tèz ou ak nan dokiman repons lan nan Kaz A.</b></p>
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Make sure that each student has written his or her name on the test booklet and answer document.

## Instructions for Administering Unit 1

 Di konsa

Avèk lejann ki nan pwent paj la, louvri tiliv tè s ou nan premye paj Inite 1 epi swiv toutolon pandan m ap li enstwiksyon yo.

Jodi a, ou pral fè Inite 1 \_\_ (mete kou ki apwopriye a) Egzamen Matematik. Inite 1 an gen de (2) seksyon. Nan premye seksyon inite sa a, ou pa ka itilize yon kalkilatri s. Nan premye seksyon inite sa a, ou pa ka itilize yon kalkilatri s. Ou p ap gen pèmisyon pou retounen nan seksyon tè s kote ou pa ka itilize yon kalkilatri s apre ou kòmanse seksyon tè s kote ou ka itilize yon kalkilatri s. Ou dwe fini seksyon ou pa gen pèmisyon pou sèvi avèk kalkilatri s la ak seksyon ou gen pèmisyon pou sèvi avèk kalkilatri s la nan limit tan yo ba ou a.

Li chak kesyon. Answit, swiv enstwiksyon yo pou reponn chak kesyon. Make repons ou yo. Pou fè sa, nwasi ti wonn ki nan dokiman repons ou. Pa fè okenn mak kreyon deyò ti wonn yo. Si ou bezwen chanje yon repons, sonje pou efase premye repons ou nè t.

Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwent an. W ap resevwa pwent sèlman pou repons ou ekri nan espas ki la pou sa a.

Si ou pa konnen repons pou yon kesyon, ou ka ale dirèkteman nan kesyon apre a. Lè ou fini premye seksyon an, ou ka revize repons ou yo ak nenpòt kesyon ou pa t reponn nan seksyon sa a SÈLMAN. Depi ou revize repons ou yo, kontinye nan seksyon kote ou ka itilize yon kalkilatri s. Lè ou pare pou ale nan seksyon kote ou ka itilize kalkilatri s la, leve men ou pou resevwa kalkilatri s ou.

Ale nan paj apre a pandan m ap kontinye li enstriksyon yo.

Enstriksyon pou Ranpli Griy Repons lan

1. Travay sou pwoblèm nan epi jwenn yon repons.
2. Ekri repons ou nan kaz ki anlè griy la.
3. Ekri sèlman yon chit oswa senbòl nan chak kaz. Pa kite yon kaz vid nan mitan yon repons.
4. Anba chak kaz, nwasi ti wonn ki annamoni avèk nimewo oswa senbòl ou te ekri anwo a. Fè yon mak fonsè ki plen ti wonn nan nè t.
5. Pa nwasi yon ti wonn ki anba yon kaz ou pa itilize.
6. Ou pa kapab antre fraksyon nan yon griy repons epi si ou fè sa ou p ap resevwa pwent. Antre fraksyon yo kòm nonb desimal.
7. Gade anba la a pou jwenn egzanp sou fason pou ranpli yon griy repons kòrèkteman.

 Di konsa


Nou fini avèk enstriksyon yo nan tiliv tè s ou.

Lè ou wè siy GO ON (KÒMANSE) nan tiliv egzamen ou, ou ka ale nan paj apre a. Lè ou rive nan siy STOP (KANPE LA) nan tiliv egzamen ou, PA kontinye jouk lè nou mande ou pou fè sa.

tès siy GO ON ak STOP endike sou tablo a.


Si ou fini bonè epi ou tcheke travay ou nè t nan seksyon kalkilatè a, leve men ou epi m ap pran materyèl tè s ou. Depi mwent pran materyèl tè s ou, ou pa kapab genyen yo ankò.

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

	CHWA A <b>Apri mwen pran materyèl tè ou, tanpri chita trankil jouk lè inite a fini.</b>
	CHWA B <b>Apri mwen pran materyèl tè ou, m ap voye ou ale.</b>
	CHWA C <b>Apri mwen pran materyèl tè ou, ou ka li yon liv oswa lòt materyèl ki admisib jouk lè inite a fini.</b>

	<b>Èske ou gen nenpòt kesyon?</b>
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Answer student questions.

	<b>W ap gen 60 minit pou fini inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini egzamen an.</b> <b>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</b>
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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 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.6.4.

### Instructions for Taking a Break During Testing

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 at all times during breaks.
- Test booklets and answer documents must be closed or covered.
- 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 konsa** Tanpri sispann tè s la, mete papye bouyon ou nan dokiman repons ou, mete dokiman repons lan nan tiliv tè s la, epi fès la, epi faèmen tiliv tè s ou. N ap pran yon repo an silans pou detire kò nou pandan twa (3) minit. Nou pa aksepte moun pale.

After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

**Di konsa** Louvri tiliv tè s ou epi ak dokiman repons yo epi kontinye tè s la.

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

When 10 minutes of unit time remain,

**Di konsa** 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,

**Di konsa** Sispann travay. Tan pou tè s la fini kounye a. Fèmen tiliv tè s ou ak dokiman repons lan. Tcheke si non ou ekri nan tiliv tè s la ak nan dokiman repons lan. Mwen pral ranmase materyèl tè s la.

- Collect all test materials from students.
- 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 an extended break (e.g., lunch). Once students have returned and are seated, read the script to move onto the next unit.

#### 4.11.4 Grades 6 and 8 Mathematics – Units 2 and 3 and High School Mathematics – Unit 2

The administration script under Section 4.11.4 will be used for Grades 6 and 8 Units 2 and 3 and High School Unit 2. Refer to section 4.11.2 for Grade 6 and high school Unit 1. Test administration scripts for Grade 8 Unit 1 are in Section 4.11.3.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 2 and 3: Grades 6 and 8	Grades 6 and 8: 60 Minutes	<ul style="list-style-type: none"> <li>• Test booklets</li> <li>• Answer documents</li> <li>• Mathematics reference sheets</li> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Calculator</li> <li>• Rulers (required for Grades 6 and 8)</li> <li>• Protractors (required for Grade 6)</li> </ul>		
Unit 2: High School	High School: 90 Minutes			
End of all units – Students Stop				

#### Instructions for Preparing to Test


 <p><b>Di konsa</b></p>	<p><b>Jodi a, ou pral fè evalyasyon matematik.</b></p> <p><b>Ou pa ka genyen okenn aparèy elektwonik nou pa apwouve sou biwo ou. Ou pa gen pèmasyon ni pou fè koutfil, ni pou voye tèks, ni pou fè foto. Si ou gen nenpòt aparèy elektwonik, tankou telefòn selilè ou, avèk ou kounye a, tanpri fèmen li epi leve men ou. Si nou jwenn ou gen aparèy elektwonik nou pa apwouve pandan tès yo, ou ka pa resevwa nòt pou tès ou.</b></p>
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If a student raises his or her hand, collect the electronic device (or follow your school DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Contact your STC if you have questions regarding electronic devices.

 <p><b>Di konsa</b></p>	<p><b>Tanpri chita trankil pandan m ap distribye materyèl tès la.</b></p>
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Remember that students wrote their names on their test booklets and answer documents in the previous unit.

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list above).

 <p><b>Di konsa</b></p>	<p><b>Tcheke pou asire si non ou ekri anlè tiliv tès ou ak nan dokiman repons lan.</b></p> <p><b>(Yon ti pòz.)</b></p> <p><b>Tanpri leve men ou si non ou pa ekri anlè tiliv tès ou oswa dokiman repons ou.</b></p>
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Make sure that each student has received their own test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.

## Instructions for Administering Each Unit

Di konsa

Avèk lejann ki nan pwent paj la, louvri tiliv tè s ou nan premye paj Inite \_\_ (mete inite apwopriye a) epi swiv toutolon pandan m ap li enstwiksyon yo.

Jodi a, ou pral pran Inite \_\_ (mete nimewo inite apwopriye a) \_\_ (mete kou apwopriye a) Tès Matematik. W ap kapab itilize yon kalkilatris.

Li chak kesyon. Answit, swiv enstwiksyon yo pou reponn chak kesyon. Make repons ou yo. Pou fè sa, nwasi ti wonn ki nan dokiman repons ou. Pa fè okenn mak kreyon deyò ti wonn yo. Si ou bezwen chanje yon repons, sonje pou efase premye repons ou nèt.

Si yon kesyon mande ou pou montre oswa eksplike travay ou, ou dwe fè sa pou ou kapab resevwa tout pwent an. W ap resevwa pwent sèlman pou repons ou ekri nan espas ki la pou sa a.

Si ou pa konnen repons pou yon kesyon, ou ka ale dirèkteman nan kesyon apre a. Si ou fini bonè, ou ka revize repons ou yo ak nenpòt kesyon ou pa t reponn nan inite sa a SÈLMAN. Pa kontinye apre siy stop la.

Ale nan paj apre a pandan m ap kontinye li enstriksyon yo.

Enstriksyon pou Ranpli Griy Repons lan

1. Travay sou pwoblèm nan epi jwenn yon repons.
2. Ekri repons ou nan kaz ki anlè griy la.
3. Ekri sèlman yon chit oswa senbòl nan chak kaz. Pa kite yon kaz vid nan mitan yon repons.
4. Anba chak kaz, nwasi ti wonn ki annamoni avèk nimewo oswa senbòl ou te ekri anwo a. Fè yon mak fonsè ki plen ti wonn nan nèt.
5. Pa nwasi yon ti wonn ki anba yon kaz ou pa itilize.
6. Ou pa kapab antre fraksyon nan yon griy repons epi si ou fè sa ou p ap resevwa pwent. Antre fraksyon yo kòm nonb desimal.
7. Gade anba la a pou jwenn egzanp sou fason pou ranpli yon griy repons kòrèkteman.

Di konsa


Nou fini avèk enstriksyon yo nan tiliv tè s ou.

Lè ou wè siy GO ON (KÒMANSE) nan tiliv egzamen ou, ou ka ale nan paj apre a. Lè ou rive nan siy STOP (KANPE LA) nan tiliv egzamen ou, PA kontinye jouk lè nou mande ou pou fè sa.

tès siy GO ON ak STOP endike sou tablo a.


Si ou fini bonè epi ou tcheke travay ou nèt nan inite sa a, leve men ou epi m ap pran materyèl tè s ou. Depi mwen pran materyèl tè s ou, ou pa kapab genyen yo ankò.

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

	CHWA A <b>Apri mwen pran materyèl tè ou, tanpri chita trankil jouk lè inite a fini.</b>
	CHWA B <b>Apri mwen pran materyèl tè ou, m ap voye ou ale.</b>
	CHWA C <b>Apri mwen pran materyèl tè ou, ou ka li yon liv oswa lòt materyèl ki admisib jouk lè inite a fini.</b>

	<b>Èske ou gen nenpòt kesyon?</b>
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Answer student questions.

	<b>W ap gen . . .</b> <ul style="list-style-type: none"> <li>• Klas 6yèm - 8yèm Ane: <b>60 minit</b></li> <li>• Lekòl Segondè <b>90 minit</b></li> </ul> <b>. . . pou fè inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini tè la.</b> <b>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</b>
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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 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.6.4.

#### Instructions for Taking a Break During Testing


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 at all times during breaks.
- Test booklets must be closed or covered.
- 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 violate the validity of the test.

If taking a three-minute stand and stretch break during the unit:

 <p>Di konsa</p>	<p>Tanpri sispann tè la, mete papye bouyon ou nan dokiman repons ou, mete dokiman repons lan nan tiliv tè la, epi fès la, epi fèmen tiliv tè ou. N ap pran yon repo an silans pou detire kò nou pandan twa (3) minit. Nou pa aksepte moun pale.</p>
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After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

 <p>Di konsa</p>	<p>Louvri tiliv tè ou epi kontinye tè la.</p>
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**Instructions for When 10 Minutes of Unit Time Remain**


When 10 minutes of unit time remain,

 <p>Di konsa</p>	<p>Ou gen 10 minit ki rete.</p>
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Continue to actively proctor while students are testing.

**Instructions for Ending the Unit**

When the unit time is finished,

 <p>Di konsa</p>	<p>Sispann travay. Tan pou tè la fini kounye a. Fèmen tiliv tè ou ak dokiman repons lan. Tcheke si non ou ekri nan tiliv tè la ak nan dokiman repons lan. Mwen pral ranmase materyèl tè la.</p>
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- Collect all test materials from students.
- 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.