


4.10.2 Grade 3 – ELA/Literacy – All Units

The administration script under Section 4.10.2 will be used for all units for the Grade 3 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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–2	Grade 3: 75 Minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		
End of all units – Students Stop				


Instructions for Preparing to Test

 Di konsa	<p>Jodi a, ou pral fè evalyasyon lang ak literati anglè/konpetans pou li ak ekri. 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.</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. Please contact your STC if you have questions regarding electronic devices.


 Di konsa	<p>Tanpri chita trankil pandan m ap distribye materyèl tès la.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets.

 Di konsa	<p>Si se Inite 1: Ekri prenon ou ak non fanmi ou anlè Tiliv Egzamen an nan Kaz A.</p> <p>Si se Inite 2: Tcheke pou asire si prenon ou ak non fanmi ou ekri anlè tiliv egzamen ou ki nan Kaz A.</p>
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Make sure each student has written his or her name on the test booklet. If necessary, assist students with making sure they are using the test booklet that belong to them.

Instructions for Administering Unit 1

 <p>Di konsa</p>	<p>Avèk lejann ki nan pwent paj la, louvri tiliv tèss ou nan premye paj Inite __ (mete inite apwopriye a) epi swiv toutolon pandan m ap li enstwiksyon yo. PA vire paj la jouk lè mwèn di ou pou fè sa.</p> <p>Jodi a, ou pral pran Inite __ (mete nimewo inite apwopriye a) Egzamen Lang ak Literati Anglè/Konpetans pou Li ak Ekri Klas 3yèm Ane.</p> <p>Li chak pasaj ak 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.</p> <p>Youn nan kesyon yo ap mande ou pou ekri yon repons. Ekri repons ou nan espas yo ba ou nan tiliv egzamen ou. W ap resevwa pwèn sèlman pou repons ou ekri nan espas ki la pou sa a.</p> <p>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.</p>
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 <p>Di konsa</p>	<p>Nou fini avèk enstriksyon yo nan tiliv tèss ou.</p> <p>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. tèss siy GO ON ak STOP endike sou tablo a.</p> <p>Si ou fini bonè epi ou tcheke travay ou nèt nan inite sa a, leve men ou epi m ap pran materyèl tèss ou. Depi mwèn pran materyèl tèss ou, ou pa kapab genyen yo ankò.</p>
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Read from OPTION A, B, or C below based on DoDEA or school policy (refer to your STC).

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

 Di konsa	Èske ou gen nenpòt kesyon?
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Answer student questions.

 Di konsa	<p>W ap gen . . . (Chwazi inite y ap ba ou a) Klas 3yèm Ane Inite 1: 75 minit Klas 3yèm Ane Inite 2: 75 minit . . . pou fè inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini tès la. Ale nan paj apre a. Ou ka kòmanse travay kounye a.</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).
- 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.
- Ensure students do not move on to other units.

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

Di konsa

Louvri tiliv tè s ou 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 egzamen ou.

Tcheke si non ou ekri nan tiliv egzamen an. Mwen pral ranmase materyèl tè s 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 extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.


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 4 – High School School ELA/Literacy – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grades 4 – 8 and 10: 90 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper 		
End of all units – Students Stop				


Instructions for Preparing to Test

 <p>Di konsa</p>	<p>Jodi a, ou pral fè evalyasyon lang ak literati anglè/konpetans pou li ak ekri.</p> <p>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.</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. Please contact your STC if you have questions regarding electronic devices.


 <p>Di konsa</p>	<p>Tanpri chita tranquil pandan m ap distribye materyèl tès la.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets and answer documents.

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

 <p>Di konsa</p>	<p>Avèk lejann ki nan pwent paj la, louvri tiliv tès ou nan premye paj Inite __ (mete inite apwopriye a) epi swiv toutolon pandan m ap li enstwiksyon yo. PA vire paj la jouk lè mwèn di ou pou fè sa.</p> <p>Jodi a, ou pral pran Inite __ (mete nimewo inite apwopriye a) Klas __ (mete klas apwopriye a) egzamen Lang ak Literati Anglè/Konpetans pou Li ak Ekri.</p> <p>Li chak pasaj ak 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.</p> <p>Youn nan kesyon yo ap mande ou pou ekri yon repons. Ekri repons ou nan espas ou jwenn nan dokiman repons ou. Sonje pou ekri repons ou sèlman nan espas yo ba ou a. W ap resevwa pwèn sèlman pou repons ou ekri nan espas ki la pou sa a.</p> <p>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.</p>
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 <p>Di konsa</p>	<p>Nou fini avèk enstriksyon yo nan tiliv tès ou.</p> <p>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.</p> <p>tès siy GO ON ak STOP endike sou tablo a.</p> <p>Si ou fini bonè epi ou tcheke travay ou nèt nan inite sa a, leve men ou epi m ap pran materyèl tès ou. Depi mwèn pran materyèl tès ou, ou pa kapab genyen yo ankò.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your STC).

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

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

<p>Di kousa</p> <p>Klas 4yèm – 11yèm Ane</p>	<p>W ap gen . . .</p> <p>(Chwazi inite y ap ba ou a)</p> <p>Klas 4yèm – 11yèm Ane Inite 1: 90 minit</p> <p>Klas 4yèm – 11yèm Ane Inite 2: 90 minit</p> <p>. . . pou fè inite sa a. M ap fè ou konnen lè ou gen 10 minit ki rete pou fini tè la.</p> <p>Ale nan paj apre a. Ou ka kòmanse travay kounye a.</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).
- 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.

Ensure students do not move on to other units.

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:

<p>Di kousa</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 kousa</p>	<p>Louvri tiliv tè ou epi ak dokiman repons yo 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,

 Di konsa	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 with secure 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.
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- Collect test booklets, answer documents, 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 extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.