

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 4–11: 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 4–11: 90 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 2 – Students Submit Final Answers				
Unit 3 (if applicable)	Grade 3: 75 Minutes Grades 4–11: 90 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 accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations.

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

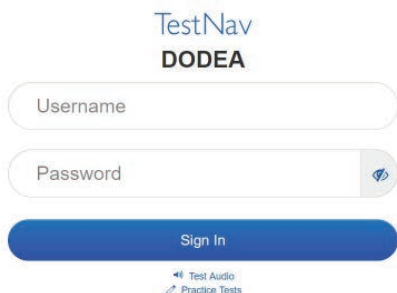
	<p>今天,你将参加英语语言艺术/读写能力评估。</p> <p>你的桌面上除了考试设备外不能有任何电子设备。不允许打电话,发短信,拍照和浏览互联网。如果你现在有任何未经批准的电子设备(包括手机),请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备,你的考试可能不予计分。</p>
---	--

If a student raises his or her hand, collect the electronic device (or follow DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC if you have questions regarding electronic devices.


Checking Audio

	<p>确保您的耳机已插入,并将其放在上面。在“登录”按钮下面的屏幕上有一个名为“点击测试音频”的链接。选择该链接以确保您可以通过耳机收听,然后将音量调节到最高等级。开始后,您可以在测试中调节音量。</p>
---	--


See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.



Instructions for Logging In

	<p>在我分发你们的学生准考证和草稿纸时, 请安静地坐在原位。 在我告诉你登录之前, 请勿登录。</p>
---	--

Distribute scratch paper and student testing tickets. Make sure students have pencils.

	<p>现在, 看看你的学生准考证, 并确保上面有你的名和姓。如果你没有收到准考证, 请举手。</p>
--	--

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.

Student Testing Ticket

Student Name: Brack, Caitlyn Grace
Student Identifier (ID): 9338978998
Session: WEI4M
Test: Grade 4 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 Test Nav in the application.

TestNav Username: 6476810850
TestNav Password: 642140



现在, 请输入你考试单底部显示的用户名。

(暂停。)

接下来, 请输入你考试单上显示的密码。

(暂停。)

现在, 请选择“Sign In”按钮。

(暂停。)

在屏幕的右上角找到你的姓名。如果你看到的不是自己的姓名, 请举手。现在, 你应该在“Available Tests”屏幕上。选择第__单元(填写适当的单元号)的“Start”按钮。你应该会看到一个“Welcome”屏幕。

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




选择屏幕中间的“Start Test Now”框。在我阅读屏幕上的说明时跟随操作。你可能需要使用右侧的滚动条跟随操作。在我告诉你选择“Start Section”按钮之前, 请勿选择。

今天, 你将参加__年级(填写适当年级)的第__单元(填写适当单元号码)的英语语言艺术/读写能力考试。


阅读每个段落和问题。然后, 按照说明回答每个问题。


其中一个问题会要求你写一个答案。在屏幕上提供的框中输入你的答案。将有足够的空白让你来完成自己的答案。如果你的答案比提供的空白长, 将出现一个滚动条。您可以使用滚动条查看完整答案。只有输入框中的答案才会计分。

如果你不知道某个问题的答案, 你可以给它加书签, 然后继续下一个问题。如果你提前完成, 可以审查你的答案以及你可能已加书签的任何问题。

	<p>你的屏幕上说明到此结束。在被告知继续之前, 请勿继续。</p> <p>某些字词或短语会带下划线。如果你看到任何带下划线的字词或短语, 均可以打开链接以显示一个弹出式词汇表, 会为你提供字词或短语的定义。</p> <p>在考试期间, 如果你在考试设备方面有任何困难, 均请举手, 以便我为你提供帮助。考试期间, 我无法在试题或在线工具方面帮助你。</p> <p>一旦你检查完了本单元的答题, 请举手, 我会指导你退出考试。然后, 我会收回你的学生准考证和草稿纸。你一旦退出考试, 就无法再次登录。</p>
---	--


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

	<p>选项A</p> <p>在你退出考试后, 请安静地坐在那里, 直到本单元结束。</p>
	<p>选项B</p> <p>在你退出考试后, 我会让你离开。</p>
	<p>选项C</p> <p>在你退出考试后, 你可以阅读一本书或所允许的其他材料, 直到本单位结束。</p>


	<p>你有什么问题吗?</p>
--	-----------------


Answer any questions.

Instructions for Starting the Test

	<p>滚动至屏幕底部。</p> <p>(暂停。)</p> <p>按照指示输入方框内的密封代码。</p> <p>(暂停。)</p> <p>请点击“Start Section”按钮。</p> <p>(暂停。)</p> <p>你应该已进入考试环节。</p>
---	---

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

 3年级	你将有... (选择要管理的单元) 3年级第1单元: 75分钟 3年级第2单元: 75分钟 (3年级第3单元: 75分钟, 如适用) ... 来完成本单元。当你的考试时间剩下10分钟时, 我会告诉你。 转到下一页。现在, 你可以开始答题了。
--	--

 4和11 年级	你将有... (选择要管理的单元) 4和11年级第1单元: 90分钟 4和11年级第2单元: 90分钟 (4和11年级第3单元: 90分钟, 如适用) ... 来完成本单元。当你的考试时间剩下10分钟时, 我会告诉你。 转到下一页。现在, 你可以开始答题了。
---	---

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.
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1).
- 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:

	请停止, 然后遮盖或关闭屏幕。我们将安静地休息三分钟, 做伸展运动。不允许说话。
---	--

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

	现在, 你们可以恢复考试了。
---	----------------

Instructions for When 10 Minutes of Unit Time Remain


When 10 minutes of unit time remain,

	你还剩下10分钟。
---	-----------

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.)

	<p>停止答题。考试时间现已结束。</p> <p>选择考试左上角的“Review”下拉菜单。</p> <p>从“Review”菜单中, 滚动到底部, 然后选择“End of Section”。</p> <p>选择“Submit Final Answers”按钮。然后, 你会看到一条消息, 询问“Are you sure you want to submit final answers?” 选择“Yes, Submit Final Answers”按钮。</p> <p>选择“Yes”按钮, 退出本单元。</p> <p>现在, 我会收回你的学生准考证和草稿纸。</p>
---	---

- 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 **Completed** 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.