

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 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 (or follow your school instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

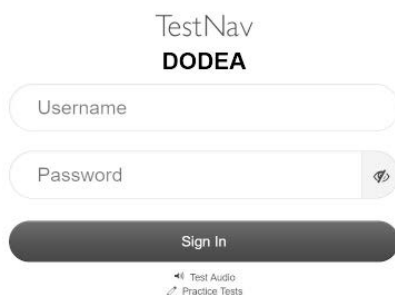
	<p>今天, 你将参加数学评估。</p> <p>你的桌面上除了考试设备外不能有任何电子设备。不允许打电话, 发短信, 拍照和浏览互联网。如果你现在有任何未经批准的电子设备(包括手机), 请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备, 你的考试可能不予计分。</p>
---	--

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 (for Mathematics Accessibility Features only)

	<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



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。

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 or 504 plan, make sure the student receives the appropriate device.



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。

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)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 log the student back in with the correct student testing ticket.

Instructions for Administering All Units



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)的数学考试。你将不能使用计算器。

阅读每个问题。然后, 按照说明回答每个问题。如果某个问题要求你展示或解释你的答题, 你必须这样做才能获得完整满分。在屏幕上提供的框中输入你的答案。只有输入到答案方框中的答案才能得分。

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。


如果该问题配有绘图框, 您可以使用它添加图形来帮助(3年级: 解释)(4年级和5年级: 支持)您的答案。在绘图框中输入的任何作品或图形都将得分。



考试说明到此结束。在被告知继续之前, 请勿继续。

在考试过程中, 如果你遇到考试设备方面的困难, 请举手, 以便我可以协助你。考试期间, 我无法在试题或在线工具方面帮助你。


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

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


	你有什么问题吗?
---	----------

Answer any questions.

Instructions for Starting the Test

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

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

	你将有60分钟时间完成本单元考试。当你的考试时间剩下10分钟时, 我也会告诉你。 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.
- Ensure students are 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。</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.

4.11.2 Grades 6 and High School Mathematics – Unit 1

The administration script under Section 4.11.2 will be used for Unit 1 of the Grades 6 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: 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 accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations. Before students can begin testing, the test session must be started in Pearson Access. 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 accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

朗读

今天, 你将参加数学评估。

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。

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.

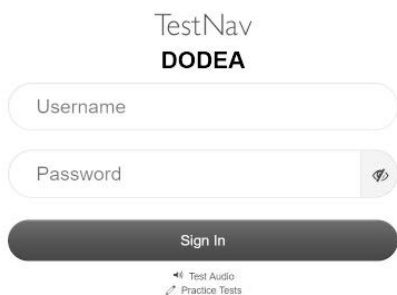
Checking Audio (for Mathematics Accessibility Features only)

朗读

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。

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

audio adjustments as needed.



Instructions for Logging In

朗读 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。

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 or 504 plan, make sure the student receives the appropriate device.

朗读 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。

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

朗读

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1单元的“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 Unit 1

朗读

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__ (填写适当年级/课程) 第1单元的数学考试。第1单元包括两个部分。在第一部分中, 你不能使用计算器。在第二部分中, 你可以使用计算器。你在开始进行计算器部分后, 将不允许返回考试的第一部分。你必须在允许的时间内完成第1单元的非计算器和计算器两个部分。

阅读每个问题。然后, 按照说明回答每个问题。

如果某个问题要求你展示或解释你的答题, 你必须这样做才能获得完整满分。在屏幕上提供的框中输入你的答案。只有输入到答案方框中的答案才能得分。

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。当你完成第一部分时, 你只能审查本部分中的答案或可能已加书签的任何问题。你审查完自己的答案后, 通过提交第一部分的答案继续进入计算器部分。如果你在继续进入计算器部分方面需要帮助, 请举手。

朗读

如果使用手持式计算器, 可选内容如下所述: 当你准备好进入计算器部分时, 请举手, 收到你的计算器。

朗读	<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>在考试过程中, 如果你遇到考试设备方面的困难, 请举手, 以便我可以协助你。考试期间, 我无法在试题或在线工具方面帮助你。</p> <p>当你检查完计算器部分后, 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 local policy (refer to your STC).

朗读	<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>

朗读	你有什么问题吗?
-----------	----------

Answer any questions.

Instructions for Starting the Test

朗读	<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.

朗读

你将有...

- 6年级: 60分钟
- 高中: 90分钟

来完成本单元中的非计算器部分和计算器部分。当考试时间剩下20分钟时,如果你还没有进入计算器部分,我会提醒你进入。当你的考试时间剩下10分钟时,我也会告诉你。

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.
- 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).
- Ensure students are 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:

朗读


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 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

	你还剩下20分钟。提醒一句, 必须在此时间内完成非计算器和计算器两个部分。
---	---------------------------------------

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。</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.


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 of the Grades 6, 8 and high school mathematics test. The administration script for Unit 1 of the 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: 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 accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations. Before students can begin testing, the test session must be started in Pearson Access. 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 accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

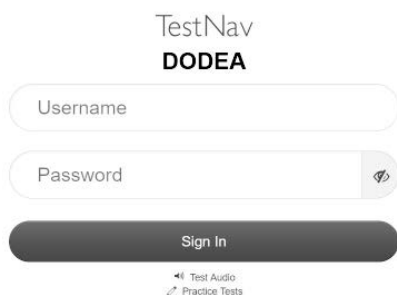
	<p>今天, 你将参加数学评估。</p> <p>你的桌面上除了考试设备外不能有任何电子设备。不允许打电话, 发短信, 拍照和浏览互联网。如果你现在有任何未经批准的电子设备(包括手机), 请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备, 你的考试可能不予计分。</p>
---	--

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 (for Mathematics Accessibility Features only)

	<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



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。

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 or 504 plan, make sure the student receives the appropriate device.



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。

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

朗读

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1单元的“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, 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

朗读

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)第1单元的数学考试。你将不能使用计算器。

阅读每个问题。然后, 按照说明回答每个问题。如果某个问题要求你展示或解释你的答题, 你必须这样做才能获得完整满分。在屏幕上提供的框中输入你的答案。只有输入到答案方框中的答案才能得分。


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。


朗读

你的屏幕上说明到此结束。在被告知继续之前, 请勿继续。

在考试过程中, 如果你遇到考试设备方面的困难, 请举手, 以便我可以协助你。考试期间, 我无法在试题或在线工具方面帮助你。


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

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


	你有什么问题吗?
---	----------

Answer any questions.

Instructions for Starting the Test

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

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

	你将有60分钟时间完成本单元考试。当你的考试时间剩下10分钟时, 我也会告诉你。 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.
- Ensure students are 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:

朗读	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:

朗读	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,

朗读	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.)

朗读	<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。</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.


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

The administration script under Section 4.11.4 will be used for Unit 2 and Unit 3 of the Grades 6, 8, and High School mathematics test. The administration script for Unit 1 of the Grades 6 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 High School: 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). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**

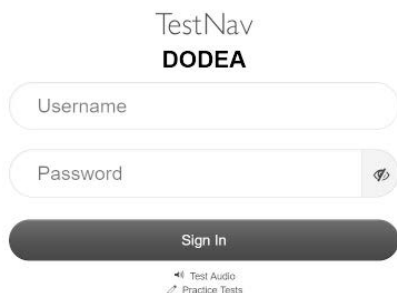
	<p>今天, 你将参加数学评估。</p> <p>你的桌面上除了考试设备外不能有任何电子设备。不允许打电话, 发短信, 拍照和浏览互联网。如果你现在有任何未经批准的电子设备(包括手机), 请将它们关闭并举手。如果在考试期间发现你有未经批准的电子设备, 你的考试可能不予计分。</p>
---	--

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 (for Mathematics Accessibility Features only)

	<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

朗读

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。

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 or 504 plan, make sure the student receives the appropriate device.

朗读

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。

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

Grades 6, 8, and
High School
Mathematics
Units 2 and 3

朗读

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)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

朗读

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__(填写适当年级/课程)第__单元(填写适当单元号码)的数学考试。你将能够使用计算器。在工具栏中提供了一个计算器供你使用。

阅读每个问题。然后, 按照说明回答每个问题。

如果某个问题要求你展示或解释你的答题, 你必须这样做才能获得完整满分。在屏幕上提供的框中输入你的答案。只有输入到答案方框中的答案才能得分。

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。


朗读

你的屏幕上说明到此结束。在被告知继续之前, 请勿继续。

在考试过程中, 如果你遇到考试设备方面的困难, 请举手, 以便我可以协助你。考试期间, 我无法在试题或在线工具方面帮助你。

当你检查完计算器部分后, 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。


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

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

	你有什么问题吗?
---	----------


Answer any questions.

Instructions for Starting the Test

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

Grades 6, 8, and
High School
Mathematics
Units 2 and 3

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

	<p>你将有...</p> <ul style="list-style-type: none"> • 6-8年级: 60分钟 • 高中: 90分钟 <p>...来完成本单元。当你的考试时间剩下10分钟时, 我会告诉你。 现在, 你可以开始答题了。</p>
---	---

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.
- 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).

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.)

朗读

停止答题。考试时间现已结束。

选择考试左上角的“Review”下拉菜单。

从“Review”菜单中, 滚动到底部, 然后选择“End of Section”。

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。

现在, 我会收回你的学生准考证和草稿纸。

- 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.