

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.

Dini

Díííí éí Bilagáana bizaad bee yáti’/wólta’ dóó bee ak’i alchí bééhonísínígíí íshjáán ádííliít éí dínóol’jít.

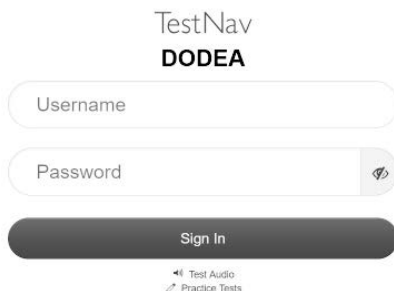
Da na his tso t’áá góó t’áá doo le’í atsinilt’ish yee déi yíjeehígíí’ ta’ nidaahjaah éí doo naajaahda, test bee álnééhígíí t’éí kwe’é choidoo’jít. Bee hane’í naah’áago bee ho’ne’, bee saad atch’j’ ál’ínígíí, bee eda’alne’, dóó bee háágóóshíí nahaz’áággóó bee nazhnitáhígíí, browsing internet, éí doo beehaz’ááda. Atsinilt’ish yee deiyíjeehígíí dooda kwe’é ha’nínígíí ta’ nani’áago, béesh bee hane’é da, t’ááshqodí anánígéés dóó nihí la’ bee yahdootnííh. Atsinilt’ish yee deiyíjeehígíí dooda ha’nínígíí test baa na’aldeehego, test ínilaaígíí doo yídóolta’ha.

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

Dini Bee azhdits'a'í hajaa' baqah niná'nií baa íit'igo ánilééh dóó ádaqah niní'nií. Hahalkeedígíiscreen bikáa'gi "Sign in" bikáa'ígíí biyaagi "Click To Test Audio" bikáa'. Éí bik'i iitsééhgo bee azhdiits'a'í bii' hodiits'a' sílji'go dego altso nidígis. Bíhwiini'áq'ii bínanídíkid bidínlnishgo índa hasht'e' nidígis.

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



Instructions for Logging In

Dini T'áadoo íits'a'í nahísóotá Testing Tickets dóó naaltsoos bik'i na'adzooí naashniih biná. Béesh nitsékeesí' aq'ólééh lágo, k'ad nihi díiniidgo' índa.

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

Dini K'ad bee nihéé hózinígíí, student testing ticket, nóŋ da' táash ni nízhi' aláqji dóó akéé déé' ígíish bikáa'. Nihí la' bee yadoot níih naaltsoos bee nihéé hózinígíí, ticket, doo neiyíltsoozgóó.

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

 <p>Dini</p>	<p>K'ad Username bee nihééhózinígíí, ticket, hóyahdi bikáá'ígí' át'áo bikáá' ótééh. (Áttsé.)</p>
	<p>K'ad Password bee nihééhózinígíí, ticket, bikáá'ígí' át'áo bikáá' ótééh. (Áttsé.)</p>
	<p>K'ad "Sign In" bikáá'ígíí bik'i iitsééh. (Áttsé.)</p>
	<p>Nishnáajígo' wódahti díí tsésq' bií'jji' éi nízh bikáá' doo. Doo ni nízhi' bikáá'góó' éi níhí la' bee yahdoo'nííh. K'ad éi hahalkeedígíí, screen, "Available Tests" bikáá' dooleet. K'ad éi "Start" bikáa'ígíí bik'i' iitsééh dóó Unit ____ (hanítáhígíí kwe'é bikáá' ádííliít). "Welcome" bikáá'go yidííftséét k'ad.</p>

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

 <p>Dini</p>	<p>Naalkidí, screen, ałnii'gi "Start Test Now" bikáá'ígíí bik'i' iitsééh. Screen bikáa'gi bik'ehgo á'dííliítígíí yínishta'go t'áa shikék'ehgóó bik'i yíghał doo. Nishnáajígo yaago dóó dego bee naagiz éi bee t'áashi kéé'góó yínółta'. "Start Section" níigo bikáá'ígíí T'ÁADDOO bik'i' iitsééhé, k'ad ákónílééh díiniidgo iinda.</p>
	<p>Dííji' éi Unit ____ (unit bi number bikáá' ánílééh) binidíílnish éi wólta'góne' yíníłta'ígíí ____ (grade yíníłta'ígíí bikáá' ánílééh) Bilagáana bizaad bee yátí' /wólta' bíhoo'áá'ígíí bínanídíkíd.</p>
	<p>Saad dahnaazhjaa'ígíí dóó na'ídíkíd hazhó'ó yídííftah. Áádóó kót'éego ádííliít nínígíí bik'ehgo nanídíkídígíí binidíílnish.</p>
	<p>Nanídíkídígíí ła' bínanidéékídígíí baa hólne'go saad bikáá' ánílééh nididooniit. Nanidéékídigo nát'áá' baa náhólne'ígíí éi dik'áago si'ánígíí biyi'góne' ánílééh. Bínaníkídígíí nát'áá' bikáá' ádadíliítígíí éi t'áa bíighahgo bá haz'á. Nát'áá' bikáá' ánílééhígíí nineezgo dóó doo bá haz'áá'góó éi scroll bar hadoolkit. Scroll bar bee nát'áá' bikáá' iinilaaígíí t'áa át'é nídíniít'jji'. Dik'áago si'ánígíí biyi'góne' hane'go saadígíí t'éiyá yídóoltah dóó score ádoolníit.</p>
<p>Bínanidéékídígíí doo nił bééhózingóó, t'ah bininádiílnish biniyé béhózingo, bookmark, ádííliít dóó na'ídíkíd náána ła' binináánílnish. Doo hahígóó altso iinilaago, bínanidéékídigo ándeinilaaígíí nídíniít'jji' dóó na'ídíkíd bookmark ádeinilaaígíí bininádiílnish.</p>	

Dini	<p>Koji' bik'ehgo' á'doolnííígíí altso béesh nitsékeesí bitsésq' bikáá'ígíí ílyaa. Náásgóó bináádóólníish lágo k'ad nihi'doo'niidgo' índa.</p> <p>Ła' saad dóó saad bee ha'oodzii'ígíí biyaagi da'asdzooh doo. Saad dóó saad bee ha'oodzii'igo biyaagi da'idzooígíí éi béesh nitsékeesí bii'di Ła'atyoí bida diit'i' éi daní t'i'ígíí choi ní Łj go saad ááh yiłnínígíí nił íishjáán íidoolíł.</p> <p>Yahdidoolnih naaltsoos nihich'j' t'áá' niná'níłgo béesh nitsékeesí choidool'jii'ígíí ch'ééh ół'jgo, shí nihí ká ádeeshwoł. Naaltsoos nihich'j' t'áá' niná'níłgi na'idíkid dóó béesh nitsékeesí bii'dóó choidool'jii'ígíí éi doo bee nihíká ádeeshwołda.</p> <p>Nihi naaltsoos nánóool'jii'igo nihíla' bee yahdidoolnih áádóó naaltsoos t'áá' niná'níłgií, test, ánidoohgis nihideeshniit. Áádóó naaltsoos bee nihééhózinígíí, student testing ticket, dóó aaltsoos bikáá' na'adzooí náhideeshŁah. Béesh nitsékeesí nah j' ánáohgizí éi doo' aq ánínáádooh dliłŁda.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your STC).

Dini	<p>OPTION A nínizingo</p> <p>Béesh nitsékeesí nah j' anógizgo hazhó'ó t'áádoó íits'a'á soodáadoo Unit altsogo índa.</p>
	<p>OPTION B nínizingo</p> <p>Béesh nitsékeesí nahj' anógizgo índa nahgóó tádíháahdoo.</p>
	<p>OPTION C nínizingo</p> <p>Béesh nitsé keesí' ánéi ní giz go' éi naaltsos Ła' ní nił jgo t'áá' áko.</p>


Dini	<p>Ła'ish na'idółkid?</p>
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Answer any questions.

Instructions for Starting the Test

Dini	<p>Naalkidí, screen, bit'áahdi, bottomdi, niníłkeed.</p> <p>(Áłtsé.)</p> <p>Dik'áago si'anígíí biyi'Seal Code bikaa' anílééh.</p> <p>(Áłtsé.)</p> <p>"Start Section" bikáá'ígíí bik'i' iitsééh.</p> <p>(Áłtsé.)</p> <p>K'ad éi test góne' át'é íishjáqah.</p>
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Pause to make sure all students are in the correct unit.

 <p>Dini</p> <p>Díí' dóó Ashdla' wólta'di</p>	<p>Kónízahjí' ná hoo'a' . . (Unit bina'anishígíí hadííłkit)</p> <p>Díí' dóó Ashdla' wólta'di Unit 1 góne' Nááhást'édiin dah'alzhinjí'</p> <p>Díí' dóó Ashdla' wólta'di Unit 2 góne' Nááhást'édiin dah'alzhinjí'</p> <p>Díí' dóó Ashdla' wólta'di Unit 3 góne' Nááhást'édiin dah'alzhinjí'</p> <p>. . .díí unit atso ádííłít. 10 dah'a zhin yidziingo bee nihił hodeeshnih.</p> <p>Naaltsos anááhíłtáád. K'ad nihinaanish ółééh.</p>
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 <p>Dini</p> <p>Hastáá, Tsosts'id, Tseebíí, dóó Hódahdi wólta'ígíí</p>	<p>Kónízahjí' ná hoo'a' . . (Unit bina'anishígíí hadííłkit)</p> <p>Hastáá, Tsosts'id, Tseebíí, dóó Hódahdi wólta'di Unit 1: Nááhást'édiin dah'alzhinjí'</p> <p>Hastáá, Tsosts'id, Tseebíí, dóó Hódahdi wólta'di Unit 2: Nááhást'édiin dah'alzhinjí'</p> <p>Hastáá, Tsosts'id, Tseebíí, dóó Hódahdi wólta'di Unit 3: Nááhást'édiin dah'alzhinjí'</p> <p>. . .díí unit atso ádííłít. 10 dah'a zhin yidziingo bee nihił hodeeshnih.</p> <p>Naaltsos anááhíłtáád. K'ad nihinaanish ółééh.</p>
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Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- 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:

Dini

K'ad ni'ánilééh dóó naalkidígíí, screen bik'í íltih éí doodago anánígéés. Táá' dah'alzhinji' t'áadoo íits'a'í háádadiilyih. Doo yádajiti'da.

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

Dini

K'ad naaltsoos nich'j' t'áá' ninánilígíí binanilnish.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Dini

10 dah'alzhin yidziih k'ad.

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.)

Dini

Nihinaanish ni' kótééh. K'ad test bá haz'ánígíí altso bíghah azlǫ.

Nisht'ájigo "Review" bikáá' éí bik'i' iitsééh áko díníít'jítígíí altso hadoolkit.

"Review" bikáá'ígíí bił adılchííd dóó haalkidgo hóyahdi ninítkeed dóó "End of Section" bił yiitash.

"Submit Final Answers" bikáá'ígíí bik'i' iitsééh. "Are you sure you want to submit final answers?" ni di doo niit. "Yes, Submit Final Answers" bikáá'ígíí bik'i' iitsééh.

"Yes" bikáá'ígíí bik'i' iinitsihgo díi unit-ígíí.

Áádóó naaltsoos bee nihééhózinígíí, student testing ticket, dóó aaltsoos bikáá' na'adzoói náhideeshlah.

- 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.