

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>Sa araw na ito, kukunin ninyo ang English Language Arts/Literacy Assessment.</p> <p>Hindi maaaring may ibang elektronikong device sa inyong desk maliban sa device na gagamitin ninyo para sa pagsusulit. Hindi pinapayagan ang pagtawag, pag-text, pagkuha ng mga larawan, at pag-browse sa internet. Kung may dala kayo ngayong anumang hindi inaaprubahang elektronikong device kasama na ang mga cell phone, paki-off ang mga ito at itaas ang inyong kamay. Kung mahuli kayong may hindi inaaprubahang elektronikong device habang kumukuha ng pagsusulit, maaaring hindi bibigyan ng score ang inyong pagsusulit.</p>
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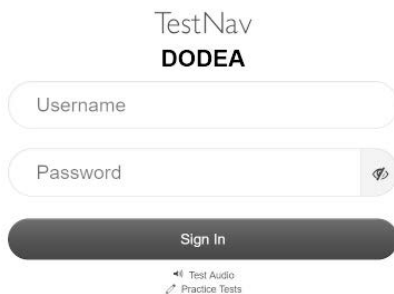
If a student raises his or her hand, collect the electronic device (or follow DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC if you have questions regarding electronic devices.

Checking Audio




Siguraduhing nakasaksak sa device ang inyong headphones at isuot ang mga ito. Sa inyong screen sa ibaba ng button na “Sign In” ay isang link na tinatawag na “Click To Test Audio.” Pindutin ang link para masiguradong may naririnig kayo sa inyong headphones at i-adjust ang volume sa pinakamalakas. Maaari ninyong i-adjust ang volume sa pagsusulit kapag nagsimula na kayo.

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




Instructions for Logging In



Pakiusap, maupo nang tahimik habang ipinamamahagi ko ang inyong mga ticket sa pagsusulit ng estudyante at scratch paper.
HUWAG mag-log in hangga’t hindi ko sinasabi.

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



Ngayon, tingnan ang inyong ticket sa pagsusulit ng estudyante at siguraduhing nakasulat dito ang inyong pangalan at apelyido. Itaas ang inyong kamay kung wala sa inyo ang inyong ticket.

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



Ngayon, ilagay ang inyong Username gaya ng ipinapakita sa ibaba ng inyong ticket.
(I-pause.)

Kasunod nito, ilagay ang Password gaya ng ipinapakita sa ibaba ng inyong ticket.
(I-pause.)

Ngayon, piliin ang button na “Sign In.”
(I-pause.)

Hanapin ang inyong pangalan sa kanang itaas na sulok ng screen. Kung hindi sa inyo ang nakikita ninyong pangalan, pakitaas ang inyong kamay. Dapat nasa screen na “Available Tests” na kayo sa puntong ito. Piliin ang button na “Start” para sa Unit __ (punan ng angkop na unit number). Dapat nakikita ninyo ang screen na “Welcome.”

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



Piliin ang kahong “Start Test Now” sa gitna ng screen. Sundan ako habang binabasa ko ang mga tagubilin sa screen. Maaaring kailangan ninyong gamitin ang scroll bar sa kanan para makasunod. HUWAG pindutin ang button na “Start Section” hangga’t hindi ko sinasabi.

Sa araw na ito, kukunin ninyo ang Unit __ (punan ng angkop na unit number) ng Grade __ (punan ng angkop na grade) English Language Arts/Literacy Test.

Basahin ang bawat pangungusap at tanong. Pagkatapos, sundin ang mga tagubilin para sa pagsagot sa bawat tanong.

Hihilingan kayo ng isa sa mga tanong na magsulat ng isang sagot. Ilagay ang inyong sagot sa kahon na nakalagay sa inyong screen. Magkakaroon ng sapat na espasyo para makumpleto ninyo ang inyong sagot. Kung mas mahaba ang inyong sagot kaysa sa inilaang espasyo, may lalabas na isang scroll bar. Magagamit ninyo ang scroll bar para i-review ang inyong buong sagot. Ang nailagay na mga sagot lang sa kahon ang bibigyan ng score.

Kung hindi ninyo alam ang sagot sa isang tanong, maaari ninyo itong i-bookmark at pumunta sa susunod na tanong. Kung maaga kayong makakatapos, maaari ninyong i-review ang inyong mga sagot at anumang tanong na maaaring na-bookmark ninyo.

SABIHIN	<p>Ito na ang katapusan ng mga tagubilin sa inyong screen. Huwag magpatuloy hangga't hindi sinasabi sa inyo na magpatuloy.</p> <p>Nakasalungguhit ang ilang salita o parirala. Kung may makita kayong anumang nakasalungguhit na salita o parirala, maaari ninyong buksan ang link para magpakita ng isang pop-up na glosaryo na magbibigay sa inyo ng kahulugan ng salita o parirala.</p> <p>Habang nasa pagsusulit, itaas ang inyong kamay kung magkaroon kayo ng anumang problema sa inyong device para sa pagsusulit para matulungan ko kayo. Hindi ko kayo matutulungan sa mga tanong sa pagsusulit o sa mga online na tool sa panahon ng pagsusulit.</p> <p>Kapag natiyak na ninyo ang inyong sagot sa seksyong ito, itaas ang inyong kamay at bibigyan ko kayo ng instruksyong mag-log out sa pagsusulit. At, kokolektahin ko na ang ticket sa pagsusulit ng estudyante at scratch paper. Kapag lumabas na kayo sa pagsusulit, hindi na kayo maaaring mag-log in muli.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your STC).

SABIHIN	<p>OPSYON A</p> <p>Pagkatapos ninyong mag-log out sa pagsusulit, maupo nang tahimik hanggang sa matapos ang unit.</p>
	<p>OPSYON B</p> <p>Pagkatapos ninyong mag-log out sa pagsusulit, idi-dismiss ko na kayo.</p>
	<p>OPSYON C</p> <p>Pagkatapos ninyong mag-log out sa pagsusulit, maaari kayong magbasa ng isang aklat o ibang pinapayagang materyal hanggang sa matapos ang unit.</p>

SABIHIN	<p>Mayroon ba kayong mga tanong?</p>
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Answer any questions.

Instructions for Starting the Test

SABIHIN	<p>Mag-scroll papunta sa ibaba ng screen.</p> <p>(I-pause.)</p> <p>Ilagay ang Seal Code na ibinigay sa kahon gaya ng ipinapakita.</p> <p>(I-pause.)</p> <p>Pindutin ang button na "Start Section."</p> <p>(I-pause.)</p> <p>Dapat nasa pagsusulit ka na ngayon.</p>
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Pause to make sure all students are in the correct unit.

 Grade 3	Mayroon kayong 75 minuto para makumpleto ang unit na ito. Ipapaalam ko sa inyo kapag 10 minuto na lang ang natitira sa inyo para tapusin ang pagsusulit.
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 Grades 4–11	Mayroon kayong 90 minuto para makumpleto ang unit na ito. Ipapaalam ko sa inyo kapag 10 minuto na lang ang natitira sa inyo para tapusin ang pagsusulit.
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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:


	Pakiusap na huminto at takpan o i-off ang inyong screen. Magkakaroon tayo ng tahimik na tatlong minutong break para magpahingalay. Hindi pinapayagan ang pagsasalita.
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After taking a classroom break, be sure students are seated and device screens are visible:

	Maaari na ninyong ituloy ang pagsusulit.
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Instructions for When 10 Minutes of Unit Time Remain


When 10 minutes of unit time remain,

	<p>May natitira na lang kayong 10 minuto.</p>
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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 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>Huminto na sa pagsagot. Tapos na ang oras ng pagsusulit.</p> <p>Pindutin ang “Review” na drop-down menu sa kaliwang itaas ng inyong pagsusulit.</p> <p>Mula sa “Review” menu, mag-scroll papunta sa ibaba at pindutin ang “End of Section.”</p> <p>Pindutin ang button na “Submit Final Answers. Pagkatapos nito, makakakita kayo ng mensaheng nagtatanong ng “Are you sure you want to submit final answers?” Pindutin ang button na “Yes, Submit Final Answers.”</p> <p>Pindutin ang button na “Yes” para lumabas sa unit.</p> <p><u>Kokolektahin ko na ngayon ang ticket sa pagsusulit ng estudyante at scratch paper.</u></p>
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- 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.