

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.

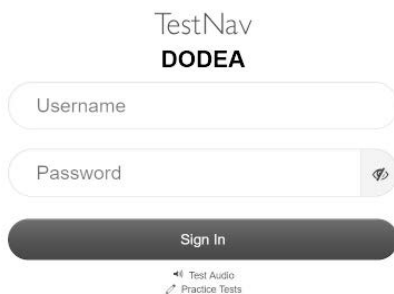
	<p>ዛሬ የእንግሊዘኛ ቋንቋ ጥበብ/ክህሎት መመዘኛ ፈተና ትወስዳላችሁ።</p> <p>ከመፈተኛ መሳሪያዎ ላይ ለኖር አይገባም። ጥሪዎችን ማድረግ፣ መልዕክት መላላክ፣ ፎቶዎችን ማንሳት እና ኢንተርኔት/ባይዘንደር ማሰስ አይፈቀድም። አሁን ተንቀሳቃሽ ስልኮችን ጨምሮ ማንኛውም ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ከእናንተ ጋር ካለ፣ ዝጋቸው እና እጃችሁን አውጡ። በፈተና ወቅት ያልተፈቀዱ የኤሌክትሮኒክ መሳሪያዎች ይዛችሁ ከተገኛችሁ፣ የፈተና ውጤታችሁ አይያዝም።</p>
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If 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

ይናገሩ የጆሮ ማዳመጫዎ መሰከቱን እና ማድረጋችሁን እርግጠኛ ሁኑ። ከታችኛ ካለው የእርስዎ ማያ የ “Sign In” አዘራር ላይ “Click To Test Audio” የሚል አገናኝ አለ። በጆሮ ማዳመጫዎ መስማት መቻልዎን ለማረጋገጥ እና የድምጽ መጠኑን እጅግ ከፍተኛ ደረጃ ላይ ለማስተካከል አገናኙን ምረጡ። በፈተና ውስጥ ያለውን የድምጽ መጠን ከጀመራችሁ በኋላ ማስተካከል ትችላላችሁ።

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



Instructions for Logging In

ይናገሩ የእናንተን የተማሪ የፈተና ትኬት እና የማሰቢያ ወረቀት እስከ ማሰራጨ ድረስ በጸጥታ ተቀመጡ። እኔ እንድታደርጉ እስከምናገር ድረስ አትግቡ።

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

ይናገሩ አሁን፣ የራስችሁን የተማሪ የመፈተኛ ትኬት ተመልከቱ እና የራሳችሁ የመጀመሪያ እና የመጨረሻ ስም ላይ ላይ መኖሩን አረጋግጡ። የ የእናንተ ትኬት ከሌላችሁ እጃችሁን አንሱ።

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>አሁን፣ በትኬታችሁ አገርጌ እንደሚታየው የእናንተን ተጠቃሚ ስም/የዘርጅም አስገቡ። (ለእናታ አቁሙ።)</p> <p>ቀጥሎ፣ በትኬታችሁ ልክ እንደሚታየው የይለፍቃል/ፓስወርድ አስገቡ። (ለእናታ አቁሙ።)</p> <p>አሁን፣ የ “Sign In” አዝራር ምረጡ። (ለእናታ አቁሙ።)</p> <p>በማያው የላይኛው የቀኝ ማዕዘን ላይ ስማችሁን ፈልጉ። የምታዩት ስም የእናንተ ካልሆነ፣ እባክችሁ እጃችሁን አውጡ። አሁን የእናንተን በ የሚገኙ ፈተናዎች/ “Available Tests” ማያ ላይ መሆን አለባችሁ። ለ ክፍል __ (በተገቢው ክፍል ቁጥር ውስጥ ሙሉ) የ “Start” አዝራር ምረጡ። የ እንኳን ደህና መጡ/ “Welcome” ማያ ማየት አለብዎ።</p>
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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>በማያ ሳጥን መሃል ውስጥ ፈተና አሁን ጀምር/ “Start Test Now” ምረጡ። እኔ በማያው ላይ መመሪያቸውን ሳነብ አብራችሁ ተከተሉ። አብሮ ለመከታተል በስተቀኝ ያለውን ተሽብላይ አሞሌ መጠቀም ሊኖርባቸው ይችላል። እኔ አድርጎ ብዩ እስከምነግራችሁ ድረስ የ “Start Section” አዝራር አትምረጡ።</p> <p>ዛሬ የምትወስዱት ክፍል __ (በተገቢው ክፍል ቁጥር ውስጥ ሙሉ) የ ክፍል __ (በተገቢውን የክፍል ደረጃ ሙሉ) የእንግሊዘኛ ቋንቋ ጥበብ/ክህሎት ፈተና ነው።</p> <p>እያንዳንዱን ምንባብ እና ጥያቄ አንብቡ። ቀጥሎ፣ እያንዳንዱን ጥያቄ ለመመለስ መመሪያዎችን ተከተሉ።</p> <p>ከጥያቄዎቹ አንዱ ምላሽ እንድትጽፉ ይጠይቃል። በማያው ላይ ባለው ሳጥን ውስጥ ምላሽ አስገቡ። ምላሻችሁን የምትሞሉበት በቂ ቦታ ይኖራል። ምላሻችሁ ከተሰጠው ቦታ በላይ ከሆነ፣ ተሽብላይ አሞሌ ይመጣል። ሙሉ ምላሻችሁን ለመከለስ ተሽብላይ አሞሌውን መጠቀም ትችላላችሁ። በሳጥን ውስጥ የገቡ ምላሾች ብቻ ነጥብ ይሰጣቸዋል።</p> <p>ለአንድ ጥያቄ መልሱን ካላወቃችሁ፣ እልባት ምልክት በማድረግ ወደሚቀጥለው ጥያቄ መሄድ ትችላላችሁ። ቀደም ብለችሁ ከጨረሳችሁ መልሶችን እና ማንኛውም የእልባት ምልክት የተደረገባቸውን ጥያቄዎች መከለስ ትችላላችሁ።</p>
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	<p>ይህ በማያዎ ላይ ያሉት መመሪያዎች መጨረሻ ነው። እንደታደርጉ እስከሚገባራችሁ ድረስ አትሂዱ።</p> <p>አንዳንድ ቃላት እና ሀረጎች የተሰመረባቸው ይሆናሉ። ማንኛውም የተሰመረባችው ቃላት ወይም ሀረጎች ከተመለከቱ፣ የቃሉን ወይም ሀረጉን ፍቺ የሚሰጠዎ ብቅ ባይ የቃላት ፍቺ ለማየት አገናኙን መክፈት ትችላልችሁ።</p> <p>በፈተና ጊዜ፣ በእናንተ ፈተና መሳሪያ ላይ ማንኛውም አስቸጋሪ ሁኔታ ከገጠመችሁ ለግዛችሁ እንድችል እጃችሁን አውጡ። በፈተና ወቅት በፈተና ጥያቄዎች ላይ ወይም በመስመር ላይ/ አንላይን መሳሪያዎች ላይ ልረዳቸው አልችልም።</p> <p>አንዴ በዚህ ክፍል ውስጥ ያለውን ስራችሁን ካረጋገጣችሁ በኋላ፣ እጃችሁን አውጡ እና ከፈተናው ዘግታችሁ እንድትወጡ መመሪያ እሰጣችኋለሁ። በመቀጠል የእናንተን የመፈተሻ ትኬት እና የማሰቢያ ወረቀት እሰበስባለሁ። አንዴ ፈተናውን ዘግታችሁ ከወጣችሁ በኋላ ተመልሳችሁ መግባት አትችሉም።</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your STC).

	<p>አማራጭ U</p> <p>ፈተና ዘግታችሁ ከወጣችሁ በኋላ፣ ክፍሉ እስከሚያልቅ ድረስ በዝምታ ተቀመጡ።</p>
	<p>አማራጭ A</p> <p>ፈተና ዘግታችሁ ከወጣችሁ በኋላ፣ ለቃችሁ እንድትወጡ አደርጋለሁ።</p>
	<p>አማራጭ B</p> <p>ፈተናውን ዘግታችሁ ከወጣችሁ በኋላ፣ ክፍሉ እስከሚጠናቀቅ ድረስ መጽሃፍ ወይም ሌላ የሚፈቀዱ ቁሶችን ልታነቡ ትችላላችሁ።</p>


	<p>ማንኛውም ጥያቄዎች አላችሁ?</p>
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Answer any questions.

Instructions for Starting the Test

	<p>ወደ ማያው አግርጌ ሸብልሉ። (ለእናታ አቁሙ።)</p> <p>እንደተመለከተው የተሰጠውን የእሸግ/ሲል ኮድ በሳጥኑ ውስጥ ያስገቡ። (ለእናታ አቁሙ።)</p> <p>የ “Start Section” አዝራር ምረጡ። (ለእናታ አቁሙ።)</p> <p>አሁን ፈተና ውስጥ ላይ መሆን አለባችሁ።</p>
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Pause to make sure all students are in the correct unit.

 <p>ይናገሩ 3ኛ ክፍል</p>	ይህን ክፍል ለመጨረስ 75 ደቂቃዎች አላችሁ። የፈተና ጊዜው 10 ደቂቃ ሰቀረው እንደታወቁት አደርጋለሁ።
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 <p>ይናገሩ ከ 4-11ኛ ክፍሎች</p>	ይህን ክፍል ለመጨረስ 90 ደቂቃዎች አላችሁ። የፈተና ጊዜው 10 ደቂቃ ሰቀረው እንደታወቁት አደርጋለሁ።
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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:

ይናገሩ እባካችሁ አቁሙ እና ማያችሁን ሸፍኑ ወይም አጥፉ። በጸጥታ የሶስት ደቂቃ ማፍታቻ እረፍት እንወስዳለን። መናገር አይፈቀድም።

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

ይናገሩ አሁን ፈተናውን መቀጠል ትችላላችሁ።

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

ይናገሩ ቀሪ 10 ደቂቃ አላችሁ።

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.)

ይናገሩ መስራት አቁሙ። አሁን የፈተና ጊዜ አብቅቷል።
 በፈተናዎ በላይኛው የግራ ማዕዘን የ “Review” ተቆልቋይ ምናሌ ምረጡ።
 ከ “Review” ምናሌ፣ ወደ ታች ሽብልሉ እና “End of Section” ምረጡ።
 የመጨረሻ መልሶችን አስገባ “Submit Final Answers” የሚለውን አዘራር ምረጡ። አዎ፣ / የመጨረሻ መልሶችን አስገባ/ “Yes, Submit Final Answers” የሚለውን አዘራር ምረጡ።
 ክፍሉን ለመውጣት የ “Yes” አዘራር ምረጡ።
 የእናንተን የመፈተኛ ትኬት እና የማሰቢያ ወረቀት አልሰበሱብም።

- 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.