

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).**

Dini

Díííí éí Ahíná’iiltááh bíhwiiniit’áá’ígíí bínanídíkidgo Dínóol’jít.

Da na his tso t’áá góó t’áá doo le’í atsinilt’ish yee déí yíjeehígíí’ la’ nidaahjaah éí doo naajaahda, test bee álnéehígíí t’éí kwe’é choidoo’jít. Bee hane’í naah’áago bee hotne’, bee saad atch’j’í’ ál’ínígíí, bee eda’alne’, dóó bee háágóóshíí nahaz’áá’góó bee nazhniitáhígíí, browsing internet, éí doo beehaz’áá’da. Atsinilt’ish yee deiyíjeehígíí dooda kwe’é ha’nínígíí la’ nani’áago, béesh bee hane’é da, t’ááshqóodí anánígéés dóó nihí la’ bee yahdoolnííh. Atsinilt’ish yee deiyíjeehígíí dooda ha’nínígíí test baa na’aldeehgo, test ínilaaígíí doo yídóoltaahda.

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)

Dini

Bee azhdits’a’í hajaa’ baqah niná’niití baa íit’i’go ánilééh dóó ádaqah nini’niití. Hahalkeedígííscreen bikáa’gi “Sign in” bikáa’ígíí biyaagi “Click To Test Audio” bikáa’í. Éí bik’i iitséehgo bee azhdits’a’í bii’ hodiits’a’í siljii’go dego altso nidiígis. Bíhwiiniit’áá’ii bínanídíkid bidínílnishgo índa hasht’e’ nidiígis.

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 dóo naaltsoos bik'i na'adzooí naashniih biná.

Béesh nitsékeesí' aq'ólééh lágo, k'ad nihi díiniidgo' índa.

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.

Dini

K'ad bee nihéé hózínígíí, student testing ticket, nóŋ da' táash ni nízhi' aláajj dóo akéé déé' ígíish bikáá'. Nihí la' bee yadoot níh naaltsoos bee nihéé hózínígíí, 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' bii'jji' éi nízh bikáá' doo. Doo ni nízhí' bikáá'góó' éi nihí la' bee yahdootníh. K'ad éi hahalkeedígíí, screen, "Available Tests" bikáá' dooleet. K'ad éi "Start" bikáá'ígíí bik'i iitsééh éi bee Unit __ (fill in the appropriate unit) binidílnish. "Welcome" bikáá'go yidííftséét k'ad.</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 log the student back in with the correct student testing ticket.

Instructions for Administering All Units

 <p>Dini</p>	<p>Naalkidí, screen, ałnii'gi "Start Test Now" bikáá'ígíí bik'i' iitsééh. Bik'ehgo' á'doolníftígíí yínishta'go t'áa shikéégóó dayi nótta'doo. Nishnáajígo yaago dóo dego bee naagiz éi bee t'áashi kéé'góó yínóhta'. "Start Section" níigo bikáá'ígíí T'ÁADOO bik'i' iitsééhé, k'ad ákónilééh díiniidgo iinda.</p> <p>Dííjji' éi Unit __ (fill in the appropriate unit) grade wólta'di __ (fill in the appropriate grade level) Ahíná'iiltááh bíhoo'áá' bína'idíkidígíí. Bee ahína'iiltáhi éi ta' choidííft'jji'tda.</p> <p>Na'idíkidígíí hazhó'ó yidííftah. Áadóó kót'éego ádííliit níngíí bik'ehgo nanidíkidígíí binidílnish. Na'idíkidgo ninaanish hazhó'ó íishjáán íínisingo baa hólne' níngíí dó' t'áa' ákót'éego hazhó'ó' ádííliit áko ná bił íídóolta. Nanidéekidgo nát'áá' baa náhólne'ígíí éi dik'áago si'ánígíí biyi'góne' ánilééh. Saad bá hazánigi saad hane' bee ha dí lééh ígíí t'éi ná bił íi dool tah.</p> <p>Bínanidéekidígíí doo nił bééhózingóó, t'ah bininádiłnish biniyé béhózingo, bookmark, ádííliit dóó na'idíkid náána'la' bininániłnish. Doo hahígóó attso iinilaago, bínanidéekidgo ándeiniłaaígíí nídiłniit'jji't dóó na'idíkid bookmark ádeiniłaaígíí bininádiłnish.</p> <p>Dik'áago bii' na'ach'áahígíí biyi'di na'idíkid éi bik'ehgo ha'át'íida nidíich'ah answer iinilaagíí (Táa' wólta'jji': bee baa hólne' doo, explain ádííliit) (Díjji' dóó Ashdla' wólta'jji': binahjji' hólne'ígíí, support ádííliit). Dik'áago biyi'di iinilaagíí bił íídóolta.</p>
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 <p>Dini</p>	<p>Bik'ehgo test ádííliitígíí éi kojji' altso baa hóóne'. Náásgóó bináádóółniish lágo k'ad nihí'doo'niidgo' inda.</p> <p>Yahdidootnih naaltsoos nihich'ji' t'áá' niná'niitgo béesh nitsékeesí bii'dóó choidoot'jji'tígíí ch'ééh ół'jji'go, shí nihí ká ádeeshwoł. Naaltsoos nihich'ji' t'áá' niná'niitgi na'idíkid dóó béesh nitsékeesí bii'dóó choidoot'jji'tígíí éi doo bee nihíká ádeeshwołda.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your STC).

Dini	OPTION A nínízingo Béesh nitsékeesí nah j' anógizgo hazhó'ó t'áádoo íits'a'á soodáadoo Unit attsogo índa.
	OPTION B nínízingo Béesh nitsékeesí nahj' anógizgo índa nahgóó tádínáahdo.
	OPTION C nínízingo Béesh nitsékeesí anéínígizgo' éi naaltsos ła' níníł jįgo t'áá' áko.

Dini	ła'ish na'ídótkid?
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Answer any questions.

Instructions for Starting the Test

Dini	Naalkidí, screen, bit'áahdi, bottomdi, niníłkeed. (Áłtsé.)
	Dik'ąągo si'anígíí biyi'Seal Code bika' anílééh. (Áłtsé.)
	"Start Section" bikáá'ígíí bik'i' iitsééh. (Áłtsé.)
	K'ad éi test góne' át'é íishjąáh.

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

Dini	60 dah'alzhinji' díi unit attso' ádíi líł. Test anílééhígíí attso bíghahji' 10 dah'alzhin yidziihgo nił hodeeshnih. K'ad nihinaanish ólééh.
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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.
- 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:

Diní	K’ad ni’ánilééh dóó naalkidígíí, screen bik’í íltih éí doodago anánígéés. Táá’ dah’alzhiinjí’ t’áadoo íits’a’í háádadiilyjh. Doo yádajilti’da.
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After taking a classroom break, be sure students are seated and device screens are visible:

Diní	K’ad naaltsos nich’j’ t’áá’ ninánilígíí binanilnish.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Diní	Neeznáá dah’alzhiin yidziih k’ad.
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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.)

Diní	<p>Nihinaanish ni’ ótééh. K’ad test bá haz’ánígíí altso bíghah azłł.</p> <p>Nishtl’ajigo “Review” bikáá’ éí bik’i’ iitsééh áko dínííł’jilígíí altso hadoolkit.</p> <p>“Review” bikáá’ígíí bił adılchííd dóó haalkidgo hóyahdi niníłkeed dóó “End of Section” bił yiitash.</p> <p>“Submit Final Answers” bikáá’ígíí bik’i’ iitsééh.</p> <p>“Yes” bikáá’ígíí bik’i’ iinitsihgo díí unit-ígíí.</p> <p>Áádóó naaltsos bee nihééhózinígíí, student testing ticket, dóó aaltsos bikáá’ na’adzoói náhideeshlah.</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.

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).**

Dini

Díííí éí Ahíná’iiltááh bîhwiiniit’áá’ígíí bînanídíkido Dínool’jít.

Da na his tso t’áá góó t’áá doo le’í atsinilt’ish yee déí yíjeehígíí’ ła’ 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’áá’góó bee nazhniitáhígíí, browsing internet, éí doo beehaz’ááda. Atsinilt’ish yee deiyíjeehígíí dooda kwe’é ha’nínígíí ła’ nani’áago, béesh bee hane’é da, t’ááshqodí anánigéés dóó nihí la’ bee yahdootnííh. Atsinilt’ish yee deiyíjeehígíí dooda ha’nínígíí test baa na’aldehygo, test íinilaagíí doo yídóoltaahda.

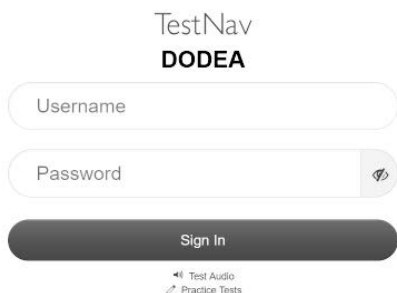
If a student raises his or her hand, collect the electronic device (or follow DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)

Dini

Bee azhdits’a’í hajaa’ baqah niná’nií baa íit’i’go ánilééh dóó ádaqah nini’niíí. Hahalkeedígíiscreen bikáa’gi “Sign in” bikáá’ígíí biyaagi “Click To Test Audio” bikáá’. Éí bik’i iitsééhgo bee azhdiits’a’í bii’ hodiits’a’ síj’j’go dego atso nidígis. Bîhwiiniit’áá’ii bînanídíkido bidínílnishgo 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. Béésh nitsékeesí' ąą'ótééh lágo, k'ad nihi díiniidgo' índa.

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.

Dini

K'ad bee nihéé hózinígíí, student testing ticket, nóŋ da' táash ni nízhí' aląąj dóó akéé děé' ígíish bikáá'. Nihí la' bee yadoot níh 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


Diní	K'ad Username bee nihééhózinígíí, ticket, hóyahdi bikáá'ígí' át'áo bikáá' ótééh. (Áłtsé.)
	K'ad Password bee nihééhózinígíí, ticket, bikáá'ígí' át'áo bikáá' ótééh. (Áłtsé.)
	K'ad "Sign In" bikáá'ígíí bik'i iitsééh. (Áłtsé.)
	Nishnáajigo' wódahdi díí tsésó' bií'jǵ' éí nǵzh bikáá' doo. Doo ni nǵzhi' bikáá'góó' éí nihí la' bee yahdootnííh. K'ad éí hahalkeedígíí, screen, "Available Tests" bikáá' dooleet. K'ad éí "Start" bikáá'ígíí bik'i' iitsééh dóó Unit 1. "Welcome" bikáá'go yidííłtséét k'ad.

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


Diní	Naalkidí, screen, ałnǵ'gi "Start Test Now" bikáá'ígíí bik'i' iitsééh. Bik'ehgo' á'doolnííłgíí yínishta'go t'áá shikéégóó dayí nółta'doo. Nishnáajigo yaago dóó dego bee naagiz éí bee t'ááshi kéé'góó yínółta'. "Start Section" níigo bikáá'ígíí T'ÁADOO bik'i' iitsééhé, k'ad ákóníłééh díiniidgo iında.
	Dííjǵ' éí Unit 1-ígíí ____ wólta'góne' ahíná'iiltááh (fill in the appropriate/course) bindííłnish Unit 1 éí naaki ał'ąą át'éego ałkéé' sinil. Áłtségóne' áníłééhígíí, section one, éí bee ahí'iiltááhí, calculator doo choidiit'jǵ'ıtda. Naakigóne' áníłééhígíí, section two, éí bee ahí'iiltááhí, calculator choidiit'jǵ'ıtda. Bee ahí'iiltááhí choo'ínígíí hahalzhishdóó éí naaltsoos ach'j' t' ąą' niná'níł hahoolzhiizhgóó nát'ąą' doo nǵzhdoodáalda. Unit 1-góne' bee ahína'iiltáhí choo'j' dóó doo choo'jǵ'góó í'íłééhígíí éí t'áá áłah ádííłiit oolkit bá hoo'a'góne.
	Na'ídíkídígíí hazhó'ó yidííłtah. Áádóó kót'éego ádííłiit nínígíí bik'ehgo nanídíkídígíí binidííłnish.
	Na'ídíkídigo ninaanish hazhó'ó íishjáán íínísingo baa hólne' nínígíí dó' t'áá' ákót'éego hazhó'ó' ádííłiit áko ná bił íídóoltah. Nanídéekidgo nát'ąą' baa náhólne'ígíí éí dik'ąągo sí'ánígíí biyi'góne' áníłééh. Saad bá haząnigi saad hane' bee ha dí lééh ígíí t'éí ná bił íi dool tah.

Diní	OPTIONAL BEE NÍHÓLNÍÍH, BEE AHÍNÁ'IILTÁÁHÍ CHOJOOŁ' JǵGO: Níla' bee yadidííłnih bee ahí'iiltááhí choo'j' bá haz'ánidi baa hoolzhiizhgo áko bee ahí'iiltááhí naadoot' áál.
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 Dini	<p>Kojj' bik'ehgo' á'doolnííííígíí altso béesh nitsékeesi bitsésq' bikáá'ígíí ílyaa. Náásgóó bináádóólníísh lágo k'ad nihi'doo'niidgo' índa.</p>
	<p>Yahdidoonih naaltsos nihich'j' t'áá' niná'nííígo béesh nitsékeesi bii'dóo choidoot'jiiíígíí ch'ééh ó'jiggo, shí nihi ká ádeeshwoł. Naaltsos nihich'j' t'áá' niná'nííígi na'ídíkid dóó béesh nitsékeesi bii'dóo choidoot'jiiíígíí éi doo bee nihiká ádeeshwołda.</p>
	<p>Bee ahína'iiltááhi, calculator, bee na'anish bá haz'ánígóne' nihi naaltsos nánóó'jii'go nihíla' bee yahdidoonih áádóó naaltsos t'áá' niná'níííígíí, test, ánídoohgis nihidideeshniit. Áádóó naaltsos bee nihééhóziníígíí, student testing ticket, dóó aaltsos bikáá' na'adzooí náhideeshłah. Naaltsos nihich'j' t' áá' niná'nííí altso ínilaago béesh nitsékeesi ánóóhgizí éi doo' aq ánináádoohdííłda.</p>



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

 Dini	<p>OPTION A nínízingo</p>
	<p>Béesh nitsékeesi nah j' anógizgo hazhó'ó t'áádoó íits'a'á soodáadoo Unit altso go índa.</p>
	<p>OPTION B nínízingo</p>
	<p>Béesh nitsékeesi nahjj' anógizgo índa nahgóó tádínáahdoo.</p>
 Dini	<p>OPTION C nínízingo</p>
	<p>Béesh nitsékeesi ánéínígizgo' éi naaltsos ła' níníí jiggo t'áá' áko.</p>

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

Instructions for Starting the Test

 Dini	<p>Naalkidí, screen, bit'áahdi, bottomdi, ninííkeed.</p>
	<p>(Áłtsé.)</p>
	<p>Dik'áago si'aníígíí biyi'Seal Code bikaa' anilééh.</p>
	<p>(Áłtsé.)</p>
	<p>"Start Section" bikáá'ígíí bik'i' iitsééh.</p>
 Dini	<p>(Áłtsé.)</p>
	<p>K'ad éi test góne' át'é íishjááh.</p>

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

Dini

Kónizahjji' ná hoo'a' . . .

- Hastáqá wólta'di: **Hastádiin dah'alzhinji'**
- Hodaḡo ólta': **Nááhást'édiin dah'alzhinji'**

. . . hodidoonaat bee iná'iiltáhi choo'jigo dóo doo choo'jigo á'jiit'ijhígíí bá haz'áqóne' díí unit – góne'. Test bá hoo'a'ígíí naadiin dah'alzhin yidziihgo calculator choo'jigo bee haz'áníjí binanilnish dideeshniit, t'ahdoo áajj' aninááh ládáqá. Test ánilééhígíí altso bíghahjji' neeznáá dah'alzhin yidziihgo nił hodeeshnih.

K'ad nihinaanish ótééh.

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:

Dini

K'ad ní'ánilééh dóo naalkidígíí, screen bik'í ílthi éí doodago anánígéés. Táá' dah'alzhinji' t'áadoo íits'a'í háádadiilyh. Doo yádajilti'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 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,

Dini

Naadiin dah'alzhin yidziih k'ad. Béénilnih, calculator doo choo'jidago section dóó calculator t'áá choo'jigo section, t'áá álah attso binidílnish oolkitgo bá hoo'a'góne'.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Dini

Neeznáá 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 ní' ótééh. K'ad test bá haz'ánígíí attso bíghah azlji.

Nishtl'ajigo "Review" bikáá' éi bik'i' iitsééh áko díníít'jígíí attso hadoolkit.

"Review" bikáá'ígíí bit adílchíid dóó haalkidgo hóyahdi ninítkeed dóó "End of Section" bit yíiltash.

"Submit Final Answers" bikáá'ígíí bik'i' iitsééh.

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

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


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).**

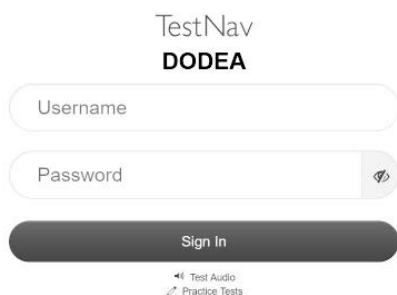
 <p>Dini</p>	<p>Dííjį́ éí Ahíná’iiltááh bíhwiiniit’áá’ígíí bínánídíkídgo Dínóol’jį́t.</p> <p>Da na his tso t’áá góó t’áá doo le’í atsinilt’ish yee déí yíjeehígíí’ ła’ nidaahjaah éí doo naajaahda, test bee álnéehígíí t’éí kwe’é choidoo’jį́t. Bee hane’í naah’áago bee ho’ne’, bee saad atch’j’í’ ál’ínígíí, bee eda’alne’, dóó bee háágóóshjį́ nahaz’áá’góó bee nazhniitáhígíí, browsing internet, éí doo beehaz’áá’da. Atsinilt’ish yee deiyíjeehígíí dooda kwe’é ha’nínígíí ła’ nani’áago, béesh bee hane’é da, t’ááshqóódi anánígéés dóó nihí ła’ bee yahdoo’níh. Atsinilt’ish yee deiyíjeehígíí dooda ha’nínígíí test baa na’aldeehgo, test ínilaaígíí doo yídóolta’da.</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 (for Mathematics Accessibility Features only)

 <p>Dini</p>	<p>Bee azhdits’a’í hajaa’ baqah niná’nií baa íit’igo ánilééh dóó ádaqah nini’niíit. Hahalkeedígííscreen bikáa’gi “Sign in” bikáa’ígíí biyaagi “Click To Test Audio” bikáa’.</p> <p>Éí bik’i iitséehgo bee azhdits’a’í bii’ hodiits’a’ si’jį́’go dego atso nidígis. Bíhwiiniit’áá’ii bínánídíkíd bidínílnishgo índa hasht’e’ nidígis.</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

Dini

T'áadoo íts'a'í nahísóotá Testing Tickets dóó naaltsoos bik'i na'adzooí naashniih biná. Béesh nitsékeesí' ąą'ótééh lágo, k'ad nihi díiniidgo' índa.

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.

Dini

K'ad bee nihéé hózinígíí, student testing ticket, nóŋ da' táásh ni nízhi' aląąj dóó akéé děę' ígíish bikáá'. Nihí la' bee yadoot níh 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' wódahdi díí tsésq' bií'jǵ' éí nízh bikáá' doo. Doo ni nízhí' bikáá'góó' éí nihí la' bee yahdootnííh. K'ad éí hahalkeedígíí, screen, "Available Tests" bikáá' dooleet. K'ad éí "Start" bikáá'ígíí bik'i' iitsééh dóó Unit 1. "Welcome" bikáá'go yidíítséét 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, 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

 <p>Dini</p>	<p>Naalkidí, screen, ałnii'gi "Start Test Now" bikáá'ígíí bik'i' iitsééh. Bik'ehgo' á'doolnííígíí yínishta'go t'áá shikéégóó dayí nótta'doo. Nishnáajígo yaago dóó dego bee naagiz éí bee t'ááshi kéé'góó yínółta'. "Start Section" níigo bikáá'ígíí T'ÁADOO bik'i' iitsééhé, k'ad ákónilééh díiniidgo iında.</p> <p>Dííjǵ' éí Unit 1-ígíí ____ wólta'góne' ahíná'iiltááh (fill in the appropriate grade level) bindíílnish Bee ahína'iiltáhi éí ła' choidííł'jǵ'ida.</p> <p>Na'idíkidígíí hazhó'ó yidííłtah. Áádóó kót'éego ádííłíł níngíí bik'ehgo nanídíkidígíí binidíílnish. Na'idíkidgo ninaanish hazhó'ó íishjáán íínisingo baa hólne' níngíí dó' t'áá' ákót'éego hazhó'ó' ádííłíł áko ná bił íídóolta. Nanidéekidgo nát'áá' baa náhólne'ígíí éí dik'áago sí'ánígíí biyi'góne' ánilééh. Saad bá hazánigi saad hane' bee ha dí lééh ígíí t'éí ná bił íí dool tah.</p> <p>Bínanidéekidígíí doo nił bééhózingóó, t'ah binináđílnish biniyé béhózingo, bookmark, ádííłíł dóó na'idíkid náána'ła' binináđílnish. Doo hahígóó attso iinilaago, bínanidéekidgo ándeinilaagíí níđíníł'jǵ' dóó na'idíkid bookmark ádeinilaagíí binináđílnish.</p>
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 <p>Dini</p>	<p>Kojǵ' bik'ehgo' á'doolnííígíí attso béesh nitsékeesí bitsésq' bikáá'ígíí iilyaa. Náásgóó bináádóólnísh lágo k'ad nihí'doo'niidgo' ında.</p> <p>Yahdidoonih naaltsoos nihich'j' t'áá' niná'níłgo béesh nitsékeesí bií'dóó choidooł'jǵ'ígíí ch'ééh ół'jǵ'igo, shí nihí ká ádeeshwoł. Naaltsoos nihich'j' t'áá' niná'níłgi na'idíkid dóó béesh nitsékeesí bií'dóó choidooł'jǵ'ígíí éí doo bee nihíká ádeeshwołda.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your STC).

	OPTION A nínízingo Béesh nitsékeesí nah j' anógizgo hazhó'ó t'áádoó íits'a'á soodáadoo Unit ałtsogo índa.
	OPTION B nínízingo Béesh nitsékeesí nahjj' anógizgo índa nahgóó tádínaáhdoó.
	OPTION C nínízingo Béesh nitsékeesí ánéínígizgo' éi naaltsos ła' níníł jįgo t'áá' áko.


	ła'ísh na'ídótkid?
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Answer any questions.

Instructions for Starting the Test

	Naalkidí, screen, bit'áahdi, bottomdi, niníłkeed. (Áłtsé.)
	Dik'ąągo si'anígíí biyi'Seal Code bikaa' anílééh. (Áłtsé.)
	"Start Section" bikáá'ígíí bik'i' iitsééh. (Áłtsé.)
	K'ad éi test góne' át'é íishjąąh.

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

	60 dah'alzhinjj' díi unit ałtso' ádíí líł. Test ánílééhígíí ałtso bíghahjj' 10 dah'alzhin yidziihgo nił hodeeshnih. K'ad nihinaanish ótééh.
---	--

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:

Diní	K'ad ni'ánilééh dóó naalkidígíí, screen bik'í íltih éí doodago anánígéés. Táá' dah'alzhinjí' t'áadoo íits'a'í háádadiilyjh. Doo yádajilti'da.
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After taking a classroom break, be sure students are seated and device screens are visible:

Diní	K'ad naaltsoos nich'j' t'áá' ninánilígíí binanilnish.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Diní	Neeznáá dah'alzhin yidziih k'ad.
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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.)

Diní	Nihinaanish ni' ótééh. K'ad test bá haz'ánígíí altso bíghah azlǫ́.
	Nishtl'ajigo "Review" bikáá' éí bik'i' iitsééh áko díníít'jilígíí altso hadoolkit.
	"Review" bikáá'ígíí bił adılchííd dóó haalkidgo hóyahdi niníłkeed dóó "End of Section" bił yiitash.
	"Submit Final Answers" bikáá'ígíí bik'i' iitsééh.
	"Yes" bikáá'ígíí bik'i' iinitsihgo díí 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.

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).**

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

Diní

Dííł éí Ahíná’iiltááh bíhwiinił’áá’ígíí bínanídíkido Dínool’jít.

T’áadoole’é atsinilt’ish yee deiyíjeehígíí éí nahísóótánígí doo naajaahda, bee test ánilééhígíí t’éí t’áá áko. Bee hane’í naah’áago bee hołne’, bee saad atch’j’ ál’ínígíí, bee eda’alne’, dóo bee háágóóshj’ nahaz’áá’góo bee nazhniitáhígíí, browsing internet, éí doo beehaz’ááda. Atsinilt’ish yee deiyíjeehígíí dooda kwe’é ha’nínígíí łá’ nani’áago, béesh bee hane’é da, t’áashqódi anánígéés dóo nihí la’ bee yahdootníh. T’áadoole’é atsinilt’ish yee deiyíjeehígíí doo naajaahígíí naa’áago test éí test ólééhígíí doo nidóoltahta.

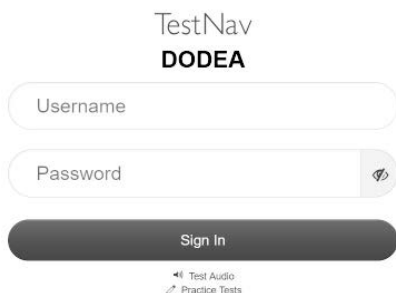
If a student raises his or her hand, collect the electronic device (or follow DoDEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)

Diní

Bee azhdits’a’í hajaa’ baqah niná’niłí baa íit’i’go ánilééh dóo ádaqah nini’niłí. Hahalkeedígíiscreen bikáa’gi “Sign in” bikáá’ígíí biyaagi “Click To Test Audio” bikáá’. Éí bik’i iitsééhgo bee azhdiits’a’í bii’ hodiits’a’ siłj’go dego atso nidígis. Bíhwiinił’áá’ii bínanídíkido bidínílnishgo índá 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 nahísóotą Testing Tickets dóo naaltsoos bik’i na’adzooí naashniih biná. Béesh nitsékeesi’ ąą’ófééh lágo, k’ad nihi díiniidgo’ índa.

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.

Dini

K’ad bee nihéé hózinígíí, student testing ticket, nóŋ da’ táásh ni nízhi’ aląąj dóo akéé děę’ ígísh bikáá’. Nihí la’ bee yadoot níih naaltsoos bee nihéé hózinígíí, ticket, doo neiyiltsoozgóó.

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

<p>Diní</p>	<p>K’ad Username bee nihééhózinígíí, ticket, hóyahdi bikáá’ígí’ át’áo bikáá’ ótééh. (Áłtsé.)</p> <p>K’ad Password bee nihééhózinígíí, ticket, bikáá’ígí’ át’áo bikáá’ ótééh. (Áłtsé.)</p> <p>K’ad “Sign In” bikáá’ígíí bik’i iitsééh. (Áłtsé.)</p> <p>Nishnáajígo’ wódahti díí tsésq’ bií’jį’ éi nízh bikáá’ doo. Doo ni nízhí’ bikáá’góó’ éi nihí la’ bee yahdootnííh. K’ad éi hahalkeedígíí, screen, “Available Tests” bikáá’ dooleet. K’ad éi “Start” bikáá’ígíí bik’i iitsééh éi bee Unit __ (fill in the appropriate unit) binidíílnish. “Welcome” bikáá’go yidííłtséét k’ad.</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>Diní</p>	<p>Naalkidí, screen, ałní’gi “Start Test Now” bikáá’ígíí bik’i iitsééh. Bik’ehgo’ á’doolnííłgíí yínishta’go t’áa shikéégóó dayí nółta’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 ákóníłééh díiniidgo iında.</p> <p>Díįį éi Unit __ ígíí(fill in the appropriate unit number) __ wólta’góne’(fill in the appropriate grade/course) Ahíná’iiltááh bíhoo’ąą’ bína’ídíkid. Bee ahíná’iiltááhí choiníł’jįgo bee ná haz’ą. Bee ahíná’iiltááhí, calculator, éi béesh nitsékeesí toolbar biy’di hóló, hajłki’ii chojool’j.</p> <p>Na’ídíkidígíí hazhó’ó yidííłtah. Áádóó kót’éego ádííłíłt nínígíí bik’ehgo nanídíkidígíí binidíílnish.</p> <p>Na’ídíkidigo ninaanish hazhó’ó íishjáán ííníingo baa hólne’ nínígíí dó’ t’áa’ ákót’éego hazhó’ó’ ádííłíłt áko ná bił íídóolta. Nanidéekidgo nát’ąą’ baa náhólne’ígíí éi dik’ąago sí’ánígíí biy’góne’ áníłééh. Saad bá hazánigi saad hane’ bee ha dí lééh ígíí t’éi ná bił íi dool tah.</p> <p>Bínanidéekidígíí doo nił bééhózingóó, t’ah bininádíílnish biniyé béhózingo, bookmark, ádííłíłt dóó na’ídíkid nááná la’ binináánílnish. Doo hahígóó altso íinilaago, bínanidéekidgo ánideinilaagíí nídíníł’jįt dóó na’ídíkid bookmark ádeinilaagíí bininádíílnish.</p>
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<p>Diní</p>	<p>Kojį’ bik’ehgo’ á’doolnííłgíí altso béesh nitsékeesí bitsésq’ bikáá’ígíí íilyaa. Náásgóó bináádóółníš lágo k’ad nihí’doo’niidgo’ ında.</p> <p>Yahdidootnih naaltsoos nihich’j’ t’ąą’ niná’níłgo béesh nitsékeesí bií’dóó choidoot’jįígíí ch’ééh ół’jįgo, shí nihí ká ádeeshwoł. Naaltsoos nihich’j’ t’ąą’ niná’níłgíí na’ídíkid dóó béesh nitsékeesí bií’dóó choidoot’jįígíí éi doo bee nihíká ádeeshwołda.</p> <p>Bee ahína’iiltááhí, calculator, bee na’anish bá haz’ánígóne’ nihí naaltsoos nánóót’jį’go nihíla’ bee yahdidootnih áádóó naaltsoos t’ąą’ niná’níłgíí, test, ánidoohgis nihidideeshniit. Áádóó naaltsoos bee nihééhózinígíí, student testing ticket, dóó aaltsoos bikáá’ na’adzooł náhideeshłah. Naaltsoos nihich’ j’ t’ ąą’ niná’níłt altso íinilaago béesh nitsékeesí ánáóhgizí éi doo’ ąą’ ánínáádoohdłíłta.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your STC).

	OPTION A nínízingo Béesh nitsékeesí nah j' anógizgo hazhó'ó t'áádoó íits'a'á soodáadoo Unit ałtsogo índa.
	OPTION B nínízingo Béesh nitsékeesí nahjj' anógizgo índa nahgóó tádínaáhdoó.
	OPTION C nínízingo Béesh nitsékeesí ánéinígizgo' éi naaltsos ła' níníł jįgo t'áá' áko.

	ła'ísh na'ídótkid?
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Answer any questions.

Instructions for Starting the Test


	Naalkidí, screen, bit'áahdi, bottomdi, niníłkeed. (Áłtsé.)
	Dik'ąągo si'anígíí biyi'Seal Code bikaá' anílééh. (Áłtsé.)
	"Start Section" bikáá'ígíí bik'i' iitsééh. (Áłtsé.)
	K'ad éi test góne' át'é íishjąąh.

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

Instructions for High School

	90 dah'alzhinjį' díí unit ałtso' ádíí líłf. Test ánílééhígíí ałtso bíghahjį' 10 dah'alzhin yidziihgo nił hodeeshnih. K'ad nihinaanish ótééh.
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Instructions for Grades 6-8

	60 dah'alzhinjį' díí unit ałtso' ádíí líłf. Test ánílééhígíí ałtso bíghahjį' 10 dah'alzhin yidziihgo nił hodeeshnih. K'ad nihinaanish ótééh.
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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.

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

- 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:

Dini	K’ad ni’ánilééh dóó naalkidígíí, screen bik’í íltih éí doodago anánígéés. Táá’ dah’alzhiñji’ t’áadoo íits’a’í háádadiilyih. Doo yádajiti’da.
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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.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Dini	Neeznáá dah’alzhiñ yidziih k’ad.
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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.)

Dini

Nihinaanish ní' ótééh. K'ad test bá haz'ánígíí altso bíghah azlǫ́.

Nishtl'ajígo "Review" bikáá' éí bik'i' iitsééh áko díníít'jǫ́tígíí altso hadoolkit.

"Review" bikáá'ígíí bit adílchííd dóo haalkidgo hóyahdi ninítkeed dóo "End of Section" bit yíiltash.

"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.

Áádóo naaltsoos bee nihééhózinígíí, student testing ticket, dóo aaltsoos bikáá' na'adzooí 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.