

4.10.2 Grade 3 – ELA/Literacy – All Units

The administration script under Section 4.10.2 will be used for all units for the Grade 3 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.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–2	Grade 3: 75 Minutes	<ul style="list-style-type: none"> • Test booklets • Pencils • Scratch paper 		
End of all units – Students Stop				

Instructions for Preparing to Test

Dini

Dííjj' éí Bilagáana bizaad bee yáti'/wólta' dóó bee ak'í'alchí bééhonísíníí' íishjáán ádííliít' éí dínóol'jjí. Dahnahísóótánídi t'áá dool'éé atsi nilt'ish yee deiyíjeehígíí' t'áá doo nidaahjaahí. Bee hane'í naah'áago bee hołne', bee saad atch'j' ál'ínígíí, dóó bee eda'alne'ígíí éí doo beehaz'áąda. Atsinilt'ish yee deiyíjeehígíí éí doo beehaz'áąda k'ad, béesh bee hane'éda, t'ááshqódi anídaahgées dóó nihí la' bee yah doł níih. Atsinilt'ish yee deiyíjeehígíí dooda ha'nínígíí test baa na'aldeehgo, test íinilaígíí doo yídóoltaħda.

If a student raises his or her hand, collect the electronic device (or follow your school 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.

Dini

T'ááshqódi t'áádoo' íits'a'í nahísóotą díi test binaaltsoos nihitaashnih.

Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets.


Dini


Unit 1 át'éego: Nihízhí' atąą jį' dóó akéédéé'ígíí díi test binaaltsoos wódahdi dik'ąągo "A" bikáá'ígóne' bikáá' ánilééh.

Unit Naakigóne' doodago Táá' éí: Nízhí' aląąjį' dóó akéédéé' íinilaígíí díníit'jjí íishjáą naaltsoos bee test ánilééhígíí bílátahdi Box A góne' bikáá'doo.


Make sure each student has written his or her name on the test booklet. If necessary, assist students with making sure they are using the test booklet that belong to them.

Instructions for Administering Unit 1

 <p>Dini</p>	<p>Label naaltsoos bibaąhgi chídaazti'ígíí bee Unit __ (fill in the appropriate unit) naaltsoos al áąjí' siltsoozíjí' ahíftáád dóó bik'ehgo binidíílnishígíí níníí'jigo yínishta'doo. Naaltsoos T'ÁADDOO ąą' ániléhé k'ad dííniidgo índa.</p> <p>Dííjí' éi Unit ____ góne' (fill in the appropriate/unit) táá' wólta'di bilagáana bizaad choo'í bihoo'aah/wólta' dóó bee na'adzo bíhwiiniit'áąyęę binanídíkid doo.</p> <p>Saad dahnaazhjaa'ígíí dóó na'ídíkid hazhóó yidííftah. Áádóó kót'éego ádííliit nínígíí bik'ehgo nanídíkidígíí binidíílnish. Naaltsoos bee test bikáa'gi ánilééhígíí háishj'í' t'áá ákót'é nínizínígíí bíghahgi nída'asdzoožígíí attso yidííshj'íí. Nída'asdzoožígíí binaagóó doo bik'i nijizoda. T'áá' ákót'éhígíí' t'ahgo ániléehgo éi, k'éé'dííftchxqłgo ts'ídá attso k'éé'dííftchxqł.</p> <p>Nanídíkidígíí' t'á' binanídéekidígíí baa hólne'go saad bikáa' ánilééh nididooniit. Naaltsoos test bee ánilééhígíí bikáa'gi bá nahaz'ánigi bína'ídíkidígíí nát'áą' baa hólne'ígíí ádadííliit. Response bá haz'ánigóne bína'ídíkidígíí ájilaaígíí t'éiyá yidóoltah dóó score ádoolníit.</p> <p>Bínanídéekidígíí doo niit bééhózingóó, éi na'ídíkid náádi náána' t'á' binináánílnish. Doo hahígóó attso ínilaago, bínanídéekidgo ándeinilaagíí nídíníí'j'íí dóó na'ídíkid bitis íníyahígíí bininádíílnish t'áá díí unit ígíí T'ÉIYÁ. STOP níigo bikáa'ígíí bilááhgóó dahdóónáát lágo.</p>
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 <p>Dini</p>	<p>Bik'ehgo test ánilééhígíí, directions, kojí' attso.</p> <p>Test Booklet bí'di GO ON bikáago éi ahidííftałgo binanílnishdoo. Test booklet biyi'di STOP níigo bikáa'j'í' íníyáago, náásgóó DAHNÁÁDOÓDÁÁŁ lágo k'ad hodoo'niidgo índa. Níleí board bikáa'gi GO ON dóó STOP ááh ha'nínígíí bee bik'idi'dootj'íí biniyé bikáa' ályaa.</p> <p>T'áadoo bíghah aleehé díí unit attsoh ádaataago dóó béé'da'dootánígíí, answers, nídanoó'j'igo nihí la' bee yahdidoołnih áádóó naaltsoos nihich'j' t'áą' niná' nilígíí náhideeshłah. Naaltsoos nihich'j' t'áą' niná'nilígíí náhál áá'í éi doo nihitaah nídoo'niha.</p>
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Read from OPTION A, B, or C below based on DoDEA or school policy (refer to your STC).

 <p>Dini</p>	<p>OPTION A nínízingo</p> <p>Naaltsoos nihich'j' t'áą' niná' nilígíí náháláá'go hazhóó t'áadoo' íits'a'í soodaa doo Unit attsoh bíghah silj'j'í'.</p>
	<p>OPTION B nínízingo</p> <p>Naaltsoos nihich'j' t'áą' niná'nilígíí náhál áá'go índa nahgóó nihí'deeshnih.</p>
	<p>OPTION C nínízingo</p> <p>Naaltsoos nihich'j' t'áą' niná'nilígíí náháláá'go índa nah góó naaltsoos t'á' nó'j'j' doo Unit attsohgo bíghah azl'j'j'í'.</p>



Ła'ish na'idótkid?

Answer student questions.



Kónízahjǰ' ná hoo'a' . . .

(Unit bina'anishígíí hadíítkit)

Táá' wólta'di Unit 1: **Tsosts'idiin dóó bi'aan ashdla' dah'alzhinjǰ'**

Táá' wólta'di Unit 2: **Tsosts'idiin dóó bi'aan ashdla' dah'alzhinjǰ'**

. . .**díí unit attso ádííliit. 10 dah'a zhin yidziihgo bee nihił hodeeshnih.**

Naaltsos ánááhíttáád. 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 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item seems irregular, refer to Section 4.6.4.
- Ensure students do not move on to other units.

Instructions for Taking a Break During Testing

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 at all times during breaks.
- Test booklets must be closed or covered.
- 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:



Test ánílééhígíí k'ad ní'ánílééh, naaltsos bik'ih na'gazígíí test booklet biyi'di naaltsos answers dabikáá'ígíí biih niłtsóós dóó test booklet atch'ǰ' áníleeh. Táá' dah'alzhinjǰ' t'áadoo íts'a'í háádadiilyh. Doo yádajiti'da.

After taking a classroom break, ensure students open their test booklets and continue testing where they left off.

Dini

Test booklets ąą'ádanile dóó bina'ídíkidígíí ádadííliit dóó test binanilnish k'ad.

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,

Dini

Nihinaanish ní' ótééh. K'ad test bá haz'ánígíí altso bíighah azlǫ́. Test booklet atch'ǫ́ kótééh.

Test Booklet níní'ǫ́, nihízhí' daasts'í bikáá'. K'ad Naaltsoos bee nihééhózinígíí dóó naaltsoos bikáá' na'adzooí náhideeshlah.

- Collect test booklets, scratch paper, testing tools, and accessibility/accommodations tools (as needed) from students.
- 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.

4.12 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 4 – High School School ELA/Literacy – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grades 4 – 8 and 10: 90 Minutes	<ul style="list-style-type: none"> • Test booklets • Answer documents • Pencils • Scratch paper 		
End of all units – Students Stop				

Instructions for Preparing to Test

Dini	<p>Dííjį́ éí Bilagáana bizaad bee yáti’/wólta’ dóó bee ak’i’alchí béehonisinígíí íishjáán ádííliít éí dínool’jį́.</p> <p>Dahnahísóótánídi t’áá dool’éé atsi nilt’ish yee deiyíjeehígíí’ t’áá doo nidaahjaahí. Bee hane’í naah’áago bee hołne’, bee saad alch’į’ ál’ínígíí, dóó bee eda’alne’ígíí éí doo beehaz’áąda. Atsinilt’ish yee deiyíjeehígíí éí doo beehaz’áąda k’ad, béesh bee hane’éda, t’ááshqóđí anídaahgéés dóó nihí la’ bee yah doł nííh. Atsinilt’ish yee deiyíjeehígíí dooda há’nínígíí test baa na’aldeehgo, test íinilaaígíí doo yídóoltaħda.</p>
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If a student raises his or her hand, collect the electronic device (or follow your school 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.


Dini	<p>T’ááshqóđí t’áádoó’ íits’a’í nahísóotą́ díí test binaaltsoos nihitaashniih.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute test booklets and answer documents.

Dini	<p>Unit 1 át’éego: Nízhi’ aląąjį’ dóó akéédéé’ígíí ádííliít díí naaltsoos bee test ánilééhígíí bílátahdi Box A góne’.</p> <p>Unit 2 éí: Nízhi’ aląąjį’ dóó akéédóóígíí éí test booklet hódahgo bikáá’doo íishjáąh dóó Box A yína’ídítkidígíí íinilaadoo.</p>
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Make sure each student has written his or her name on the test booklet and answer document. If necessary, assist students with making sure they are using the test booklet and answer document that belong to them.


Instructions for Administering Each Unit

 <p>Dini</p>	<p>Label naaltsoos bibaahgi chidaazti'ígíí bee Unit ____ (fill in the appropriate unit) naaltsoos al áájí' siltsoozíí' ahíttáád dóó bik'ehgo binidíílnishígíí níníí'jíggo yínishta'doo. Naaltsoos T'ÁADDOO aq' ánilééhé k'ad dííniidgo índa.</p> <p>Díííí' éí Unit ____ (unit bi number bikáá' ánilééh) binidíílnish éí wólta'góne' yínífta'ígíí ____ (grade yínífta'ígíí bikáá' ánilééh) Bilagáana bizaad bee yáti'/wólta' bíhoo'áq'ígíí bínanídíkid.</p> <p>Saad dahnaazhjaa'ígíí dóó na'ídíkid hazhó'ó yídííftah. Áádóó kót'éego ádííliit nínígíí bik'ehgo nanídíkidígíí binidíílnish. Naaltsoos bikáa'gi áts'íísigo nída'asdzoogíí t'áá át'é jíishííh bína'ídíkidíí t'áá ákót'éhígíí ájíléehego. Nída'asdzoogíí binaagóó doo bik'i nijizoda. T'áá' ákót'éhígíí' t'ahgo ániléehgo éí, k'éé'dííftchxqłgo ts'ídá altso k'éé'dííftchxqł.</p> <p>Nanídíkidígíí t'a' bínanidéékídígíí baa hólne'go saad bikáá' ánilééh nididooniit. Bína'ídíkidígíí ádajile'ígíí, response, naaltsoos bikáa'gi bá haz'ánígóne' t'éí adajile'. Bína'ídíkidgo nát'áq' baa hólne'ígíí éí bá haz'ánígóne' t'éí ádadíliit. Response bá haz'ánígóne bína'ídíkidígíí ájiiílaaígíí t'éiyá yídóoltah dóó score ádoolníit.</p> <p>Bínanidéékídígíí doo niit bééhózingóó, éí na'ídíkid náadi náána t'a' binináánílnish. Doo hahígóó attso iinilaago, bínanidéékídgo ánídeinílaaígíí nídínííft'jít dóó na'ídíkid bitis íníyahígíí bininádíílnish t'áá díí unit ígíí T'ÉIYÁ. STOP níigo bikáá'ígíí bilááhgóó dahdónáát lágo.</p>
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 <p>Dini</p>	<p>Bik'ehgo test ánilééhígíí, directions, kojí' attso.</p> <p>Test Booklet bíi'di GO ON bikáago éí ahidííftatgo binanilnishdoo. Test booklet biyi'di STOP níigo bikáa'jígíí íníyáago, náásgóó DAHNÁÁDOÓDÁÁŁ lágo k'ad hodoo'niidgo índa.</p> <p>Níléí board bikáa'gi GO ON dóó STOP ááh ha'nínígíí bee bik'idi'dootjít biniyé bikáá' ályaa.</p> <p>T'áadoo bííghah aleehé díí unit attsoh ádaataago dóó béé'da'dootánígíí, answers, nidanóol'jíggo nihí la' bee yahdidoolnih áádóó naaltsoos nihich'j' t'áq' níná' nilígíí náhideeshlah. Naaltsoos nihich'j' t'áq' níná'nilígíí náhál áá'í éí doo nihitaah nídoonihda.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your STC).

 <p>Dini</p>	<p>OPTION A nínízingo</p> <p>Naaltsoos nihich'j' t'áq' níná' nilígíí náháláá'go hazhó'ó t'áadoo' íits'a'í soodaa doo Unit attsoh bííghah silíí'jígíí.</p>
	<p>OPTION B nínízingo</p> <p>Naaltsoos nihich'j' t'áq' níná'nilígíí náhál áá'go índa nahgóó nihí'deeshnih.</p>
	<p>OPTION C nínízingo</p> <p>Naaltsoos nihich'j' t'áq' níná'nilígíí náháláá'go índa nah góó naaltsoos t'a' nóíjídoo Unit attsohgo bííghah azlíí'jígíí.</p>

 <p>Dini</p>	<p>t'a'ísh na'ídótkid?</p>
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Answer student questions.

 <p>Dini</p> <p>Hastáá, Tsosts'id, Tseebíi, dóó Hódahdi wólta'ígíí</p>	<p>Kónízahjí' ná hoo'a' Nááhást'édiin dah'alzhinjí' díí unit atso ádííliit. 10 dah'a zhin yidziihgo bee nihit hodeeshnih.</p> <p>Naaltsos anááhítáád. K'ad nihinaanish ótééh.</p>
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Grades 4–High School
ELA/Literacy
All Units

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 4.6.2).
- Collect test materials as students complete testing (Section 4.8.1).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item seems irregular, refer to Section 4.6.4.

Ensure students do not move on to other units.

Instructions for Taking a Break During Testing


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 at all times during breaks.
- Test booklets and answer documents must be closed or covered.
- 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:

 <p>Dini</p>	<p>Test binanilnishígíí ní' ánílééh, naaltsos bik'i na'ízooígíí answer ádanile'ígíí bit ahiih niníít, dóó test booklet biih niníít, dóó test booklet atch'j' ánílééh. Táá' dah'alzhinjí' t'áadoo íits'a'í háádadiilyj. Doo yádajilti'da.</p>
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After taking a classroom break, ensure students open their test booklets and answer documents and continue testing where they left off.

 <p>Dini</p>	<p>Test booklet ąą' ádanile dóó bína'idikidígíí ádadííliit dóó test binanilnish k'ad.</p>
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,



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 with secure test materials.



Nihinaanish ní' ólééh. K'ad test bá haz'ánígíí altso bíghah azlǫ́. Test booklet atch'ǫ́ ánilééh dóó bína'idíkidígíí ánilééh.

Test Booklet dóó naaltsoos answers bikáá' ádanile'ígíí níní'ǫ́, nízhi' daats'í bikáá'. K'ad Naaltsoos bee nihééhózinígíí dóó naaltsoos bikáá' na'adzooí náhideeshlah.

- Collect test booklets, answer documents, scratch paper, testing tools, and accessibility/ accommodations tools (as needed) from students.
- 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.