

4.10 Script for Administering Mathematics


4.10.1 Grades 3, 4, and 5 Mathematics

The administration script under Section 4.10.1 will be used for all units of the Grades 3-5 mathematics test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the Interim 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.


Interim Assessment	Testing Time	Required Materials	Start Time	Stop Time
Interim 1, 2, or 3	Grades 3–5: 60 Minutes	<ul style="list-style-type: none"> • Student test ticket • Pencils • Scratch paper 		
End of Test 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).**

	<p>Today, you will take the Mathematics Interim Assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</p>
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If a student raises his or her hand, collect the electronic device and store it until the test is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your School Test Coordinator if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)

	<p>Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can <u>adjust the volume in the test after you begin.</u></p>
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Instructions for Logging In



Please sit quietly while I distribute your student test ticket and scratch paper.
Do NOT log in until I tell you to do so.

Distribute scratch paper, mathematics reference sheets (if locally printed), and student test ticket 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.



Now, look at your student testing ticket and make sure it has your last name and ID on it. Raise your hand if you do not have your 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 School Test Coordinator.

Bureau of Indian Education	
Sarah Smith	
ELA Grade 3 Interim 1	
Test Code	2ZS72T
Last Name	Smith
NASIS ID #	300000001
PV ELA Grade 3 Interim 1 Test Group 1 PV School 1	



Enter the Test Code and then select Next.

(Pause.)

Next, enter your last name and ID as shown on your ticket, and then select Next.

(Pause.)

Now, confirm the Test and your name as shown on your ticket, and then select Next.

(Pause.)

Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Welcome” screen. Select the “Start” button for Interim __ (fill in the appropriate Interim).

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 Interim Assessments

Say	<p>Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Start” button until I tell you to do so.</p> <p>Today, you will take Interim __ (fill in the appropriate Interim) Mathematics Test. You will not be able to use a calculator.</p> <p>Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.</p>
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Say	<p>This is the end of the testing directions. Do not go on until you are told to do so.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test. If you finish testing early, raise your hand and I will instruct you to log-out of the test.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

Say	<p>OPTION A</p> <p>After you have submitted your answers, sit quietly until the test has ended.</p>
	<p>OPTION B</p> <p>After you have submitted your answers, I will dismiss you.</p>
	<p>OPTION C</p> <p>After you have submitted your answers, you may read a book or other allowable materials until the test has ended.</p>



Do you have any questions?

Answer any questions.

Instructions for Starting the Test



Scroll to the bottom of the screen.

(Pause.)

Select the “Start” button.

(Pause.)

You should now be in the test.

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



You will have 60 minutes to complete this test. I will also let you know when you have 10 minutes of testing time left.

You may begin working now.

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 test (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 When 10 Minutes of Test Time Remain

When 10 minutes of test time remain,



You have 10 minutes remaining.

Continue to actively proctor while students are testing.

Instructions for Ending the Test

When the test time is finished, read the following optional SAY box if there are students still actively testing.

Say

Stop working. Testing time has now ended.

Select the “Review” drop-down menu at the top left corner of your test.

From the “Review” menu, scroll to the bottom and select “End of Section.”

Select the “Submit Final Answers” button.

Select the “Yes” button to exit the test.

I will now collect your student testing ticket and scratch paper.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student test ticket and scratch paper.
- Ensure all students are in **Submitted** status for the test in ADAM at the end of the unit.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.



4.10.2 Grades 6-8 and High School Mathematics

The administration script under Section 4.10.2 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 section 2. 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, Test Administrators are required to adhere to the scripts provided in this manual for administering the Interim 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.

Interim Assessment	Testing Time	Required Materials	Start Time	Stop Time
Interim 1, 2, or 3	Grades 6-8, High School: 60 Minutes	<ul style="list-style-type: none"> • Student test ticket • Pencils • Scratch paper 		
End of Test 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 ADAM. Speak to your School Test Coordinator 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).**


Say	<p>Today, you will take the Mathematics Interim Assessment.</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</p>
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If a student raises his or her hand, collect the electronic device and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your School Test Coordinator if you have questions regarding electronic devices.


Checking Audio (for Mathematics Accessibility Features only)

Say	<p>Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.</p>
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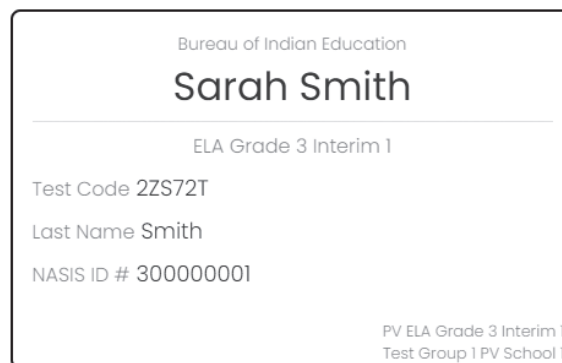
Instructions for Logging In


	<p>Please sit quietly while I distribute your student test ticket and scratch paper.</p> <p>Do NOT log in until I tell you to do so.</p>
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Distribute scratch paper, mathematics reference sheets (if locally printed), and student test ticket 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.

	<p>Now, look at your student testing ticket and make sure it has your last name and ID on it. Raise your hand if you do not have <u>your</u> ticket.</p>
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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 School Test Coordinator.



	<p>Enter the Test Code and then select Next.</p> <p>(Pause.)</p> <p>Next, enter your last name and ID as shown on your ticket, and then select Next.</p> <p>(Pause.)</p> <p>Now, confirm the Test and your name as shown on your ticket, and then select Next.</p> <p>(Pause.)</p> <p>Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Welcome” screen. Select the “Start” button for Unit 1.</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 Unit 1

Say	<p>Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Start” button until I tell you to do so.</p> <p>Today, you will take Interim __ (fill in the appropriate Interim) Mathematics Test. The test has two sections. In the first section, you may not use a calculator. In the second section, you may use a calculator. You will not be allowed to return to the first section of the test after you start the calculator section. You must complete both the non-calculator and calculator sections within the time allowed.</p> <p>Read each question. Then, follow the directions to answer each question.</p> <p>If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. When you finish the first section, you may review your answers and any questions you may have bookmarked in this section ONLY. Once you have reviewed your answers, continue to the calculator section by submitting the answers for the first section. Raise your hand if you need assistance continuing to the calculator section.</p>
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Say	<p>This is the end of the testing directions. Do not go on until you are told to do so.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work in the calculator section, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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Read from OPTION A, B, or C below based on local policy (refer to your School Test Coordinator).

Say	<p>OPTION A</p> <p>After you have submitted your answers, sit quietly until the unit has ended.</p>
	<p>OPTION B</p> <p>After you have submitted your answers, I will dismiss you.</p>
	<p>OPTION C</p> <p>After you have submitted your answers, you may read a book or other allowable materials until the unit has ended.</p>


Say	<p>Do you have any questions?</p>
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Answer any questions.

Instructions for Starting the Test

 Say	<p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the “Start” button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p>
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Pause to make sure all students are in the correct unit.

 Say	<p>You will have 60 minutes to complete this test.</p> <p>. . . to complete both the non-calculator and calculator sections in this unit. When there is 20 minutes of testing time left, I will remind you to move on to the calculator section, if you have not already done so. I will also let you know when you have 10 minutes of testing time left.</p> <p>You may begin working now.</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.
- 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 4.8.1).
- Collect test materials as students complete testing (Section 4.8.2).
- 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 When 20 Minutes of Unit Time Remain

When 20 minutes of unit time remain,



You have 20 minutes remaining. As a reminder, both the non-calculator and calculator sections must be completed within this time.

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,



You have 10 minutes remaining.

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.)



Stop working. Testing time has now ended.

Select the “Review” drop-down menu at the top left corner of your test.

From the “Review” menu, scroll to the bottom and select “End of Section.”

Select the “Submit Final Answers” button.

Select the “Yes, Submit Final Answers” button to exit the unit.

I will now collect your student testing ticket and scratch paper.



- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student test ticket and scratch paper.
- Ensure all students are in **Submitted** status for the unit in ADAM at the end of the unit.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.



4.11 Script for Administering English Language Arts/Literacy (ELA/L)

The administration script under Section 4.11.1 will be used for all units for the ELA/L Test. On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the Interim 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.

4.11.1 Grades 3 – 8, 11 Literacy

Interim	Unit Testing Time	Required Materials	Start Time	Stop Time
1	Grade 3-8, 11: 60 Minutes	<ul style="list-style-type: none"> • Student test ticket • Pencils • Scratch paper 		
2	Grades 3-8, 11: 90 Minutes			
End of Test 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 ADAM. Additionally the test must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks 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 below (under the Checking Audio Section).

Say	<p>Today, you will take the English Language Arts/Literacy Interim</p> <p>You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.</p>
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If a student raises his or her hand, collect the electronic device and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your School Test Coordinator if you have questions regarding electronic devices.

Instructions for Logging In

Say	<p>Please sit quietly while I distribute your student test ticket and scratch paper.</p> <p>Do NOT log in until I tell you to do so.</p>
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Distribute scratch paper and student test ticket. Make sure students have pencils.

Say	<p>Now, look at your student testing ticket and make sure it has your last name and ID on it. Raise your hand if you do not have <u>your</u> ticket.</p>
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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 School Test Coordinator.

Bureau of Indian Education	
Sarah Smith	
ELA Grade 3 Interim 1	
Test Code 2ZS72T	
Last Name Smith	
NASIS ID # 300000001	
PV ELA Grade 3 Interim 1 Test Group 1 PV School 1	


	Enter the Test Code and then select Next. (Pause.)
	Next, enter your last name and ID as shown on your ticket, and then select Next. (Pause.)
	Now, confirm the Test and your name as shown on your ticket, and then select Next. (Pause.)
	Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the “Welcome” screen. Select the “Start” button for Interim __ (fill in the appropriate Interim number)


Grades 3–High School
ELA/Literacy
All Units

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 All Interim Assessments

 Say	<p>Select the “Start” box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the “Start” button until I tell you to do so.</p> <p>Today, you will take Interim __ (fill in the appropriate Interim number) of the Grade __ (fill in the appropriate grade) English Language Arts/Literacy Test.</p> <p>Read each passage and question. Then, follow the directions to answer each question.</p> <p>One of the questions will ask you to write a response. Enter your response in the box provided on your screen. There will be enough space for you to complete your response. If your response is longer than the space provided, a scroll bar will appear. You will be able to use the scroll bar to review your entire response. Only responses entered in the box will be scored.</p> <p>If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.</p>
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 Say	<p>This is the end of the directions on your screen. Do not go on until you are told to do so.</p> <p>Some words or phrases will be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.</p> <p>During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.</p> <p>Once you have checked your work in this test, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in.</p>
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Read from OPTION A, B, or C below based on your local policy (refer to your School Test Coordinator).

 Say	OPTION A After you have submitted your answers, sit quietly until the unit has ended.
 Say	OPTION B After you have submitted your answers, I will dismiss you.
 Say	OPTION C After you have submitted your answers, you may read a book or other allowable materials until the unit has ended.


 Say	Do you have any questions?
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Answer any questions.

Instructions for Starting the Test

	<p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the “Start” button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p>
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Pause to make sure all students are in the correct unit.

	<p>You will have . . .</p> <p>(Select the Interim being administered)</p> <p>Interim 1: 60 minutes</p> <p>Interim 2: 90 minutes</p> <p>. . . to complete this test. I will let you know when you have 10 minutes of testing time left.</p>
<p>Grades 3-8,11</p>	

(Figure 3.0 Timing Box Example)

Interim Assessment: _____

Interim Testing Time: _____

Starting Time: _____

Stopping Time: _____


Number of Sections: _____

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 test (Section 4.8.1).
- Collect test materials as students complete testing (Section 4.8.2).
- 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 When 10 Minutes of Test Time Remain

When 10 minutes of test time remain,

	<p>You have 10 minutes remaining.</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.)

Say

Stop working. Testing time has now ended.

Select the “Review” drop-down menu at the top left corner of your test.

From the “Review” menu, scroll to the bottom and select “End of Section.”

Select the “Submit Final Answers” button. You will then see a message that asks “Are you sure you want to submit final answers?” Select the “Yes, Submit Final Answers” button.

I will now collect your student testing ticket and scratch paper.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student test ticket and scratch paper.
- Ensure all students are in **Submitted** status for the test in ADAM.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.