

# Script for Administering English Language Arts (ELA)

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	Unit Testing Time	Required Materials	Start Time	Stop Time
1	Grade 3-8, 11: 60 Minutes			
2	Grades 3-8, 11: 60 Minutes	<ul style="list-style-type: none"> <li>• Student test card</li> <li>• Pencils</li> <li>• Scratch paper</li> </ul>		
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.**

### Accommodations & Accessibility Features

**Features for All Students**

- TestNav tools available to all students

**Administration Considerations**

- Testing environment

**Accessibility Features**

- Answer mask / color contrast

**Accommodations**

- Requires IEP/504 or EL plan

**NOTE:** Student accommodations must be in place **before** students begin testing. Test Coordinators will need to confirm that the correct accommodations have been applied to the students' personal needs profile by viewing the Users page in ADAM.

### Accommodations & Accessibility Features

**Accommodation form specific examples:**

- Dynamic Text to Speech (ELA & Math)
- Paper test (ELA & Math)

**NOTE:** If a student begins a test with an incorrect test form assigned, the student should exit the test, and the accommodation should be updated on the User record. Then the proctor can reseat the student and let them log back into the test using the same test code and credentials.

### Assigning Accommodations in ADAM

School Test Coordinators will be responsible for applying student accommodations prior to testing. Accommodations can be applied to the Student record directly or in bulk via a data import using the Student Accommodation Upload option.

### Paper Accommodation

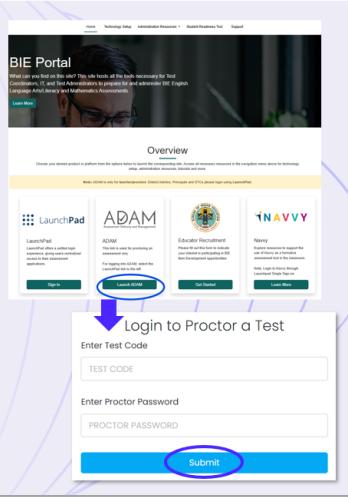
To administer the test for a student with a paper accommodation:

1. Verify that the student has Paper assigned as an accommodation in ADAM.
2. Navigate to the Admin card or the proctor dashboard.
3. Select the option to download and print the paper test booklet PDF.
4. Allow the student to test, marking their answers in the test booklet.
5. Log-in to TestNav using the information on the student test ticket.
6. Transcribe the student's answers into TestNav.
7. Submit the test for scoring.

# Accessing the ADAM Proctor Portal

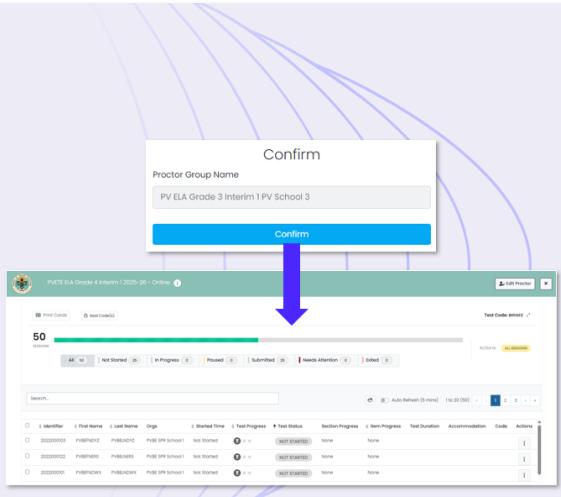
## Proctor Login

1. Navigate to <https://bie.mypearsonsupport.com/> and select ADAM Proctor Login or <https://ltr.adameexam.com/#/proctor>
2. Enter the Test Code & Proctor Password (provided by the Test Coordinator).
3. Select Submit.



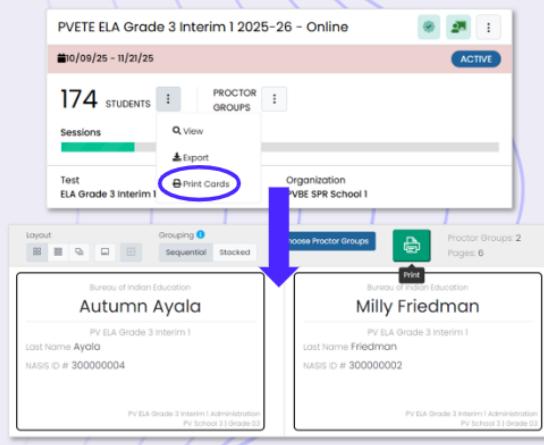
## Proctor Login

4. Select **Confirm** on the next screen.
5. Type first name & last name.
6. Select **Save**.
7. Proctor dashboard will then load.



## Printing Test Cards

1. Locate the administration card, select Students, then select Print Cards.
2. You can select various formatting options:
  - a. Layout - Select 2 by 4, 3 by 6, or 1 per page.
  - b. Toggle title pages for each proctor group - Select whether to include title pages for each proctor group. This prints a roster for the proctor.
  - c. Toggle borders - Select whether to include dashed borders (guides for cutting the cards).
  - d. Grouping - Sequential or Stacked. Select the information icon to see formatting conventions for each option.
  - e. Choose Proctor Groups - Select the proctor groups you want to print.
3. Select the Print button.



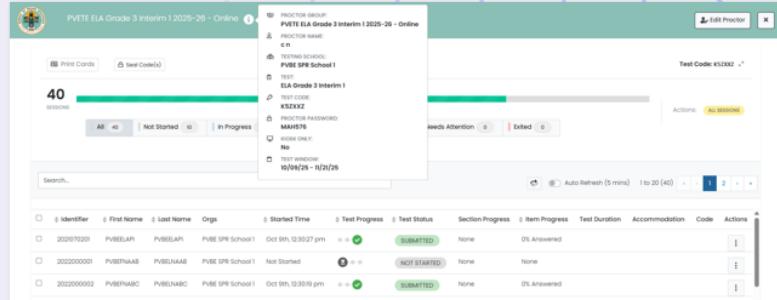
## Review the Proctor Dashboard

# Proctor Dashboard Details

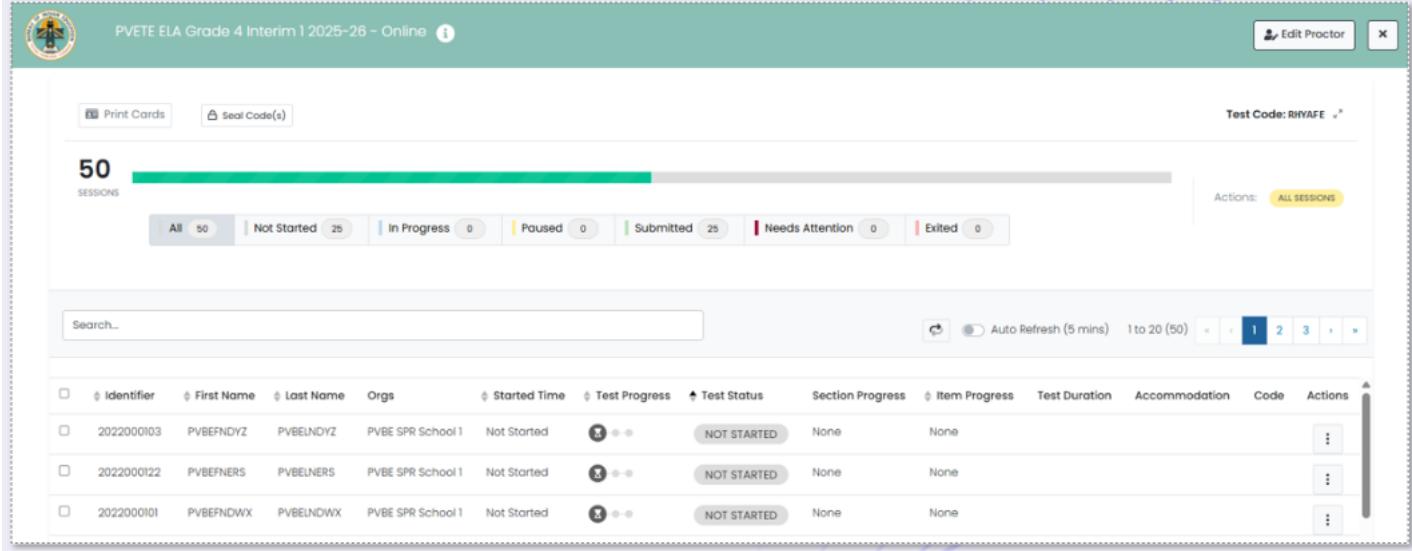
**Assessment Information** – By hovering over the information icon you can view information about the test, such as

- Proctor Name, Testing School, Test Code, Proctor Password, & Test Window

**Student Session List** – Here you can view, filter, and search for students in your proctor group and manage their sessions. You can also perform actions such as Reseating or submitting student test session.



# ADAM Proctor Dashboard



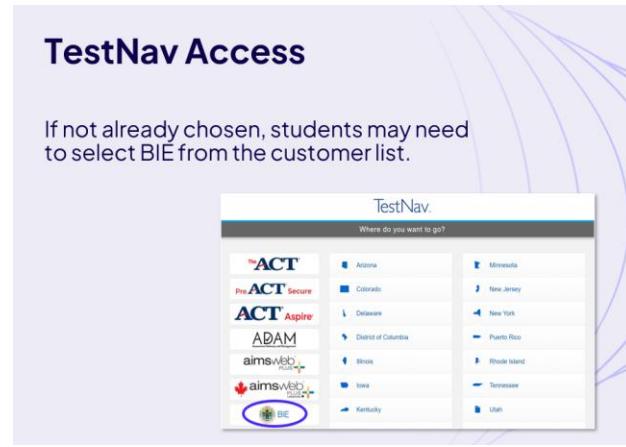
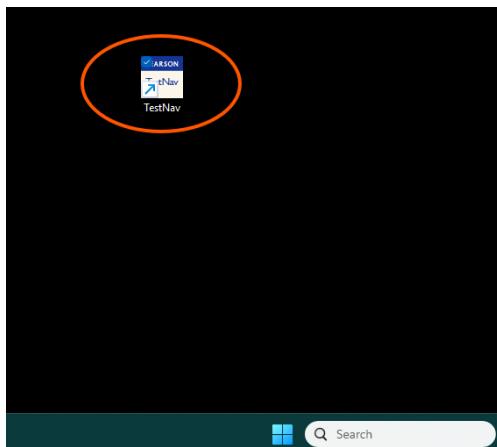
## Prepare and Display the Timing Box on a Board

Interim Assessment:	_____
Interim Testing Time:	_____
Starting Time:	_____
Stopping Time:	_____
Number of Sections:	_____

**Note:** The number of sections is used for tests with multiple sections (Math grades 6–8 and high school) only.

**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.



If headphones are needed for Text-to-Speech (TTS) accommodation purposes, make sure they are plugged in prior to launching TestNav.

Headphones that are used as a noise buffer do not need to be plugged in.



**Click on the TestNav application on your Desktop or from your Apps menu.**

<b>Say</b>	<p>Today, you will take the English Language Arts 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



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

Distribute scratch paper and student test card. Make sure students have pencils.



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

If a student has the wrong card, provide the correct student testing card to the student. If you do not have the correct student testing card, contact the School Test Coordinator.



**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.)

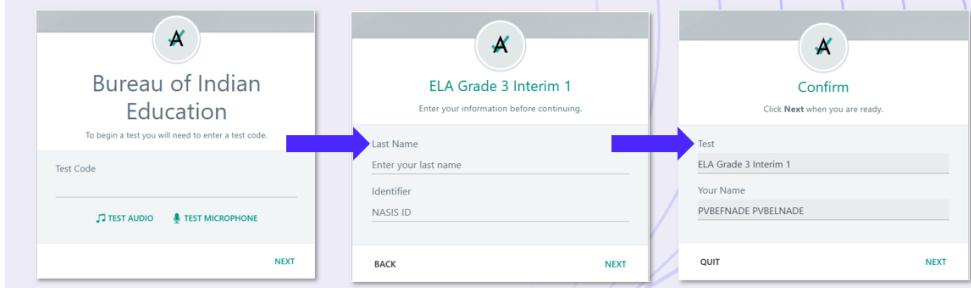
**Now, confirm the Test and your name as shown on your ticket, and then select Next.**

(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.**

## TestNav Sign-in

Students input the Test Code provided by the proctor & Last Name and NASIS ID from their test ticket.



**Circulate throughout the room to make sure all students have successfully logged in.**

Retype the Test Code, Last Name, and NASIS ID for a student, if necessary. 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 card.

# Instructions for Administering All Interim Assessments

Students must enter a Seal Code before starting Unit 1.



[Seal Code\(s\)](#)

The Seal Code can be found on the Proctor Dashboard (click to unlock the Seal Code)

**Say**

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.

Today, you will take Interim \_\_ (fill in the appropriate Interim number) of the Grade (fill in the appropriate grade) English Language Arts Test.

Read each passage and question. Then, follow the directions to answer each question.

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.

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.

**Say**

This is the end of the directions on your screen. Do not go on until you are told to do so.

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.

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.

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 card and scratch paper. Once you have exited the test, you may not log back in.

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.

**OPTION B**

After you have submitted your answers, I will dismiss you.

**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?

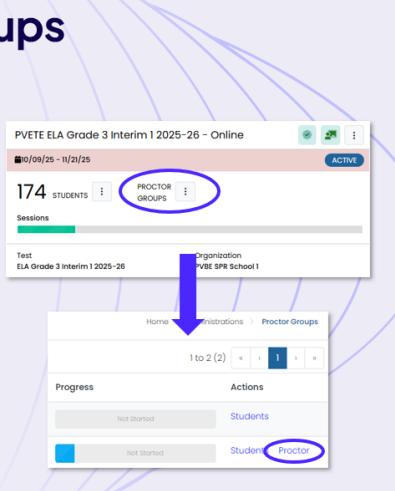
**Answer any questions.**

## Actively proctor while students are testing:

- Redirect students as necessary.
- If technology issues occur during testing, assist students as needed.
- Assist students in logging out of TestNav as they complete the test.
- Collect test materials as students complete testing.
- If students have questions about an item, tell them, "Do the best you can."

## Monitoring Proctor Groups

School Test Coordinators can monitor student testing statuses or proctor tests by selecting View under Proctor Groups on the admin card, then selecting Proctor under Actions for a particular proctor group. This will take you to the proctor dashboard for that proctor group.



## During Testing – Progress

The progress column displays the students' progress as one of the following:

**Not Started** – The student has not signed in to test.

**Needs Attention** – The student has logged into TestNav and needs their test approved by the proctor.

**In Progress** – The student has signed in to the test. No action is needed by the proctor.

**Submitted** – The student has completed the test and submitted their answers.

**Reseat** – The proctor has reseated the student(s). The student has not yet signed back in to the session. No action is needed by the proctor.

## During Testing – Actions

After the assessment session has started, a set of buttons appears in the Actions column for each student. Proctors use these buttons to control individual student's sessions:

**Approve Session** – Proctors will need to select Approve Session for any student with a Needs Attention progress status for the student to begin their test in TestNav.

**Reseat Session** – Proctors can select this if a student exits TestNav before submitting their test or if something interrupts a student's session. This might include a computer issue, session timeout, or an unexpected error. Reseating allows the student to re-enter their test code and SSID to continue taking their test.

**Submit Session** – Test Coordinators can select this if a student finishes their test but fails to submit the test before exiting.

**Unsubmit Session** – Test Coordinators can select this if a student mistakenly submits their test.

## 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 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.

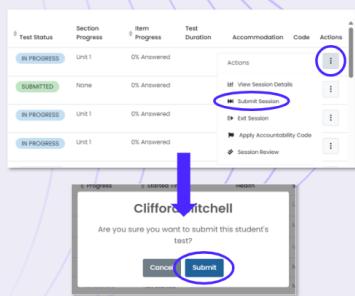
I will now collect your student testing card and scratch paper.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student test card 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.

## Manually Submitting Test Sessions – Proctor Dashboard

To manually submit a student's test session in ADAM:

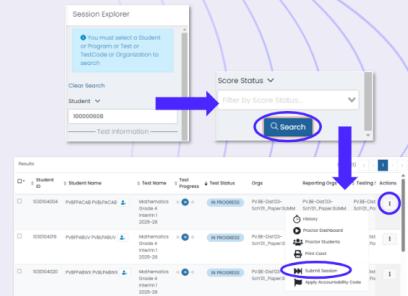
- Navigate to the appropriate proctor dashboard for the student(s) needing to be submitted.
- Any student that is still In Progress and has a Health of Reseat can have their test submitted.
- Under **Actions** select the ellipses, then select **Submit Session**. In the pop-up window confirm by selecting **Submit**.



## Manually Submitting Test Sessions – Session Explorer

To manually submit a student's test session in Session Explorer:

- Navigate to Operations, then Session Explorer.
- Enter the appropriate student ID in the Student search option, then select **Search**.
- Under **Actions** select the ellipses, then select **Submit Session**. In the pop-up window confirm by selecting **Submit**.



## Paper-based Tasks to Complete After Testing

### Transcription Guidelines:

- The Test Administrator shall transcribe the student responses into TestNav.
- The student's responses must be transcribed verbatim from the Test Booklet.
- After transcription, shred any responses on site.