



# Periodic Assessment Guide

# Contact Information and Resources

## Contact Information

ACT® Aspire® Customer Care

- **Phone:** 855.730.0400, 7:00 a.m.–6:00 p.m., Central time, Monday through Friday
- **Email:** [actaspire@act.org](mailto:actaspire@act.org)

Arkansas Department of Education Division of Elementary and Secondary Education

- **Phone:** 501.682.4558 – Office of Student Assessment

## Calculator Policy

- **Phone:** 800.498.6481
- **URL:** <https://www.act.org/content/dam/act/unsecured/documents/ACT-calculator-policy.pdf>

## Resources

This manual references various websites and systems. Use this list to locate the url to that website or system.

| Website                                                    | URL                                                                                                                                                                 |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACT Privacy Policy                                         | <a href="https://www.act.org/content/act/en/privacy-policy.html">https://www.act.org/content/act/en/privacy-policy.html</a>                                         |
| PearsonAccess <sup>next</sup><br>(administration platform) | <a href="https://aspire.act.org">https://aspire.act.org</a>                                                                                                         |
| Arkansas State Testing                                     | <a href="https://www.act.org/stateanddistrict/arkansas">https://www.act.org/stateanddistrict/arkansas</a>                                                           |
| ACT Knowledge Hub<br>(ACT Aspire resource web page)        | <a href="https://success.act.org/s/topic/0TO1B000000P3VIWAK/act-aspire">https://success.act.org/s/topic/0TO1B000000P3VIWAK/act-aspire</a>                           |
| ACT Aspire product page                                    | <a href="http://act.org/aspire">http://act.org/aspire</a>                                                                                                           |
| TestNav™ Support Site                                      | <a href="https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support">https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support</a> |

## ACT Privacy Policy

Examinee scores and other information provided on their answer documents for ACT Aspire are governed by the *ACT Privacy Policy*.

## Accessibility and Accommodations

The ACT Aspire resource web page also includes accommodations and accessibility resources. Some examples include:

- Braille Notes (for the room supervisor)
- ACT-Authorized Bilingual Word-to-Word Dictionaries

## Prepare Your Examinees

There are two resources available for examinees who wish to prepare for testing:

- Examinee Sandbox
- Exemplar Test Question Booklets

For more information, see the Exemplar Items section of the ACT Aspire resource web page.

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# Introduction

This guide contains the instructions for administering the ACT® Aspire® Periodic Interim and Classroom assessments. It is important that all members of testing staff become familiar with the policies and procedures in this guide before test day. This will ensure that all examinees will receive the same testing experience.

Additional training and test administration resources can be found in the “Contact Information and Resources,” inside front cover.

# General Policies

## Policies and Procedures

This guide provides direction in administering ACT Aspire Periodic tests. It is important to follow these instructions to successfully measure examinees' academic skills. All testing personnel, including room supervisors and other testing staff, are required to read the materials provided by ACT Aspire.

## Standardized Procedures

Throughout this manual, there are detailed directions for selecting facilities and staff, ensuring test security, and administering tests in a standardized manner. All testing staff are required to read the materials provided by ACT. Adherence to these standardized procedures is mandatory.

To ensure a secure and valid testing experience, understand that, among other things, the following actions by you or any other individual violate ACT Aspire policies and procedures:

- Accessing the online test questions prior to the test for any reason
- Photocopying, making an electronic copy, or keeping a personal copy of the test or of any test items
- Taking notes about test questions or any paraphrase of test questions to aid in preparing examinees for testing
- Aiding or assisting an examinee with a response or answer to a secure test item, including **providing formulas**
- Rephrasing test questions for examinees
- Creating an answer key or “crib sheet” of answers to test questions
- Editing or changing examinee answers after completion of the test, with or without the examinee's permission
- Leaving test materials in an unsecured place or unattended
- Failing to properly report and document incidents of prohibited behavior involving examinees, staff, or others
- Failing to return and account for all testing materials after the testing session has ended

## Test Security

To ensure the integrity of your examinees' ACT Aspire results, testing personnel must protect the security of test materials as described in this manual. ACT Aspire materials are copyrighted by ACT or its licensors and cannot be duplicated, copied, resold, or redistributed for commercial or other use. ACT Aspire assessments must be administered by school or district personnel. Arkansas requires that all personnel who administer the periodic assessment be trained in and adhere to the test administration procedures and sign the *ACT Aspire Periodic Assessments Security Agreement* prior to administering the test.

## Investigations

In cases of suspected or documented irregularities, all testing staff are obligated to cooperate fully with ACT and Arkansas Department of Education Division of Elementary and Secondary Education (ADE: DESE) in subsequent investigations and to respond to requests for information in a timely manner.

## Equal Treatment

All staff are required to administer and supervise the test in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act (ADA).

## Fair Testing Practices

ACT endorses the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, which guide the conduct of those involved in educational testing. ACT is committed to ensuring that each of its testing programs upholds the guidelines in each Code. You may locate copies of these Codes through the following organizations:

- *Code of Fair Testing Practices in Education*: American Psychological Association ([www.apa.org](http://www.apa.org))
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education ([www.ncme.org](http://www.ncme.org))

## ACT Privacy Policy

Examinee scores and other information provided through the online testing system are governed by the *ACT Privacy Policy* (see "Contact Information and Resources," inside front cover).

# Guidelines for Administering the Tests

## Calculators

Use of calculators varies between Interim and Classroom testing.

- **Interim:** Examinees taking grades 3–5 mathematics subject tests **cannot** use a calculator. Examinees taking grades 6–10 mathematics may use an authorized calculator.
- **Classroom:** Examinees may use an authorized calculator for all mathematics subject tests, no matter the grade.

TestNav includes a calculator tool for all applicable mathematics tests. The test site may also provide calculators or each examinee may bring an authorized calculator. For more information, see the *ACT Calculator Policy*.

*Note: All problems can be solved without a calculator.*

## Scratch Paper

Examinees may use scratch paper if they request it. For each blank sheet, instruct examinees to write the following information on the top of the sheet:

- First and last name
- School name
- Test subject
- School grade

Room supervisors will collect the scratch paper after testing and return the sheets to the test coordinator with the other testing materials.

*Note: Examinees may use their student authorization testing ticket as scratch paper. If they do so, there is no need to write the information listed above.*

## Test Format

All subject tests are composed of selected-response (multiple-choice) questions. The number of questions varies according to whether the Interim or Classroom assessment is selected.

Subject tests may be administered as a battery or may be spread out during the testing year. The test coordinator will inform testing staff whether they will be administering the entire battery of subject tests in one session or if they will be administering one or more individual subject tests.

If two or more tests will be administered in a single sitting, you will need to take administrative time of 5–10 minutes between each test to collect materials for the test just completed and to distribute materials and go over instructions for the next test. In scheduling multiple tests, keep in mind the administrative time for each test. A single subject test should be completed within one session. Examinees should not be allowed to have access to test materials between testing sessions.

The estimated timing of each subject test varies by whether the Interim or Classroom version is being administered: approximately **45 minutes** for each Interim subject test, and **15–20 minutes** for each Classroom subject test. These times are provided as a guideline for planning purposes. A timer is not used in any Interim or Classroom test session.

## Instructions to Examinees Prior to Test Day

It is up to your school administration and faculty to determine what to tell examinees prior to testing. You may want to inform examinees that, on the designated date, they will be taking a test to measure what they know about a certain subject.

## Sample Test Questions

ACT Aspire Exemplar Items are accessible through the ACT Aspire resource web page (link found on inside front cover of this guide). Visit this page for information on how to gain access to the Exemplar Test Question booklets. Each booklet (one for each subject and grade) describes reporting categories, standards, depth-of-knowledge levels, and correct responses.

## Selecting and Training Testing Staff

It is the responsibility of the test coordinator to select and train all room supervisors and other testing staff.

### Room Supervisors

Typically, teachers will administer the tests to examinees during regular class periods.

The test coordinator should be sure that everyone involved in test administration has a copy of this guide and is familiar with its contents, has been trained, and has signed the *ACT Aspire Periodic Assessments Security Agreement*. A room supervisor is needed in each test room to read directions and monitor examinees.

Before test day, all testing personnel should read all of the testing instructions carefully, particularly the verbal instructions, which will be read aloud to examinees on test day. It is important that testing personnel be familiar with these instructions.

## Room Supervisor Qualifications

The test coordinator should confirm that the room supervisor(s) meet all of the following criteria:

- proficient in English
- experienced in testing and classroom management
- an employee of the institution or district where the test administration will take place who has signed the *ACT Aspire Periodic Assessments Security Agreement*

To protect both examinees and the room supervisor from questions of possible conflict of interest, the following conditions should also be met. The room supervisor should:

- not be a relative or guardian of an examinee in the assigned room
- not be a private consultant or individual tutor whose fees are paid by an examinee or examinee's family

## Room Supervisor Responsibilities

Specific responsibilities are:

- Read and thoroughly understand the policies, procedures, and instructions in this guide and other training materials provided
- Supervise a test room
- Start a test session
- Help examinees sign in to the online testing platform
- Read test instructions
- Move around the test room during testing to be sure examinees are working on the correct test and to observe examinee behavior
- Monitor the online testing platform as needed
- Collect and account for all student authorization testing tickets and scratch paper before dismissing examinees
- Ensure examinees have stopped testing and have correctly signed out of the online testing platform
- Complete documentation of any irregularities

## Staff Training Sessions

The test coordinator must conduct a training session prior to testing for all testing staff to discuss the testing guidelines and organizational details of testing your examinees, including:

1. Security and Materials
  - A. Describe how to use the administration platform.
  - B. Emphasize that room supervisors must collect and secure used and unused scratch paper and student authorization testing tickets after testing.
  - C. Emphasize that staff members should never leave a test room unattended.
  - D. Emphasize that test sessions must be started in the administration platform before examinees can sign in to the test.
2. Activities Before the Test
  - A. Have room supervisors locate the verbal instructions for the appropriate subject and grade level for their test room and clearly mark those instructions in their manuals.

- B. The verbal instructions need to be either printed or downloaded to a school-issued electronic device **prior** to test day.
3. Test Day
- A. Discuss when and where staff members are to report on the test day.
  - B. Determine how to handle late arrivals.
  - C. Stress that verbal instructions for the tests must be read verbatim.
  - D. Stress that student authorization testing tickets should not be distributed prior to admitting examinees.
  - E. Emphasize that, during testing, staff members should not read (other than this guide), correct papers, or do anything not related to administering the test. Their attention should be focused on the examinees.
  - F. Note that during the test, staff members should move quietly around the room, be available to respond to examinees' questions, assist in the case of illness, check that examinees are working on the correct test, and assist them with technical or system navigation issues.
  - G. Discuss procedures for an examinee leaving during the test to go to the bathroom.
  - H. Discuss what actions to take in the case of a group irregularity (e.g., a power outage) or an emergency.
  - I. Discuss potential individual irregularities and actions to take.
4. After the Test
- A. Emphasize that room supervisors must collect all used and unused scratch paper and student authorization testing tickets and return them to the test coordinator.
  - B. Emphasize that all test sessions must be stopped in the administration platform after all examinees assigned to the test session have completed testing. If an examinee is assigned to a test session but is not able to test, remove that examinee from the test session. Mark all tests that have been started, but not finished, as complete.

## Bathroom Breaks

Examinees may be allowed to go to the bathroom during the timed portion of the tests. **Follow local policy regarding timing for bathroom breaks.** Only one examinee may leave the testing room at a time without being accompanied by testing staff. "Direct Examinees to Log Out of TestNav," page 21, provides instructions for signing out of TestNav, which stops the timer until the examinee signs back in after the break.

Collect the examinee's authorization testing ticket and any scratch paper before the examinee leaves the room; return the ticket and scratch paper when the examinee returns. If the examinee signed out of TestNav, follow instructions under "Resume an Interrupted Test," page 21, upon the examinee's return. **Do not leave examinees unsupervised in a test room at any time.**

## Electronic Devices

Examinees are not allowed to have cell phones or any electronic communication devices on their person. A warning to examinees to **not** set alarms is included in the verbal instructions.

*Note: Alarms can distract examinees. Make sure staff alarms are off as well.*

## Examinee Questions During Testing

Specific instructions about guessing are included in the verbal instructions for each test. If examinees ask you about guessing, refer them to these instructions or repeat the appropriate section for the examinee. Do not comment on or add to the printed directions in any way. You can answer questions about the general test instructions before testing starts. (See the step in the “Verbal Instructions” section that asks examinees if they have any questions.)

## Questions about Items

Do not answer questions regarding individual test items. You may respond to such questions by providing the appropriate administration directions or suggestions like “Do the best you can.”

If examinees note typographical errors or ambiguities in particular test items, instruct them to do the best that they can and then include an explanation of their questions or comments using the irregularity reporting tool in the administration platform.

## Prohibited Behavior

The following behaviors are prohibited during administration of the tests:

- Looking at someone else’s computer screen or scratch paper
- Giving or receiving assistance
- Disturbing other examinees
- Using notes or unauthorized testing aids
- Using a calculator on any test other than the Interim Mathematics Grades 6–Early High School (Grades 9–10) and all classroom mathematics tests
- Sharing a calculator with another examinee
- Using any device to share or exchange information at any time during the tests, during break, or after testing (**All** electronic communication devices, including cell phones, must be turned off from the time the examinee is admitted to test until dismissal after testing concludes.)
- Attempting to remove or send test questions or answers from the test room by any means
- Exhibiting confrontational, threatening, or unruly behavior
- Creating a disturbance or allowing an alarm or phone to sound in the test room

If you SUSPECT an examinee is engaged in this activity, discreetly warn the examinee that the activity is prohibited, direct the examinee to resume testing, and continue to observe the examinee closely.

If you SUSPECT a staff member is engaged in this behavior, report this immediately to your test coordinator. Report any irregularities involving staff to ADE: DESE.

## Reporting Irregularities in Test Administration

District test coordinators should contact the ADE: DESE Office of Student Assessment about any irregularities that occur during testing. ADE: DESE's policy is that schools must submit a Testing Violation Form to report violations to ADE: DESE. Schools can decide locally whether to use the online irregularity reporting tool for irregularities in addition to the Testing Violation Form if they choose. Examples of irregularities include:

- An examinee engages in the prohibited behavior outlined above.
- An examinee becomes ill or leaves the room during testing.
- An examinee fails to follow instructions (responds to questions randomly, obviously does not read questions prior to responding, or refuses to respond to questions).
- A general disturbance or distraction occurs that could affect one or more examinees' results.
- An examinee questions the accuracy or validity of an item.
- An examinee has a technical issue that interrupts testing.

Notify your test coordinator of any irregularities after testing.

## Accessibility and Accommodations for ACT Aspire Periodic Assessments

See the corresponding *ACT Aspire Accessibility Guide* for information about accessibility and accommodations.

# Online Testing Instructions

## Preparing for ACT Aspire Periodic Assessments

To prepare *your school* for online testing for ACT Aspire, you will need to:

- Ensure your devices used for testing meet the minimum supported operating system (OS) and OS version using App Check (see the Technology section of the ACT Aspire resource web page). After it checks the OS, App Check confirms that the device or computer is configured to launch TestNav (the online testing system) in kiosk mode. You must run App Check on every device in your testing environment.
- Ensure that your room and seating arrangements meet the test room requirements (see *ACT Aspire Test Coordinator Manual*).
- Ensure all examinee information has been entered into an online test session in the administration platform.
- Train staff on the use of the administration platform and online testing platform.

To prepare *your examinees* for online testing, refer them to the Student Sandbox at [tn.actaspire.org/client](https://tn.actaspire.org/client).

*Note: The TestNav app must be downloaded on devices and computers before this url will work for examinees.)*

Sandbox login information can be found in the Exemplar Items section of the ACT Aspire resource web page. While the Student Sandbox presents test questions as they are presented in the format of the live test, example questions are not intended to be a practice test. Their purpose is to familiarize examinees with the functions and presentation of test items in TestNav to prevent delays or mistakes due to an unfamiliar interface.

## Technical Requirements

Equipment used for online testing must meet the minimum system hardware and software requirements. Updates of the latest hardware and software requirements can be found at <https://support.assessment.pearson.com/display/PAsup/System+Requirements>.

*Note: Android is not supported.*

## The Administration and Online Testing Platforms

Your school testing staff will need to use the online testing platform to enable examinee testing, using the following components:

- PearsonAccess<sup>next</sup> (ACT Aspire administration platform): This is where you will perform your administrative and proctoring tasks.
- TestNav app (online testing platform): This is where examinees will sign in to take tests.

You may want to add the administration platform website to your browser favorites for easy access by staff.

The administrator contact from the organization file will be invited to the administration platform by ACT. Additional users can be invited to the system by the administrator contact using the user import file. Invitation emails will be sent to the contacts listed in the user import file. These email invitations will allow users to create and print their own student authorization testing tickets. Refer to the User Role Matrix on the ACT Aspire resource web page for detailed access information by role.

## Materials Provided by the School

Schools are required to provide a fair and secure testing environment (see “Desirable Testing Conditions,” page 11). In addition to environment, testing sites will provide the following items for each test room:

**Table 1. Materials Provided by the School**

| Item          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scratch paper | <p>Examinees may use scratch paper if they request it. For each blank sheet, instruct examinees to write the following information on the top of the sheet:</p> <ul style="list-style-type: none"> <li>• First and last name</li> <li>• School name</li> <li>• Test subject</li> <li>• School grade</li> </ul> <p>Room supervisors will collect the scratch paper after testing and return the sheets to the test coordinator with the other testing materials.</p> <p><i>Note: Examinees testing online may use their <b>student authorization testing ticket</b> as scratch paper. If they do so, there is no need to write the information listed above.</i></p> <p>At the end of testing, securely destroy the scratch paper.</p> |
| Calculators   | <p>The school may choose to provide calculators to examinees or the examinees may bring their own calculator to test. See the <i>ACT Calculator Policy</i>, inside front cover.</p> <p><i>Note: The verbal instructions specify which mathematics tests permit the use of calculators.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## Desirable Testing Conditions

You may test all examinees in a given grade and subject at the same time if facilities and schedules permit. To minimize distractions during testing, all examinees in a room must take the same subject test.

Rooms used for testing should offer ample seating, good lighting, comfortable temperatures, a quiet atmosphere, and freedom from distraction. Adhering to the following guidelines will help minimize the possibility that examinees will look at each other’s work.

## Online Testing Guidelines

Because of the nature of online testing and typical computer lab arrangements, the following guidelines are recommended:

- If computers can be moved, arrange them in such a way that examinees will not be able to see another examinee's work (computer screen or scratch paper).
- If computers cannot be moved, take steps to seat examinees in such a way that they cannot see another examinee's work. U-shaped seating arrangements are acceptable if they meet this guideline.
- If available, place privacy guards on the sides of computer monitors to provide additional privacy.
- TestNav should be the only application running on the computer during testing. If an examinee has exited the test, do not restart or resume the test for the examinee. If needed, the room supervisor can submit an examinee's test once testing is finished.
- Testing staff should move around the room regularly. This will discourage examinees from any prohibited behaviors.

## Test Administration Procedures

Before examinees are admitted to the test room, the following setup activities should be completed:

- All computers to be used for testing should be turned on, and the TestNav app should be launched so the examinee sign-in screen is visible. The TestNav app can be downloaded at <http://download.testnav.com/>.
  1. Open an approved browser and launch PearsonAccess<sup>next</sup> at <https://aspire.act.org>.
  2. Launch the TestNav application on all test computers.

*Note: If the room is being used for text-to-speech examinees, the room supervisor should ensure that the volume on the testing computers is turned on.*
- If any examinees are testing with accessibility supports, know and mark in advance those accessibility supports that will be administered. If you will be administering an audio test, be sure to have examinees adjust the volume **before** signing in.
- If your room is administering a mathematics test for grades 6–Early High School (grades 9–10), check examinee calculators prior to testing to verify they meet the requirements of the *ACT Calculator Policy*. A list of permitted and prohibited calculator models can be found on the ACT Aspire resource web page. A calculator is embedded in TestNav for grades where use of a calculator is allowed.
- Examinees should not be allowed to do other work or look at any materials if they finish the test early. ADE policy allows for schools to choose to allow examinees to read a book once their test(s) have been submitted.
- Set up the test room. See the *ACT Aspire Test Coordinator Manual*.

Instructions for completing these tasks and the successful starting and running of test sessions will be provided by your test coordinator.

# Administration Platform Setup

## Import and Export of Data Files

Large amounts of data can be imported or exported and re-imported to update existing records or add new records. Data files that can be imported for administration setup include the Student Registration Import and the Personal Needs Profile. The Student Registration Import file allows you to create examinee records, register examinees, and assign tests, groups, and test sessions if desired. However, ADE will load examinee data nightly via the Student Registration Import file, so you will not need to create or register examinees. See the *PearsonAccess<sup>next</sup> User Guide* for instructions and the ACT Aspire resource web page for detailed file layouts.

*Note: Because the accuracy of examinee data is crucial, ACT recommends that you work with your technical coordinator to create and import these files.*

## Create and Register a Student Record

ADE will load examinee data nightly via the Student Registration Import file. You won't need to create or register examinees.

## Assign Test and/or Accessibility Supports

1. Select the **Setup** icon.
2. Select **Students** to access the Students screen.
3. Check the box next to the examinee(s) you need to assign a test and/or accessibility support to.
4. In the **Tasks** pane, select **Manage Student Tests** in the drop-down menu. Then select the **Start** button. The Manage Student Test screen appears.
5. Select the examinee you need to assign a test and/or accessibility support to from the **Student** drop-down menu. Fill in all required fields. **Group/Class Name** can optionally be filled in at this time or examinees can be added to groups later (see "Create a Group/Class," page 14, and "Assign an Examinee's Test to a Group/Class," page 14 for instructions).
6. If needed, select all accessibility supports that apply to the test. See complete descriptions in the *ACT Aspire Accessibility User's Guide* on the ACT Aspire resource web page.
7. Select the **Create** button. A "Success - Changes saved" message appears.
8. When finished, select the **Exit Tasks** button to return to the Students screen.

## Create a Group/Class

1. Select the **Setup** icon.
2. Select **Groups/Classes** to access the Groups/Classes screen.
3. In the **Tasks** pane, select **Create/Edit Groups/Classes** in the drop-down menu. Then select the **Start** button. The Create/Edit Groups/Classes screen appears.
4. Fill in all required fields.
5. Select the **Create** button. A “Success - Changes saved” message appears.
6. When finished, select the **Exit Tasks** button to return to the Groups/Classes screen.

## Assign an Examinee's Test to a Group/Class

1. Select the **Setup** icon.
2. Select **Groups/Classes** to access the Groups/Classes screen.
3. Check the box next to the group(s) you need to assign an examinee's test to.
4. In the **Tasks** pane, select **Add/Remove Student Tests in Groups/Classes** in the drop-down menu. Then select the **Start** button. The Add/Remove Student Tests in Groups/Classes screen appears.
5. Select the examinee in the **Find by name or ID** box or begin typing the examinee's name or ID to narrow your search.
6. Select the test you wish to assign to the group/class.
7. Select the **Save** button. A “Success - Changes saved” message appears.
8. When finished, select the **Exit Tasks** button to return to the Groups/Classes screen.

## Create Test Sessions

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. In the **Tasks** pane, select the box next to **Create / Edit Sessions** in the drop-down menu, and select the **Start** button.
4. Complete all required fields.
  - **Session Name:** Name the session so it can be easily identified.
  - **Organization:** If the organization is not already selected, select it from the drop-down menu.
  - **Test Assigned:** Select the test to be administered.
  - **Form Group Type:** Select the form group type “Main” from the drop-down menu.
  - **Scheduled Start Date:** Select the date of the session; this must be within the testing window determined by your local governing educational authority.
  - **Scheduled Start Time:** Leave this as the default (1:00 AM).
  - Discuss **Precaching Computer** field with the technical coordinator to determine what to enter.

*Note: Examinees can be assigned now, or test sessions can be created without examinees and added later. It is recommended to add examinees later for test sessions with a large volume of examinees.*

5. To add examinees on this screen, follow the steps below. If adding examinees later, proceed to Step 6.
  - a. Select inside the **Students** field. A list of available examinees appears.
  - b. Select an examinee from the list to add him/her to the session.
  - c. To add additional examinees, repeat these steps.

*Note: To remove an examinee, select the “x” next to the examinee’s name within the Students field.*
6. Select the **Create** button.
7. To create additional sessions, repeat the steps above.
8. When finished, select the **Exit Tasks** button.

## Edit Test Sessions

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the test session to be edited.
4. In the **Tasks** pane, select the box next to **Create / Edit Sessions** in the drop-down menu, and select the **Start** button.
5. From the side menu, select a test session to edit. The test session information is displayed.
6. Make changes to the session and select the **Save** button.
7. To make edits to additional sessions, repeat the steps above.
8. When finished, select the **Exit Tasks** button.

## Assign Examinees to a Test Session

It is recommended that all examinees in a test room (in a sitting) test as a group. They should receive the same verbal instructions, work on the same test, and take breaks at the same time. Some accommodations and/or supports may need to be setup in a separate test session and allow examinees to test in a separate room as to not disrupt other examinee testing. Assign examinees to separate test sessions accordingly.

Use the Personal Needs Profile report to assign examinees testing with accommodations.

If an examinee needs to be moved from one session to another, remove the examinee from the session the examinee is currently assigned to and assign the examinee to a different session.

*Note: When you move the examinee to a different test session, the student authorization testing ticket from the previous session will not work and a new one must be printed.*

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the test session to which examinees are to be added.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears, and the sessions you selected will be displayed in the **Session List**.
5. In the **Tasks** pane, check the box next to the **Add Students to Sessions** title in the drop-down menu. Then select the **Start** button. The Add Students to Sessions screen appears.
6. Select the session to which examinees are to be added from the **Session** drop-down menu.

7. In the **Search** drop-down menu, check the box next to **Show all results**.
8. Check the box next to each examinee to be added to this session. Then select the **Add** button.
9. When finished, select the **Exit Tasks** button.

After assigning examinees to test sessions, run the Personal Needs Profile Report again to view the assigned sessions and to confirm that examinees are appropriately grouped.

## Print Student Authorization Testing Tickets

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the session(s) that you want to print student authorization testing tickets for.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. In the **Session List**, select the session(s) that you want to print student authorization testing tickets for. That session's information appears.
6. Use the table below to determine your next step:

| To print Student Authorization Tickets for...        | Then...                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All examinees                                        | <ol style="list-style-type: none"> <li>a. Open the <b>Resources</b> drop-down menu. Then select <b>Print all for this session</b> under the <b>Student Testing Tickets</b> section.</li> <li>b. Select a print format of 1 per page (default).</li> </ol>                                                     |
| An individual examinee (or small group of examinees) | <ol style="list-style-type: none"> <li>a. Select the examinee(s) for whom to print a ticket.</li> <li>b. In the <b>Resources</b> menu, select <b>Print selected for this session</b>, under the <b>Student Testing Tickets</b> section.</li> <li>c. Select a print format of 1 per page (default).</li> </ol> |

7. Print the tickets using your browser.

*Note: Make sure the printer properties are not set to print 2-sided.*

8. Repeat the steps above to retrieve and print student authorization testing tickets for any other sessions.

## Change an Examinee's Test Format

1. Select the **Setup** icon.
2. Select the **Students** title. The Students screen appears with a list of examinees.
3. Check the box next to the examinee to be edited.
4. In the **Tasks** pane, check the box next to **Manage Student Tests**.
5. Select the **Start** button. The **Manage Student Tests** screen appears.

*Note: If the examinee's details aren't displayed, confirm they are selected from the side menu.*

6. In the **Delivery Format** field, select the new test delivery format.

*Note: You can change an examinee's test delivery format from online to paper or vice versa. Contact ADE for information about switching test modes.*

7. Select the **Create** button. A "Success – Changes saved" message appears.

*Note:*

- *If the examinee is being moved from online to paper, remove the examinee from the test session. If the examinee is being moved from paper to online, add the examinee to an existing test session. Refer to the appropriate sections of this guide for instructions.*
- *An examinee's test format must be changed before test materials are scheduled to be shipped.*

8. When finished, select the **Exit Tasks** button.

## Delete a Test Session

**IMPORTANT:** You need to remove all examinees from a session before it can be deleted. See "Remove Examinees from a Test Session," page 23, for instructions.

If you need to delete a test session after it has been created or edited, take the following steps:

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the test session you want to delete.
4. In the **Tasks** pane, check the box next to **Delete Sessions** and then select the **Start** button.
5. From the side menu, select the test session to delete. The test session is displayed.
6. Confirm the deletion by selecting the **Save** button. A "Success – Changes saved" message appears.
7. To delete additional sessions, repeat the steps above.
8. When you have finished, select the **Exit Tasks** button.

## Prepare a Test Session

*Note: These steps are performed once for each test session. For multiple-day testing, this is performed the day before the first sitting.*

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the session(s) that will be administered in the upcoming days.  
*Note: Test sessions should be prepared 1–2 days before test day.*
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.

5. Use the table below to determine the next step:

| To prepare...         | Then...                                                                                                                                                      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All sessions          | In the <b>Session List</b> pane, to select multiple sessions, select the <b>Combined View</b> button.<br>Then select the <b>Prepare All Sessions</b> button. |
| An individual session | In the <b>Session List</b> , select a session. Then select the <b>Prepare Session</b> button.                                                                |

6. Allow a few minutes, depending on the numbers of sessions and size of the sessions being prepared. Then select the **Refresh** button.

*Note: The session is now marked as “Ready.” Do not start the test session until the day of testing.*

## Run the Personal Needs Profile Report

All examinees with ACT-authorized accommodations and/or supports are listed on the Personal Needs Profile Report. You can use this report to manage paper and online accommodations examinees.

1. Select the **Reports** icon.
2. Select **Operational Reports**. The Operational Reports screen appears.
3. Check the box next to **Students and Registrations**. A list of Students and Registrations reports appears.
4. Select the **Personal Needs Profile Report**. The report page appears.

*Note: To view the most up-to-date report:*

- Click the **Request Report Refresh** link.
  - Leave default options in the drop-down menu.
  - Click the **Refresh Report** button and wait for the report to update.
5. Select **Download Report** to download and view the report.
  6. When finished, select the **Exit Report** button.

After examinees have been assigned to test sessions, it also lists each examinee’s assigned session.

Use the report to set up test sessions and assign examinees appropriately.

# Administering the Tests

## Start a Test Session

*Note: On the morning of test day, this task is performed once for each test session. It must be done before room supervisors can unlock their sessions.*

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the session(s) that will be administered today.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. From the side menu, select a test session; the **Start Session** button appears.
6. Select the **Start Session** button for each test session on each day of testing.

*Note:*

- *The test session is now marked as In Progress.*
- *The **Start Session** button becomes a Stop Session button. You now have a padlock next to the test.*
- *In the examinee pane, notice the **Student Test Status** is marked as Ready but has a padlock. This means the test is locked. The session should only be unlocked when testing is ready to begin. To unlock a session, slide the button next to the session to the right to unlock the test.*

## Unlock/Lock a Test Session

Before examinees can log in to the test session in TestNav, the test session must be unlocked. Take the following steps to unlock a test session.

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Open the drop-down menu on the **Search** button, and check the box next to **Show all results**. A list of test sessions appears.
4. Check the box next to the session you will be administering today.
5. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
6. In the **Session List**, select the session you want to unlock. That session's information appears.

7. Verify that each **Student Test Status** is Ready in the table and that the session is locked.
8. Slide the button to the right to unlock the test. Allow a minute or two for the system to process this activity. The **Student Test Status** changes from Ready with a padlock to Ready (no padlock).

*Note: If this step is not performed, examinees cannot access the test session in TestNav. An error message will appear indicating it is locked.*

9. Leave PearsonAccess<sup>next</sup> running during the test session. Do not log out or turn the computer off.
10. To lock the test session, slide the button to the left. The **Student Test Status** changes from Ready (no padlock) to Ready with a padlock.

## View Examinee Progress in a Session

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. In the table, check the box next to each session you want to view.
4. In the **Select Tasks** menu, select **Show Students in Sessions & Control Sessions**. The Students in Sessions screen appears.
5. In the **Session List**, select the session you want to work with. That session's information appears.
6. Search to find the examinee(s) whose status you want to view.
7. Examinee status is shown in the **Student Test Status** column of the list of examinees. The following table describes the possible status conditions.
8. Select an examinee's status while viewing the list to view more detailed information about that examinee's test and item progress.

| Status                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ready                     | The examinee has not yet started the test.                                                                                                                                                                                                                                                                                                                                                                                                          |
| Active                    | <p>The examinee has logged in and started the test.</p> <p><i>Note: If the examinee exits the test, but the status remains set at <b>Active</b>, the examinee cannot resume testing unless the status is changed to <b>Resumed</b> or <b>Resumed Upload</b>. <b>Resumed Upload</b> is used when the examinee needs to resume their test from another workstation. <b>Resume</b> must be selected first, then <b>Resumed Upload</b>.</i></p>         |
| Exited                    | <p>The examinee has exited TestNav but has not submitted test responses for the current test.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• The examinee cannot resume testing in the session unless the examinee's status is changed to <b>Resumed</b> or <b>Resumed Upload</b>.</li> <li>• If the examinee will not resume testing for any reason, the examinee's status must be changed to <b>Marked Complete</b>.</li> </ul> |
| Resumed or Resumed Upload | The examinee has been authorized to resume the test, but has not yet logged in.                                                                                                                                                                                                                                                                                                                                                                     |
| Completed                 | The test has been submitted by the examinee through TestNav.                                                                                                                                                                                                                                                                                                                                                                                        |
| Marked Complete           | The examinee has exited TestNav and will not resume testing. Examinees are marked complete by the room supervisor or test coordinator in PearsonAccess <sup>next</sup> .                                                                                                                                                                                                                                                                            |

## Resume an Interrupted Test

If examinees were logged out of TestNav during a test session, take these steps to resume testing in that session for the affected examinees.

*Note:*

- *The test session must be unlocked before proceeding.*
- *Only examinees in Exited or Active status can be resumed.*
- *If beginning another sitting for a multiple-day session, see “Resume Testing for the Breaks—Securely Extend Session over Multiple-day Accessibility Support,” page 22, before proceeding.*

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the sessions you want to view.
4. In the **Select Tasks** menu, select **Show Students in Sessions & Control Sessions**. The Students in Sessions screen appears.
5. In the **Session List**, select the appropriate session.
6. Find the examinee(s) whose test you want to resume.
7. Use the table below to determine your next step:

| If you have...                                | Then...                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A small number of examinees to resume         | Select the drop-down menu next to each examinee's status and select <b>Resume</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Multiple examinees to resume at the same time | <p>Check the box next to the examinees whose status is to be updated.</p> <ol style="list-style-type: none"> <li>a. In the <b>Tasks</b> pane, select <b>Resume Student Tests</b> in the drop-down menu. Then select the <b>Start</b> button. The Resume Student Tests screen appears.</li> <li>b. Check the box next to the examinees' names to confirm the selection. Then select <b>Resume</b>.</li> </ol> <p><i>Note: If the examinee's test has been submitted, before resuming, the Administration Test Coordinator needs to choose <b>Undo Student Test Submission</b> from the task list in the <b>Students in Session</b> page.</i></p> |

8. If necessary, start TestNav on each examinee's computer.

## Direct Examinees to Log Out of TestNav

To have an examinee log out of TestNav, instruct them to:

1. Select **Sign out of TestNav** from the **user** drop-down menu at the top of their screen, and confirm by selecting **Save & Return Later**.

The examinee is logged out and the timer on the examinee's test is stopped. On the administrative computer, the examinee's status is **Exited**.

## Exit Testing for the Breaks—Securely Extend Session over Multiple-day Accessibility Support

For accessibility supports that test over multiple days, the test session needs to be exited at the end of each sitting and then resumed at the beginning of each next sitting.

1. Make sure all examinees have submitted the test they were working on and are now on the screen for the next test (where they will continue in the next sitting).
2. Direct the examinee(s) to log out of TestNav.
3. In PearsonAccess<sup>next</sup>, lock the test session.

*Note: Do not mark the examinee's test complete.*

## Resume Testing for the Breaks—Securely Extend Session over Multiple-day Accessibility Support

1. In PearsonAccess<sup>next</sup>, unlock the test session. See "Unlock/Lock a Test Session," page 19, for instructions.
2. In PearsonAccess<sup>next</sup>, resume the Exited status test for each examinee. See "Resume an Interrupted Test," page 21, for instructions.
3. Start TestNav on each examinee's computer.
4. When examinees are seated, redistribute the student authorization testing tickets. Make sure examinees receive their own tickets.

*Note: If the examinee used the student authorization testing ticket as scratch paper, give the examinee a new ticket.*

5. Give examinees a fresh sheet of scratch paper and have them write their name and today's date at the top.
6. Direct the examinee(s) to log in. The examinee(s) will see the screen for the next test (where they left off).
7. Continue testing with the next test.

## Stop a Test Session

Take the following steps to stop the test session after all examinees have completed the last test.

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the test session(s) to be stopped.
4. In the Tasks pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. In the **Session List**, select the session you want to stop. That session's information appears.
6. On the Students in Sessions screen, verify that all examinees in the session have a Student Test Status of **Completed** or **Marked Complete**.

If not, determine the steps to take before proceeding.

| If the examinee...                                                                 | Then...                                                                     |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Did not begin testing<br>(e.g. absent, not admitted)                               | The test coordinator must remove the examinee's name from the test session. |
| Began testing but did not finish and will not resume<br>(e.g., dismissed, illness) | Mark the examinee's test complete (see additional information below.)       |

7. Select the **Stop Session** button. The session is stopped. The button becomes a **Restart Session** button.

## Remove Examinees from a Test Session

1. Select the **Testing** icon.
2. Select **Sessions** to access the Sessions screen.
3. Check the box next to the session(s) that you want to remove examinees from.
4. In the **Tasks** pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. In the **Session List**, select the session(s) that you want to remove an examinee(s) from. That session's information appears.
6. Check the box next to the examinee to be removed.
7. In the **Tasks** pane, check the box next to **Remove Students from Sessions**. Then select the **Start** button. The **Remove Students from Sessions** screen appears.
8. Check the box next to the examinee to be removed. Then select the **Remove** button.
9. When finished, select the **Exit Tasks** button.

## Mark an Examinee's Test Complete

When an examinee submits the last test, the examinee's status is automatically updated to Completed. If an examinee does not finish testing (e.g., dismissal, illness), the room supervisor must manually mark the examinee's test complete.

Take the following steps to mark an examinee's test complete.

1. Select the **Testing** icon.
2. Select **Sessions** title to access the Sessions screen.
3. Check the box next to the test session(s) to be stopped.
4. In the Tasks pane, select **Show Students in Sessions & Control Sessions** in the drop-down menu. The Students in Sessions screen appears.
5. In the **Session List**, select the session you want to view. That session's information appears.
6. On the Students in Sessions screen, check the box next to each examinee to be marked complete.
7. In the Tasks pane, select **Mark Student Tests Complete**. Then select the **Start** button. The Mark Student Tests Complete screen appears.
8. Again, check the box next to each test to be marked as completed.

9. Enter a reason in the **Reason** field. Then select the **Mark Complete** button. The **Student Test Status** now shows the Marked Complete status.
10. When finished, select the **Exit Tasks** button to return to the Students in Sessions screen. The Student Test Status for those examinees is **Marked Complete**.

## Submit an Irregularity Report

District test coordinators should contact the ADE: DESE Office of Student Assessment for any irregularities that occur during testing. ADE: DESE's policy is that schools must submit a Testing Violation Form to report violations to ADE: DESE. Schools can decide locally whether to use the irregularity reporting tool in the administration platform for irregularities, in addition to the Testing Violation Form, if they choose. Report and describe in detail any irregularity, especially those that could affect test scores. Include the names of any examinees involved.

1. Select the **Testing** icon.
2. Select **Student Tests** to access the **Student Tests** screen.
3. Check the box next to the examinee(s) affected by this irregularity or type under **Find Student Tests**, then select **Search**.

*Note: If the irregularity affects an entire room, select all examinees present in that room. If it affects the entire test site, select all examinees present at the test site.*

4. In the **Tasks** pane, select **Manage Irregularities** and then select **Start**. The Manage Irregularities screen appears, displaying all tests for the selected examinees.
5. Check the box next to each of the selected tests (do not skip this step).
6. Enter **Irregularity Date/Time**, **Irregularity Type**, and **Comments** at the top of the screen.

*Note:*

- *Be sure the Irregularity Date/Time reflects the date and time the irregularity occurred. This can be typed in or entered using the calendar/clock icon pop-ups located to the right of this field. Select the calendar icon to access the calendar and choose the correct date. Next, select the clock icon at the bottom of the calendar and choose the correct time.*
- *The comments field allows a maximum of 1000 characters. If that is insufficient to provide necessary information, include the statement "Additional details on file" in the comments field, and keep a full written account of the irregularity in your files for 12 months.*

7. Select **Apply to Selected**.
8. If another irregularity affects the same test(s), do the following:
  - a. Uncheck the boxes next to each test.
  - b. Select the "+" icon to the right of each examinee to add another entry line to each test.
  - c. Check the box next to the new line.

*Note: The new irregularity will be applied to all lines where the boxes are checked. Any existing information in those lines will be overwritten and lost. Be sure only blank lines are checked before proceeding.*

- d. Repeat steps 6–8.
9. When finished entering irregularities, select **Save** and then select **Exit Tasks**.

# Verbal Instructions

**Study these instructions before test day.** Interim testing has different verbal instructions than Classroom testing; in addition, each grade level and subject test has its own verbal instructions. When testing, follow the instructions for the test being administered in your room. It may be helpful to mark or highlight the appropriate set of instructions beforehand.



**Turn to the grade-specific instructions that apply to the test you are administering.**

## Interim

### English

|                                                   |    |
|---------------------------------------------------|----|
| Grades 3–7 .....                                  | 26 |
| Grade 8 and Early High School (Grades 9–10) ..... | 29 |

### Mathematics

|                                                   |    |
|---------------------------------------------------|----|
| Grades 3–5 .....                                  | 32 |
| Grades 6–7 .....                                  | 35 |
| Grade 8 and Early High School (Grades 9–10) ..... | 38 |

### Reading

|                                                   |    |
|---------------------------------------------------|----|
| Grades 3–7 .....                                  | 41 |
| Grade 8 and Early High School (Grades 9–10) ..... | 44 |

### Science

|                                                   |    |
|---------------------------------------------------|----|
| Grades 3–7 .....                                  | 47 |
| Grade 8 and Early High School (Grades 9–10) ..... | 50 |

## Classroom

### English

|                  |    |
|------------------|----|
| Grades 3–7 ..... | 53 |
| Grade 8 .....    | 56 |

### Mathematics

|                  |    |
|------------------|----|
| Grades 3–5 ..... | 59 |
| Grades 6–8 ..... | 62 |

### Reading

|                  |    |
|------------------|----|
| Grades 3–8 ..... | 65 |
|------------------|----|

### Science

|                  |    |
|------------------|----|
| Grades 3–8 ..... | 68 |
|------------------|----|

# Interim Test Directions

## Interim—English Grades 3–7

**Before the test**, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen and scratch paper, greet the examinees and say:**

You are about to take an English test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks questions about writing in English. These questions are based on short passages.

- Read each passage before you answer the questions.
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

English

START      5 minutes remaining      STOP

When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper). Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Interim—English Grade 8 and Early High School (Grades 9-10)

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take an English test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks questions about writing in English. These questions are based on short passages.

- Read each passage before you answer the questions.
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some questions refer to highlighted text. You will be given alternatives for the highlighted text. In most cases, choose the best alternative. If you think the highlighted text is best, choose "NO CHANGE."
- Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

English

START                      5 minutes remaining                      STOP

When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper).  
Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Interim—Mathematics Grades 3–5

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take a mathematics test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

If you are administering an audio test to any examinees, have them test and adjust the volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks questions about mathematics.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- You may use scratch paper to do calculations, drawings, and other work. Scratch paper will NOT be scored.
- You are NOT allowed to use a calculator on this test.
- Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Mathematics

START      5 minutes remaining      STOP

When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper).  
Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Interim—Mathematics Grades 6–7

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take a mathematics test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

If you are administering an audio test to any examinees, have them test and adjust the volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device (other than a calculator), or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks questions about mathematics.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- You may use scratch paper to do calculations, drawings, and other work. Scratch paper will not be scored.
- You are allowed to use a calculator for any problems you choose; however, some of the problems may best be done without using a calculator.
- Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

*NOTE: Unless indicated otherwise, you should assume the following:*

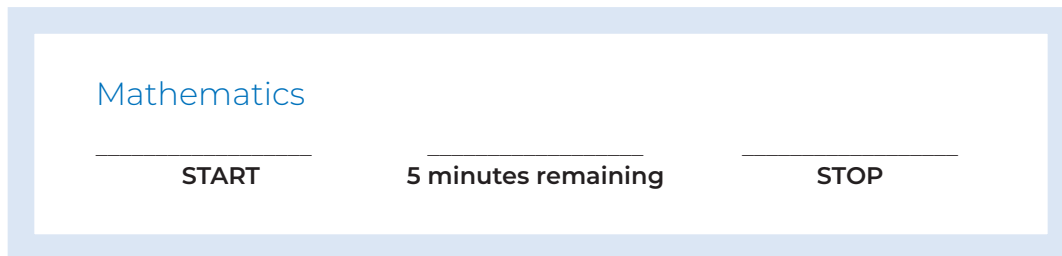
1. Diagrams are NOT necessarily drawn to scale.
2. Geometric figures are in a plane.
3. The word *line* indicates a straight line.
4. The word *average* indicates arithmetic mean (for example,  $\frac{1+7+3}{3}$  is the average of 1, 7, and 3).

It is best to answer every question even if you are not sure your answer is correct.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

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When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper). Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Interim—Mathematics Grade 8 and Early High School (Grades 9–10)

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take a mathematics test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

If you are administering an audio test to any examinees, have them test and adjust the volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device (other than a calculator), or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks questions about mathematics.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- You may use scratch paper to do calculations, drawings, and other work. Scratch paper will not be scored.
- You are allowed to use a calculator for any problems you choose; however, some of the problems may best be done without using a calculator.
- Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

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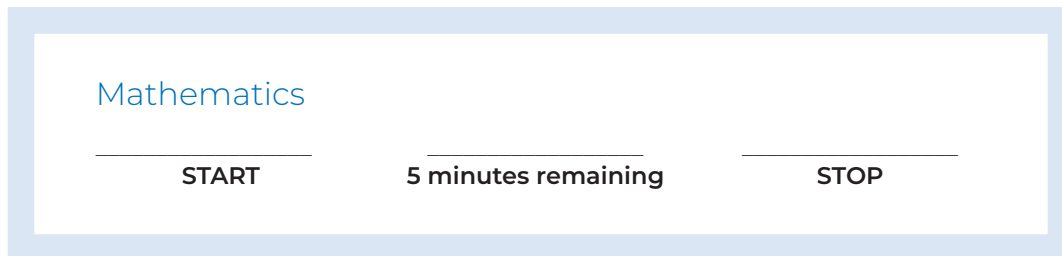
1. Diagrams are NOT necessarily drawn to scale.
2. Geometric figures are in a plane.
3. The word *line* indicates a straight line.
4. The word *average* indicates arithmetic mean (for example,  $\frac{1+7+3}{3}$  is the average of 1, 7, and 3).

It is best to answer every question even if you are not sure your answer is correct.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

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When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper). Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Interim—Reading Grades 3–7

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take a reading test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks you to read and then answer questions about each of several reading passages.

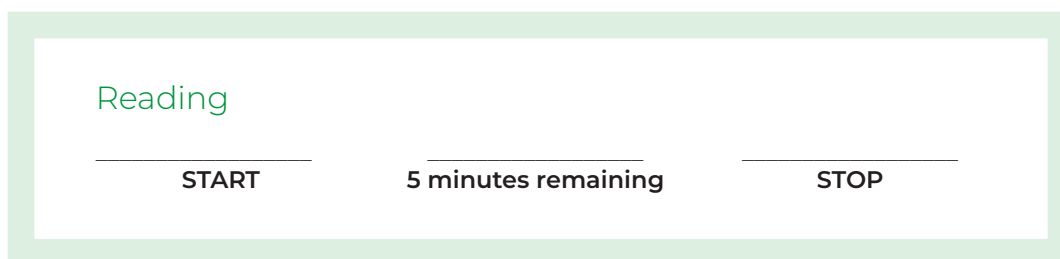
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

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**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper). Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Interim—Reading Grade 8 and Early High School (Grades 9–10)

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take a reading test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks you to read and then answer questions about each of several reading passages.

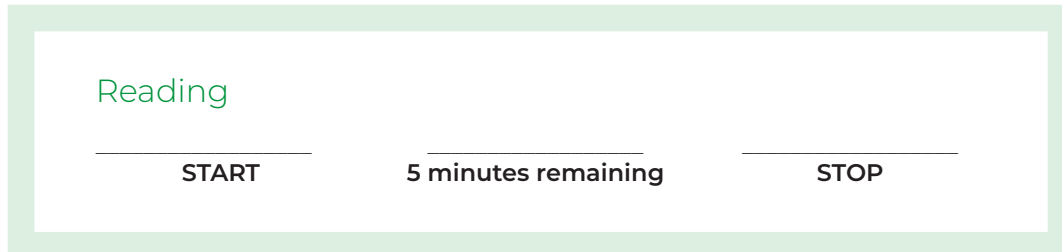
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.



When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper). Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Interim—Science Grades 3–7

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take a science test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

If you are administering an audio test to any examinees, have them test and adjust the volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks you to read several passages about scientific topics. After reading a passage, use the information in the passage to answer each question.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Science

START      5 minutes remaining      STOP

When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper). Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Interim—Science Grade 8 and Early High School (Grades 9–10)

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take a science test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

If you are administering an audio test to any examinees, have them test and adjust the volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks you to read several passages about scientific topics. After reading a passage, use the information in the passage to answer each question.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- Some of the questions on this test may not count toward your score. If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Science

START                      5 minutes remaining                      STOP

When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper).  
Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

# Classroom Test Directions

## Classroom—English Grades 3–7

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take an English test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

These questions are based on short passages and ask about how to write in English.

- Read each passage before you answer the questions.
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- If you get stuck on a question, you may want to skip it and come back to it later.

You should try to answer every question even if you are not sure your answer is best.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

English

START                      5 minutes remaining                      STOP

When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper).  
Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Classroom—English Grade 8

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take an English test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

These questions are based on short passages and ask about how to write in English.

- Read each passage before you answer the questions.
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- For some questions, you will be given alternatives for the highlighted text. Choose the best alternative. If you think the highlighted text is best, choose "NO CHANGE."
- If you get stuck on a question, you may want to skip it and come back to it later.

You should try to answer every question even if you are not sure your answer is best.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

English

START                      5 minutes remaining                      STOP

When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper).  
Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Classroom—Mathematics Grades 3–5

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take a mathetmatics test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device (other than a calculator), or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

These questions ask about mathematics topics.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- You may use scratch paper to do calculations, drawings, and other work. Scratch paper will not be scored.
- You are allowed to use a calculator on this test.
- If you get stuck on a question, you may want to skip it and come back to it later.

You should try to answer every question even if you are not sure your answer is best.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Mathematics

START      5 minutes remaining      STOP

When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper). Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Classroom—Mathematics Grades 6–8

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take a mathematics test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device (other than a calculator), or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

These questions ask about mathematics topics.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- You may use scratch paper to do calculations, drawings, and other work. Scratch paper will not be scored.
- You are allowed to use a calculator for any problems you choose; however, some of the problems may best be done without using a calculator.
- If you get stuck on a question, you may want to skip it and come back to it later.

*Note: Unless indicated otherwise, you should assume the following:*

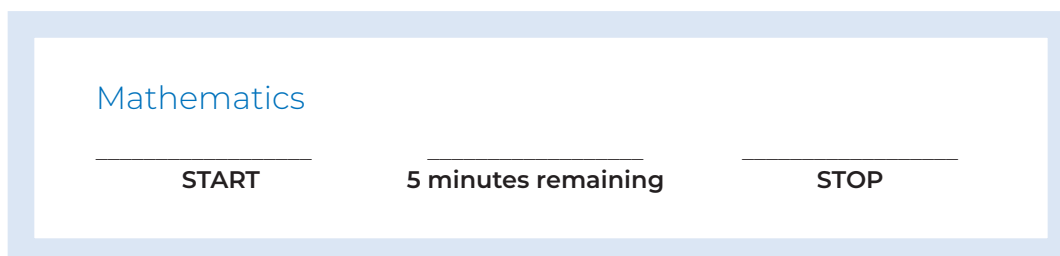
1. Diagrams are NOT necessarily drawn to scale.
2. Geometric figures are in a plane.
3. The word *line* indicates a straight line.
4. The word *average* indicates arithmetic mean (for example,  $\frac{1+7+3}{3}$  is the average of 1, 7, and 3).

You should try to answer every question even if you are not sure your answer is correct.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.



When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper). Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Classroom—Reading Grades 3–8

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take a reading test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

Read and then answer questions about one or more reading passages.

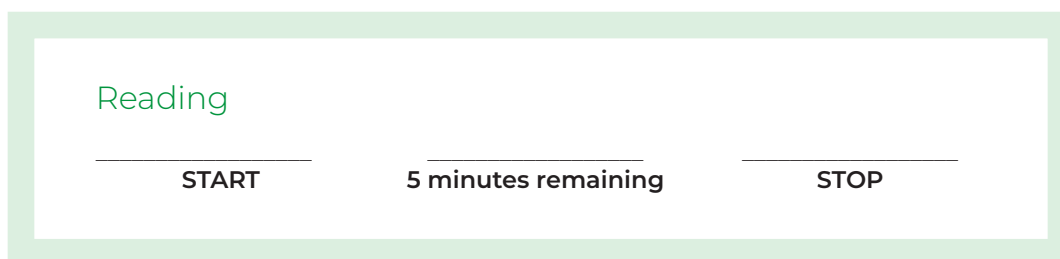
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- If you get stuck on a question, you may want to skip it and come back to it later.

You should try to answer every question even if you are not sure your answer is best.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.



When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper). Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Classroom—Science Grades 3–8

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let examinees follow the instructions.

**When all examinees have been admitted and seated and everyone has a pencil or pen, greet the examinees and say:**

You are about to take a science test. You should try your best and do your own work. It is best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your Student Testing Ticket (and scratch paper) now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand examinees their student authorization testing tickets individually. Do not allow examinees to pass student authorization testing tickets back or across aisles. Keep an exact count of the number of student authorization testing tickets distributed.

**When everyone has the correct student authorization testing ticket, say:**

Please look at the Student Testing Tickets that I (we) just passed out. The top of the Student Testing Ticket should list your name and student ID...the session name and your date of birth should be listed below your name and student ID. [Name and grade of the subject test] should be below your date of birth.

**When you have verified that all examinees have the correct student authorization testing ticket, say:**

Find the username and password printed on your Student Testing Ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button.... Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should move around the room to confirm that examinees have signed in to the correct test and help those examinees who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes or dictionaries, any electronic device, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper (or Student Testing Ticket) I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any examinee questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

These questions ask about scientific topics. Some questions may ask you to read a passage before answering the questions. After reading a passage, use the information in the passage to answer each question.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is best.
- If you decide to change your answer, click the circle next to your new answer.
- If you get stuck on a question, you may want to skip it and come back to it later.

You should try to answer every question even if you are not sure your answer is best.

**Read the following Statement:** By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; an embedded timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Science

START                      5 minutes remaining                      STOP

When the allotted time for each session ends, each examinee must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some examinees finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read until all examinees have completed the test.

**Say:**

I (we) will now collect your Student Testing Tickets (and scratch paper).  
Please remain quietly in your seats until I dismiss you.

Collect the student authorization testing tickets and scratch paper from each examinee. Do not allow the student authorization testing tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the examinees before you have again accounted for the student authorization testing tickets and scratch paper.

If you are going to administer another test, make sure that every computer has been navigated back to the examinee sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

# After Each Test Session

After testing, it is the room supervisor's or test coordinator's responsibility to sign in to the administration platform and check the status of each examinee's test in the session just concluded. If necessary, the room supervisor or test coordinator can submit a test on behalf of an examinee if the examinee did not do so.

Take the following steps as the test session concludes:

1. Collect all student authorization testing tickets and scratch paper from examinees before allowing them to leave the test room.
2. Finish documenting any testing irregularities that occurred during the testing session and provide to your test coordinator.
3. Stop the test session. If an examinee is assigned to a test session but is not able to test, remove that examinee from the test session. Mark all tests that have been started, but not finished, as complete.
4. Ensure that all computers used for testing are signed out of TestNav.
5. Return all student authorization testing tickets and scratch paper to the test coordinator, who will securely destroy this material.

