

Directions for Reading (Online)

Start Testing

SAY

We have scheduled _____ minutes for testing today.

Put everything away before you begin testing. Only your testing ticket, pencil or pen, and scratch paper may be on your desk during testing. If you are a student with text-to-speech, you may also have headphones on your desk. Write your name on your scratch paper.

You may not access your cell phone or other devices during testing. You must close everything that is open on your testing device and may not access anything else during testing.

Do not talk or work with other students. If you have questions when signing in, raise your hand.

[Distribute testing materials, if not already provided.]

SAY

[If students are entering their username and password, follow these instructions. If already entered by the proctor, skip this section.]

You should see the TestNav Sign In screen. Check that your name is on the top of the testing ticket. *[For students with text-to-speech]* Put on your headphones and select Test Audio on the Sign In screen to make sure that the sound is not muted. You may change the volume as needed.

SAY

Using your testing ticket, enter your username and password. Select the Sign In button. You should now see the Welcome screen. It shows your name and the name of your grade and test. If your name or grade is not correct, please raise your hand. Select the Start button.

[Assist any students, as needed.]

Directions for Reading (Online)

Start Testing continued...

SAY

Today you will take a Reading test.

Read the directions on your screen. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

Select the Start button to begin your test. If you have questions, raise your hand.

[During testing, circulate the room among the students to make certain they are navigating the test environment correctly.]

End Testing

SAY

[When you are ready to end testing, announce the end of the testing period.]

Stop testing. Testing time has now ended. Submit the Reading test.

I will now collect your test materials.

- Circulate the room to ensure all students have successfully exited out of TestNav and collect student testing materials.
- Ensure all students are in Exited or Completed status in PearsonAccess^{next}.
- Return all test materials, including scratch paper and testing tickets, to your DAC or SAC. Report any missing materials and absent students.
- Report any testing irregularities to your DAC or SAC.

Directions for Language and Writing (Online)

Start Testing

SAY

We have scheduled _____ minutes for testing today.

Put everything away before you begin testing. Only your testing ticket, pencil or pen, and scratch paper may be on your desk during testing. If you are a student with text-to-speech, you may also have headphones on your desk. Write your name on your scratch paper.

You may not access your cell phone or other devices during testing. You must close everything that is open on your testing device and may not access anything else during testing.

Do not talk or work with other students. If you have questions when signing in, raise your hand.

[Distribute testing materials, if not already provided.]

SAY

[If students are entering their username and password, follow these instructions. If already entered by the proctor, skip this section.]

You should see the TestNav Sign In screen. Check that your name is on the top of the testing ticket. *[For students with text-to-speech]* Put on your headphones and select Test Audio on the Sign In screen to make sure that the sound is not muted. You may change the volume as needed.

SAY

Using your testing ticket, enter your username and password. Select the Sign In button. You should now see the Welcome screen. It shows your name and the name of your grade and test. If your name or grade is not correct, please raise your hand. Select the Start button.

[Assist any students, as needed.]

Directions for Language and Writing (Online)

Start Testing continued...

SAY

Today you will take a Language/Writing test. First you will take the Language test.

Read the directions on your screen. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

Select the Start button to begin your test. If you have questions, raise your hand.

If you submit your test before I stop testing, do not start the next test until I tell you to start.

[During testing, circulate among the students to make certain they are navigating the test environment correctly.]

Stop Testing

SAY

[The Language test will be submitted before starting the Writing test.]

[When you are ready to end testing, announce the end of the testing period.]

Stop testing. Testing time has now ended. Submit the Language test.

I will now collect your test materials.

Breaks

If allowing students a break, read these directions to students.

SAY

You may stop working for a short break. This is only a break and we will return to testing after a few minutes.

[Instruct student to exit the test, turn over the device, etc. as applicable for the device and consistent with district procedures]. **You may stand up and stretch if you choose, but do not talk.**

[Stop the break as appropriate.] **The break is over. We will now resume testing.**

- *[If the student existed the test, resume test in PearsonAccess^{next}.]* **Sign back into your test using your testing ticket.**

Directions for Writing-Section 1 (Online)

Resume Testing

SAY

Now you will take a Writing test.

Read the directions on your screen. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

Select the Start button to begin your test. If you have questions, raise your hand.

If you submit your test before I stop testing, do not start the next test until I tell you to start.

[During testing, circulate among the students to make certain they are navigating the test environment correctly.]

Stop Testing

SAY

[When you are ready to end testing, announce the end of the testing period.]

Stop testing. Testing time has now ended. Submit Section 1 of the Writing test.

I will now collect your test materials.

Breaks

If allowing students a break, read these directions to students.

SAY

You may stop working for a short break. This is only a break and we will return to testing after a few minutes.

[Instruct student to exit the test, turn over the device, etc. as applicable for the device and consistent with district procedures]. **You may stand up and stretch if you choose, but do not talk.**

[Stop the break as appropriate.] **The break is over. We will now resume testing.**

- *[If the student existed the test, resume test in PearsonAccess^{next}.]* **Sign back into your test using your testing ticket.**

Directions for Writing-Section 2 (Online) Resume Testing

SAY

Now you will take a second Writing test.

Read the directions on your screen. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

Select the Start button to begin your test. If you have questions, raise your hand.

[During testing, circulate among the students to make certain they are navigating the test environment correctly.]

End Testing

SAY

[When you are ready to end testing, announce the end of the testing period.]

Stop testing. Testing time has now ended. Submit Section 2 of the Writing test. I will now collect your test materials.

- Circulate the room to ensure all students have successfully exited out of TestNav and collect student testing materials.
- Ensure all students are in Exited or Completed status in PearsonAccess^{next}.
- Return all test materials, including scratch paper and testing tickets, to your DAC or SAC. Report any missing materials and absent students.
- Report any testing irregularities to your DAC or SAC.

Directions for Mathematics (Online)

Start Testing

SAY

We have scheduled _____ minutes for testing today.

Put everything away before you begin testing. Only your testing ticket, pencil or pen, a calculator (if using), and scratch paper may be on your desk during testing. If you are a student with text-to-speech, you may also have headphones on your desk

Write your name on your scratch paper.

You may not access your cell phone or other devices during testing. You must close everything that is open on your testing device and may not access anything else during testing.

Do not talk or work with other students. If you have questions when signing in, raise your hand.

[Distribute testing materials, if not already provided.]

SAY

[If students are entering their username and password, follow these instructions. If already entered by the proctor, skip this section.]

You should see the TestNav Sign In screen. Check that your name is on the top of the testing ticket. *[For students with text-to-speech]* Put on your headphones and select Test Audio on the Sign In screen to make sure that the sound is not muted. You may change the volume as needed.

SAY

Using your testing ticket, enter your username and password. Select the Sign In button. You should now see the Welcome screen. It shows your name and the name of your grade and test. If your name or grade is not correct, please raise your hand. Select the Start button.

[Assist any students, as needed.]

Directions for Mathematics (Online)

Start Testing continued...

SAY

Today you will take a Mathematics test followed by a short survey.

Read the directions on your screen. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

Select the Start button to begin your test. If you have questions, raise your hand.

[During testing, circulate the room among the students to make certain they are navigating the test environment correctly.]

End Testing

SAY

[When you are ready to end testing, announce the end of the testing period.]

Stop testing. Testing time has now ended. Submit the Mathematics test. If you have not already submitted the Mathematics test and completed the survey, complete the survey now.

[Allow students who have not already completed the survey 5 minutes to do so.]

I will now collect your test materials.

- Circulate the room to ensure all students have successfully exited out of TestNav and collect student testing materials.
- Ensure all students are in Exited or Completed status in PearsonAccess^{next}.
- Return all test materials, including scratch paper and testing tickets, to your DAC or SAC. Report any missing materials and absent students.
- Report any testing irregularities to your DAC or SAC.

Directions for Science (Online)

Start Testing

SAY

We have scheduled _____ minutes for testing today.

Put everything away before you begin testing. Only your testing ticket, pencil or pen, a calculator (if using), and scratch paper may be on your desk during testing. If you are a student with text-to-speech, you may have headphones on your desk.

Write your name on your scratch paper.

You may not access your cell phone or other devices during testing. You must close everything that is open on your testing device and may not access anything else during testing.

Do not talk or work with other students. If you have questions when signing in, raise your hand.

[Distribute testing materials, if not already provided.]

SAY

[If students are entering their username and password, follow these instructions. If already entered by the proctor, skip this section.]

You should see the TestNav Sign In screen. Check that your name is on the top of the testing ticket. *[For students with text-to-speech]* Put on your headphones and select Test Audio on the Sign In screen to make sure that the sound is not muted. You may change the volume as needed.

SAY

Using your testing ticket, enter your username and password. Select the Sign In button. You should now see the Welcome screen. It shows your name and the name of your grade and test. If your name or grade is not correct, please raise your hand. Select the Start button.

[Assist any students, as needed.]

Directions for Science (Online)

Start Testing continued...

SAY

Today you will take a Science test.

Read the directions on your screen. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

Select the Start button to begin your test. If you have questions, raise your hand.

[During testing, circulate the room among the students to make certain they are navigating the test environment correctly.]

End Testing

SAY

[When you are ready to end testing, announce the end of the testing period.]

Stop testing. Testing time has now ended. Submit the Science test.

I will now collect your test materials.

- Circulate the room to ensure all students have successfully exited out of TestNav and collect student testing materials.
- Ensure all students are in Exited or Completed status in PearsonAccess^{next}.
- Return all test materials, including scratch paper and testing tickets, to your DAC or SAC. Report any missing materials and absent students.
- Report any testing irregularities to your DAC or SAC.