

Directions for Reading (Paper)

Start Testing

SAY

We have scheduled _____ minutes for testing today.

Put everything away before you begin testing. Only your test book, answer document, pencil, and scratch paper may be on your desk during testing.

You may not access your cell phone or other devices during testing. Do not talk or work with other students.

[Distribute testing materials, if not already provided.]

Write your name on your test book and scratch paper. Check that your name is on your answer document. If your name is not correct, please raise your hand.

[Assist any students, as needed. If a student's name is missing, assist in gridding the student's name on the answer sheet as needed]

SAY

Today you will take a Reading test.

Open your test booklet and read the directions. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

You may 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. I will now collect your materials.

- Collect student testing materials, including any scratch paper.
- Return all test materials to your DAC or SAC. Report any missing materials and absent students.
- Report any testing irregularities to your DAC or SAC.

Directions for Language/Writing (Paper)

Start Testing

SAY

We have scheduled _____ minutes for testing today.

Put everything away before you begin testing. Only your test book, answer document, pencil, and scratch paper may be on your desk during testing.

You may not access your cell phone or other devices during testing. Do not talk or work with other students.

[Distribute testing materials, if not already provided.]

Write your name on your test book and scratch paper. Check that your name is on your answer document. If your name is not correct, please raise your hand.

[Assist any students, as needed. If a student's name is missing, assist in gridding the student's name on the answer sheet as needed]

SAY

Today you will take a Language/Writing test.

Open your test booklet and read the directions. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

You may 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.]

Stop Testing

SAY

[The Language test will be finished 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. You may no longer work on the test you just finished or any other tests in your test book.

Breaks

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

SAY

You may stop working for a short break. Close your test.

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.**

Directions for Writing - Section 2 (Paper)

Resume Testing

SAY

Now you will take a Writing test. During this session, you may only work on the Writing Section 2 test.

Open your test book to the page that says “Writing—Section 2” and read the directions. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

You may 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.]

Stop Testing

SAY

[The Writing Section 2 test will be finished before starting the Writing Section 3 test.]

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

Stop testing. Testing time has now ended. You may no longer work on the test you just finished or any other tests in your test book.

Breaks

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

SAY

You may stop working for a short break. Close your test.

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.**

Directions for Writing - Section 3 (Paper)

Resume Testing

SAY

Now you will take a second Writing test. During this session, you may only work on the Writing Section 3 test.

Open your test book to the page that says “Writing—Section 3” and read the directions. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

You may 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. I will now collect your materials.

- Collect student testing materials, including any scratch paper.
- Return all test materials to your DAC or SAC. Report any missing materials and absent students.
- Report any testing irregularities to your DAC or SAC.

Directions for Mathematics (Paper)

Start Testing

SAY

We have scheduled _____ minutes for testing today.

Put everything away before you begin testing. Only your test book, answer document, pencil, a calculator (if using), and scratch paper may be on your desk during testing.

You may not access your cell phone or other devices during testing. Do not talk or work with other students.

[Distribute testing materials, if not already provided.]

Write your name on your test book and scratch paper. Check that your name is on your answer document. If your name is not correct, please raise your hand.

[Assist any students, as needed. If a student's name is missing, assist in gridding the student's name on the answer sheet as needed]

SAY

Today you will take a Mathematics test.

Open your test booklet and read the directions. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

You may 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. I will now collect your materials.

- Collect student testing materials, including any scratch paper.
- Return all test materials to your DAC or SAC. Report any missing materials and absent students.
- Report any testing irregularities to your DAC or SAC.

Directions for Science (Paper)

Start Testing

SAY

We have scheduled _____ minutes for testing today.

Put everything away before you begin testing. Only your test book, answer document, pencil, a calculator (if using), and scratch paper may be on your desk during testing.

You may not access your cell phone or other devices during testing. Do not talk or work with other students.

[Distribute testing materials, if not already provided.]

Write your name on your test book and scratch paper. Check that your name is on your answer document. If your name is not correct, please raise your hand.

[Assist any students, as needed. If a student's name is missing, assist in gridding the student's name on the answer sheet as needed]

SAY

Today you will take a Science test.

Open your test booklet and read the directions. When you have finished, look up at me so I know you are done.

[Wait for the students to read the directions.]

SAY

You may 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. I will now collect your materials.

- Collect student testing materials, including any scratch paper.
- Return all test materials to your DAC or SAC. Report any missing materials and absent students.
- Report any testing irregularities to your DAC or SAC.