



Room Supervisor Manual

Paper Summative Testing

Contact Information and Resources

Contact Information

ACT® Aspire® Customer Care

- **Phone:** 855.730.0400, 6:00 a.m.–7:30 p.m., central time, Monday through Friday
- **Email:** www.act.org/contact-actaspire

Resources

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

Website	URL
ACT Aspire Data Usage Policy	https://www.discoveractaspire.org/legal/data-usage-policy/
ACT Aspire Landing Page	http://actaspire.pearson.com/
ACT Aspire Portal	https://www.actaspire.org/
Avocet	http://actaspire.avocet.pearson.com
TestNav™ Support Site	https://support.assessment.pearson.com/display/TN/TestNav+8+Online+Support
Training Management System (TMS)	https://actaspire.tms.pearson.com/

Accessibility and Accommodations

The Avocet website also includes accommodations and accessibility resources. Some examples include:

- Spanish Pre-Recorded Audio Test Directions
- Braille Notes (for the room supervisor)
- ACT-Approved Bilingual Word-to-Word Dictionaries

Prepare Your Students

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

- Student Sandbox
- Exemplar Test Question Booklets

For more information, see the Exemplar Items section of the ACT Aspire Landing Page.

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Overview

This manual contains the instructions for administering ACT® Aspire® paper Summative testing. You, as the room supervisor, are responsible for the secure administration of the tests to the students in your room. It is important that you become familiar with the procedures and instructions in this manual in advance of the test day to ensure that the tests are administered in a standard manner.

Additional training and test administration resources are available through the Training Management System (TMS) and Avocet. See “Contact Information and Resources,” page ii.

Policies and Procedures

This guide is designed to provide direction in administering ACT Aspire tests, including specific instructions for conducting the timed tests. It is important to follow these instructions to successfully measure students' academic skills. All testing personnel, including other testing staff, are required to read the material 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.

Relatives or guardians of students taking ACT Aspire should not serve in the role of room supervisor in the same testing room as the student relative. It is permissible for relatives or guardians of testing students to serve as a room supervisor in the same school/district as a related student, provided that student tests in a different room. In such circumstances, the district/school should monitor the testing process so that test coordinators who have a relative testing do not handle the test materials of the relative without another responsible individual present.

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

- Accessing or obtaining a test booklet or 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 students for testing
- Aiding or assisting a student with a response or answer to a secure test item, including providing formulas
- Rephrasing test questions for students
- Creating an answer key or "crib sheet" of answers to test questions
- Editing or changing student answers after completion of the test, with or without the student's permission
- Allowing students to test in an unsupervised setting

- Leaving test materials in an unsecured place or unattended
- Failing to properly report and document incidents of prohibited behavior involving students, staff, or others
- Allowing students to test longer than the permitted time
- Failing to return and account for all testing materials after the testing session has ended

**An exception is provided for students who require accessibility supports. See the ACT Aspire Accessibility User’s Guide: Summative Testing located on the Avocet website.*

Test Security

To ensure the integrity of your students’ ACT Aspire results, testing staff 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, and must also be returned to ACT Aspire after testing. ACT Aspire assessments must be administered by school or district personnel.

Investigations

In cases of suspected or documented irregularities, all testing personnel are obligated to cooperate fully with ACT in subsequent investigations and 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)
- *Code of Professional Responsibilities in Educational Measurement*: National Council on Measurement in Education (www.ncme.org)

Data Usage Policy

Student scores and other information provided on their answer documents for ACT Aspire are governed by the *ACT Aspire Data Usage Policy* (see “Contact Information and Resources,” page ii).

Guidelines for Administering the Tests

Calculator Policy

Use of calculators will depend on the grade level of the student.

- Students taking the Grades 3–5 Mathematics subject tests **cannot** use a calculator. All problems can be solved without a calculator.
- Students are allowed, but not required, to use an approved calculator on the Grades 6–Early High School (Grades 9–10) Mathematics tests.

The use of calculators is not permitted on any other subject test. Unless a calculator is provided by the school, each student is responsible for bringing his or her calculator to the test and making sure it works properly. Students may bring a backup calculator and extra batteries, but they may not have more than one calculator on the desk or in operation at a time. Students are not allowed to share calculators during testing.

It is the school’s responsibility to confirm that all calculators used by students are approved before testing. See the *Calculator Policy* on the Avocet website.

Materials Provided by the School

Schools are required to provide a fair and secure testing environment (see “Test Room Requirements,” page 10). In addition to environment, testing sites will provide the following items for each test room:

Table 1. Materials Provided by the School

Item	Description
Timers	Provide each room supervisor with an accurate timepiece in order to time each test.
No. 2 soft-lead pencils	You may instruct students ahead of time to bring pencils, but it is generally advisable to provide a supply of pencils in each room. <i>Note: Paper testing requires a No.2 soft-lead pencil for marking answers.</i>
Pencil sharpener	Provide a pencil sharpener in each test room.

Table 1. (continued)

Item	Description
Scratch paper	<p>Students may use scratch paper if they request it. For each blank sheet, instruct students to write the following information on the top of the sheet:</p> <ul style="list-style-type: none"> • First and last name • School name • Test subject • School grade <p>Room supervisors will collect the scratch paper after testing and return the sheets to the test coordinator with the other testing materials.</p>
Calculators	The school may choose to provide calculators to students or the students may bring their own calculator to test. See “Calculator Policy,” page 4.

Unauthorized Testing Aids

The use of notes or any English dictionary is not permitted. Only bilingual word-to-word dictionaries are permitted if the student is approved to use one. See the *ACT-Approved Bilingual Word-to-Word Dictionaries* list on the Avocet website.

Test Format

The English test consists of selected-response (multiple-choice) questions only. The writing test includes one constructed-response item only. The other three subject tests include a combination of selected-response and constructed-response items. All constructed responses must be provided in English.

The number of subject tests your students will take will vary according to what your school registered students to take. Students may take up to five subject tests.

Subject tests may be administered in a battery or may be spread out during the testing window, but the subject tests must be individually timed using the times listed in Table 2. Your test coordinator will inform you whether you will be administering the entire battery of subject tests in one session or if you 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. A single subject test should be completed within one session. Under no circumstances should students be allowed to have access to test materials between testing sessions. The timing of each subject test varies by subject and grade (see Table 2).

Table 2 shows standard test form times and audio test form times.

Table 2. ACT Aspire Test Time by Grade and Subject (in minutes)

Grade	English	Math	Reading	Science	Writing
Standard Test Form					
3	40	65	65	60	45
4	40	65	65	60	45
5	40	65	65	60	45
6	40	75	65	60	40
7	40	75	65	60	40
8	40	75	65	60	40
EHS	45	75	65	60	40

Table 2. continued

Grade	English	Math	Reading	Science	Writing
English Text Audio for Sighted, English Audio for Blind					
3	NA	195	NA	180	135
4	NA	195	NA	180	135
5	NA	195	NA	180	135
6	NA	225	NA	180	120
7	NA	225	NA	180	120
8	NA	225	NA	180	120
EHS	NA	225	NA	180	120
Spanish Text Plus Audio					
3	NA	195	NA	180	135
4	NA	195	NA	180	135
5	NA	195	NA	180	135
6	NA	225	NA	180	120

Note: EHS = Early High School (Grades 9–10)

Announcement of Time Remaining

Make a verbal announcement of time remaining five minutes before the end of each test. Do not distract students during the test session with additional oral or written announcements of time remaining. If a clock is visible to all students in the testing room, you may post the Start and Stop times and/or time allowed for each test on the board (e.g., English test, 40 minutes: Start time—9:00, Stop time—9:40). Do not post time remaining.

Mistiming

Use a stopwatch or interval timer to ensure the exact time is allowed for each test. Scores CANNOT be adjusted to compensate for a mistiming. To verify the time given for each test, the Start and Stop times and the five-minutes-remaining time must be noted and computations checked carefully before time is called. If a designated school staff member is assigned to help in the test room, that person should also keep time with the room supervisor.

If a mistiming on a subject test occurs and is noticed on the same day of testing, allow the students to make up the shortage of time in that section before dismissal. If a mistiming on a subject test is noticed after dismissal, the test must be voided. Report any mistimings on the Testing Irregularity Report at the end of this manual or in the irregularity reporting tool in the Portal, and return the report to the test coordinator with your answer documents. **All Testing Irregularity Reports should be forwarded to the local test coordinator after testing and be entered into the Portal.**

Bathroom Breaks

Students 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 student may leave the testing room at a time without being accompanied by testing staff. Collect the test booklet and answer document before the student leaves the room and return the test materials when the student returns. Such absences do **not** need to be recorded in the Testing Irregularity Report or in the irregularity reporting tool in the Portal. **Do not leave students unsupervised in a testing room at any time.**

Electronic Devices

Students are not allowed to have cell phones, tablets, or any electronic communication devices on their person. Preferably they should not bring them into the testing room; if they do, these devices should be turned off and placed under their desks. A warning to students to **NOT** set watch or cell phone alarms is included in the verbal instructions. Please do **NOT** set beeper alarms on your own watch or cell phone, as this can also distract students.

Use of Pencils for the Test

Students must use only No. 2 pencils when recording their responses in their answer document. Using pen for any of the responses (including the constructed-response items) will result in those items not being scored and subsequently the entire test if a student uses pen for all items.

Student Questions During Testing

Specific instructions about guessing are included in the verbal instructions for each test. If students ask you about guessing, refer them to these instructions. 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 students if they have any questions.)

Questions about Items

Do not answer questions regarding individual test items. You may respond to questions with “Do the best you can.” Do not look at individual questions in the test booklet if students refer to them.

If students note typographical errors or ambiguities in particular test items, instruct them to do the best that they can and then include an explanation of the questions or comments and the test form code(s) on a copy of the Testing Irregularity Report or in the irregularity reporting tool in the Portal.

Return the Testing Irregularity Report to your test coordinator with the other test materials.

Defective Test Booklet or Answer Document

If you discover defective test booklets or answer documents during testing, contact the test coordinator. Describe the nature of the defect on the Testing Irregularity Report or in the irregularity reporting tool in the Portal, and attach the defective booklet or document to the report.

If a student used another student’s pre-ID-labeled answer document to test, black out the bar code (so it is non-readable) and add the correct student’s Portal ID to the document. The document must then be treated as a manual grid document.

Damaged or Contaminated Test Materials

Test materials damaged or contaminated during testing should be replaced. After testing, the room supervisor or test coordinator must do the following:

- Grid student information from the Portal onto an overage blank answer document. **Important note:** Portal ID **MUST** be gridded when manually gridding onto an overage blank answer document. A student will get a Portal ID for each subject that they are in a test session for. Each Portal ID needs to be manually gridded on a blank answer document if using overage to test (see “Prepare the Answer Documents before Test Day,” in the *ACT Aspire Test Coordinator Manual: Summative Testing*).
- Record the security barcode number of the damaged and new booklets, if applicable.
- Testing staff should make sure that the test form code on the replacement test booklet matches the test form code on the damaged/contaminated booklet.

- If possible, transcribe responses from damaged test material onto the blank document. If this is not possible, the student must be given an opportunity to retest.
- Destroy any contaminated material according to local biohazard protocols.
- Compile a list of damaged/contaminated test booklets and answer documents and return with your non-scorable materials packing list.

Prohibited Behavior

It is the room supervisor's responsibility to document all instances of the following behaviors on the Testing Irregularity Report provided at the end of this manual and in the irregularity reporting tool in the Portal. The following student actions are prohibited and violate ACT Aspire testing policies and procedures:

- Looking at someone else's test booklet or answer document
- Giving or receiving assistance
- Disturbing other students
- Using notes or unauthorized testing aids (Scratch paper is allowed for students to do figuring, organize thoughts, etc.)
- Using a calculator on any test other than the Grades 6–Early High School (Grades 9–10) Mathematics test
- Sharing a calculator with another student
- Using any device, including calculators, to share or exchange information at any time during tests, the break, or after testing (**All** electronic communication devices, including cell phones, must be turned off and put away from the time the student is admitted to test until dismissal after testing concludes.)
- Attempting to remove scratch paper, test materials, including test questions or answers, from the test room by any means
- Filling in circles or answering questions after time has been called, even with the test booklet closed
- Exhibiting confrontational, threatening, or unruly behavior
- Creating a disturbance or allowing an alarm or phone to sound in the test room

If you SUSPECT a student is engaged in any of the prohibited activities, discreetly warn the student that these actions are prohibited, direct the student to resume testing, and continue to observe the student closely. To discourage looking at someone else's answer document or giving or receiving assistance, you may move the student to another seat. Document your suspicions and actions on the Testing Irregularity Report or in the irregularity reporting tool in the Portal.

If you OBSERVE any of these behaviors, collect the student's answer document and test booklet. Advise the student that his or her test will be voided/invalidated, and dismiss the student from the room. On the Testing Irregularity Report, include an explanation of why the answer document was invalidated and attach the invalidated answer document to the Testing Irregularity Report using a paper clip.

Reporting Irregularities in Testing Administration

Any test administration irregularities that may affect student scores or analysis of ACT Aspire results must be recorded. Room supervisors should enter test irregularities directly into the reporting tool in the Portal, if possible. If room supervisors do not have access to the Portal, they should use the Testing Irregularity Report located at the end of this manual. **All Testing Irregularity Reports**

should be forwarded to your test coordinator after testing. Attach any invalidated answer documents or defective materials to the report. All irregularity reports must also be entered using the correct coding in the Portal for each test session.

Recording an irregularity for a student is not the same as invalidating the student’s test and dismissing the student for prohibited behavior. Testing personnel should use the form to report any of the irregularities occurring within the room. Room supervisors should document any of the following occurrences during administration of the tests:

- A student engages in any instances of prohibited behavior as outlined above.
- A student becomes ill or leaves the room during testing (except for bathroom breaks).
- A student fails to follow instructions (marks responses randomly, obviously does not read questions prior to responding, or refuses to mark responses).
- A test is mistimed.
- A general disturbance or distraction occurs which could affect one or more students’ results.
- A student questions the accuracy or validity of an item.
- A student has a defective test booklet or answer document.

The irregularities in the **Environment/Materials** category include external factors that may affect student testing. These include things like outside noises or hot/cold room temperatures; damaged, missing, or stolen test materials; and occurrences like power outages, severe weather, or emergency evacuations.

The **Examinee** category of irregularities includes student behaviors that may affect their performance or the performance of other students. These include the exhibition of prohibited behaviors described previously, student complaints about testing conditions or challenges of test items, and arriving late for testing, or not showing up.

The **Staff** category includes actions testing staff may engage in that affect testing. These include failure to follow testing procedures, like mistiming a test or not reading the verbal instructions from the appropriate room supervisor manual; arriving late for testing, or not showing up; or other inappropriate behavior, like engaging in personal communication via other staff, telephone, or text during testing. If you have questions about how to categorize a particular irregularity, call ACT Customer Care.

Accessibility and Accommodations for ACT Aspire

ACT Aspire strives to provide equal access to *all* students, recognizing that some students need technological and other forms of support to be able to test fairly and to the best of their abilities. The need for accessibility is universal. Different levels of available support are described below:

- “Default Embedded System Tools” are those accessibility features that are made available to all students for the paper version of ACT Aspire.
- “Open Access” tools are available to all students, but they must be identified in advance in the Portal, planned in advance, and provided locally.
- “Accommodations” are considered high-level supports that are needed by relatively few students and require special expertise, experience, and security protocols to select and use effectively. The system requires accommodation-level tools to be *requested in advance by educational personnel* on behalf of the student through the online ACT Aspire Personal Needs Profile (PNP) process. This will allow any needed resources to be made active for the student.

Administration of ACT Aspire with accommodation-level supports is a locally determined decision.

In ACT Aspire, any student—with or without an identified disability—may use an accommodation that appropriately matches the student’s needs. ACT Aspire recommends that students who use accommodation-level supports have a formally documented need as well as relevant knowledge and familiarity with these tools to qualify. This policy decision, however, regarding who may use accommodation-level accessibility supports, rests with your local governing educational authority. For specific policy advice regarding who is permitted to use an accommodation-level support in your area, please refer to your local educational policies.

The selection and use of accommodation-level tools require special expertise and resources. To be effective for an individual student, they must be carefully chosen. Any formal qualifying procedure that is required by the responsible educational authority must be completed prior to completing the PNP request process.

For both paper and online testing, test coordinators or room supervisors must select accessibility supports through the online PNP process in the Portal.

For further information about accommodations and accessibility, see the *Accessibility User’s Guide: Summative Testing* on the Avocet website.

Test Room Requirements

The test coordinator selects and reserves the test rooms. Test rooms must meet several requirements that help ensure a fair and secure test environment.

All students testing in the same room are required to take the same grade and subject tests.

Selecting Test Rooms

Select test rooms that:

- Can be reserved to allow time for the entire test session, plus any potential delays
- Can be rearranged, if needed, to meet testing requirements
- Are quiet and as free as possible from potential distractions
- Have good lighting, temperature, and ventilation
- Have an accurate wall clock
- Provide convenient and adequate access to restrooms

Note: Observing students testing in multiple rooms from a central location (such as a hallway) or through glass walls or security cameras is prohibited. Avoid rooms with multiple levels or graduated seating unless you have no alternative. Such rooms make test security more difficult.

Test Environment

To ensure a fair and secure test environment:

- Remove or cover all maps, posters, charts, and bulletin board materials related to the subject being tested.
- Students testing with extended time must be tested in a separate room from students testing with standard time.
- Ensure that students will be able to hear the room supervisor without difficulty.
- Ensure writing surfaces are large enough to accommodate a test booklet and answer document side-by-side. Lapboards may not be used.

Arranging Test Rooms

Arrange the room so that:

- The room supervisor will be facing the students during testing.
- Testing staff can freely circulate the room and reach each student.
- Testing staff will have a clear view of all students and materials.
- Seating minimizes the possibility of prohibited behavior.

See Figure 1, following, for examples of acceptable and unacceptable seating arrangements.



Acceptable Seating Arrangement Examples

"min." = minimum "ft." = feet

↔ Indicates distance between examinees.

Side-to-side distances are measured from shoulder-to-shoulder.

Front-to-back distances are measured from head-to-head.

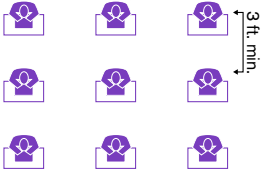



Side View Overhead View

Examinee Spacing

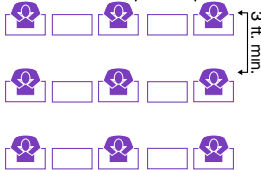
Level Seating with Movable Desks

3 ft. min. plus room to circulate



Level Seating with Stationary Desks

3 ft. min.



Left-Handed Examinees at Right-Handed Desks

Left-Handed Examinees

Extra Right-Handed Desk



Multiple-Level Seating

5 ft. min.

5 ft. min.

5 ft. min.

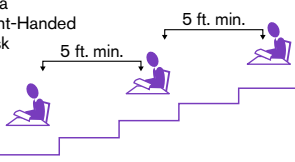
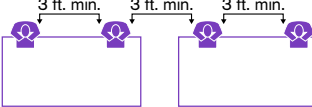


Table Spacing

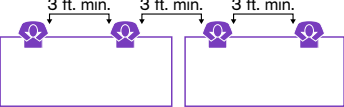
6-Foot Tables

3 ft. min. 3 ft. min. 3 ft. min.



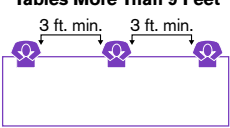
8-Foot Tables

3 ft. min. 3 ft. min. 3 ft. min.



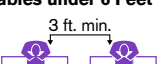
Tables More Than 9 Feet

3 ft. min. 3 ft. min.



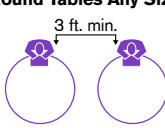
Tables under 6 Feet

3 ft. min.


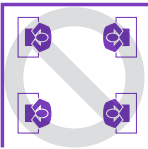



Round Tables Any Size



3 ft. min.




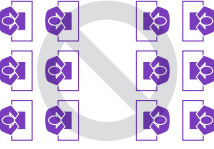
Unacceptable Seating Arrangement Examples



Examinees Facing the Wall or Each Other Dividers, Study Carrels, and Partitions

Examinees Too Close Together/Inadequate Aisle Space Desk Surface Too Small

Examinees Facing Different Directions

Examinees Not in Straight Rows and Columns Directly in Line with Each Other

Figure 1. Examples of Seating Arrangements

Test Administration Procedures

Individual test booklets include one subject test. The answer documents that are provided are specific to that subject test.

Some test booklets may have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure they use a colored-band answer document.

Prior to beginning a test session, the following steps should be completed:

1. Before testing, verify that you have only the test materials for the students in your room. Count the materials for accuracy. If there are any discrepancies, contact your test coordinator for further instructions.
2. If any student does not have a prepared answer document (with a pre-ID label, or manually gridded), contact your test coordinator for further instructions.
3. Familiarize yourself with the front cover of the answer document to ensure secure distribution of the documents. Remember to pass out answer documents and test booklets to each individual student—do not hand them down aisles. It is important that the correct answer document is given to the correct student before beginning the test.
4. Set up the test room. See “Test Room Requirements,” page 10.
5. If any students are testing with accessibility supports, mark the supports that will be administered in advance of testing in the Portal.
6. If you are administering a mathematics test for grades 6 and above, please check students’ calculators before testing (see “Calculator Policy,” page 4).
7. Students should not be allowed to do other work or look at any materials if they finish the test early.

No one except the students should be allowed to examine the contents of any test booklet or answer document, except in cases of noting defective materials (see “Damaged or Contaminated Test Materials,” page 7).

The time allowed to complete different subject tests varies by grade and subject. All students in a room must take the same subject and grade tests.

Verbal Instructions

Study these instructions before the test day. In some cases, multiple versions of the verbal instructions for each subject are provided to address different grade levels of students. On the test day, follow the instructions for the subject test and grade level being administered in your room. It may be helpful to mark or highlight the appropriate set of instructions in this manual before the test day.

Test Times

The test times indicated in the verbal instructions reflect standard testing conditions. For students testing with accommodations, adjust the verbal instructions to reflect the appropriate test times (see Table 2, page 5).



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

English

Grades 3–5	14
Grades 6–7	18
Grade 8 and Early High School (Grades 9–10) . .	22

Mathematics

Grades 3–5	26
Grades 6–Early High School (Grades 9–10) . . .	30

Reading

All Grades	34
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Science

All Grades	38
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Writing

Grade 3	42
Grade 4	46
Grade 5	50
Grade 6	54
Grade 7	58
Grade 8	62
Early High School (Grades 9–10)	66

English

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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student's test booklet matches his or her answer document. When each student's test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**
(Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.)
- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [provide today's date]. Fill in the circle next to [provide the month]. Next write [provide the date and year] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

This test asks questions about writing in English. Some questions are based on short reading passages. Read the passages before you answer the questions.

Multiple-choice questions:

- Read the question and then choose the best answer from the answer choices given.
- In the answer document, completely fill in the circle that goes with the answer you think is best.
- If you decide to change your answer, erase your first mark completely.
- It is best to mark an answer for every question even if you are not sure which answer is correct.
- Instructions for marking your answers are given in your answer document.

Note:

- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

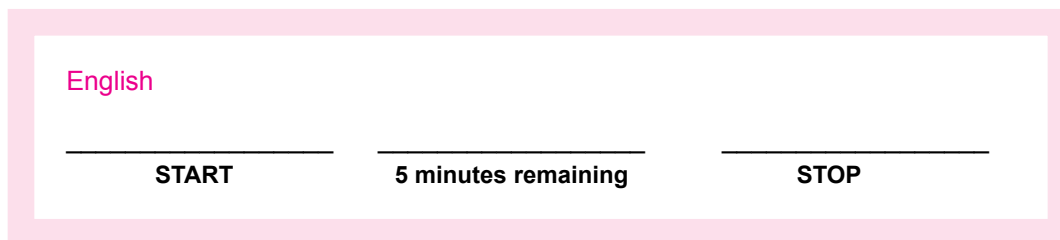
Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 40 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

English

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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student's test booklet matches his or her answer document. When each student's test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**

(Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.)

- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [provide today's date]. Fill in the circle next to [provide the month]. Next write [provide the date and year] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

This test asks questions about writing in English. Some questions are based on short reading passages. Read the passages before you answer the questions.

Multiple-choice questions:

- Read the question and then choose the best answer from the answer choices given.
- In the answer document, completely fill in the circle that goes with the answer you think is best.
- If you decide to change your answer, erase your first mark completely.
- It is best to mark an answer for every question even if you are not sure which answer is correct.
- Instructions for marking your answers are given in your answer document.

Note:

- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 40 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.

English		
START	5 minutes remaining	STOP

If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document with the front cover showing and side by side on your workspace. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student’s test booklet matches his or her answer document. When each student’s test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**

(Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.)

- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today’s Date. Today’s date is [provide today’s date]. Fill in the circle next to [provide the month]. Next write [provide the date and year] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

This test asks questions about writing in English. Some questions are based on short passages. Read each passage before you answer the questions.

Multiple-choice questions

- Read the question and then choose the best answer from the answer choices given.

- Some questions refer to specific text. In many cases, you will be given alternatives for this text. Choose the best alternative. If you think the original text is best, choose “NO CHANGE.”
- Some questions ask about a section of the passage or about the passage as a whole. These questions may be identified by a number in a box. Sometimes, the paragraphs or the sentences of a paragraph will be numbered and referred to in these questions.
- In the answer document, completely fill in the circle that goes with the answer you think is best.
- If you decide to change your answer, erase your first mark completely.
- It is best to mark an answer for every question even if you are not sure which answer is correct.
- Instructions for marking your answers are given in your answer document.

Note:

- Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.
- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

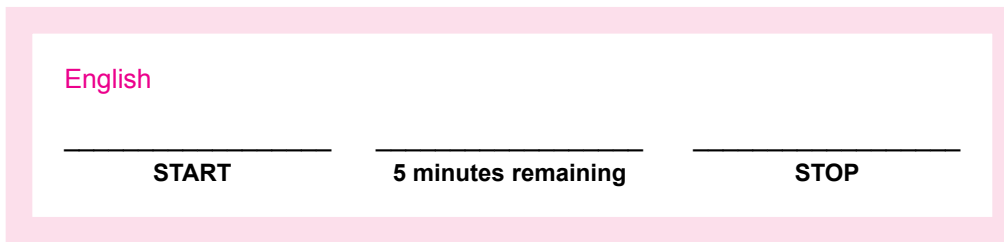
[for Grade 8] You will have 40 minutes to complete this test.

[for Grades 9–10] You will have 45 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student's test booklet matches his or her answer document. When each student's test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**

(Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.)

- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [provide today's date]. Fill in the circle next to [provide the month]. Next write [provide the date and year] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

Inside this booklet are questions about mathematics. Some questions are multiple-choice. Others ask you to write a short answer.

Multiple-choice questions:

- There is one correct answer.
- Read the question and then choose the correct answer.

- In the answer document, completely fill in the circle that goes with the answer you think is correct.
- If you decide to change your answer, erase your first answer completely.
- It is best to mark an answer for every question even if you are not sure which answer is correct.
- Instructions for marking your answers are given in your answer document.

Short-answer questions:

- Write your answer on the answer document.
- Write your entire answer inside the box that goes with the question.
- Give reasons in your answer.
- Instructions for writing your answers are given in your answer document.

Note:

- Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.
- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

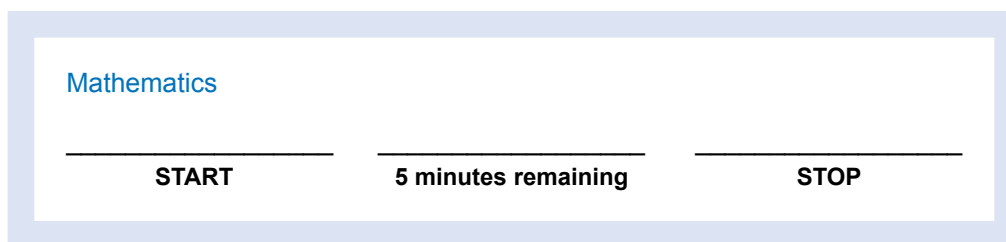
Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 65 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

Mathematics

Grades 6–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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer. Please clear your desks of everything except your pencils and calculators and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document with the front cover showing and side by side on your workspace. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student's test booklet matches his or her answer document. When each student's test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**

(Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.)

- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [provide today's date]. Fill in the circle next to [provide the month]. Next write [provide the date and year] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

Inside this booklet are questions about mathematics. Some questions are multiple-choice. Others ask you to write a short answer.

Multiple-choice questions:

- There is one correct answer.
- Read the question and then choose the correct answer.

- On the answer document, completely fill in the circle that goes with the answer you think is correct.
- If you decide to change your answer, erase your first answer completely.
- It is best to mark an answer for every question even if you are not sure which answer is correct.

Short-answer questions:

- Write your answer on the answer document.
- Write your entire answer inside the box that goes with the question.
- Your response will be evaluated on how well it explains and justifies the mathematics of the question.
- If you use calculations to support your answer, give both the result and what you calculated (for example, in addition to giving 3.3, also explain that it was a calculation of $23 \div 7$ rounded to tenths).

Note: Unless there is an indication otherwise, 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 may use a calculator for any questions you choose. Some questions are best answered without using a calculator.

Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.

Begin working on the test when you are told to do so.

If you finish the test before time is called, you should use the remaining time to review your work.

When time is called, lay down your pencil immediately.

You may NOT change your answers in any way after time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 75 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.

Mathematics		
_____	_____	_____
START	5 minutes remaining	STOP

If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

Reading

All Grades

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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student’s test booklet matches his or her answer document. When each student’s test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**
(*Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.*)
- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today’s Date. Today’s date is [*provide today’s date*]. Fill in the circle next to [*provide the month*]. Next write [*provide the date and year*] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

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

Multiple-choice questions:

- Read the question and then choose the best answer from the answer choices given.

- In the answer document, completely fill in the circle that goes with the answer you think is best.
- If you decide to change your answer, erase your first mark completely.
- It is best to mark an answer for every question even if you are not sure which answer is correct.
- Instructions for marking your answers are given in your answer document.

Short-answer questions:

- Write your entire answer inside the box that goes with the question.
- Use your best handwriting.
- Instructions for writing your answers are given in your answer document.

Note:

- Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.
- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

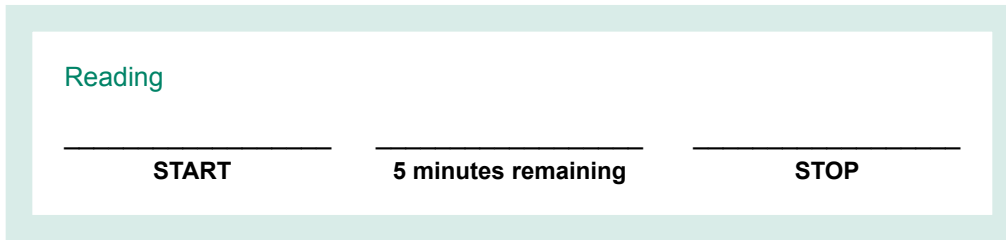
Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 65 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

Science

All Grades

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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. It is best to answer every question even if you are not sure of your answer. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student’s test booklet matches his or her answer document. When each student’s test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**
(*Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.*)
- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today’s Date. Today’s date is [*provide today’s date*]. Fill in the circle next to [*provide the month*]. Next write [*provide the date and year*] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

This test presents multiple-choice questions and short-answer questions based on several passages about scientific topics. After reading a passage, use the information in the passage to answer each question.

Multiple-choice questions:

- Read the question and then choose the best answer from the four choices.
- In the answer document, completely fill in the circle that goes with the answer you think is best.
- If you decide to change your answer, erase your first answer completely.
- Mark an answer for every question even if you are not sure which answer is best.
- Instructions for marking your answers are given in your answer document.

Short-answer questions:

- Read the description of the task and then find in your answer document the number of the question.
- Write your answer in the lined box.
- Write your entire answer inside the box that goes with the question.
- Instructions for writing your answers are given in your answer document.

Note:

- Any writing in your test booklet will NOT be scored. Only your responses in your answer document will be scored.
- Begin working on the test when you are told to do so.
- If you finish the test before time is called, you should use the remaining time to review your work.
- When time is called, lay down your pencil immediately.
- You may NOT change your answers in any way after time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 60 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.

Science		
START	5 minutes remaining	STOP

If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

Writing

Grade 3

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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student's test booklet matches his or her answer document. When each student's test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**
(*Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.*)
- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [*provide today's date*]. Fill in the circle next to [*provide the month*]. Next write [*provide the date and year*] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

This is a writing test. You will have 45 minutes to write a story in English. Before you begin to write, read the prompt and take a few minutes to think about and plan your story.

As you write your story, remember to:

- develop your story with specific details and explain your idea.

- use interesting adjectives and descriptive words to make your story interesting to read.
- use the entire 45 minutes to write your story.
- read what you have written to be sure that it says what you want it to say.

You must write your story in pencil on the lined pages in the **answer document**. Do not skip lines. Do not write in the margins. If you finish the test before time is called, you can review your work. Lay your pencil down right away when time is called.

When all students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

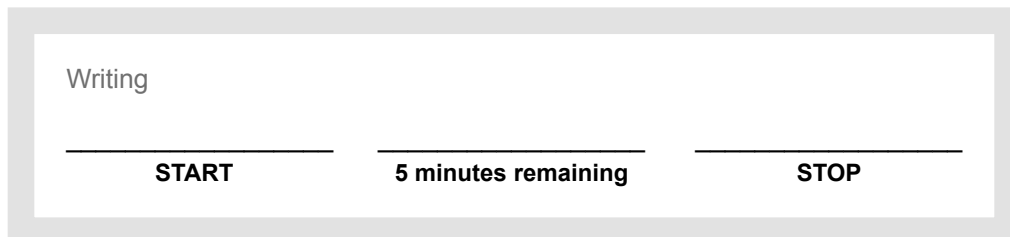
Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 45 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

Writing

Grade 4

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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student’s test booklet matches his or her answer document. When each student’s test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**
(*Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.*)
- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today’s Date. Today’s date is [*provide today’s date*]. Fill in the circle next to [*provide the month*]. Next write [*provide the date and year*] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

This is a writing test. You will have 45 minutes to write an essay in English. Before you begin to write, read the prompt and take a few minutes to think about and plan your essay.

As you write your essay, remember to:

- explain the topic of your essay.

- develop your essay with specific details and explain your ideas.
- use the entire 45 minutes to write your essay.
- read what you have written to be sure it says what you want it to say.

You must write your essay in pencil on the lined pages in the **answer document**. Do not skip lines. Do not write in the margins. If you finish the test before time is called, you can review your work. Lay your pencil down right away when time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 45 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.

Writing

START **5 minutes remaining** **STOP**

If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

Writing

Grade 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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student’s test booklet matches his or her answer document. When each student’s test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**
(Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.)
- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today’s Date. Today’s date is [*provide today’s date*]. Fill in the circle next to [*provide the month*]. Next write [*provide the date and year*] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

This is a writing test. You will have 45 minutes to write an essay in English. Before you begin to write, read the prompt and take a few minutes to think about and plan your essay.

As you write your essay, remember to:

- take a position, and be thoughtful about your choice.

- give reasons and use details and examples as support.
- use the entire 45 minutes to write your essay.
- read what you have written to be sure it says what you want it to say.

You must write your essay in pencil on the lined pages in the answer document. Do not skip lines. Do not write in the margins. If you finish the test before time is called, you can review your work. Lay your pencil down right away when time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

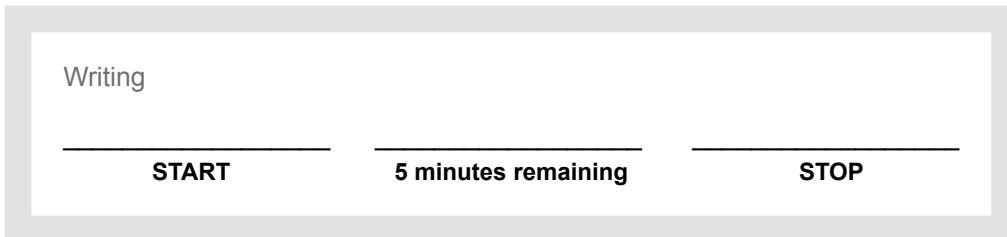
Please double check that you have gridded the correct test form code from the test booklet onto your answer document

You will have 45 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

Writing

Grade 6

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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student’s test booklet matches his or her answer document. When each student’s test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**
(*Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.*)
- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today’s Date. Today’s date is [*provide today’s date*]. Fill in the circle next to [*provide the month*]. Next write [*provide the date and year*] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

This is a test of your writing skills. You will have 40 minutes to write a narrative in English. Before you begin planning and writing your narrative, read the task carefully to understand exactly what you are being asked to do. Be thoughtful and thorough in your response.

Your narrative will be evaluated based on how well you:

- use narrative to reflect on something that you experienced.
- develop your narrative with specific details.
- help your reader understand the meaning of the experience.
- organize your narrative and connect your ideas.
- use vivid adjectives and descriptive words to make your narrative interesting to read.

You may use the pages in this test booklet to plan your narrative, but any writing in this test booklet will NOT be scored. Only the narrative that you write in your answer document will be scored. **Write your narrative in pencil on the lined pages in the answer document.**

Note:

Do not skip lines. You may write corrections or additions neatly between the lines of your response. Do NOT write in the margins of the lined pages. USE YOUR BEST HANDWRITING. ILLEGIBLE RESPONSES CANNOT BE SCORED.

Begin work on the test when you are told to do so. If you finish early, review and edit your narrative to be sure it says what you want it to say.

Lay your pencil down immediately when time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

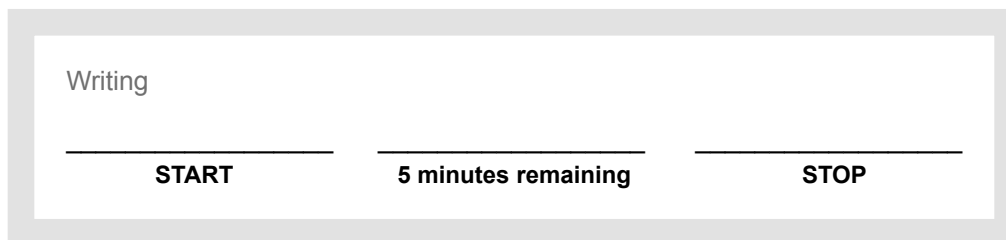
Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 40 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

Writing

Grade 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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student's test booklet matches his or her answer document. When each student's test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**
(*Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.*)
- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [*provide today's date*]. Fill in the circle next to [*provide the month*]. Next write [*provide the date and year*] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

This is a test of your writing skills. You will have 40 minutes to write an essay in English. Before you begin planning and writing your essay, read the task carefully to understand exactly what you are being asked to do. Be thoughtful and thorough in your response.

Your essay will be evaluated based on your ability to:

- explain the topic of your essay.
- develop your ideas with specific reasons and examples.
- organize your essay clearly and logically.
- use language clearly and effectively, using appropriate and precise words.

You may use the pages in this test booklet to plan your essay, but any writing in this test booklet will NOT be scored. Only the essay that you write in your answer document will be scored. **Write your essay in pencil on the lined pages in the answer document.**

Note:

Do not skip lines. You may write corrections or additions neatly between the lines of your response. Do NOT write in the margins of the lined pages. USE YOUR BEST HANDWRITING. ILLEGIBLE RESPONSES CANNOT BE SCORED.

Begin work on the test when you are told to do so. If you finish early, review and edit your essay to be sure it says what you want it to say.

Lay your pencil down immediately when time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

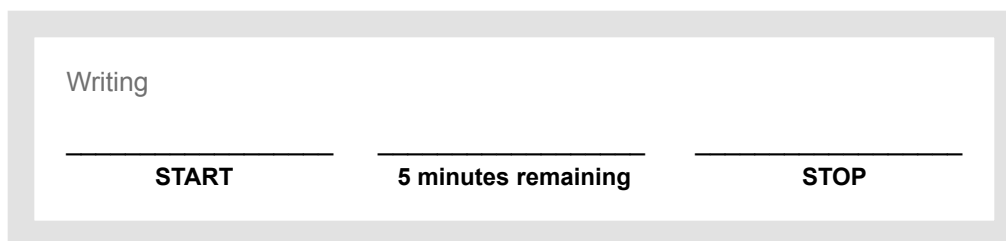
Please double check that you have gridded the correct test form code from the test booklet onto your answer document...

You will have 40 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

Writing

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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student’s test booklet matches his or her answer document. When each student’s test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**
(Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.)
- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today’s Date. Today’s date is [provide today’s date]. Fill in the circle next to [provide the month]. Next write [provide the date and year] in the boxes.

Fill in the appropriate circles below each box. . . .

When everyone is finished filling out the pretest information on their materials, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

This is a test of your writing skills. You will have 40 minutes to write an essay in English. Before you begin planning and writing your essay, read the writing prompt carefully to understand exactly what you are being asked to do.

Your essay will be evaluated based on your ability to:

- generate a persuasive argument.
- support and explain your ideas.
- stay focused on the task throughout the essay.
- organize ideas in a logical way.
- use language clearly and effectively according to the conventions of standard written English.

You may use the pages in this test booklet to plan your essay, but any writing in this test booklet will NOT be scored. Only the essay that you write in your answer document will be scored. **Write your essay in pencil on the lined pages in the answer document.**

Note:

You may not need all the lined pages, but to ensure that you have enough room to finish, do not skip lines. You may write corrections or additions neatly between the lines of your response. Do NOT write in the margins of the lined pages. **Illegible essays cannot be scored, so you must write clearly.**

Begin work on the test when you are told to do so. If you finish early, review and edit your essay to be sure it says what you want it to say.

Lay your pencil down immediately when time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

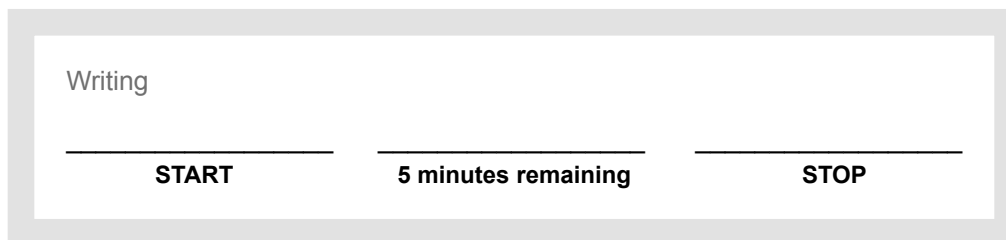
Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 40 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

Writing

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 allow students to follow the instructions. Test instructions may be repeated.

When all students have been admitted and seated and everyone has a pencil, greet the students and say:

You are about to take a test related to your coursework. You should try your best and do your own work. Please clear your desks of everything except your pencils and turn off all electronic devices.

The test materials will now be distributed.

Distribute the test materials:

Note: The test materials are organized (spiraled) in a particular order. Be sure to maintain the original order in which they were packaged.

- Hand each student his or her test materials **individually** in the **exact** order in which they were packaged.
- Keep an exact count of the number of test materials distributed.

Some test booklets and answer documents have a colored band on the left side of the front cover. If a student uses a colored-band test booklet, make sure he or she uses a colored-band answer document.

When everyone has a corresponding test booklet and answer document, say:

Set the test booklet and answer document side by side on your workspace with their front covers showing. Look at the test booklet and answer document.

- If your test booklet has a colored band on the edge, then your answer document should also have a colored band.
- If your test booklet does not have a colored band, then your answer document should not have a colored band.

If your test booklet and answer document do not match, raise your hand.

Look around the room and make sure each student's test booklet matches his or her answer document. When each student's test materials match, continue by saying:

- **Bubble the test form code from the test booklet on the answer document in Box D.**
(Note: If a student uses large print or braille paper accommodations, be sure he or she uses a customary answer document and indicates the appropriate accommodation in Box D.)
- Read the Examinee Statement on the front of the test booklet.
- When you are done reading the statement, print your name on the front of the test booklet.

Do not open your test booklet until I tell you to do so. If you need help, or have any questions, please raise your hand.

Give students time to print their names. Walk around the room to verify that they have done so.

When all students have printed their names, say:

Your answer document should have your name printed on it, and you should have printed your name on the test booklet. Check to make sure that your name is in both places. Once you have bubbled in the test form code and printed your name on the front of the test booklet, do not write on your answer document again until I tell you.

On the back cover of the answer document, locate Box H, Today's Date. Today's date is [*provide today's date*]. Fill in the circle next to [*provide the month*]. Next write [*provide the date and year*] in the boxes.

Fill in the appropriate circles below each box...

When students have finished reviewing instructions, say:

Now turn your test booklet over so that the back is facing up, and read the directions there silently while I read them aloud.

Then say:

This is a test of your writing skills. You will have 40 minutes to write an essay in English. Before you begin planning and writing your essay, read the writing prompt carefully to understand exactly what you are being asked to do.

Your essay will be evaluated based on your ability to:

- explain and analyze a topic.
- support your ideas.
- stay focused on the task throughout the essay.
- organize ideas in a logical way.
- use language clearly and effectively according to the conventions of standard written English.

You may use the pages in this test booklet to plan your essay, but any writing in this test booklet will NOT be scored. Only the essay that you write in your answer document will be scored. **Write your essay in pencil on the lined pages in the answer document.**

Note:

You may not need all the lined pages, but to ensure that you have enough room to finish, do not skip lines. You may write corrections or additions neatly between the lines of your response. Do NOT write in the margins of the lined pages. **Illegible essays cannot be scored, so you must write clearly.**

Begin work on the test when you are told to do so. If you finish early, review and edit your essay to be sure it says what you want it to say.

Lay your pencil down immediately when time is called.

When students have finished reviewing instructions, say:

Do not open this booklet until told to do so.

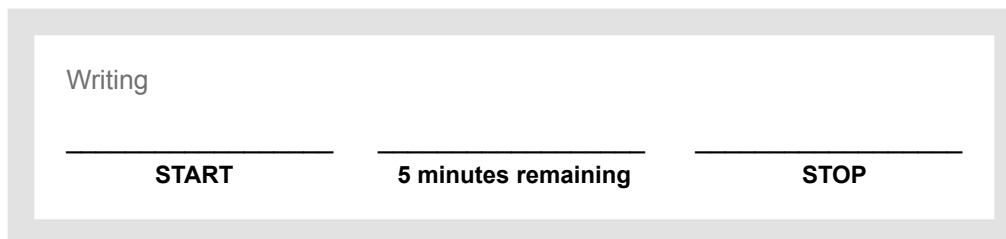
Please double check that you have gridded the correct test form code from the test booklet onto your answer document. . . .

You will have 40 minutes to complete this test.

Open your test booklet and answer document and begin entering your answers on page 3 of the answer document.

Set your stopwatch or interval timer for the exact time of the test, according to the grade and subject. (See Table 2, page 5.) Do not use a cellphone as a timer.

As you begin the testing session, log start, stop, and five-minutes-remaining times in the following figure.



If some students finish their tests before others, instruct them to sit quietly until everyone has completed the test. They should not be allowed to do other work or look at any materials while they wait.

When your watch or timer indicates that exactly five minutes remain and you have verified the time, say:

You have five minutes remaining on this test.

When your watch or timer indicates that the exact time on the test has passed and you have checked the stop time, say:

Please stop working. Close your test booklet and answer document. On the front of your answer document, find Box D and make sure that you have gridded the test form code. The test form code can be found on the front cover of the test book. Next, on the back of the answer document, find Box G and read the Statement. Print your name on the line and then put down your pencil. I (we) will now collect your answer documents. Do not put your answer document in your test booklet. Please remain quietly in your seats until I dismiss you.

Collect the answer documents, verifying that students have done the following:

- gridded the test form code on the answer document (Box D)
- entered the test date information on the answer document (Box H)
- printed their names on their answer documents (Box G)

Next, collect the test booklets, along with any scratch paper. Do not allow any materials to be passed to the front, side, or back of the row. Do not dismiss students before you have again counted the test booklets and answer documents to verify that the number collected matches the number distributed and accounted for all scratch paper. Make certain that students do not have access to the test materials as they leave the room. Under no circumstances should anyone be allowed to examine the test booklets or answer documents after they have been collected.

If you will administer another test, locate the verbal instructions for the appropriate subject and grade level.

After Testing

To ensure that each student's answer document can be processed quickly and accurately, the room supervisor(s) should assemble and check the answer documents carefully.

- Turn all used answer documents the same way with the same side up.
- Turn all used test booklets the same way with the cover up.
- For any students who tested with large print or braille materials, transcribe the student's answers onto an answer document. Failure to do this will prevent the student from receiving a score.
- Keep unused answer documents and test booklets separate.
- Use the Testing Irregularity Report at the end of this manual and the irregularity reporting tool in the Portal to describe any deviations from testing procedures described in this manual. Remind the test coordinator that he or she must also enter all irregularities in the Portal.
- Ensure the correct number of answer documents for each test subject is being returned for scoring.
- Return all materials listed above and students' scratch paper to your test coordinator.

ACT Aspire Testing Irregularity Report

Complete ONLY if irregularities occurred.

Test Subject (Circle) English Mathematics Reading Science Writing
 Test Grade Level (Circle) 3 4 5 6 7 8 EHS

Testing School Name _____

City, State _____ Test Date _____ Room Number/Name _____

Note all irregularities (individual and group) on this form. Enter the appropriate information and/or check in each column and provide additional explanation. ATTACH VOIDED ANSWER DOCUMENTS (do **not** staple) to this form. Return this completed form to your school's test coordinator.

PLEASE PRINT

INDIVIDUAL IRREGULARITIES

Student's Name	Test Booklet Form/ Serial Number of student's test booklet Bar Code upper left front cover	Time when irregularity occurred	Type of Irregularity (Check all Applicable)								Answer Document Check One	
			Illness	Unauthorized Calculator Use	Marking Ovals After Time	Timing Questioned	Phone, Alarm, Other Device	Other	Materials Damaged, Defective (Specify Below)			
Name: Explanation:	Bar Code #: Form#: Explanation:											<input type="checkbox"/> Void <input type="checkbox"/> Not Void
Name: Explanation:	Bar Code #: Form#: Explanation:											<input type="checkbox"/> Void <input type="checkbox"/> Not Void
Name: Explanation:	Bar Code #: Form#: Explanation:											<input type="checkbox"/> Void <input type="checkbox"/> Not Void

GROUP IRREGULARITIES

Number of Students in Room	Time When Irregularity Occurred	Duration of Irregularity	Description of Irregularity. (Attach separate sheet if more space is required.) Be prepared to provide a list of students affected by this irregularity.

Room Supervisor's Name (Please Print) _____ Test Coordinator's Initials _____

