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Teacher's Directions
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Test Format and Schedule

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Testing Accommodations for Students with IEPs and 504 Plans

2023 3 8 A (504) School Administrator's Manual.

Testing Accommodations for Students with Disabilities Guidance Document (// 12. / / / -2018.)

Testing Accommodations for English Language Learners

School Administrator's Manual.



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Use Standardized Testing Procedures

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Answer Booklets and Answer Sheets, Biographical Data, and Labels

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Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by *Read aloud*. Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.

Grade 3 — Day 1, Session 1

Make sure you have a copy of the Session 1 test booklet.

Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions or in a way that obscures their responses to questions.

Students are **not** to be given scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 1 on their Session 1 Answer Sheet. **Only** the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students **must** write their responses to the constructed-response questions in their Session 1 constructed-response answer booklet. **Only** the responses to the constructed-response questions written in the Session 1 constructed-response answer booklet will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:



Repeat list of devices. Pick up devices from students and return them after testing.

Distribute a Session 1 Answer Sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 constructed-response answer booklet to each student. If the student identification labels were affixed to the back covers of the students' Session 1 constructed-response answer booklets earlier today, make sure each student receives the correct answer booklet.

Pause for questions. When you are confident that all students understand how to use the Session 1 constructed-response answer booklet, distribute a Session 1 test booklet to each student.

- ...
- ...

Given that the Spring 2023 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

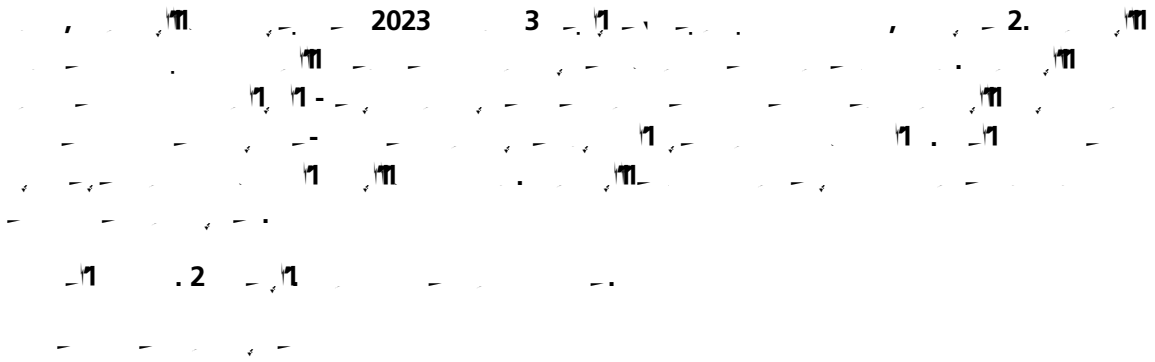
Grade 3 — Day 2, Session 2

Make sure you have a copy of the Session 2 test booklet.

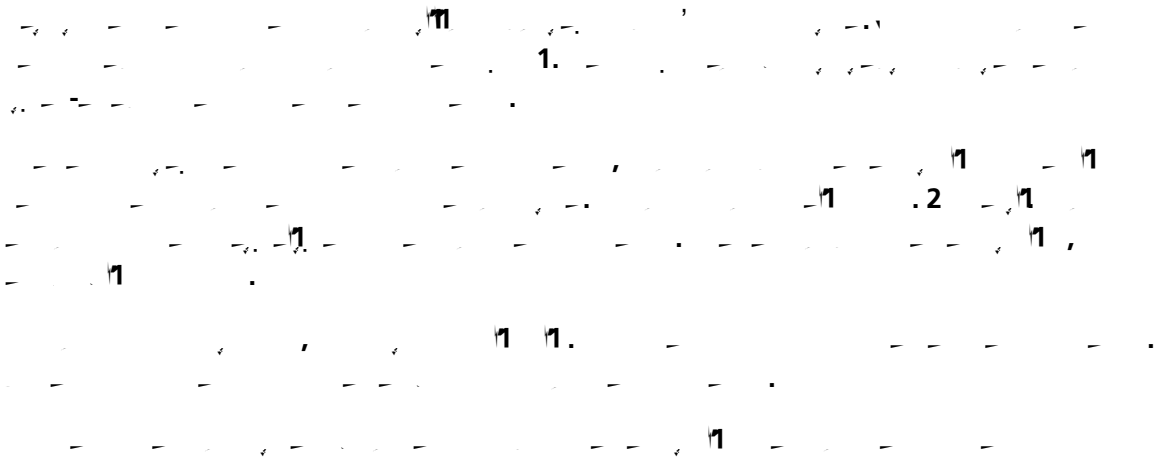
*Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to write their responses to questions or in a way that obscures their responses to questions.*

*Students are **not** to be given scratch paper.*

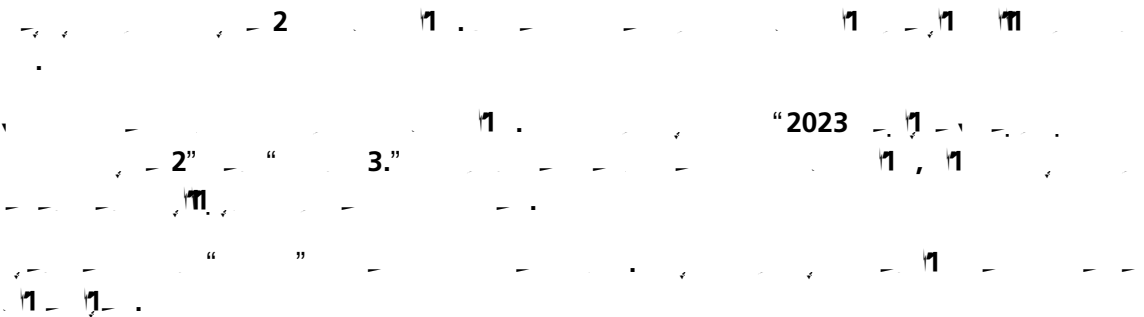
*Students will be recording the answers to the multiple-choice questions in Session 2 on their Session 2 Answer Sheet. **Only** the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students **must***



Pause for questions. When you are confident that all students understand how to answer the questions, distribute a Session 2 Answer Sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.



Pause for questions. When you are confident that all students understand the instructions, distribute a Session 2 test booklet to each student. If the student identification labels were affixed to the back covers of the student test booklets earlier today, make sure each student receives the correct test booklet.



Check to make sure each student has written their name on the front cover of the test booklet.



Check that all students are looking at the correct page.



Read the Tips for Taking the Test aloud as the students follow along.

*Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by **•**. Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.*

Grade 4 — Day 1, Session 1

Make sure you have a copy of the Session 1 test booklet.

*Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions or in a way that obscures their responses to questions.*

*Students are **not** to be given scratch paper.*

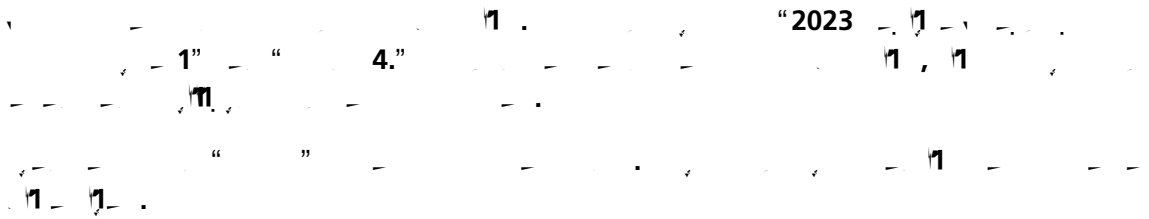
*Students will be recording the answers to the multiple-choice questions in Session 1 on their Session 1 Answer Sheet. **Only** the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students **must** write their responses to the constructed-response questions in their Session 1 constructed-response answer booklet. **Only** the responses to constructed-response questions written in the Session 1 constructed-response answer booklet will be scored.*

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

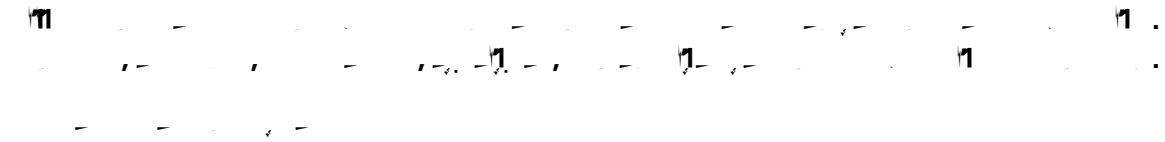
- *Students are not to be given scratch paper.*
- *Make sure each student has a No. 2 pencil. Students may not use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions or in a way that obscures their responses to questions.*
- *Students will be recording the answers to the multiple-choice questions in Session 1 on their Session 1 Answer Sheet. Only the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students must write their responses to the constructed-response questions in their Session 1 constructed-response answer booklet. Only the responses to constructed-response questions written in the Session 1 constructed-response answer booklet will be scored.*

Repeat list of devices. Pick up devices from students and return them after testing.

Distribute a Session 1 Answer Sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.



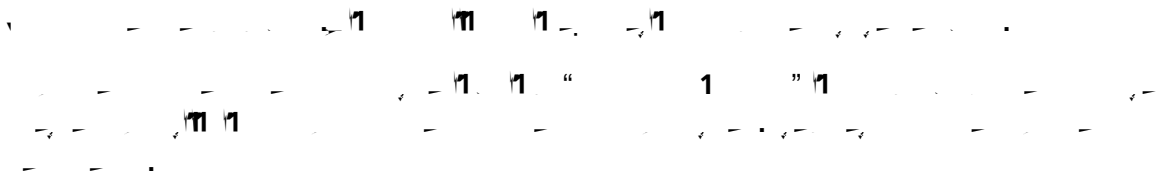
Check to make sure each student has written their name on the front cover of the test booklet.



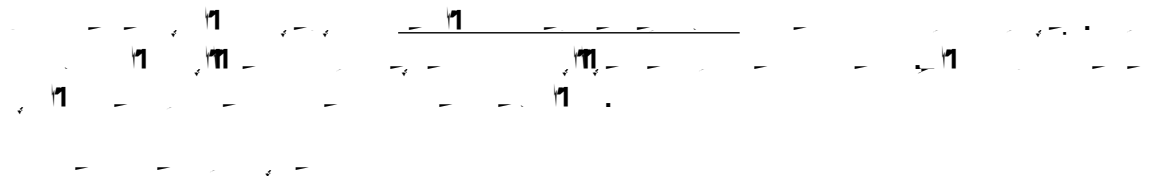
Pause for questions. When you are confident that all students understand the directions,



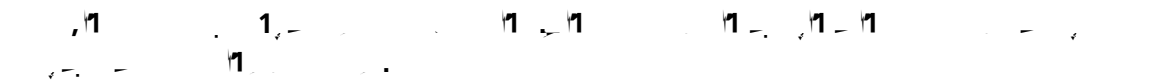
Check that all students are looking at the correct page.



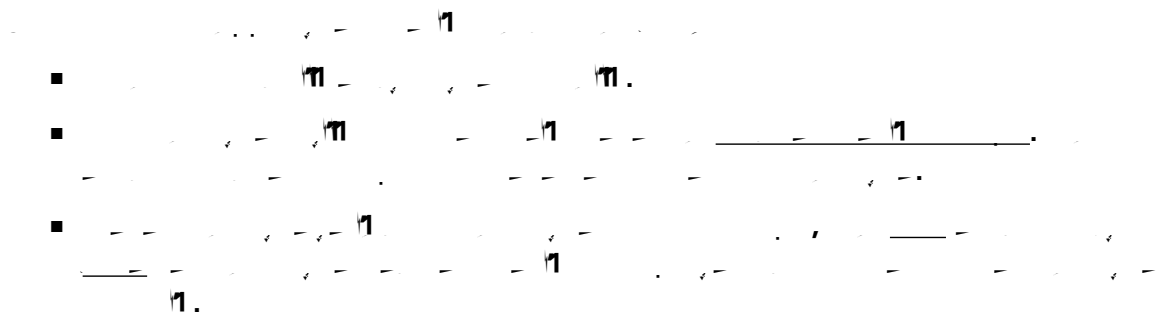
Pause as students find the area on their answer sheet. When you are certain that all students have located the correct area,



Pause for questions, then circulate around the room and verify that each student has filled in the correct form.



Read the Tips for Taking the Test aloud as the students follow along.



Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,

Pause for questions. When you are confident that all students understand how to take the test,

Make sure that students are on the correct page and are darkening the circles on the answer sheet appropriately by making their marks heavy and dark with a No. 2 pencil.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet.

Students who finish the test before other students should check their work. Once the student is finished, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2023 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they

Grade 4 — Day 2, Session 2

Make sure you have a copy of the Session 2 test booklet.

Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to write their responses to questions or in a way that obscures their responses to questions.

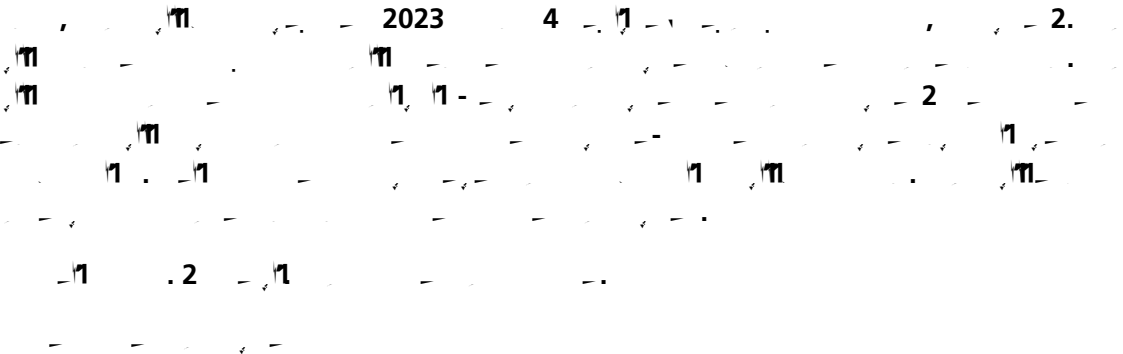
Students are **not** to be given scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 2 on their Session 2 Answer Sheet. **Only** the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students **must** write their responses to the constructed-response questions in their test booklet. **Only** responses to constructed-response questions written in the test booklet will be scored.

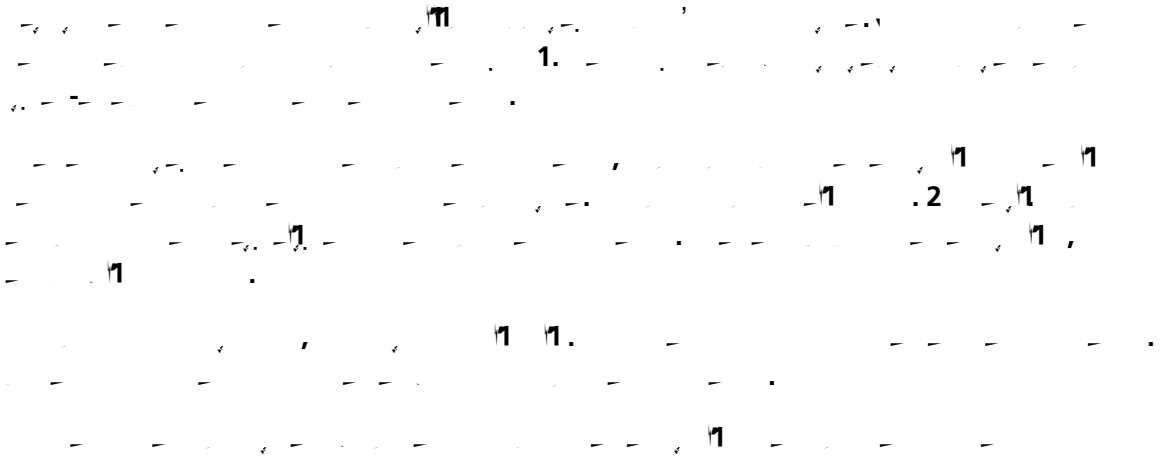
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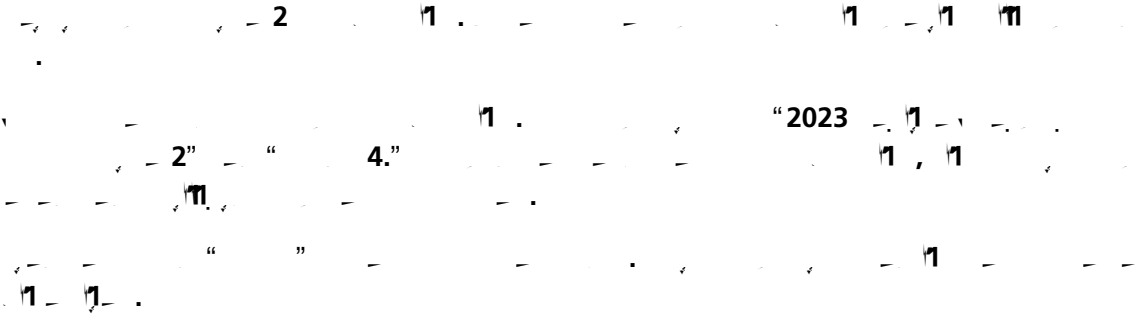
Repeat list of devices. Pick up devices from students and return them after testing.



Pause for questions. When you are confident that all students understand how to answer the questions, distribute a Session 2 Answer Sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.



Pause for questions. When you are confident that all students understand the instructions, distribute a Session 2 Test booklet to each student. If the student identification labels were affixed to the back covers of the student test booklets earlier today, make sure each student receives the correct test booklet.



Check to make sure each student has written their name on the front cover of the test booklet.



Check that all students are looking at the correct page.



Read the Tips for Taking the Test aloud as the students follow along.

Pause for questions. When you are confident that all students understand how to take the test,

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished.

Students who finish the test before other students should check their work. Once the student is finished, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

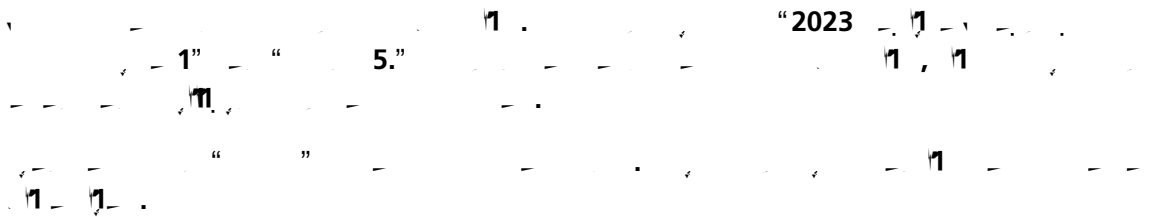
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If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

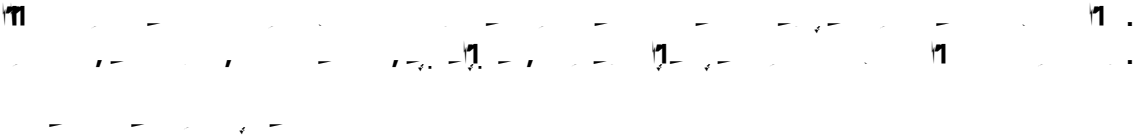
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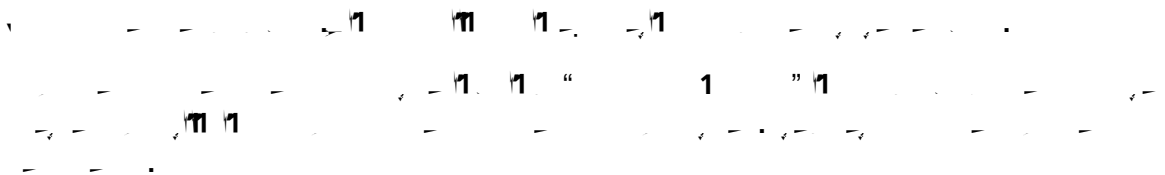
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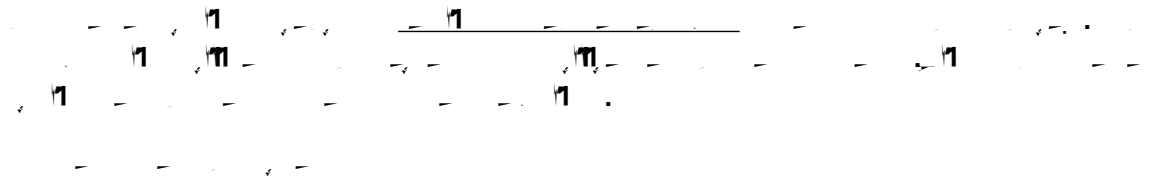
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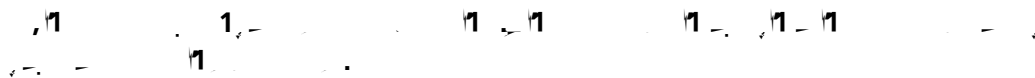
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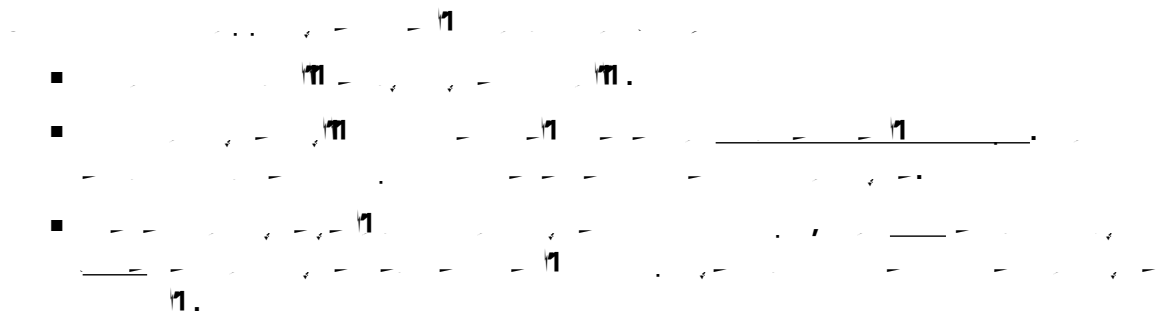
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Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,

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Grade 5 — Day 2, Session 2

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an n c a a
a c b b ac
H c a a
c
a a c a

Teacher's Directions

2023

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