

Science Summative Assessment

**Paper-Pencil
Test Administration Manual**

Spring 2021

Contact Information

Questions regarding Science policies, test accommodations, test irregularities, reporting, or any other questions related to the Science administration should be directed to your state’s Agency/Department of Education.

Questions regarding receiving ordered paper-pencil test materials or returning completed paper-pencil test materials should be directed to your state’s Cambium Assessment, Inc. (CAI) Help Desk. Contact information for your state’s CAI Help Desk may be found on your state’s assessment portal.

Table of Contents

OVERVIEW	1
TEST SECURITY	2
Secure Materials and Storage	2
Security of the Test Environment	2
TESTING INFORMATION	4
Testing Rooms	4
Test Content	4
WHO SHOULD BE TESTED	5
Participation	5
Students Who Are Absent	5
Students Who Leave a Test Booklet Blank	5
Make-Up Testing	5
LARGE PRINT VERSIONS – SCIENCE SUMMATIVE ASSESSMENT	6
Large Print Test Materials	6
Student Responses to Science Summative Assessment Large Print Test Booklet	7
Materials Provided to the Test Examiner and Student	7
BRILLE VERSIONS – SCIENCE SUMMATIVE ASSESSMENT	8
Braille Test Materials	8
Student Responses to Science Summative Assessment Braille Test Booklet	9
Materials Provided to the Test Examiner and Student	9
PRIOR TO TEST ADMINISTRATION	10
Responsibilities of Test Examiners	10
DURING TEST ADMINISTRATION	11
General Test Directions	12
Monitoring During Testing	12
Science Summative Assessment Test Administration Directions – All Grades	13
AFTER TEST ADMINISTRATION	18
Entering Student Responses into the Data Entry Interface	18
Returning Test Materials – Test Examiner Instructions	19
Returning Test Materials – Test Coordinator Instructions	19

OVERVIEW

This *Test Administration Manual* (TAM) is intended for staff who administer the paper-pencil version of the Science Summative Assessment to students using the standard, Large Print, and braille accommodations. The intended audience for this manual includes all district- and school-level staff involved in the administration of the Science assessment. All testing staff should be thoroughly familiar with the contents of this manual prior to test administration. For the purposes of this manual, a Test Examiner refers to any testing role responsible for administering the test.

This TAM includes general information about the testing program as well as a description of the test materials, the role of the Test Examiner, and instructions for test preparation and administration in the classroom. The directions that appear in this TAM should be the basis for administering the standard, Large Print, and braille paper test versions of the Science assessment. If any modifications to these instructions are required, the Test Examiner, with the assistance of the Test Coordinator, should review the directions before administering a paper test, and modify them as needed considering specifications in the student's Individualized Education Program (IEP) and/or 504 Plan. Contact your Test Coordinator with any questions about the administration of the Science assessment for students using the Large Print and braille accommodations.

For this Science test administration, no answer booklets accompany the paper-pencil test booklets. Test Examiners are expected to enter students' responses from the paper test booklets into the Data Entry Interface (DEI) per instructions in this manual. **Student responses must be entered into the DEI prior to the close of the testing window.** All secure test materials must be returned to Measurement Incorporated (MI) when testing is completed.

This TAM supplements your state's *Test Coordinator's Manual* (TCM). The TCM includes specific instructions related to test security, describes test administration procedures, and provides general information about the testing program, Test Coordinator responsibilities, accommodations, and other relevant information.

TEST SECURITY

All Summative Science Assessment items and test materials are secure and must be appropriately handled. Secure handling of these paper test materials protects the integrity, validity, and confidentiality of assessment items, prompts, and student information.

This manual contains specific instructions that teachers must follow to ensure test security and validity. Therefore, it is absolutely essential that each Test Examiner reviews this entire manual prior to administering the Science Summative Assessment.

Secure Materials and Storage

All Science Summative Assessment paper-pencil test materials are secure with the exception of the Test Administration Manuals and science periodic tables. Science paper test materials must be securely stored (in a closed and locked, container, closet, or room) at all times, except when being used to test students. After test administration, test materials must be kept in a locked storage area until they are returned to the Test Coordinator.

To maintain the integrity and validity of the Science assessment, security measures must be maintained **by all school staff** prior to, during, and after testing.

Security of the Test Environment

The table below describes security requirements for the test environment during various stages of testing. The test environment refers to all aspects of the testing situation while students are testing and includes what a student can see, hear, or access.

Individuals who have witnessed, been informed of, or suspect the possibility of a test security incident that could potentially affect the integrity of the assessments must report this incident immediately to their Test Coordinator.

Before Testing	
Instructional materials removed or covered	Instructional materials must be removed or covered , including information that might assist students in answering questions. This includes materials that may be displayed on bulletin boards, chalkboards, dry-erase boards, or charts.
Student seating	Students must be seated so that there is enough space between them to minimize opportunities to look at one another's work, or they should be provided with table-top partitions.
Signage	If helpful, place a "TESTING—DO NOT DISTURB" sign on the door or post signs in halls and entrances rerouting hallway traffic to promote optimum testing conditions.
During Testing	
Quiet environment	Provide a quiet environment void of talking or other distractions that might interfere with a student's ability to concentrate or might compromise the testing situation.
No answer key development	No form or type of answer key may be developed for test items.
Access to assessments	Only students who are testing can view test items. Students who are not being tested, unauthorized staff, or other adults must not be in the room where a test is being administered. Test Examiners may have limited exposure to test items in the course of properly administering the assessments and as needed to appropriately administer approved accommodations to students; however, Test Examiners may not actively review or analyze any test items.
No access to digital, electronic, or manual devices	No digital, electronic, or manual device may be used to record or retain test items. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, email, and social media websites.
After Testing	
No retaining, discussing, or releasing test materials	Descriptions of test items, stimuli, and simulations must not be retained, discussed, or released to anyone.
No test materials used for instructional purpose	Test items and stimuli must not be used for instructional purposes.
Transcribe student responses in the Data Entry Interface (DEI)	The DEI displays the appropriate grade-level paper test in an online format for each student. All items that were presented to the student in the paper test booklet will be populated in the DEI as electronic items for data entry by the Test Examiner. All student responses must be transcribed into the DEI verbatim in order to be scored. Refer to the section Entering Student Responses into the Data Entry Interface for additional information.
Return test materials securely	All student test booklets must be returned as described in section AFTER TEST ADMINISTRATION after testing.

TESTING INFORMATION

Testing Rooms

All testing must take place in a classroom setting. The testing room should be well lit, properly ventilated, and not crowded. The room must be large enough to comfortably accommodate the number of students to be tested. Desks should be cleared, and students should be spaced far enough apart that they do not feel cramped and that there is no opportunity for copying. Tests may seem less formidable if administered in a familiar environment (at their own desks, in their own classrooms). There should be a reliable watch or clock with a second hand in the room.

All materials that are content related or conceptually related to the content area being assessed must be covered or removed from the view of students during the test administration (e.g., bulletin boards, posters, desktop learning aids, etc.).

Distractions should be minimized. An effort should be made to eliminate any possible distractions such as bells, telephones, and outside noises during the test administration.

Rooms designated for time extension accommodation should be selected prior to testing and be appropriately staffed with trained personnel.

Test Content

The Science Summative Assessment consists of a variety of new item types and interactions. Some items will be organized in item clusters that are designed to engage the student in a grade appropriate, meaningful scientific activity aligned to a specific performance expectation. Each item cluster begins with a real-world phenomenon, and includes two or more items that require students to demonstrate the ability to use the science and engineering practices, disciplinary core ideas, and cross-cutting concepts described by the performance expectation.

WHO SHOULD BE TESTED

Participation

All students in Grades 5, 8, and 11 are required to participate in the Summative Science Assessment, except students who qualify for the alternate assessments. Please note: your state may be assessing students in these three grades. Please consult your state's *Online Test Administration Manual* for further information.

Students Who Are Absent

If a student is absent on the day when the test is scheduled, a designated Test Examiner or scribe should not open or enter any information to the Data Entry Interface on behalf of the student. A make-up test should be administered to the student as soon as possible to prevent discussion of test content. Test Examiners must report names of absent students to the Test Coordinator so that make-up testing can be scheduled.

Students Who Leave a Test Booklet Blank

It is critical to accurately report whether a student was absent from the test session or if the student attended the session but left the test booklet blank.

If a student left a test booklet blank, a designated Test Examiner or scribe should log in to the Data Entry Interface and open the student's test. Do not respond to any items and pause the test. The test will expire at the end of the test window. The student should **not** be administered a make-up test.

Make-Up Testing

Some students may not be present for the test session(s). These students must attend a make-up test session for the test session that they missed. Accordingly, Test Examiners must account for and report the name of each student who is absent for the test session to the Test Coordinator so that an appropriate make-up session can be scheduled. The Test Coordinator is responsible for scheduling a make-up test session for all absentees and to inform them of these test sessions. It is the school or district's responsibility to ensure that each absentee participates in the appropriate make-up test session during the testing window. Make-up testing must conclude by the end of the testing window and must follow the same conditions as regular testing.

Students making up a test will take the same test form as other students that have received a paper-pencil test booklet. Therefore, it is important that all make-up tests be given as soon as possible upon the return of the student to school to limit the opportunity to discuss the test with other students.

LARGE PRINT VERSIONS – SCIENCE SUMMATIVE ASSESSMENT

The Large Print versions of the Science Summative Assessments are enlarged versions of the standard Science Summative Assessment test booklets.

Each Test Coordinator should order paper materials by contacting your state’s Help Desk to administer the Summative Science Assessment to students approved to use the Large Print accommodation (if applicable).

Large Print Test Materials

The Large Print test materials are provided in a Large Print kit. Each kit is delivered in an envelope and contains all of the Large Print materials required for one student. The standard version of the test booklet is intended for the Test Examiner’s use. Each Large Print kit includes the following materials:

Grade 5 Large Print Kit

- Science Summative Assessment Student Test Booklet, Grade 5, Large Print
- Science Summative Assessment Student Test Booklet, Grade 5, Standard

Grade 8 Large Print Kit

- Science Summative Assessment Student Test Booklet, Grade 8, Large Print
- Periodic Table, Large Print
- Science Summative Assessment Student Test Booklet, Grade 8, Standard

Grade 11 Large Print Kit

- Science Summative Assessment Student Test Booklet, Grade 11, Large Print
- Periodic Table, Large Print
- Science Summative Assessment Student Test Booklet, Grade 11, Standard

In addition, the Large Print kits for all grades also include:

- Large Print kit header sheet listing the contents of the kit
- *Science Summative Assessment Paper-Pencil Test Administration Manual*
- Packing Lists
- Secure Materials Lists

Test Coordinators must provide the Test Examiner administering the test with the Large Print kit **that includes** the *Science Summative Assessment: Paper-Pencil Test Administration Manual*.

For each student using the Large Print version of the Science Summative Assessment, the Test Examiner should ensure that the student’s name, Test Examiner’s name, school, and district are written on the cover of the Large Print Science Summative Assessment test booklet.

Various materials (e.g., Cranmer-modified abacus, typewriters, and word processors without spell check and grammar check capabilities) may be required by the student to take the Science Summative Assessment and must be furnished prior to beginning the test. Additionally, the Test Examiner should have available, as appropriate, blank paper and pencils.

Student Responses to Science Summative Assessment Large Print Test Booklet

Students may respond to the items in their Science Summative Assessment Large Print test booklet. Students will mark their responses to the Summative Science Assessment questions by filling in a bubble and/or writing a response.

The Test Examiner **MUST** transcribe all of the student's responses into the Data Entry Interface (DEI). If student responses are not transcribed into the DEI **prior to the close of the testing window**, they **cannot** be scored. Please see the section included in this TAM, **Entering Student Responses into the Data Entry Interface**, for more information.

Except for approved accommodations and designated supports, students shall not use portable listening or recording devices, cell phones, tablets, or other electronic equipment during any test section.

The procedures for maintaining the security of the Science Summative Assessment **must** be followed for the Large Print and braille versions of the test (refer to page 2 for information on **Test Security**). If you have any questions related to the administration of the Large Print or braille versions of the Science Summative Assessment, contact your state's Agency/Department of Education.

Materials Provided to the Test Examiner and Student

In addition to the materials received, the following materials are also necessary to administer the Summative Science Assessment and should be provided to the test examiner and student:

- A reliable watch or clock with a second hand for each testing room
- Two sharpened pencils with erasers for each student
- Highlighters (optional)
- Blank paper for open-ended questions

Students **may** use calculators throughout the Science Summative Assessment. The following calculator types should be used for each grade level:

- Grade 5 – Basic Calculator
- Grade 8 – Scientific Calculator
- Grade 11 – Scientific/Graphing, Regression Calculator

BRILLE VERSIONS – SCIENCE SUMMATIVE ASSESSMENT

The braille versions of the Science Summative Assessment test booklets are versions of the standard Science Summative Assessment test booklets that are rendered in braille, an embossed, raised-dot code read with the fingers. The science summative assessment is available in **Unified English Braille – Nemeth**.

Each Test Coordinator should order paper materials by contacting your state’s Help Desk to administer the Science Summative Assessment to students approved to use the braille accommodation (if applicable).

Braille Test Materials

The braille Science Summative Assessment test materials are provided in a braille kit. Each kit is delivered in an envelope and contains all of the braille materials required for one student. The standard version of the test booklet is intended for the Test Examiner’s use. These materials include the following:

Grade 5 Braille Kit

- Science Summative Assessment Student Test Booklet, Grade 5, Braille
- Science Summative Assessment Student Test Booklet, Grade 5, Standard

Grade 8 Braille Kit

- Science Summative Assessment Student Test Booklet, Grade 8, Braille
- Periodic Table, Braille
- Science Summative Assessment Student Test Booklet, Grade 8, Standard

Grade 11 Braille Kit

- Science Summative Assessment Student Test Booklet, Grade 11, Braille
- Periodic Table, Braille
- Science Summative Assessment Student Test Booklet, Grade 11, Standard

In addition, the Braille kits for all grades also include:

- Braille kit header sheet listing the contents of the kit
- *Science Summative Assessment Paper-Pencil Test Administration Manual*
- Packing Lists
- Secure Materials Lists

Test Coordinators must provide the Test Examiner administering the test with the braille kit **that includes** the *Science Summative Assessment: Paper-Pencil Test Administration Manual*.

For each student using the braille version of the Science Summative Assessment, the Test Examiner should ensure that the student’s name, Test Examiner’s name, school, and district are written on the cover of the braille Science Summative Assessment test booklet.

Various materials (e.g., braille writers, slates, stylus, Cranmer-modified abacus, typewriters, and word processors without spell check and grammar check capabilities) may be required by the student in order to

take the test and must be furnished prior to beginning the Science test. Additionally, the test examiner should have available, as appropriate, braille paper, typing paper, pencils, Wikki Stix®, and high dots.

Student Responses to Science Summative Assessment Braille Test Booklet

The Test Examiner and the student should consider the following response options to determine the best method for recording the student’s responses. Students may use any combination of the methods listed below to answer test items.

Students may record their responses using braille, an electronic note taker, or a Mountbatten Braille with printer.

The Test Examiner **MUST** transcribe all of the student’s braille responses into the Data Entry Interface (DEI) **prior to the close of the testing window**. If student responses are not transcribed into the DEI, they **cannot** be scored. Please see the section included in this TAM, **Entering Student Responses into the Data Entry Interface**, for more information.

Except for approved accommodations and designated supports, students shall not use portable listening or recording devices, cell phones, tablets, or other electronic equipment during any test session. Students with a read aloud designated support must be tested alone. Failure to follow this policy constitutes a breach of test security.

The procedures for maintaining the security of the Science Summative Assessment **must** be followed for the Large Print and braille versions of the test (refer to page 2 for information on **Test Security**). If you have any questions related to the administration of the Large Print or braille versions of the Science Summative Assessment, contact your state’s Agency/Department of Education.

Materials Provided to the Test Examiner and Student

In addition to the materials received, the following materials are also necessary to administer the Summative Science Assessment and should be provided to the test examiner and student:

- A reliable watch or clock with a second hand for each testing room
- Two sharpened pencils with erasers for each student
- Highlighters (optional)
- Blank paper for open-ended questions

Students **may** use calculators throughout the Science Summative Assessment. The following calculator types should be used for each grade level:

- Grade 5 – Basic Calculator
- Grade 8 – Scientific Calculator
- Grade 11 – Scientific/Graphing, Regression Calculator

PRIOR TO TEST ADMINISTRATION

Responsibilities of Test Examiners

As a Test Examiner, you **must**:

- Read this manual carefully to completely understand each step of the test administration procedure. Consult with your Test Coordinator regarding questions you have.
- Check your test materials against the list of required materials found at the beginning of each section's read aloud directions.
- Count the test materials you have received to make certain you have been provided with an adequate supply for your students. If you need any materials, contact your Test Coordinator immediately.
- Have all materials assembled for quick distribution at scheduled testing times.
- Confirm any accommodations and/or designated supports necessary for individual students with the Test Coordinator. Ensure that eligible students receive accommodations as documented in their IEP or 504 Plan.
- Keep all materials secure prior to, during, and after testing.
- Be sure that you have read and understand the **Test Security** section on page 2.
- Become familiar with appropriate testing procedures (e.g., practice reading the directions aloud, learn how to mark the answers to multiple-choice and written-response questions, note the time limits).
- Do not attempt to give the test without using the test administration instructions. To standardize test administration, give directions exactly as written.
 - Directions that appear in blue boxes following **SAY** for the Science Summative Assessment **must be read verbatim** to the students.
 - All other directions are for the Test Examiner **only** and should not be read aloud.
- Read the requirements for **Testing Rooms** on page 4.

The Test Examiner **must transcribe all of the student's responses** into the Data Entry Interface (DEI). If these responses are not transcribed into the DEI, they cannot be scored. Responses must be transcribed verbatim.

Please see the section **Entering Student Responses into the Data Entry Interface** for more information.

Failure to comply may invalidate student test scores.

DURING TEST ADMINISTRATION

When administering a Science Summative Assessment, please conform to the test administration procedures.

Read all directions to the students clearly and distinctly. To establish valid testing conditions, all directions should be read exactly as they are presented in this manual. Allow time for questions before beginning the test session. The Test Examiner may clarify directions for the class or for individual students as required. Make sure that all students understand what they are to do before you begin timing the test. It is critical that the students understand the directions before they begin the test session. Directions may also be clarified while the students are taking the test, as you move around the room. Follow the timing procedures given in each section of this manual. Write the starting and ending times on the board.

Help may be given to individual students during the test, as long as assistance is limited to the mechanical aspects of marking answers, clarifying directions, or finding the right place on the test booklet. However, it is not appropriate to give clues or explanations that would help students identify correct answers. If a student requests inappropriate help, a good response might be, "Just do your best and continue on to the end of the test."

In addition, the Test Examiner should:

- Provide a positive and supportive atmosphere for testing to reduce student anxiety.
- Ensure that the students understand where they are to mark or write their answers before the test session begins.
- Allow time for students to ask questions, and be prepared to answer them before the test session begins.
- Follow exactly the established testing schedule provided by the Test Coordinator.
- Follow the testing times given in this manual.
- Follow the requirements for testing rooms (refer to page 4).
- Ensure that students are not using portable listening or recording devices, cell phones, tablets, or other electronic equipment during any test session, except for approved accommodations.

Make sure that all test materials are collected before students are allowed to work on other activities or leave the room. Students who finish early may not work on any other section of the test. If a student has begun a test and becomes ill or is caught cheating, the Test Coordinator must be informed of the names of all students in this situation. The Test Coordinator will report these situations to your state's Agency/Department of Education.

A record should be kept of all students who were absent for any part of testing. It is imperative that the Test Coordinator be informed of all students who were absent from any test session so that make-up tests can be scheduled.

General Test Directions

For the Science Summative Assessment to function as intended, all students must be tested under the conditions specified in this manual. Remember to read directions as stated and carefully observe the time limits.

For each Science Summative Assessment, directions which appear in blue boxes following **SAY must** be read aloud to the students. Read the directions **exactly** as written. All other directions are for the Test Examiner only and should not be read aloud.

Before continuing, be sure that you have read and are familiar with the **Test Security** section on page 2 and the **Responsibilities of Test Examiners** section beginning on page 10.

Monitoring During Testing

Observe students throughout the test session to ensure that they understand the instructions, do not skip any pages, and are clearly marking answers in the designated places in the test booklet. To accomplish this, the Test Examiner should periodically walk about the classroom during testing. When needed:

- Remind students that all multiple-choice answers need to be marked with solid, dark marks.
- Remind students that if they change their minds after marking an answer, they should erase the first answer completely, then mark or write the new answer clearly.
- Allow students to make marks, underline, or highlight in their test booklet if it is helpful. Students should avoid making stray marks on the answer areas. They should also understand that answers written on scratch paper will not be scored and that only the responses properly placed in the test booklet will be transferred online into the DEI to be scored.
- Prevent students from looking at another student's test booklet or otherwise cheating during the test session. Special precautions, such as moving desks farther apart before testing, will help discourage the sharing of answers. If possible, seat students in every other chair or stagger them around tables.

If students do not appear to clearly understand the printed directions, add clarifying remarks as necessary. Never give any student the rationale for, or the answer to, any test item. Contact your Test Coordinator **immediately** if a situation arises that might invalidate scores for a student or a group of students.

Keep all materials secure prior to, during, and after testing. Do not review, examine, or analyze test items or student responses.

Do not reproduce or copy any portion of the test or any portion of student responses. Do not keep any portion of the Science Summative Assessment or copies of any portion.

Maintain the security of all test materials as noted in the **Test Security** section on page 2.

Science Summative Assessment Test Administration Directions – All Grades

Science Summative Assessment – Materials

Each student will need the following materials to complete the Science Summative Assessment Large Print or braille test:

- Grade-Appropriate Science Summative Assessment Student Test Booklet, Large Print or Braille;
- Two sharpened pencils with erasers; and
- Periodic Table, Large Print or Braille (for Grade 8 and Grade 11 students).
- Blank sheet of paper.

Use a standard Science Summative Assessment test booklet for demonstration purposes.

Have all desks cleared and make sure that each student has two pencils with erasers. Students may **not** use any other materials such as rulers during the Science Summative Assessment.

Distribute the grade-appropriate Science Summative Assessment Large Print or braille test booklets.

Completing the Test Booklet Front Cover

Write the names of the Test Examiner, school, and district on the board.

SAY: I am going to distribute your Science test booklet. Do not write in it at this time.

Distribute the appropriate test booklets with the front cover face-up.

SAY: Your test booklet should be kept as clean as possible. Do not bend or fold the corners.

Pause.

SAY: If you do not have your own test booklet, raise your hand.

Pause while students check to make sure that they have the correct test booklet (e.g., braille, Large Print, standard).

SAY: On the cover page of your test booklet, there is a line for your name.

On the line labeled 'Student Name', print your first name, middle initial, and last name. Be sure to print your full first and last names. Do NOT use nicknames. If you do not have a middle initial, just print your first and last names.

Pause while students to print their names.

SAY: Do you have any questions?

Pause and answer any questions. Circulate around the room and check that all students have written their full name on the test booklet cover properly.

Science Summative Assessment – Directions to Read Aloud

There are three sections in the paper-pencil test booklet. If all test sections are administered on the same day, read the directions that follow once.

If all three test sections are administered on the same day:

- If a break is given between test sections, ensure that all test materials are kept secure during the break. No materials should leave the room. Students should not be allowed to open or work on any test materials during their break.
- After the break, re-distribute the test booklets. Be sure that each student has the correct test booklet.

If any test section is administered on a separate day, read the directions that follow prior to each administration period.

SAY: I am going to give you your Science test booklet. Check to make sure that the test booklet belongs to you, but do not open your test booklet until I tell you to do so. Please raise your hand if the test booklet does not belong to you.

Distribute the test booklets. Make sure that each student has the correct test booklet.

SAY: Open your test booklet to page one.

Pause while students turn to page one.

SAY: Read the directions silently as I read them aloud.
Directions:

1. Read each question. Mark or write your answer in the correct space in this test booklet.
2. For questions with bubbled responses, fill in the circle next to your answer choice. If you change your answer, make sure you erase your old answer completely. Do not cross out or make any marks on the other choices.
3. For questions with response boxes, write your answer neatly, clearly, and in the space provided.
 - a. Write your answer in the answer boxes at the top of the grid.
 - Write only one digit or symbol in each answer box.
 - Be sure to write a negative sign or decimal point in the answer box if it is a part of the answer.
 - b. You may fill in a bubble under each box in which you wrote your answer.
 - Fill in one and ONLY one bubble for each answer box. Do NOT fill in a bubble under an unused answer box.
 - Fill in each bubble by making a solid mark that completely fills the circle.
 - You MUST fill in the bubbles accurately to receive credit for your answer.

Pause.

Science Summative Assessment – Section 1 Directions to Read Aloud

SAY: You will now work on Section 1 of the Science test. Are there any questions?

Pause and answer any questions.

SAY: When I tell you to begin, start with the first question and work until you see the stop sign. For multiple-choice questions, fill in the bubble next to your answer choice in your test booklet. Remember to fill in the bubble completely, and make a dark mark. For written response questions, use only the space provided for your answer. If you change your mind after you have answered, erase your first answer completely, then mark or write your new answer. If your pencil breaks during the test, raise your hand, and I will give you a new one. If it helps you to underline, highlight, or make marks in your test booklet, you may do so. However, only the marks and writing that you make in the answer spaces of the test booklet will be scored. If you are not sure about the answer to a question, do the best you can, but do NOT spend too much time on any one question. If you finish before time is called, you may go back and check your work.

Pause.

SAY: When you finish Science Section 1, close your test booklet. Are there any questions?

Pause and answer any questions.

SAY: Open your test booklet to Section 1, beginning on page [Test Examiner Reads Page Number]. You may start working now.

While students are working, walk around the room to see that they are recording their responses in the correct section of the test booklet. Do not give help on specific test questions.

After all students have finished Section 1.

SAY: Stop working. Close your test booklets. That completes this section of the test. Thank you for your cooperation.

If testing is finished for the day or if you opt to allow a break, please collect all test booklets and test materials. If you plan on continuing with the assessment, please proceed to the read aloud directions for Section 2 below.

Science Summative Assessment – Section 2 Directions to Read Aloud

Re-distribute the test booklets if necessary. Make sure that each student has the correct test booklet.

SAY: You will now work on Section 2 of the Science test. Work steadily, but do not rush. If you finish early, it's always a good idea to check over your work. However, you may not go back and work on Science Section 1. Are there any questions?

Pause and answer any questions.

SAY: When I tell you to begin, start with the first question in Section 2 and work until you see the stop sign. For multiple-choice questions, fill in the bubble next to your answer choice in your test booklet. Remember to fill in the bubble completely, and make a dark mark. For written response questions, use only the space provided for your answer. If you change your mind after you have answered, erase your first answer completely, then mark or write your new answer. If your pencil breaks during the test, raise your hand, and I will give you a new one. If it helps you to underline, highlight, or make marks in your test booklet, you may do so. However, only the marks and writing that you make in the

answer spaces of the test booklet will be scored. If you are not sure about the answer to a question, do the best you can, but do NOT spend too much time on any one question. If you finish before time is called, you may go back and check your work.

Pause.

SAY: When you finish Science Section 2, close your test booklet. Are there any questions?

Pause and answer any questions.

SAY: Open your test booklet to Section 2, beginning on page [Test Examiner Reads Page Number]. You may start working now.

While students are working, walk around the room to see that they are recording their responses in the correct section of the test booklet. Do not give help on specific test questions.

After all students have finished Section 2.

SAY: Stop working. Close your test booklets. That completes this section of the test. Thank you for your cooperation.

Collect all test booklets and test materials.

If testing is finished for the day or if you opt to allow a break, please collect all test booklets. If you plan on continuing with the assessment, please proceed to the read aloud directions for Section 3 below.

Science Summative Assessment – Section 3 Directions to Read Aloud

Re-distribute the test booklets if necessary. Make sure that each student has the correct test booklet.

SAY: You will now work on Section 3 of the Science test. Work steadily, but do not rush. If you finish early, it's always a good idea to check over your work. However, you may not go back and work on Science Section 1 or Science Section 2. Are there any questions?

Pause and answer any questions.

SAY: When I tell you to begin, start with the first question in Section 3 and work until you see the stop sign. For multiple-choice questions, fill in the bubble next to your answer choice in your test booklet. Remember to fill in the bubble completely, and make a dark mark. For written response questions, use only the space provided for your answer. If you change your mind after you have answered, erase your first answer completely, then mark or write your new answer. If your pencil breaks during the test, raise your hand, and I will give you a new one. If it helps you to underline, highlight, or make marks in your test booklet, you may do so. However, only the marks and writing that you make in the answer spaces of the test booklet will be scored. If you are not sure about the answer to a question, do the best you can, but do NOT spend too much time on any one question. If you finish before time is called, you may go back and check your work.

Pause.

SAY: When you finish Science Section 3, close your test booklet. Are there any questions?

Pause and answer any questions.

SAY: Open your test booklet to Section 3, beginning on page [Test Examiner Reads Page Number]. You may start working now.

While students are working, walk around the room to see that they are recording their responses in the correct section of the test booklet. Do not give help on specific test questions.

After all students have finished Section 3:

SAY: Stop working. Close your test booklets. That completes the test. Thank you for your cooperation.

Collect all test booklets and test materials.

The Science test ends here. Collect all Science test booklets from students immediately.

After collecting all test materials, you should:

- Inspect the test booklets to make certain that responses have been written either in the test booklet or on a separate sheet of blank paper. If there is a problem, notify the Test Coordinator immediately.
- Enter all student responses, including open-ended and multiple-choice answers, into the DEI.
- Store all testing materials in a secure place for return to the testing contractor.

Go to the section labeled **Students Who Leave a Test Booklet Blank** on page 5. Also, read the section **AFTER TEST ADMINISTRATION** on page 18.

If this completes all Science Summative Assessment testing, return all secure test booklets to the Test Coordinator.

AFTER TEST ADMINISTRATION

Entering Student Responses into the Data Entry Interface

For all Science Summative Assessment paper Large Print and braille test booklets, the Test Examiner should ensure that the student's name is written on the front cover of the booklet. Students must answer all questions directly in their test booklets. Blank paper used during the test **MUST** be inserted into the student's test booklet.

Following the completion of the test, the Test Examiner must collect all test booklets and test materials and record all student responses into the Data Entry Interface (DEI). The DEI is accessible from your state's assessment portal.

The DEI displays the appropriate grade-level paper test in an online format for each student. All items that were presented to the student in the paper test booklet will be populated in the DEI as electronic items for data entry by the Test Examiner. All student responses must be transcribed into the DEI verbatim **before the close of the testing window** in order to be scored.

The following guidelines **MUST** be followed to ensure accurate and fair transcription of student responses:

- All test materials and student responses are to be considered secure and confidential.
- Only persons who know braille should enter braille responses into the DEI.
- Transcribers should be impartial and have no vested interest in student scores.
- Transcriptions of student responses must be identical to what the student provides, including grammar, punctuation, and spelling. If a student provides an incomplete response, the transcription must match that incomplete response exactly.
- Transcriptions should be proofread by a second impartial party to confirm accuracy. For cases where students have provided a graphic in a response, two transcribers should collaborate to transfer the response accurately.

To submit student responses in the DEI:

1. From your state's assessment portal, select the **Data Entry Interface** card to log into the DEI.

DEI Portal Card Example



2. Enter and confirm student information as it appears in TIDE.
3. Select the assessment for which student data needs to be entered.

4. Enter data exactly as it appears in the student's test booklet.

Returning Test Materials – Test Examiner Instructions

After testing has been completed and responses entered into the DEI, assemble all test materials.

- Verify that all test booklets have been collected after test administration.
- Provide the Test Coordinator with a list of all students who left a test booklet blank.
- Provide the Test Coordinator with a list of students who were absent for the administration of the test or test session so that a make-up test session may be scheduled.
- Follow the appropriate procedures for returning all secure test booklets to the Test Coordinator after the last test session has been completed.
- For each student assessed using the Science Summative Assessment Large Print or braille test booklet:
 - verify that there is a Large Print or braille test booklet and a Standard test booklet;
 - include all test booklets for students who were absent for the entire test; and
 - verify materials against the Packing List to ensure that all **secure** test booklets are included for return.
- Destroy all scratch paper used by students. Scratch paper should not be returned with test materials.
- Return all non-secure test materials to your Test Coordinator.

Returning Test Materials – Test Coordinator Instructions

Test Coordinators must return all paper-pencil test materials to Measurement Inc. after the entry of student responses into the Data Entry Interface (DEI) has been completed. Test materials must be returned following the closure of the Science Summative Assessment test window. Return labels are included with the test materials. Measurement Inc.'s mailing address is as follows:

Measurement Inc.
2700 Angier Ave.
Durham, NC 27703

Please contact the CAI Help Desk to report any biohazard test booklets. These reported booklets should not be returned to MI and can be securely destroyed according to state or district policies. Place a rubber band around any damaged booklets. Please follow state policy for reporting biohazard booklets to the state department.