

4.12 Script for Administering English Language Arts (ELA)

The administration script under Section 4.12.1 will be used for all units for the ELA Test. On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the 2019 ELA assessment. Read word-for-word the bold instructions in each SAY box to students. You may not modify or paraphrase the wording in the SAY boxes. Some of the SAY boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. Some directions may differ slightly by unit and are noted within the administration script.

4.12.1 Grades 3 – High School ELA – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 3: 75 Minutes Grades 4–11: 90 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 1 – Students Submit Final Answers				
Unit 2	Grade 3: 75 Minutes Grades 4–11: 90 Minutes	<ul style="list-style-type: none"> • Student testing tickets • Pencils • Scratch paper 		
End of Unit 2 – Students Submit Final Answers				

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations.

Before students can begin testing, the test session must be started in PearsonAccess^{next}. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the nm.testnav.com site (or follow your school/district instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section). Make sure all headphones are plugged in prior to launching TestNav.

Dini

Díííí éí Bilagáana bizaad bee yáti’/wólta’ dóó bee ak’i alchí bééhonísínígíí ííshjáán ádííííí éí dínóól’jít.

Da na hís tso t’áá góó t’áá doo le’í atsinilt’ish yee déí yíjeehígíí’ ła’ nidaahjaah éí doo naajaahda, test bee álnééhígíí t’éí kwe’é choidoo’jít. Bee hane’í naah’áago bee ho’ne’, bee saad atch’j’ ál’ínígíí, bee eda’alne’, dóó bee háágóóshjii nahaz’áággóó bee nazhnitáhígíí, browsing internet, éí doo beehaz’áąda. Atsinilt’ish yee deiyíjeehígíí dooda kwe’é ha’nínígíí ła’ nani’áago, béesh bee hane’é da, t’ááshqodí anánígéés dóó nihí ła’ bee yahdoolnííh. Atsinilt’ish yee deiyíjeehígíí dooda ha’nínígíí test baa na’aldeehgo, test ínilaaígíí doo yídóoltaahda.

If a student raises his or her hand, collect the electronic device (or follow your school/district policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio

Dini Bee azhdits'a'í hajaa' baqah niná'níí baa íit'igo ánilééh dóó ádaqah niní'níí. Hahalkeedígíiscreen bikáa'gi "Sign in" bikáa'ígíí biyaagi "Click To Test Audio" bikáa'. Éí bik'i iitsééhgo bee azhdits'a'í bii' hodiits'a' siłj'go dego altso nidígis. Bíhwiinił'áq'ii bínanídíkid bidínlnishgo índa hasht'e' nidígis.

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

Instructions for Logging In

Dini T'áadoo íits'a'í nahísóotá Testing Tickets dóó naaltsoos bik'i na'adzooí naashniih biná.
Béesh nitsékeesí' áq'ótééh lágo, k'ad nihi díiniidgo' índa.

Distribute scratch paper and student testing tickets. Make sure students have pencils.

Dini K'ad bee nihéé hózinígíí, student testing ticket, nółj da' táash ni nízhí' aláqj dóó akéé déé' ígíish bikáa'. Nihí la' bee yadooł níih naaltsoos bee nihéé hózinígíí, ticket, doo neiyíltsoozgóó.

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.

STUDENT TESTING TICKET	
Student:	SAMPLE, STUDENT
Date of Birth:	2001-03-07
Session:	SAMPLETESTSESSION
Test:	Grade 9 ELA/Literacy
<p>You are authorized to take the electronic version of Grade 9 ELA/Literacy. You will be asked to provide the following information in order to access the test on the device. Please wait for instructions before proceeding.</p>	
<p>Select NM in the TestNav App</p>	
Username:	0123456789
Password:	1a22b3

Diní

K’ad Username bee nihééhózinígíí, ticket, hóyahdi bikáá’ígí’ át’áo bikáá’ ótééh.

(Áttsé.)

K’ad Password bee nihééhózinígíí, ticket, bikáá’ígí’ át’áo bikáá’ ótééh.

(Áttsé.)

K’ad “Sign In” bikáá’ígíí bik’i iitsééh.

(Áttsé.)

Nishnáajigo’ wódahti díí tsésq’ bií’jǰí’ éí nízh bikáá’ doo. Doo ni nízhí’ bikáá’góó’ éí nihí la’ bee yahdoołníh. K’ad éí hahalkeedígíí, screen, “Available Tests” bikáá’ dooleet. K’ad éí “Start” bikáa’ígíí bik’i’ iitsééh dóó Unit ____ (hanítáhígíí kwe’é bikáá’ ádííłíít). “Welcome” bikáá’go yidííłtséet k’ad.

Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, close the browser, open a new browser window, and log the student back in with the correct student testing ticket.

Instructions for Administering Each Unit

Diní

Naalkidí, screen, ałní’gi “Start Test Now” bikáá’ígíí bik’i’ iitsééh. Screen bikáa’gi bik’ehgo á’dííłíítígíí yínishta’go t’áá shikék’ehgóó bik’i yíghat doo. Nishnáajigo yaago dóó dego bee naagiz éí bee t’áashi kéé’góó yínółta’. “Start Section” níigo bikáa’ígíí T’ÁADOO bik’i’ iitsééhé, k’ad ákónílééh diiniidgo iinda.

Dííjǰí éí Unit ____ (unit bi number bikáá’ ánílééh) binidíílnish éí wólta’góne’ yíníłta’ígíí ____ (grade yíníłta’ígíí bikáá’ ánílééh) Bilagáana bizaad bee yátǰí’/wólta’ bíhoo’ǰǰí’ígíí bínanídíkid.

Saad dahnaazhjaa’ígíí dóó na’ídíkid hazhó’ó yidííłtah. Áadóó kót’éego ádííłíít nínígíí bik’ehgo nanídíkidígíí binidíílnish.

Nanídíkidígíí ła’ bínanidéékíidígíí baa hólne’go saad bikáá’ ánílééh nididooniit. Nanidéékíidgo nát’ǰǰí’ baa náhólne’ígíí éí dik’ǰǰago sí’ánígíí biyi’góne’ ánílééh. Bínaníkíidígíí nát’ǰǰí’ bikáá’ ádadííłíítígíí éí t’áá bííghahgo bá haz’ǰ. Nát’ǰǰí’ bikáá’ ánílééhígíí nineezgo dóó doo bá haz’ǰǰgóó éí scroll bar hadoolkiit. Scroll bar bee nát’ǰǰí’ bikáá’ iinilaaígíí t’áá át’é nídíníł’jǰí. Dik’ǰǰago sí’ánígíí biyi’góne’ hane’go saadígíí t’éiyá yidóoltah dóó score ádoolníit.

Bínanidéékíidígíí doo nił bééhózingóó, t’ah binináđíílnish biniyé béhózingo, bookmark, ádííłíít dóó na’ídíkid náána’ ła’ binináánílnish. Doo hahígóó altso iinilaago, bínanidéékíidgo ándeinilaaígíí nídíníł’jǰí dóó na’ídíkid bookmark ádeinilaaígíí binináđíílnish.

Dini	<p>Kojj' bik'ehgo' á'doolnííígíí altso béesh nitsékeesí bitsésq' bikáá'ígíí ílyaa. Náásgóó bináádóólníish lágo k'ad nihi'doo'niidgo' índa.</p> <p>Ła' saad dóó saad bee ha'oodzí'ígíí biyaagi da'asdzooh doo. Saad dóó saad bee ha'oodzí'igo biyaagi da'idzooígíí éi béesh nitsékeesí bii'di Ła'alyóí bida diit'i' éi daní t'i'ígíí choi ní ƒj go saad ááh yiłnínígíí nił íshjáán ídoolíł.</p> <p>Yahdidoolnih naaltsoos nihich'j' t'áá' niná'níłgo béesh nitsékeesí choidool'jjiłígíí ch'ééh ół'jgo, shí nihí ká ádeeshwoł. Naaltsoos nihich'j' t'áá' niná'níłtigi na'idíkid dóó béesh nitsékeesí bii'dóó choidool'jjiłígíí éi doo bee nihíká ádeeshwołda.</p> <p>Nihi naaltsoos nánóool'jji'go nihíla' bee yahdidoolnih áádóó naaltsoos t'áá' niná'níłtigi, test, ánidoohgis nihidideeshnił. Áádóó naaltsoos bee nihééhózinígíí, student testing ticket, dóó aaltsoos bikáá' na'adzooí náhideeshŁah. Béesh nitsékeesí nah j' ánáohgizí éi doo' aq ánínáádoooh dlíłŁda.</p>
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Read from OPTION A, B, or C below based on your state or local policy (refer to your School Test Coordinator).

Dini	<p>OPTION A nínízingo</p> <p>Béesh nitsékeesí nah j' anógizgo hazhó'ó t'áádoo íłts'a'á soodáadoo Unit altsoo go índa.</p>
	<p>OPTION B nínízingo</p> <p>Béesh nitsékeesí nahj' anógizgo índa nahgóó táđiháahdoo.</p>
	<p>OPTION C nínízingo</p> <p>Béesh nitsé keesi' ánéi ní giz go' éi naaltsos Ła' ní nił jgo t'áá' áko.</p>


Dini	<p>Ła'ish na'idółkid?</p>
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Answer any questions.


Instructions for Starting the Test

Dini	<p>Naalkidí, screen, bit'áahdi, bottomdi, niníłkeed.</p> <p>(Áłtsé.)</p> <p>“Start Section” bikáá'ígíí bik'i' iitsééh.</p> <p>(Áłtsé.)</p> <p>K'ad éi test góne' át'é íshjááh.</p>
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Pause to make sure all students are in the correct unit.

 Dini Táá'di wólta'ígíí	<p>Kónízahjí' ná hoo'a' . . . (Unit bina'anishígíí hadíítkií)</p> <p>Táá' wólta'di Unit 1: Tsosts'idiin dóó bí'aan ashdla' dah'alzhinjí' Táá' wólta'di Unit 2: Tsosts'idiin dóó bí'aan ashdla' dah'alzhinjí' . . .díí unit attso ádííliíí. 10 dah'a zhin yidziihgo bee nihíí hodeeshnih. Naaltsos anááhíí'táád. K'ad nihinaanish ótééh.</p>
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 Dini Djí' dóó Ashdla' wólta'di	<p>Kónízahjí' ná hoo'a' . . . (Unit bina'anishígíí hadíítkií)</p> <p>Djí' dóó Ashdla' wólta'di Unit 1 góne' Náhást'édiin dah'azhinjí' Djí' dóó Ashdla' wólta'di Unit 2: Náhást'édiin dah'alzhinjí' . . .díí unit attso ádííliíí. 10 dah'a zhin yidziihgo bee nihíí hodeeshnih. Naaltsos anááhíí'táád. K'ad nihinaanish ótééh.</p>
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 Dini Hastáá, Tsosts'id, Tseebíí, dóó Hódahdi wólta'ígíí	<p>Kónízahjí' ná hoo'a' . . . (Unit bina'anishígíí hadíítkií)</p> <p>Hastáá, Tsosts'id, Tseebíí, dóó Hódahdi wólta'di Unit1: Náhást'édiin dah'azhinjí' Hastáá, Tsosts'id, Tseebíí, dóó Hódahdi wólta'di Unit 2: Náhást'édiin dah'azhinjí' . . .díí unit attso ádííliíí. 10 dah'a zhin yidziihgo bee nihíí hodeeshnih. Naaltsos anááhíí'táád. K'ad nihinaanish ótééh.</p>
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Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.
- Ensure that any absent students are locked out of the unit (Section 4.3).

Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other** during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the unit:

Dini	K'ad ni'ánilééh dóó naalkidígíí, screen bik'í ít'ih éí doodago anánígéés. Táá' dah'alzhinji' t'áadoo íits'a'í háádadiilyjh. Doo yádajiti'da.
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After taking a classroom break, be sure students are seated and device screens are visible:

Dini	K'ad naaltsoos nich'j' t'áá' ninánilígíí binanilnish.
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Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

Dini	10 dah'alzhin yidziih k'ad.
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Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished, read the following optional SAY box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

Dini	<p>Nihinaanish ni' kólééh. K'ad test bá haz'ánígíí altso bíghah azlji.</p> <p>Nishti'ajigo "Review" bikáá' éí bik'i' iitsééh áko díníí'j'ígíí altso hadoolkit.</p> <p>"Review" bikáá'ígíí bił adılchííd dóó haalkidgo hóyahdi niníłkeed dóó "End of Section" bił yiiltash.</p> <p>"Submit Final Answers" bikáá'ígíí bik'i' iitsééh. "Are you sure you want to submit final answers?" ni di doo niit. "Yes, Submit Final Answers" bikáá'ígíí bik'i' iitsééh.</p> <p>"Yes" bikáá'ígíí bik'i' iinitsihgo díí unit-ígíí.</p> <p>Áádóó naaltsoos bee nihééhózinígíí, student testing ticket, dóó aaltsoos bikáá' na'adzooi náhideeshlah.</p>
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- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess^{next} at the end of the unit.



- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If you are administering more than one unit in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.