New York State Testing Program

2020 Grades 6–8 English Language Arts Paper-Based Tests

Teacher's Directions
March 25–27, 2020

Grades 6, 7, and 8

2020

THE UNIVERSITY OF THE STATE OF NEW YORK
Regents of The University

BETTY A. ROSA, *Chancellor*, B.A., M.S. in Ed., M.S. in Ed., M.Ed., Ed.D.	Bronx
T. ANDREW BROWN, *Vice Chancellor*, B.A., J.D.	Rochester
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It is important to read all of Steps One–Five and the pertinent grade-level information in Step Six prior to administering the test.

Test booklets and scoring materials must be kept secure. You are not to discuss the test, show it to anyone, or photocopy the materials, as the security of the test could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.

Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the 2020 Grades 3–8 English Language Arts Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

The 2020 Grades 6–8 English Language Arts Tests are administered in two sessions on two consecutive school days. Students are asked to demonstrate their knowledge and skills in the areas of reading and writing. Students will have as much time as they need each day to answer the questions in the test sessions within the confines of the regular school day.

For all three grades, each test consists of multiple-choice (1-point) and short-response (2-point) questions and an extended-response (4-point) question.

Each multiple-choice question is followed by four choices, one of which is the correct answer. Students record their responses on a separate answer sheet. The short- and extended-response questions require students to write (rather than select) appropriate responses. Students write their answers to these questions directly in their test booklets.

By following the guidelines in this document, you help ensure that the test is valid, reliable, and equitable for all students. A series of instructions helps you organize the materials and the testing schedule.

IMPORTANT DATES

Paper-Based Testing Dates	March 25–27, 2020*
Paper-Based Testing Make-up Dates	March 30–April 1, 2020**

*Each district, charter, religious, or independent school will choose two consecutive school days for the primary test administration for each grade of the test within this testing window.

**Make-ups may begin on the school day immediately following the last day of the primary test administration. If the first and second days of the testing window are chosen as the primary testing days for a certain grade, make-ups may begin on the third day.

No one, *under any circumstances,* including the student, may alter the student's responses on the test once the student has handed in their test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State assessments may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

STEP ONE Check Your Paper-Based Testing Materials

To administer these tests, you will need the materials listed below. If any materials are missing, notify your school principal.

For the teacher

- *Paper-Based Tests Teacher's Directions*
- Classroom roster
- Session 1 booklet
- Session 2 booklet
- Extra Answer Sheet
- Student identification labels for Session 2 test booklets (received from a Regional Information Center or Large-City Scanning Center)
- Identification labels and instructions for completing biographical data for new students
- "Do Not Disturb" sign (not provided)
- Extra No. 2 pencils with erasers (not provided)

For each student

- Precoded Answer Sheet or generic Answer Sheet requiring the completion of the demographic section for student use with Session 1
- Session 1 booklet
- Session 2 booklet
- No. 2 pencil with eraser (not provided)

Security

The 2020 Grades 6–8 English Language Arts Paper-Based Tests include secure materials. School personnel responsible for testing must ensure that all test materials are secured at all times. The test booklets may **not** be photocopied or duplicated. No section of any test may be discussed with the students before it has been administered to all students. You may, however, describe the format of the tests and the testing schedule to the students.

- On each day of the administration, you should receive the test booklets that correspond to the session being administered that day.
- Contact your principal or the principal's designee if you do not have a sufficient number of test booklets or answer sheets.
- When not in use, the test booklets must be kept in a safe or vault in the school building or at an approved alternate storage site to prevent unauthorized access. Storing the test booklets in this manner ensures that the security of the test is not breached.
- See your principal or school administrator for instructions regarding the processing of all used and unused test materials.
- At no time may the contents of the test booklets be reviewed, discussed, or shared through any electronic means.

Unauthorized Materials

Students should be under close supervision at all times during the administration of the tests and may not use any unauthorized notes, printed materials, scratch paper, tools, or electronic devices that might give them an unfair advantage on the tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized materials such as those listed above.

All students are prohibited from bringing cell phones and certain other personal electronic devices into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited personal electronic devices prior to the start of the test administration.

Any student observed with any prohibited device while taking a State test must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the test. The incident must be reported promptly to the school principal. If the student had a prohibited device in their possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.

The incident must be reported by the principal, in writing, to the Office of State Assessment (OSA) by fax at 518-474-1989 or by e-mail (emscassessinfo@nysed.gov) as is the case for all student-related testing irregularities, misadministrations, or other violations of State testing policy and procedures.

Note: Some students with disabilities may use certain recording/playback devices **only** if this accommodation is specifically required as a provision of the student's Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan). In addition, a student may be allowed to retain an otherwise prohibited device in their possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without this documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such equipment while testing.

Aid to Students

No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment to the student about the correctness or sufficiency of the student's response while the test is in progress. In response to inquiries by students concerning the meaning or interpretation of test questions, proctors should advise students to use their own best judgment. Proctors may give students assistance only in the mechanics of taking the test, such as understanding that their multiple-choice responses for Session 1 must only be recorded on the answer sheet and their constructed-responses for Session 2 must be recorded in the test booklet.

Temporary Absence from Testing Room

No student may be permitted to leave and then return to the testing room during any session of the test unless the student is accompanied by a proctor for the duration of their absence from the testing room.

Emergency Evacuation of a School Building

Evacuation of a school building during a test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the test. Following the test, a written report of the circumstances should be sent by mail or fax to OSA. (See the section "Reporting Irregularities and/or Misadministrations" in the *School Administrator's Manual*.)

Student Cheating

Do not permit students to obtain information from or give information to other students in any way during the test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their test. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' tests. At the conclusion of the test session, all suspected cheating must be reported to the principal.

Illness

If a student becomes ill during a session of the test, the student should be excused until the student is well enough to continue. When the student is well enough to complete the test (as long as the testing or make-up period has not ended), the student may be given the remaining part of the test. Other unadministered sessions of the test should also be administered according to these directions as long as the testing or make-up period has not ended. When a student is taking a partially completed session of the test, that student must be closely supervised so that they do not go back to previously completed questions on the test.

Proctoring

Proctors must circulate periodically around the room during the administration of each session of the test to ensure that students are recording their responses to test questions in the proper manner and in the proper place. While circulating around the room, proctors should make sure that students are recording their responses to the multiple-choice questions in Session 1 on their answer sheets and their constructed-responses in Session 2 in their test booklets. Students are not to record their multiple-choice responses in their test booklets. The latter does not apply to students whose IEPs or 504 Plans allow scribes to transfer answers from the test booklet to an answer sheet. Proctors should also point out to students if they have left one or more answers blank or have darkened more than one circle for the same multiple-choice question. However, proctors may not comment to any student on the correctness or sufficiency of any answer. Proctors should not use their own personal communication devices during the test, unless an emergency situation arises.

Misadministration

Notify your principal immediately if any session of the test is administered improperly. Examples of misadministration include the following: permitting students to have unauthorized testing accommodations or tools (for example, a dictionary) and engaging in other types of nonstandard test administration (for example, cheating). (See the section "Reporting Irregularities and/or Misadministrations" in the *School Administrator's Manual*.)

STEP TWO Plan Your Paper-Based Testing Schedule

- The test sessions must be administered in order, on consecutive days. See page 1 for testing and make-up dates.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.
- **Read the *2020 English Language Arts Paper-Based Tests Teacher's Directions* in its entirety prior to administering the test.**
- Review Step Six, "Administer the Test," before administering each session of the test. Refer to the "Table of Contents" to locate the appropriate test directions for your grade and test session.
- For Session 1, which requires an answer sheet, each student must have either an answer sheet precoded with student information or a generic answer sheet, which will require the applicable circles to be darkened in the demographic section. If a precoded answer sheet is missing for any student, allow sufficient time before test administration to darken the applicable circles in the demographic section on a generic answer sheet.
- Avoid testing just after students have had strenuous physical activity.

Test Format and Schedule

The 2020 Grades 6–8 English Language Arts Paper-Based Tests each consist of two sessions, Session 1 and Session 2, that will be administered on two consecutive school days. Session 1 contains multiple-choice questions; Session 2 contains short-response questions and an extended-response question.

In Spring 2012, in order to have the data obtained from field test questions better reflect students' level of effort, New York State began embedding multiple-choice questions for field testing within the operational tests. For 2020, the embedded questions will occur in Session 1 for all grades. This means that field test questions will be interspersed with operational test questions in this session. The field test questions will not count towards the student's final score, but will be used to collect valuable information on how well the questions perform and for possible inclusion on future operational tests. Students will not know whether a question is a field test question that does not count towards their score or an operational test question that does count towards their score.

Each multiple-choice question is followed by four choices, one of which is the correct answer. Students will answer the multiple-choice questions by darkening circles on their answer sheets. Students will write their answers to the short- and extended-response questions directly in their test booklets.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, 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.

For the Spring 2020 tests, there are no time limits. On average, students in Grades 6–8 will likely need approximately 80–90 minutes of working time to complete Session 1 and 90–100 minutes of working time to complete Session 2. Some students will take more or less time. Please plan accordingly to allow students to complete the test at their own pace. All students who are productively working should be allowed to complete the test, within the confines of the regular school day, regardless of the time approximations listed above. These approximations are an estimate that can be used for planning purposes only.

The following charts provide information about the format of the tests and where and how students record their answers.

2020 Grade 6 English Language Arts Paper-Based Test

Day 1, Session 1	▪ Reading: 35 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet.)
Day 2, Session 2	▪ Writing: 6 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

2020 Grade 7 English Language Arts Paper-Based Test

Day 1, Session 1	▪ Reading: 35 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet.)
Day 2, Session 2	▪ Writing: 7 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

2020 Grade 8 English Language Arts Paper-Based Test

Day 1, Session 1	▪ Reading: 35 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet.)
Day 2, Session 2	▪ Writing: 7 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their Individual Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these tests. In administering the 2020 Grades 3–8 English Language Arts Paper-Based Tests to students with disabilities and to English Language Learners/Multilingual Learners, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual*.

Test Read

Both sessions of the test may be read to students whose IEPs or 504 Plans include this accommodation. More detailed information about this accommodation can be found on the Office of Special Education Department's website (http://www.p12.nysed.gov/specialed/publications/documents/changes-in-allowable-testing-accommodations-grade-3-8-ela.pdf).

Scoring Student Writing

Students may **not** have requirements for use of complete sentences—including correct spelling, grammar, capitalization, and punctuation—waived for **any** constructed-response question on the 2020 Grades 3–8 English Language Arts Tests.

Note: Use of a spell checking device is permissible for those students whose IEP or 504 plan so specifies.

Use of Scribes or Tape Recorders

The use of scribes and tape recorders are allowable accommodations for the 2020 Grades 3–8 English Language Arts Tests. However, the Department encourages the use of a word processor in place of a scribe or tape recorder. Most students have some experience with computers, and word processing allows the student more control over their environment, fosters independence, and is less labor intensive than using a scribe. More detailed information about the procedures to follow for the use of scribes may be found in the *School Administrator's Manual.*

More Information on Testing Accommodations for Students with IEPs and 504 Plans

More detailed information on testing accommodations for students with disabilities can be found on the Office of Special Education Department's website (http://www.p12.nysed.gov/specialed/publications/).

Testing Accommodations for English Language Learners/Multilingual Learners

Information on accommodations for English Language Learners/Multilingual Learners (ELLs/MLLs) can be found in the *School Administrator's Manual*. Note that testing accommodations may be provided to former ELLs/MLLs who were identified as English language proficient based on their scores on one of the two most recent administrations of the New York State English as a Second Language Achievement Test (NYSESLAT), either Spring 2018 or Spring 2019.

STEP THREE Prepare Your Paper-Based Testing Room

- Plan for the distribution and collection of materials.
- Provide a well-lit, well-ventilated, and quiet testing room.
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the test is being administered.
- Completely cover—or remove from the walls—all charts and blank or completed graphic organizers and all board work pertinent to English Language Arts.
- Eliminate distractions such as bells or telephones.
- Place a "Do Not Disturb" sign on the door of the testing room.
- Make sure students' desks and the shelves under desks are cleared of all extraneous materials.

STEP FOUR Prepare Your Students

- Help students approach the testing in a relaxed, positive way.
- Explain that the purpose of taking these tests is to find out which concepts have been mastered and which need further development.
- Point out that some questions may be more difficult than others and that, for constructed-response questions, partial credit may be given. Encourage and motivate your students to put forth their best effort.
- Be sure students understand the directions, how to mark answers on their multiple-choice answer sheets, and where and how to record short- and extended-response answers in the test booklets.
- Assist them with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Do not assist students with any test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Use Standardized Testing Procedures

This test must be administered under standard conditions. Follow the directions carefully. The same test administration procedures must be used with all students so that valid conclusions can be drawn from the test results. Ensure that students follow directions for where to mark their answers (e.g., for Session 1, answers for multiple-choice questions must be marked by darkening circles on the answer sheet, **not** in the test booklet).

STEP FIVE Prepare Paper-Based Testing Materials

Answer Sheets, Biographical Data, and Labels

- For each student in your class, verify that you have the correct precoded answer sheet. You will have one answer sheet for each student, to be used with Session 1.
- If there is no precoded answer sheet for any student, darken in the applicable circles in the demographic section on the generic answer sheet for that student.
- Verify that you have the correct precoded labels for each student in your class. Prior to testing, affix the precoded labels to the back cover of each student's Session 2 booklet on the day the session is administered. The affixing of the labels to the booklets may occur no earlier than the day Session 2 will be administered.

STEP SIX Administer the 2020 Grade 6 English Language Arts Paper-Based Test

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

Grade 6 — Day 1, Session 1

Make sure you have a copy of the Session 1 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 the front side of their answer sheet. Only the responses on the students' answer sheets will be scored.

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

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now.

SAY **You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?**

This is your last opportunity to do so before the test begins.

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

SAY **You will be taking the 2020 Grade 6 English Language Arts Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.**

Today, you will read some passages and answer questions about what you have read. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question. You will have as much time as you need today to answer the questions.

Distribute to each student an answer sheet. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY **This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 1. The page number is indicated in the upper right-hand corner of the answer sheet.**

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question.

Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely.

Make no stray marks on the answer sheet.

Do not make any marks on the back of your answer sheet.

Are there any questions about how to darken the circles on your answer sheet?

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

SAY **This is your Session 1 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "2020 English Language Arts Test Session 1" and "Grade 6." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

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

SAY **All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.**

Are there any questions?

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

SAY **Now, open your test booklet and look at the page opposite page 1.**

Check that all students are looking at the correct page.

SAY **Look at the shaded box. Please follow along while I read what is in the box.**

Your answer sheet has a section labeled "SESSION 1 Form" located above the area in which you will place your responses to the test questions. Find this area on your answer sheet now.

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

SAY **Darken the circles to indicate <u>the letter and the number</u> of the form you are using. Your test booklet will show you which form to fill in on your answer sheet. Please darken the circles on your answer sheet as shown below.**

Are there any questions?

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

SAY **Now, look at page 1 in your test booklet. Please read along silently as I read the Tips for Taking the Test aloud to you.**

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

SAY **Here are some suggestions to help you do your best:**

- **Be sure to read all the directions carefully.**
- **Most questions will make sense only when you <u>read the whole passage</u>. You may read the passage more than once to answer a question. When a question includes a quotation from a passage, be sure to keep in mind what you learned from reading the whole passage. You may need to review <u>both</u> the quotation and the passage in order to answer the question correctly.**
- **Read each question carefully and think about the answer before making your choice.**

SAY **Are there any questions?**

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

SAY **When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 1. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.**

Are there any questions?

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

SAY **You must work independently, and you may not speak with each other while the test is being administered.**

Now, please turn to page 2 and begin.

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 checks their work, or chooses not to, 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 2020 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.

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 6 — Day 2, Session 2

Make sure you have a copy of the Session 2 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.*

*Do **not** distribute any answer sheets; students will write all answers directly in their test booklets.*

*Students are **not** to be given scratch paper. Only the responses in their test booklets will be scored.*

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

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

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

SAY **Today, you will be taking the 2020 Grade 6 English Language Arts Test, Session 2. You will read the passages carefully and answer questions about what you have read. You must write your answers directly in your test booklet. Only the responses written in your test booklet will be scored. You will have as much time as you need today to answer the questions.**

SAY **Use only a No. 2 pencil. You may not use a pen.**

Are there any questions?

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

SAY **This is your Session 2 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "2020 English Language Arts Test Session 2" and "Grade 6." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

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

SAY **Now, open your test booklet and look at page 1. You will see Tips for Taking the Test.**

Check that all students are looking at the correct page.

SAY **Please read along silently as I read the Tips for Taking the Test aloud to you.**

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

SAY **Here are some suggestions to help you do your best:**

- **Be sure to read all the directions carefully.**
- **Most questions will make sense only when you <u>read the whole passage</u>. You may read the passage more than once to answer a question. When a question includes a quotation from a passage, be sure to keep in mind what you learned from reading the whole passage. You may need to review <u>both</u> the quotation and the passage in order to answer the question correctly.**
- **Read each question carefully and think about the answer before writing your response.**
- **In writing your responses, be sure to**
  - **clearly organize your writing and express what you have learned;**
  - **accurately and completely answer the questions being asked;**
  - **support your responses with examples or details from the text; and**
  - **write in complete sentences using correct spelling, grammar, capitalization, and punctuation.**
- **For the last question in this test book, you may plan your writing on the Planning Page provided, but do NOT write your final answer on this Planning Page. Writing on this Planning Page will NOT count toward your final score. Write your final answer on the lined response pages provided.**

SAY **Are there any questions?**

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

SAY **Read the passages and answer the questions. All of your answers must be written in the Session 2 booklet.**

If you need more space to continue or complete an answer, you may use any available blank space in the Session 2 booklet. Please make sure to clearly note and label the continuation of your answer. Also make sure that you are not using space that has been provided for another question. Remember to write complete and thorough answers and include details and examples from each passage.

When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of this test. You may go back and check your work. When you are finished please close your test booklet.

Are there any questions?

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

SAY **You must work independently, and you may not speak with each other while the test is being administered.**

Now, please turn to page 2 and begin.

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 checks their work, or chooses not to, 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 2020 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.

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.

STEP SIX Administer the 2020 Grade 7 English Language Arts Paper-Based Test

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

Grade 7 — Day 1, Session 1

Make sure you have a copy of the Session 1 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 the front side of their answer sheet. Only the responses on the students' answer sheets will be scored.

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

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now.

SAY **You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?**

This is your last opportunity to do so before the test begins.

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

SAY **You will be taking the 2020 Grade 7 English Language Arts Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.**

Today, you will read some passages and answer questions about what you have read. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question. You will have as much time as you need today to answer the questions.

Distribute to each student an answer sheet. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY **This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 1. The page number is indicated in the upper right-hand corner of the answer sheet.**

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question.

Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely.

Make no stray marks on the answer sheet.

Do not make any marks on the back of your answer sheet.

Are there any questions about how to darken the circles on your answer sheet?

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

SAY **This is your Session 1 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "2020 English Language Arts Test Session 1" and "Grade 7." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

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

SAY **All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.**

Are there any questions?

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

SAY **Now, open your test booklet and look at the page opposite page 1.**

Check that all students are looking at the correct page.

SAY **Look at the shaded box. Please follow along while I read what is in the box.**

Your answer sheet has a section labeled "SESSION 1 Form" located above the area in which you will place your responses to the test questions. Find this area on your answer sheet now.

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

SAY **Darken the circles to indicate <u>the letter and the number</u> of the form you are using. Your test booklet will show you which form to fill in on your answer sheet. Please darken the circles on your answer sheet as shown below.**

Are there any questions?

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

SAY **Now, look at page 1 in your test booklet. Please read along silently as I read the Tips for Taking the Test aloud to you.**

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

SAY **Here are some suggestions to help you do your best:**

- **Be sure to read all the directions carefully.**
- **Most questions will make sense only when you <u>read the whole passage</u>. You may read the passage more than once to answer a question. When a question includes a quotation from a passage, be sure to keep in mind what you learned from reading the whole passage. You may need to review <u>both</u> the quotation and the passage in order to answer the question correctly.**
- **Read each question carefully and think about the answer before making your choice.**

SAY **Are there any questions?**

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

SAY **When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 1. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.**

Are there any questions?

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

SAY **You must work independently, and you may not speak with each other while the test is being administered.**

Now, please turn to page 2 and begin.

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 checks their work, or chooses not to, 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 2020 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.

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 7 — Day 2, Session 2

Make sure you have a copy of the Session 2 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.*

*Do **not** distribute any answer sheets; students will write all answers directly in their test booklets.*

*Students are **not** to be given scratch paper. Only the responses in their test booklets will be scored.*

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

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

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

SAY **Today, you will be taking the 2020 Grade 7 English Language Arts Test, Session 2. You will read the passages carefully and answer questions about what you have read. You must write your answers directly in your test booklet. Only the responses written in your test booklet will be scored. You will have as much time as you need today to answer the questions.**

SAY **Use only a No. 2 pencil. You may not use a pen.**

Are there any questions?

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

SAY **This is your Session 2 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "2020 English Language Arts Test Session 2" and "Grade 7." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

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

SAY **Now, open your test booklet and look at page 1. You will see Tips for Taking the Test.**

Check that all students are looking at the correct page.

SAY **Please read along silently as I read the Tips for Taking the Test aloud to you.**

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

SAY **Here are some suggestions to help you do your best:**

- **Be sure to read all the directions carefully.**
- **Most questions will make sense only when you <u>read the whole passage</u>. You may read the passage more than once to answer a question. When a question includes a quotation from a passage, be sure to keep in mind what you learned from reading the whole passage. You may need to review <u>both</u> the quotation and the passage in order to answer the question correctly.**
- **Read each question carefully and think about the answer before writing your response.**
- **In writing your responses, be sure to**
  - **clearly organize your writing and express what you have learned;**
  - **accurately and completely answer the questions being asked;**
  - **support your responses with examples or details from the text; and**
  - **write in complete sentences using correct spelling, grammar, capitalization, and punctuation.**
- **For the last question in this test book, you may plan your writing on the Planning Page provided, but do NOT write your final answer on this Planning Page. Writing on this Planning Page will NOT count toward your final score. Write your final answer on the lined response pages provided.**

SAY **Are there any questions?**

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

SAY **Read the passages and answer the questions. All of your answers must be written in the Session 2 booklet.**

If you need more space to continue or complete an answer, you may use any available blank space in the Session 2 booklet. Please make sure to clearly note and label the continuation of your answer. Also make sure that you are not using space that has been provided for another question. Remember to write complete and thorough answers and include details and examples from each passage.

When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of this test. You may go back and check your work. When you are finished please close your test booklet.

Are there any questions?

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

SAY **You must work independently, and you may not speak with each other while the test is being administered.**

Now, please turn to page 2 and begin.

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 checks their work, or chooses not to, 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 2020 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.

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.

STEP SIX Administer the 2020 Grade 8 English Language Arts Paper-Based Test

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

Grade 8 — Day 1, Session 1

Make sure you have a copy of the Session 1 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 the front side of their answer sheet. Only the responses on the students' answer sheets will be scored.

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

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now.

SAY **You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?**

This is your last opportunity to do so before the test begins.

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

SAY **You will be taking the 2020 Grade 8 English Language Arts Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.**

Today, you will read some passages and answer questions about what you have read. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question. You will have as much time as you need today to answer the questions.

Distribute to each student an answer sheet. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY **This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 1. The page number is indicated in the upper right-hand corner of the answer sheet.**

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question.

Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely.

Make no stray marks on the answer sheet.

Do not make any marks on the back of your answer sheet.

Are there any questions about how to darken the circles on your answer sheet?

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

SAY **This is your Session 1 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "2020 English Language Arts Test Session 1" and "Grade 8." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

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

SAY **All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.**

Are there any questions?

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

SAY **Now, open your test booklet and look at the page opposite page 1.**

Check that all students are looking at the correct page.

SAY **Look at the shaded box. Please follow along while I read what is in the box.**

Your answer sheet has a section labeled "SESSION 1 Form" located above the area in which you will place your responses to the test questions. Find this area on your answer sheet now.

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

SAY **Darken the circles to indicate <u>the letter and the number</u> of the form you are using. Your test booklet will show you which form to fill in on your answer sheet. Please darken the circles on your answer sheet as shown below.**

Are there any questions?

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

SAY **Now, look at page 1 in your test booklet. Please read along silently as I read the Tips for Taking the Test aloud to you.**

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

SAY **Here are some suggestions to help you do your best:**

- **Be sure to read all the directions carefully.**
- **Most questions will make sense only when you <u>read the whole passage</u>. You may read the passage more than once to answer a question. When a question includes a quotation from a passage, be sure to keep in mind what you learned from reading the whole passage. You may need to review <u>both</u> the quotation and the passage in order to answer the question correctly.**
- **Read each question carefully and think about the answer before making your choice.**

SAY **Are there any questions?**

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

SAY **When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 1. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.**

Are there any questions?

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SAY **You must work independently, and you may not speak with each other while the test is being administered.**

Now, please turn to page 2 and begin.

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 checks their work, or chooses not to, 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.

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

Grade 8 — Day 2, Session 2

Make sure you have a copy of the Session 2 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.*

*Do **not** distribute any answer sheets; students will write all answers directly in their test booklets.*

*Students are **not** to be given scratch paper. Only the responses in their test booklets will be scored.*

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

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

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

SAY **Today, you will be taking the 2020 Grade 8 English Language Arts Test, Session 2. You will read the passages carefully and answer questions about what you have read. You must write your answers directly in your test booklet. Only the responses written in your test booklet will be scored. You will have as much time as you need today to answer the questions.**

SAY **Use only a No. 2 pencil. You may not use a pen.**

Are there any questions?

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

SAY **This is your Session 2 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "2020 English Language Arts Test Session 2" and "Grade 8." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

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

SAY **Now, open your test booklet and look at page 1. You will see Tips for Taking the Test.**

Check that all students are looking at the correct page.

SAY **Please read along silently as I read the Tips for Taking the Test aloud to you.**

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

SAY **Here are some suggestions to help you do your best:**

- **Be sure to read all the directions carefully.**
- **Most questions will make sense only when you <u>read the whole passage</u>. You may read the passage more than once to answer a question. When a question includes a quotation from a passage, be sure to keep in mind what you learned from reading the whole passage. You may need to review <u>both</u> the quotation and the passage in order to answer the question correctly.**
- **Read each question carefully and think about the answer before writing your response.**
- **In writing your responses, be sure to**
  - **clearly organize your writing and express what you have learned;**
  - **accurately and completely answer the questions being asked;**
  - **support your responses with examples or details from the text; and**
  - **write in complete sentences using correct spelling, grammar, capitalization, and punctuation.**
- **For the last question in this test book, you may plan your writing on the Planning Page provided, but do NOT write your final answer on this Planning Page. Writing on this Planning Page will NOT count toward your final score. Write your final answer on the lined response pages provided.**

SAY **Are there any questions?**

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

SAY **Read the passages and answer the questions. All of your answers must be written in the Session 2 booklet.**

If you need more space to continue or complete an answer, you may use any available blank space in the Session 2 booklet. Please make sure to clearly note and label the continuation of your answer. Also make sure that you are not using space that has been provided for another question. Remember to write complete and thorough answers and include details and examples from each passage.

When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of this test. You may go back and check your work. When you are finished please close your test booklet.

Are there any questions?

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

SAY **You must work independently, and you may not speak with each other while the test is being administered.**

Now, please turn to page 2 and begin.

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 checks their work, or chooses not to, 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 2020 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.

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.

Test booklets and scoring materials must be kept secure. You are not to discuss the test, show it to anyone, or photocopy the materials, as the security of the test could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.

2020 Grades 6–8 English Language Arts Paper-Based Tests Teacher's Directions March 25–27, 2020