New York State Testing Program

2014 Common Core Mathematics Tests

Teacher's Directions
April 30–May 2, 2014

Grades 3, 4, and 5

2014

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

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It is important to read all of Steps 1–5 and the pertinent grade level information in Step 6 prior to administering the test.

Test books 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 Pearson for the development of the 2014 Grades 3–8 Common Core Mathematics 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 2014 Grades 3–5 Common Core Mathematics Tests are administered in three sessions on three consecutive days.

For all three grades, the tests consist of multiple-choice and short- (2-credit) and extended- (3-credit) response questions.

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 books.

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

IMPORTANT DATES

Testing Dates	April 30–May 2, 2014
Make-up Dates	May 5–7, 2014

No one, *under any circumstances,* including the student, may alter the student's responses on the test once the student has handed in his or her 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 Test Materials

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

For the teacher

- *Teacher's Directions*
- Book 1
- Book 2
- Book 3
- Extra Answer Sheet 1 and Answer Sheet 2
- Student identification labels for test books (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 1 and Answer Sheet 2 or generic Answer Sheet 1 and Answer Sheet 2 requiring the completion of the demographic section
- Book 1
- Book 2
- Book 3
- No. 2 pencil with eraser (not provided)
- Ruler (not provided)
- Protractor (for Grades 4 and 5, not provided)
- Mathematics reference sheets for Grade 5 (provided in Book 1, Book 2, and Book 3)

Security

The NYSTP includes secure materials. School personnel responsible for testing must ensure that all test materials are secured at all times. The test books may **not** be photocopied or duplicated. Unused test books may **not** be used for instructional or staff development purposes. No section of the tests may be discussed with the students before it has been administered. 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 books 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 books or answer sheets.
- When not in use, the test books 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 books 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 books be reviewed, discussed, or shared (this includes 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, scrap 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 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 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 his or her possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.

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

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 Programs (IEPs) or Section 504 Accommodation Plans (504 Plans). In addition, a student may be allowed to retain an otherwise prohibited device in his or her 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. Teachers may give students assistance only in the mechanics of taking the test, such as understanding that their multiple-choice responses must only be recorded on the answer sheet and their constructed responses must be recorded in the test book.

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 his or her 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, if work can be resumed, the time for the test should be extended so that the students will have the allotted time for 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, 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. The principal should estimate the time that the student had remaining to complete that session of the test. When the student is well enough to complete the test (and as long as the testing or make-up period has not ended), the student may be given the remaining time for that session. 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 the students are taking a partially completed session of the test, the students 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 tests 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 on their answer sheets and their constructed responses in their test books. Students are not to record their multiple-choice responses in their test books. The latter does not apply to students whose IEPs or 504 Plans allow scribes to transfer answers from the test book 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 the student on the correctness or sufficiency of any answer.

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, calculators for Grades 3–5) and engaging in other types of nonstandard test administration (for example, cheating).

STEP TWO Plan Your Testing Schedule

- The test books 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. See Page 7 for time requirements.
- **Read the *Teacher's Directions* in its entirety prior to administering the test.**
- Review Step 6, "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 book.
- For each test session that 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 circles to be darkened in the demographic section. For Grades 3, 4, and 5, two separate answer sheets are required—Answer Sheet 1 for Book 1 and Answer Sheet 2 for Book 2. If a precoded answer sheet is missing for any student, allow sufficient time before test administration to complete the demographic section on a generic answer sheet.
- Read directions at a moderate, steady pace.
- Adhere to testing time limits.
- Call time if all students complete the test early.
- Avoid testing just after students have had strenuous physical activity.

Test Format and Schedule

The 2014 Grades 3–5 Common Core Mathematics Tests each consist of three books: Book 1, Book 2, and Book 3. For each grade, the three books must be administered on three consecutive school days. Book 1 and Book 2 contain multiple-choice questions only. 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 the circles on their answer sheets. Book 3 contains short- and extended-response questions. Students will write their answers to these questions directly in their test books.

In Spring 2012, in order to have the data obtained from field test questions better reflect students' levels of effort, New York State began embedding multiple-choice questions for field testing within the operational tests. For 2014, the embedded questions will occur in Book 1 and Book 2. This means that field test questions will be interspersed with operational test questions in these books. Whether a question is a field test question or an operational test question will not be apparent to the student. The field test questions will not count toward 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.

Each student testing in Grade 5 mathematics will have mathematics reference sheets for his or her exclusive use during the tests. The mathematics reference sheets are located in Book 1, Book 2, and Book 3. Students will be instructed to remove the mathematics reference sheets from the test books prior to the start of each session. All mathematics reference sheets must be destroyed after testing and cannot be retained for classroom use.

Schools must schedule the allotted time listed in the table on the following page for each test session on each day. If all students finish a session before the allotted time, the administration of that session may be ended early. Students who have not completed a test book within the designated time should not be given additional time to finish.

Students who finish their test before the allocated time expires should be encouraged to go back and check their work. Once the student checks his or her 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. If **all** students complete the test earlier than the allotted time, you may end the session.

The following charts provide information about the format of the tests, where and how students are to record their answers, and the time allotted for each session of the test. Schools must adhere to the testing times shown.

2014 GRADE 3 COMMON CORE MATHEMATICS TEST

Day 1, Book 1	24 multiple-choice questions (Students darken the circles on their Answer Sheet 1.)	Allot 60 minutes, plus an additional 10 minutes of preparation time.
Day 2, Book 2	24 multiple-choice questions (Students darken the circles on their Answer Sheet 2.)	Allot 60 minutes, plus an additional 10 minutes of preparation time.
Day 3, Book 3	5 short-response questions and 3 extended-response questions (Students write answers directly in Book 3.)	Allot 70 minutes, plus an additional 10 minutes of preparation time.

2014 GRADE 4 COMMON CORE MATHEMATICS TEST

Day 1, Book 1	24 multiple-choice questions (Students darken the circles on their Answer Sheet 1.)	Allot 60 minutes, plus an additional 10 minutes of preparation time.
Day 2, Book 2	25 multiple-choice questions (Students darken the circles on their Answer Sheet 2.)	Allot 60 minutes, plus an additional 10 minutes of preparation time.
Day 3, Book 3	6 short-response questions and 4 extended-response questions (Students write answers directly in Book 3.)	Allot 90 minutes, plus an additional 10 minutes of preparation time.

2014 GRADE 5 COMMON CORE MATHEMATICS TEST

Day 1, Book 1	24 multiple-choice questions (Students darken the circles on their Answer Sheet 1.)	Allot 80 minutes, plus an additional 10 minutes of preparation time.
Day 2, Book 2	25 multiple-choice questions (Students darken the circles on their Answer Sheet 2.)	Allot 80 minutes, plus an additional 10 minutes of preparation time.
Day 3, Book 3	6 short-response questions and 4 extended-response questions (Students write answers directly in Book 3.)	Allot 90 minutes, plus an additional 10 minutes of preparation time.

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their IEPs or 504 Plans when taking these tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted for elementary- and intermediate-level tests. In administering the 2014 Grades 3–8 Common Core Mathematics Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual*.

Use of Scribes: The use of scribes is an allowable accommodation for the mathematics tests. More detailed information about the procedures to follow for the use of scribes may be found in the *School Administrator's Manual*.

Test Read: All sessions of the test may be read aloud to students whose IEPs or 504 Plans include this testing accommodation.

Use of Mathematics Spatial Boards with Large Type or Braille Editions

Students whose IEPs or 504 Plans specify the use of mathematics spatial boards are permitted to use these devices with the large type and braille editions of the 2014 Grades 3–8 Common Core Mathematics Tests.

Use of Calculators and Other Devices

Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus are permitted to use such devices with all books associated with the 2014 Grades 3–8 Common Core Mathematics Tests. Because the 2014 Grades 3–5 Common Core Mathematics Tests measure students' proficiencies involving calculations, the use of a calculator or mathematics tables is **not** allowed.

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 Department's web site at
http://www.p12.nysed.gov/specialed/publications/policy/testaccess/manual506.pdf.

Testing Accommodations for English Language Learners

Information on accommodations for English language learners can be found in the *School Administrator's Manual*. Note that testing accommodations may be provided to former English language learners 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 2012 or Spring 2013.

STEP THREE Prepare Your Classroom

- Plan for the distribution and collection of materials.
- Provide a well lit, well ventilated, and quiet classroom.
- 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 mathematics aids or charts and all board work pertaining to mathematics.
- 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.
- On the board, indicate starting and ending times for the test.

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 many of the questions, partial credit may be given. Encourage and motivate your students to put forth their best effort.
- Be sure students understand the directions and how to mark answers on their multiple-choice answer sheets, and where and how to record short- and extended-response answers in the test books. 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 is a timed test that is to 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 Book 1 and Book 2, multiple-choice answers are to be recorded on the student's answer sheets, **not** in the test books).

STEP FIVE Prepare Test Materials

Answer Sheets, Biographical Data, and Labels

- For each student in your class, verify that you have the correct precoded answer sheets. You will have two answer sheets for each student. Answer Sheet 1 is to be used with Book 1. Answer Sheet 2 is to be used with Book 2.
- If there are no precoded answer sheets for a student, complete the demographic section on the generic answer sheets 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 Book 3 on the day the book is administered. The affixing of the labels to the books may occur no earlier than the day each book will be administered.

Mathematics Tools

- Each student must have a ruler for his or her exclusive use during each session of the test (not provided). Specifications for mathematics tools can found in **Appendix E** of the *School Administrator's Manual* located at http://www.p12.nysed.gov/assessment/manuals.
- Each student in Grades 4 and 5 must also have a protractor for his or her exclusive use during each session of the test (not provided).
- Before administering the test, examine all rulers and protractors to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.
- All books for Grade 5 contain removable mathematics reference sheets that the students can use during testing. The mathematics reference sheets include the necessary formulas and reference information students need to assist them in answering certain mathematics questions.

STEP SIX Administer the 2014 Grade 3 Common Core Mathematics 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**. *The italicized instructions to teachers should* ***not*** *be read aloud.*

Grade 3 — Day 1, Book 1

Make sure you have a copy of Book 1.

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

SAY **You cannot have any 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**
- **Blackberry devices and other PDAs**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras or other photographic equipment**
- **Headphones, headsets, or in-ear headphones, such as earbuds**
- **Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.**

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 or a 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. 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.

Make sure each student has a No. 2 pencil and a ruler. 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 on the answer sheet.*

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

Students will be recording the answers to the multiple-choice questions in Book 1 on their Answer Sheet 1. Only the responses marked on the students' answer sheets will be scored.

SAY **You will be taking the 2014 Grade 3 Common Core Mathematics Test. There are three books for this test. Today, you will answer the questions in Book 1. You will answer the questions in Book 2 tomorrow and the questions in Book 3 the following day.**

You may use your ruler to help you solve some of the problems on the test. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question.

Distribute to each student an Answer Sheet 1. 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.

You may not use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in Book 1 for any calculations or helpful markings you may need to make.

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 Book 1 to each student.

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

Look at the cover of your test book. Make sure it says "2014 Common Core Mathematics Test Book 1" followed by Form "A," "B," "C," or "D" and "Grade 3." If you do not have the correct book, please raise your hand and I will give you the correct one.

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

Check to make sure each student has written his or her name on the front cover of the test book.

SAY **All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test book 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 book 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 "Book 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 circle to indicate the letter of the form you are using. Your test book will show you which form letter to fill in on your answer sheet. Please darken the circle 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. Then,

SAY **Now, look at Page 1. 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 students follow along.

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

- **Read each question carefully and think about the answer before choosing your response.**
- **You have been provided with a ruler to use during the test. Use the ruler whenever you think it will help you to answer the question.**
- **Plan your time.**

Are there any questions?

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

SAY **You will have 60 minutes to complete today's session of the test. I will write the starting and ending times on the board. When you see the words GO ON at the bottom of a test book page, go on to the next page. When you come to the word STOP, you have reached the end of Book 1. You may go back and check your work.**

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 this test is being administered.**

Now, please turn to Page 3 and begin.

Record the starting and ending times.

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 who finish their test before the allocated time expires should be encouraged to go back and check their work. Once the student checks his or her 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. If ***all*** *students complete the test earlier than the allotted time, you may end the session.*

After 50 minutes have passed, if all students have clearly completed the test, you may skip this next **SAY** *and end the session. If any students are still working on the test,*

SAY **You have 10 more minutes to complete this session of the test.**

After 60 minutes have passed,

SAY **This is the end of Session 1. Please place your answer sheet inside the front cover of your test book and close your test book. Now, I will collect the test books and answer sheets.**

Collect all test books and answer sheets, making sure each student's answer sheet has been inserted into the test book. Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 3 — Day 2, Book 2

Make sure you have a copy of Book 2.

*Make sure each student has a No. 2 pencil and a ruler. 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 on their answer sheets.*

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

Students will be recording the answers to the multiple-choice questions in Book 2 on their Answer Sheet 2. Only the responses marked 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 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**
- **Blackberry devices and other PDAs**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras or other photographic equipment**
- **Headphones, headsets, or in-ear headphones, such as earbuds**
- **Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.**

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 or a 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. 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 2014 Grade 3 Common Core Mathematics Test, Session 2. You will answer the questions in Book 2.**

You may use your ruler to help you solve some of the problems on the test. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question.

Distribute to each student an Answer Sheet 2. 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 3. 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.

You may not use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in Book 2 for any calculations or helpful markings you may need to make.

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,

SAY **Now I am going to give each of you a Book 2.**

Distribute to each student a Book 2.

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

Look at the cover of your test book. Make sure it says "2014 Common Core Mathematics Test Book 2" followed by Form "A," "B," "C," or "D" and "Grade 3." If you do not have the correct book, please raise your hand and I will give you the correct one.

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

Check to make sure each student has written his or her name on the front cover of the test book.

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

Are there any questions?

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

SAY **Now, open your Book 2 and look at the page opposite Page 1.**

Check that all students are looking at the correct page in Book 2.

SAY **Look at the shaded box. Please follow along while I read what is in the box. Your answer sheet has a section labeled "Book 2 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 circle to indicate the letter of the form you are using. Your test book will show you which form letter to fill in on your answer sheet. Please darken the circle 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. Then,

SAY **Now, look at Page 1. 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 students follow along.

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

- **Read each question carefully and think about the answer before choosing your response.**
- **You have been provided with a ruler to use during the test. Use the ruler whenever you think it will help you to answer the question.**
- **Plan your time.**

Are there any questions?

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

SAY **You will have 60 minutes to complete today's session of the test. I will write the starting and ending times on the board. When you see the words GO ON at the bottom of a test book page, go on to the next page. When you come to the word STOP, you have reached the end of Book 2. You may go back and check your work.**

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 this test is being administered. Now, please turn to Page 3 and begin.**

Record the starting and ending times.

Make sure students are on the correct page and are making their marks heavy and dark on their answer sheets for the multiple-choice questions.

Students who finish their test before the allocated time expires should be encouraged to go back and check their work. Once the student checks his or her 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. If ***all*** *students complete the test earlier than the allotted time, you may end the session.*

After 50 minutes have passed, if all students have clearly completed the test, you may skip this next **SAY** *and end the session. If any students are still working on the test,*

SAY **You have 10 more minutes to complete this session of the test.**

After 60 minutes have passed,

SAY **This is the end of Session 2. Please place your answer sheet inside the front cover of your test book and close your test book. Now, I will collect the test books and answer sheets.**

Collect all test books and answer sheets, making sure each student's answer sheet has been inserted into the test book. Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 3 — Day 3, Book 3

Make sure you have a copy of Book 3.

*Make sure each student has a No. 2 pencil and a ruler. 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 in their test books.*

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

*Students are **not** to be given scrap paper. Only the responses in their test books 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 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**
- **Blackberry devices and other PDAs**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras or other photographic equipment**
- **Headphones, headsets, or in-ear headphones, such as earbuds**
- **Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.**

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 or a 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. 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 2014 Grade 3 Common Core Mathematics Test, Session 3. You will answer the questions in Book 3. You must write your answers directly in your test book.**

You may use your ruler to help you solve some of the problems on the test.

Use only a No. 2 pencil. You may not use a pen or highlighter to record your answers.

Write your answers clearly and legibly. It is important to show all your work as well as your final answer in your test book.

Make sure to write your answer in the space provided for each question.

If you make a mistake, erase it completely or draw a line through it.

You may not use additional paper for your answers.

Only the answers written in your test book will be scored.

Are there any questions?

Pause for questions. When you are confident that all students understand the instructions, distribute to each student a Book 3. If earlier today the student identification labels were affixed to the back covers of the student test books, make sure each student receives the correct test book.

SAY **This is your Book 3. Do not open your test book until I tell you to do so.**

Look at the cover of your test book. Make sure it says "2014 Common Core Mathematics Test Book 3" and "Grade 3." If you do not have the correct book, please raise your hand and I will give you the correct one.

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

Check to make sure each student has written his or her name on the front cover of the test book.

SAY **Now, open your test book 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:**

- **Read each question carefully and think about the answer before writing your response.**
- **You have been provided with a ruler to use during the test. Use the ruler whenever you think it will help you to answer the question.**
- **Be sure to show your work when asked.**
- **Plan your time.**

Are there any questions?

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

SAY **All of your answers must be written in your test book in the space provided for each question. Also make sure that you are not using space that has been provided for another question.**

You will have 70 minutes to complete today's test. I will write the starting and ending times on the board. When you see the words GO ON at the bottom of a test book 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.

Are there any questions?

Pause for questions. When you are confident that everyone understands how to take the test,

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

Now, please turn to Page 3 and begin.

Record the starting and ending times.

Students who finish their test before the allocated time expires should be encouraged to go back and check their work. Once the student checks his or her 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. If ***all*** *students complete the test earlier than the allotted time, you may end the session.*

After 60 minutes have passed, if all students have clearly completed the test, you may skip this next **SAY** *and end the session. If any students are still working on the test,*

SAY **You have 10 more minutes to complete the test.**

After 70 minutes have passed,

SAY **This is the end of Session 3. Please close your test book. Now, I will collect the test books.**

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

STEP SIX Administer the 2014 Grade 4 Common Core Mathematics 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**. *The italicized instructions to teachers should* ***not*** *be read aloud.*

Grade 4 — Day 1, Book 1

Make sure you have a copy of Book 1.

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

SAY **You cannot have any 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**
- **Blackberry devices and other PDAs**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras or other photographic equipment**
- **Headphones, headsets, or in-ear headphones, such as earbuds**
- **Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.**

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 or a 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. 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.

Make sure each student has a No. 2 pencil, a ruler, and a protractor. 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 on the answer sheet.*

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

Students will be recording the answers to the multiple-choice questions in Book 1 on their Answer Sheet 1. Only the responses marked on the students' answer sheets will be scored.

SAY **You will be taking the 2014 Grade 4 Common Core Mathematics Test. There are three books for this test. Today, you will answer the questions in Book 1. You will answer the questions in Book 2 tomorrow and the questions in Book 3 the following day.**

You may use your ruler and protractor to help you solve some of the problems on the test. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question.

Distribute to each student an Answer Sheet 1. 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.

You may not use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in Book 1 for any calculations or helpful markings you may need to make.

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 Book 1 to each student.

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

Look at the cover of your test book. Make sure it says "2014 Common Core Mathematics Test Book 1" followed by Form "A," "B," "C," or "D" and "Grade 4." If you do not have the correct book, please raise your hand and I will give you the correct one.

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

Check to make sure each student has written his or her name on the front cover of the test book.

SAY **All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test book 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 book 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 "Book 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 circle to indicate the letter of the form you are using. Your test book will show you which form letter to fill in on your answer sheet. Please darken the circle 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. Then,

SAY **Now, look at Page 1. 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:**

- **Read each question carefully and think about the answer before choosing your response.**
- **You have been provided with mathematics tools (a ruler and a protractor) to use during the test. It is up to you to decide when each tool will be helpful. You should use mathematics tools whenever you think they will help you to answer the question.**
- **Plan your time.**

Are there any questions?

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

SAY **You will have 60 minutes to complete today's session of the test. I will write the starting and ending times on the board. When you see the words GO ON at the bottom of a test book page, go on to the next page. When you come to the word STOP, you have reached the end of Book 1. You may go back and check your work.**

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 this test is being administered.**

Now, please turn to Page 3 and begin.

Record the starting and ending times.

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

Students who finish their test before the allocated time expires should be encouraged to go back and check their work. Once the student checks his or her 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. If ***all*** *students complete the test earlier than the allotted time, you may end the session.*

After 50 minutes have passed, if all students have clearly completed the test, you may skip this next **SAY** *and end the session. If any students are still working on the test,*

SAY **You have 10 more minutes to complete this session of the test.**

After 60 minutes have passed,

SAY **This is the end of Session 1. Please place your answer sheet inside the front cover of your test book and close your test book. Now, I will collect the test books and answer sheets.**

Collect all test books and answer sheets, making sure each student's answer sheet has been inserted into the test book. Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 4 — Day 2, Book 2

Make sure you have a copy of Book 2.

Make sure each student has a No. 2 pencil, a ruler, and a protractor. 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 on their answer sheets.*

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

Students will be recording the answers to the multiple-choice questions in Book 2 on their Answer Sheet 2. Only the responses marked 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 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**
- **Blackberry devices and other PDAs**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras or other photographic equipment**
- **Headphones, headsets, or in-ear headphones, such as earbuds**
- **Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.**

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 or a 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. 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 2014 Grade 4 Common Core Mathematics Test, Session 2. You will answer the questions in Book 2.**

You may use your ruler and protractor to help you solve some of the problems on the test. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question.

Distribute to each student an Answer Sheet 2. 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 3. 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.

You may not use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in Book 2 for any calculations or helpful markings you may need to make.

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,

SAY **Now I am going to give each of you a Book 2.**

Distribute to each student a Book 2.

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

Look at the cover of your test book. Make sure it says "2014 Common Core Mathematics Test Book 2" followed by Form "A," "B," "C," or "D" and "Grade 4." If you do not have the correct book, please raise your hand and I will give you the correct one.

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

Check to make sure each student has written his or her name on the front cover of the test book.

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

Are there any questions?

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

SAY **Now, open your Book 2 and look at the page opposite Page 1.**

Check that all students are looking at the correct page in Book 2.

SAY **Look at the shaded box. Please follow along while I read what is in the box. Your answer sheet has a section labeled "Book 2 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 circle to indicate the letter of the form you are using. Your test book will show you which form letter to fill in on your answer sheet. Please darken the circle 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. Then,

SAY **Now, look at Page 1. 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 students follow along.

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

- **Read each question carefully and think about the answer before choosing your response.**
- **You have been provided with mathematics tools (a ruler and a protractor) to use during the test. It is up to you to decide when each tool will be helpful. You should use mathematics tools whenever you think they will help you to answer the question.**
- **Plan your time.**

Are there any questions?

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

SAY **You will have 60 minutes to complete today's session of the test. I will write the starting and ending times on the board. When you see the words GO ON at the bottom of a test book page, go on to the next page. When you come to the word STOP, you have reached the end of Book 2. You may go back and check your work.**

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 this test is being administered.**

Now, please turn to Page 3 and begin.

Record the starting and ending times.

Make sure that students are on the correct page and are making their marks heavy and dark on their answer sheets for the multiple-choice questions.

Students who finish their test before the allocated time expires should be encouraged to go back and check their work. Once the student checks his or her 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. If ***all*** *students complete the test earlier than the allotted time, you may end the session.*

After 50 minutes have passed, if all students have clearly completed the test, you may skip this next **SAY** *and end the session. If any students are still working on the test,*

SAY **You have 10 more minutes to complete this session of the test.**

After 60 minutes have passed,

SAY **This is the end of Session 2. Please place your answer sheet inside the front cover of your test book and close your test book. Now, I will collect the test books and answer sheets.**

Collect all test books and answer sheets, making sure each student's answer sheet has been inserted into the test book. Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 4 — Day 3, Book 3

Make sure you have a copy of Book 3.

*Make sure each student has a No. 2 pencil, a ruler, and a protractor. 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 in their test books.*

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

*Students are **not** to be given scrap paper. Only the responses in their test books 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 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**
- **Blackberry devices and other PDAs**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras or other photographic equipment**
- **Headphones, headsets, or in-ear headphones, such as earbuds**
- **Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.**

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 or a 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. 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 2014 Grade 4 Common Core Mathematics Test, Session 3. You will answer the questions in Book 3. You must write your answers directly in your test book.**

You may use your ruler and protractor to help you solve some of the problems on the test. Use only a No. 2 pencil.

You may not use a pen or highlighter to record your answers.

Write your answers clearly and legibly. It is important to show all your work as well as your final answer in your test book.

Make sure to write your answer in the space provided for each question. If you make a mistake, erase it completely or draw a line through it.

You may not use additional paper for your answers. Only the answers written in your test book will be scored.

Are there any questions?

Pause for questions. When you are confident that all students understand the instructions, distribute to each student a Book 3. If earlier today the student identification labels were affixed to the back covers of the student test books, make sure each student receives the correct test book.

SAY **This is your Book 3. Do not open your test book until I tell you to do so.**

Look at the cover of your test book. Make sure it says "2014 Common Core Mathematics Test Book 3" and "Grade 4." If you do not have the correct book, please raise your hand and I will give you the correct one.

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

Check to make sure each student has written his or her name on the front cover of the test book.

SAY **Now, open your test book 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 students follow along.

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

- **Read each question carefully and think about the answer before writing your response.**
- **You have been provided with mathematics tools (a ruler and a protractor) to use during the test. It is up to you to decide when each tool will be helpful. You should use mathematics tools whenever you think they will help you to answer the question.**
- **Be sure to show your work when asked.**
- **Plan your time.**

Are there any questions?

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

SAY **All of your answers must be written in your test book in the space provided for each question. Also make sure that you are not using space that has been provided for another question.**

You will have 90 minutes to complete today's test. I will write the starting and ending times on the board. When you see the words GO ON at the bottom of a test book 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.

Are there any questions?

Pause for questions. When you are confident that everyone understands how to take the test,

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

Now, please turn to Page 3 and begin.

Record the starting and ending times.

Students who finish their test before the allocated time expires should be encouraged to go back and check their work. Once the student checks his or her 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. If ***all*** *students complete the test earlier than the allotted time, you may end the session.*

After 80 minutes have passed, if all students have clearly completed the test, you may skip this next **SAY** *and end the session. If any students are still working on the test,*

SAY **You have 10 more minutes to complete the test.**

After 90 minutes have passed,

SAY **This is the end of Session 3. Please close your test book. Now, I will collect the test books.**

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

STEP SIX Administer the 2014 Grade 5 Common Core Mathematics 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**. *The italicized instructions to teachers should* ***not*** *be read aloud.*

Grade 5 — Day 1, Book 1

Make sure you have a copy of Book 1.

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

SAY **You cannot have any 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**
- **Blackberry devices and other PDAs**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras or other photographic equipment**
- **Headphones, headsets, or in-ear headphones, such as earbuds**
- **Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.**

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 or a 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. 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.

Make sure each student has a No. 2 pencil, a ruler, and a protractor. 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 on the answer sheet.*

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

Students will be recording the answers to the multiple-choice questions in Book 1 on their Answer Sheet 1. Only the responses on the students' answer sheets will be scored.

SAY **You will be taking the 2014 Grade 5 Common Core Mathematics Test. There are three books for this test. Today, you will answer the questions in Book 1. You will answer the questions in Book 2 tomorrow and the questions in Book 3 the following day.**

You may use your ruler, protractor, and mathematics reference sheet to help you solve some of the problems on the test. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question.

Distribute to each student an Answer Sheet 1. 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.

You may not use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in Book 1 for any calculations or helpful markings you may need to make.

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 Book 1 to each student.

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

Look at the cover of your test book. Make sure it says "2014 Common Core Mathematics Test Book 1" followed by Form "A," "B," "C," or "D" and "Grade 5." If you do not have the correct book, please raise your hand and I will give you the correct one.

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

Check to make sure each student has written his or her name on the front cover of the test book.

SAY **All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test book 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 book 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 "Book 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 circle to indicate the letter of the form you are using. Your test book will show you which form letter to fill in on your answer sheet. Please darken the circle 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. 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:**

- **Read each question carefully and think about the answer before choosing your response.**
- **You have been provided with mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.**
- **Plan your time.**

Are there any questions?

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

SAY **Now, turn to the next page. Please remove your mathematics reference sheet to use during this session of the test.**

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

SAY **You will have 80 minutes to complete today's session of the test. I will write the starting and ending times on the board. When you see the words GO ON at the bottom of a test book page, go on to the next page. When you come to the word STOP, you have reached the end of Book 1. You may go back and check your work.**

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 this test is being administered. Now, please turn to Page 5 and begin.**

Record the starting and ending times.

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 who finish their test before the allocated time expires should be encouraged to go back and check their work. Once the student checks his or her 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. If ***all*** *students complete the test earlier than the allotted time, you may end the session.*

After 70 minutes have passed, if all students have clearly completed the test, you may skip this next **SAY** *and end the session. If any students are still working on the test,*

SAY **You have 10 more minutes to complete this session of the test.**

After 80 minutes have passed,

SAY **This is the end of Session 1. Please place your answer sheet inside the front cover of your test book and close your test book. Now, I will collect the test books, answer sheets, and mathematics reference sheets.**

Collect all test books, answer sheets, and mathematics reference sheets, making sure each student's answer sheet has been inserted into the test book. Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 5 — Day 2, Book 2

Make sure you have a copy of Book 2.

Make sure each student has a No. 2 pencil, a ruler, and a protractor. 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 on their answer sheets.*

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

Students will be recording the answers to the multiple-choice questions in Book 2 on their Answer Sheet 2. Only the responses marked 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 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**
- **Blackberry devices and other PDAs**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras or other photographic equipment**
- **Headphones, headsets, or in-ear headphones, such as earbuds**
- **Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.**

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 or a 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. 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 2014 Grade 5 Common Core Mathematics Test, Session 2. You will answer the questions in Book 2.**

You may use your ruler, protractor, and mathematics reference sheet to help you solve some of the problems on the test. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question.

Distribute to each student an Answer Sheet 2. 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 3. 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.

You may not use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in Book 2 for any calculations or helpful markings you may need to make.

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,

SAY **Now I am going to give each of you a Book 2.**

Distribute to each student a Book 2.

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

Look at the cover of your test book. Make sure it says "2014 Common Core Mathematics Test Book 2" followed by Form "A," "B," "C," or "D" and "Grade 5." If you do not have the correct book, please raise your hand and I will give you the correct one.

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

Check to make sure each student has written his or her name on the front cover of the test book.

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

Are there any questions?

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

SAY **Now, open your Book 2 and look at the page opposite Page 1.**

Check that all students are looking at the correct page in Book 2.

SAY **Look at the shaded box. Please follow along while I read what is in the box. Your answer sheet has a section labeled "Book 2 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 circle to indicate the letter of the form you are using. Your test book will show you which form letter to fill in on your answer sheet. Please darken the circle 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. Then,

SAY **Now, look at Page 1. 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:**

- **Read each question carefully and think about the answer before choosing your response.**
- **You have been provided with mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.**
- **Plan your time.**

Are there any questions?

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

SAY **Now, turn to the next page. Please remove your mathematics reference sheet to use during this session of the test.**

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

SAY **You will have 80 minutes to complete today's session of the test. I will write the starting and ending times on the board. When you see the words GO ON at the bottom of a test book page, go on to the next page. When you come to the word STOP, you have reached the end of Book 2. You may go back and check your work.**

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 this test is being administered.**

Now, please turn to Page 5 and begin.

Record the starting and ending times.

Make sure that students are on the correct page and are making their marks heavy and dark on their answer sheets for the multiple-choice questions.

Students who finish their test before the allocated time expires should be encouraged to go back and check their work. Once the student checks his or her 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. If ***all*** *students complete the test earlier than the allotted time, you may end the session.*

After 70 minutes have passed, if all students have clearly completed the test, you may skip this next **SAY** *and end the session. If any students are still working on the test,*

SAY **You have 10 more minutes to complete this session of the test.**

After 80 minutes have passed,

SAY **This is the end of Session 2. Please place your answer sheet inside the front cover of your test book and close your test book. Now, I will collect the test books, answer sheets, and mathematics reference sheets.**

Collect all test books, answer sheets, and mathematics reference sheets, making sure each student's answer sheet has been inserted into the test book. Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 5 — Day 3, Book 3

Make sure you to have a copy of Book 3.

Make sure each student has a No. 2 pencil, a ruler, and a protractor. 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 in their test books.*

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

Students are ***not*** *to be given scrap paper. Only the responses in their test books 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 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**
- **Blackberry devices and other PDAs**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras or other photographic equipment**
- **Headphones, headsets, or in-ear headphones, such as earbuds**
- **Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content.**

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 or a 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. 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 2014 Grade 5 Common Core Mathematics Test, Session 3. You will answer the questions in Book 3. You must write your answers directly in your test book.**

You may use your ruler, protractor, and mathematics reference sheet to help you solve some of the problems on the test.

Use only a No. 2 pencil. You may not use a pen or highlighter to record your answers.

Write your answers clearly and legibly. It is important to show all your work as well as your final answer in your test book.

Make sure to write your answer in the space provided for each question.

If you make a mistake, erase it completely or draw a line through it.

You may not use additional paper for your answers.

Only the answers written in your test book will be scored.

Are there any questions?

Pause for questions. When you are confident that all students understand the instructions, distribute to each student a Book 3. If earlier today the student identification labels were affixed to the back covers of the student test books, make sure each student receives the correct test book.

SAY **This is your Book 3. Do not open your test book until I tell you to do so.**

Look at the cover of your test book. Make sure it says "2014 Common Core Mathematics Test Book 3" and "Grade 5." If you do not have the correct book, please raise your hand and I will give you the correct one.

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

Check to make sure each student has written his or her name on the front cover of the test book.

SAY **Now, open your test book 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:**

- **Read each question carefully and think about the answer before writing your response.**
- **You have been provided with mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.**
- **Be sure to show your work when asked.**
- **Plan your time.**

Are there any questions?

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

SAY **Now, turn to the next page. Please remove your mathematics reference sheet to use during this session of the test.**

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

SAY **All of your answers must be written in your test book in the space provided for each question. Also make sure that you are not using space that has been provided for another question.**

You will have 90 minutes to complete today's test. I will write the starting and ending times on the board. When you see the words GO ON at the bottom of a test book 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.

Are there any questions?

Pause for questions. When you are confident that everyone understands how to take the test,

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

Now, please turn to Page 5 and begin.

Record the starting and ending times.

Students who finish their test before the allocated time expires should be encouraged to go back and check their work. Once the student checks his or her 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. If ***all*** *students complete the test earlier than the allotted time, you may end the session.*

After 80 minutes have passed, if all students have clearly completed the test, you may skip this next **SAY** *and end the session. If any students are still working on the test,*

SAY **You have 10 more minutes to complete the test.**

After 90 minutes have passed,

SAY **This is the end of Session 3. Please close your test book. Now, I will collect the test books and mathematics reference sheets.**

Collect all test books and mathematics reference sheets. Follow security procedures established by your principal or school administrator for returning secure test materials.

Test books 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.

2014 Common Core Grades 3–5 Mathematics Tests Teacher's Directions April 30–May 2, 2014