

OHIO GRADUATION TESTS



Administration Manual Summer 2007



IMPORTANT:

Please read this Administration Manual before continuing with any other task related to administration of the Ohio Graduation Tests.

FOR ASSISTANCE:

<i>For Administration, Rules, Regulations, and Test Security Issues:</i> Ohio Department of Education (ODE)	1-614-466-0223 or 1-877-OHIOEDU (Toll-free) 1-614-995-5568 (Fax) Ohio Department of Education Office of Assessment 25 S. Front Street, Mail Stop 507 Columbus, OH 43215
<i>For Ordering and Delivering Test Materials for Summer 2007:</i> Questar Assessment, Inc. (Questar)	1-866-OHIO OGT 1-866-644-6648 1-866-688-0419 (Fax) CustomerService@QuestarAI.com Questar Assessment, Inc. Attn: OGT 5550 Upper 147 th Street West Apple Valley, MN 55124
<i>For Returning Test Materials and Reporting for Summer 2007:</i> American Institutes for Research (AIR) Data Recognition Corporation (DRC)	1-877-231-7809 1-877-231-7813 (Fax) ogthelpdesk@air.org Data Recognition Corporation ATTN: OGT 8900 Wyoming Avenue Brooklyn Park, MN 55445

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IMPORTANT

The information presented in this manual is essential for a successful administration of the Ohio Graduation Tests. Please read this manual carefully prior to administration.

Introduction

This manual will provide you with the information necessary to administer the Ohio Graduation Tests in reading, mathematics, writing, science, and social studies.

Pages 1–9 of this manual contain the information you will need to administer the tests. Pages 10–32 contain oral directions for completing the answer document and administering the tests. The oral directions are presented as a script that contains portions to be read aloud, as well as instructions for the test administrator and monitor. It is important that you read through this entire manual **before** you administer the tests.

Test Administrator’s Information

Security Concerns and Procedures

Maintaining test security is one of your most important responsibilities as a test administrator. Your district’s written procedures for protecting the security of test materials should be followed **at all times**. Secure test materials include the test booklets and any special versions of the tests (e.g., Braille, large print) and answer documents that contain student information or responses. It is illegal and unethical to reproduce or disclose any of this material, or to cause it to be reproduced or disclosed in any format. Test security is vital both for this administration of the tests and for future administrations, since these tests may contain questions and other material that will be used on future operational tests. Thus, you are responsible for ensuring the security not only of the physical test booklets, but of the individual test questions as well. Your responsibility for maintaining the security of test questions and materials continues even after the test booklets and answer documents have been returned.

You should be aware that, under Ohio law, releasing any test questions or other contents of a test to students, or assisting students to cheat in any other way, may result in invalidation of test scores, termination of employment, suspension of licenses to teach, and/or prosecution. Violations of test security provisions contained in your district’s written procedures may be punishable by penalties specified by the district. If you have questions or concerns about your responsibility for test security, consult your Building Test Coordinator.

These are security violations (this is not an exhaustive list).

Prior to or during an administration:

- Reviewing the test before the administration and creating a study guide or in some way releasing the test questions to the students.
- Releasing test questions before they are posted on the ODE Web site, for example, by describing the test questions in a letter, discussing the test questions, photocopying the test questions, or taking a photograph of the test questions using any electronic device.
- Standing by the student's desk and indicating in some manner that the student's answer is incorrect, blank, or deficient in some manner.
- Reviewing forms of the test to compare field-test questions, reviewing test booklets, or discussing the forms.

After the administration:

- Discussing test questions with colleagues or students after the test has been administered but before the test is released to the public. This may affect students who were absent or allow students to change answers on a test in the same booklet.
- Releasing test questions before they are posted on the ODE Web site, for example, by describing the test questions in a letter, discussing the test questions, or photocopying the test questions.
- Erasing incorrect student answers and changing to correct answers.

Students should not be permitted to bring electronic devices into the testing area including cell phones; Personal Digital Assistants (PDAs); cameras; MP3, IPOD, or CD-ROM music players; and non-OGT calculators.

Test booklets are provided to schools in shrink-wrapped packages. None of the packages should be opened until the day of the test administration.

Prior to and following the testing session, the test materials should be kept in a secure location designated by your Building Test Coordinator. Unless directed otherwise by your Building Test Coordinator, you are responsible for returning secure test materials to the storage area **immediately** after the test administration. Only individuals authorized by district policy should have access to these materials. **Under no circumstances** should students have access to testing materials prior to testing or after the testing session is completed. During each test administration, a test administrator or monitor must be in the room at all times. If students are allowed to leave the room while testing is in progress, students should first turn in their test materials. It is preferable that only one student at a time be allowed out of the testing room. Account for all materials before students are dismissed at the end of the

testing session. Once test materials have been turned in and that test session is completed, students may not have access to test materials until the next test session begins. Test security must be maintained at all times. After each administration of the test is completed and the materials have all been accounted for, you must return **all** materials to your Building Test Coordinator **immediately**.

If at any time you believe that a violation of test security has occurred, follow the procedures established by your school district to handle alleged test security violations.

Schedule of Activities

The Summer 2007 Administration of the OGT begins on July 9 and ends on July 30. Districts should complete all testing within a two-week (14 consecutive days) window, which cannot begin before July 9 or extend past July 30. Summer administration is considered optional testing for students who did not pass one or more subjects in the Spring 2007 Administration. Participating schools and districts do not have to offer all five tests. Districts that plan to test more than one subject should follow the sequence used during the Spring 2007 Administration: the reading test should be given first, followed by mathematics, writing, science, and social studies. Testing may begin on any day, and makeup tests may be given anytime after the first day that the test was administered. Students may not take more than one test on the same day and are allowed up to 2-1/2 hours to complete each test, unless additional time is granted due to an Individualized Education Plan (IEP), Section 504 Plan, or Limited-English Proficiency (LEP) accommodations. In these situations where additional time is granted, tests still need to be completed within the same day. Additional makeup days will **not** be granted to districts that have not completed testing by July 30.

Eligible Students

Students who have completed grade 10 or above; who are in an adult high school program; or who have completed curriculum requirements for graduation **may** participate if they have not passed all required tests. **Students who were not in grade 10 or above during the preceding school year should not participate.** Students who are enrolled in school are required to complete ten hours of intervention for each subject area to be tested. Students who have completed curriculum requirements for graduation may test without the required ten hours of intervention. Students who plan to take both the OGT and the Ninth-Grade Proficiency Test in the same subject are only required to have ten hours of total intervention per subject.

Use of Monitors

If more than 30 students will be taking a test in your testing room, you will need to have at least one adult test monitor present in the room to assist you throughout the entire test administration session. You should arrange to have a sufficient number of monitors to assist you so that the ratio of students to adult monitors or test administrators does not exceed 30 to 1. While test administrators must be licensed/certificated employees of the district, monitors may be adult volunteers, substitute teachers, etc. Students may not serve as monitors.

Description of Test Materials

For the Summer 2007 Administration, answer documents and test booklets are packaged separately in sets of 20 and 5. For the summer administration, there is only one test booklet form for each subject, so there is no form code printed on the front cover of the summer test booklets.

The OGT answer document includes space to complete all five tests. Please be sure you are using the Summer 2007 answer documents that were sent with your other testing materials. "Summer 2007" is indicated on the front cover in the upper right corner. **Please destroy any unused answer documents from previous administrations;** they cannot be used for this administration or any future test administrations. It is important that the students record the test booklet ID number, which is located on the first page of each test (pages 3, 13, 23, 37, and 47 in the answer document).

On the first day of test administration, students will complete the name and background sections on the front cover of the answer document, with the exception of the "SCHOOL USE ONLY" section, which the test administrator is responsible for completing. It is very important that the information on the front cover of the answer document is completed correctly. See pages 10–13 of this manual for directions. Answer documents will be collected after each test is completed and distributed again for the next test.

No "scratch" paper will be allowed in the testing room. Students should be asked to use the blank spaces in their test booklets to work out problems during the tests. OGT calculators will be distributed as outlined in the directions for administering the mathematics and science tests. No other calculators will be allowed in the testing room.

Statewide Student Identifier (SSID)

Use of the Statewide Student Identifier (SSID) is **required** for all of Ohio's statewide assessments by all public and community schools, and non-public schools having students on an EdChoice scholarship. The SSID will be embedded in the bar code on the Pre-ID labels, but not visible to the eye. For schools that do not use Pre-ID labels, or when labels are not available for students being tested, test administrators will need to bubble in the SSID in Box "D" on the front of the answer document. Test administrators will need to acquire SSID information before administering the tests. Non-public schools should leave Box "D" blank except for students who have EdChoice scholarships. Due to the confidentiality of the SSID, districts should have a policy and/or procedure in place for schools to obtain the SSID if needed to complete Box "D," without jeopardizing secure student information. Check with your Building and/or District Test Coordinator prior to test administration for more information on the SSID and specific instructions based on your district's or school's policy.

Materials Needed for Testing

Each time a test is administered, you must have the following items:

- test booklets, one per student
- answer documents, one per student
- a supply of extra test booklets and answer documents
- a supply of sharpened No. 2 pencils (**pens may not be used**)
- *Mathematics Reference Sheets*, one per student (mathematics test only)
- a supply of OGT calculators (mathematics and science tests only)
- this administration manual
- a watch or clock

Room Preparation for Testing

Arrive at the testing room early to make sure that it is ready for the testing session. Be sure that there is an area in the room where test materials not in use can be stored away from students. Students should be separated from each other as much as is practical.

Use common sense in removing from view any materials likely to assist students in answering test questions (e.g., maps, posters, charts and graphs, historical documents, etc.).

Use of the Oral Directions Script

In an effort to ensure standardized administration conditions throughout Ohio, this manual contains oral directions that you will read to the students. These directions contain all of the information that students need to know about the test. **Do not deviate from the oral directions.**

Read the appropriate script to your students, paying careful attention to the instructions directed to the test administrator, which are inserted among the oral directions. **All information to be read aloud to students is indented and printed in bold letters.** Instructions to the test administrator have standard margins, and are not indented or bolded.

Time Allotment for Testing

Students will have a maximum of 2-1/2 hours to complete each test. Your instructions to students about the time for each test will depend on your building's testing schedule arrangements. For example, a building may schedule a portion of the 2-1/2 hours of testing time in classrooms, and then move students who are not finished to another location within the school on the same day of the test. **The total testing time must not exceed 2-1/2 hours.**

If students will be moved to another location within the school to complete the test using the remaining time of the 2-1/2 hours, materials must be collected from students, moved by the test administrator, and redistributed to students at the new location. During the move, students must not have access to information or materials that would help them on the test.

Students should not talk during the transition. Test security must be maintained throughout the transition period.

You will need to be familiar with your building's specific arrangements **before** administering a test and be prepared to inform students about these arrangements. The example below illustrates directions you will be giving to students regarding time allotments and room arrangements.

Example: Students will be given 120 minutes to complete the test in their classroom. After 120 minutes, students who have not completed the test will be moved to the auditorium and be allowed the remaining time not exceeding the 2-1/2 hours. Say:

You will have no more than 2-1/2 hours to complete the test. You will have 120 minutes to work in this room. After 120 minutes, if you have not finished, you will have 30 minutes to work on the test in the school auditorium. I will make an announcement five minutes before the end of the first 120 minutes. You may begin.

Note the starting time. After 115 minutes, say:

There are five minutes remaining.

After 120 minutes, say:

Please stop working and put down your pencils. Students who are not finished with the test will be going to the auditorium to finish using the remaining time of the 2-1/2 hours. If you have not finished the test, raise your hand. Your test materials will be collected now.

Collect test materials from all students, keeping the materials belonging to students who have not completed the test separate from those of students who have completed the test.

Breaks

While it is permissible for students to be given a brief break, test security must be maintained throughout the break. Students should not talk during a break.

Students who wish to go to the restroom during the test must turn in all their testing materials to the test administrator prior to leaving the room. It is preferable that only one student at a time be allowed out of the testing room. Test security must be maintained at all times.

Incomplete or Defective Test Materials

It is possible that a student might receive an incomplete or defective answer document or test booklet. Students will be asked to raise their hands if they discover they have defective materials. If material is incomplete or defective, the following procedures should be followed:

Incomplete or Defective Answer Document — Students will check the pages of their answer document before they complete the cover page. At that time, if a document is incomplete or defective, the student should be given another blank answer document that has been checked to verify that it is not defective. The defective copy should be collected, marked “Defective,” and returned with other non-scorable materials.

If a student discovers an incomplete or defective answer document while taking the test, he or she should be given a blank answer document that has been checked to verify that it is not defective. The student should continue with the new copy and later transfer all responses from the defective answer document to the one to be scored. The first copy should be marked “Defective” and will not be scored. It should be returned with other **non-scorable** materials.

Incomplete or Defective Test Booklet — If a student discovers an incomplete or defective test booklet, follow the steps below:

- Give the student a new booklet that you have verified as accurate.
- Direct the student to write her or his name on the booklet.
- So everyone is clear with what has happened, tell the student you will be making some changes on her or his materials because the materials were defective.

As the test administrator, complete the steps below to cross reference all the materials used by a student:

- Collect the defective test booklet and write “Defective” on the cover in large letters. Make sure the defective booklet is not distributed again but is put aside for later return with other non-scorable materials.
- Locate the “Test Booklet ID Number” in the answer document on the following pages: page 3 for reading, page 13 for mathematics, page 23 for writing, page 37 for science, and page 47 for social studies. Cross out the test booklet ID number of the defective booklet in the grid and write the new test booklet ID number below it, so that both the defective test booklet ID number and the replacement test booklet ID number appear on the answer document.

Procedures During Test Administration

Do not let a student use any answer document that has another student’s Pre-ID label on it. If a label has already been placed on an answer document and that student is not taking the test, the unused answer document must be destroyed. A new answer document should be assigned to the student who is taking the test. If a Pre-ID label is not available for the student, the name and background information on the front cover of the answer document **must** be filled out. A Pre-ID label that has the student’s name crossed through must **never** be used. Do not try to remove a Pre-ID label, as it will tear the answer document.

Once the test has begun, the test administrator and monitors should circulate throughout the room at regular intervals. **The test administrator or monitors should check to be sure that students are marking their answers in the appropriate section of the answer document. Answer documents with answers in the incorrect section will require a rescore at cost to the district.** Monitors should not interfere with student concentration in order to check answer documents.

Students should not be allowed to talk during the administration. Students who finish a test before the allotted testing time is complete should **immediately** turn in all test materials to the test administrator. Then, those students should be directed according to the procedures established for your building. **Once test materials have been turned in and that test session is completed, students may not have access to test materials until the next test session begins. Test security must be maintained at all times.**

Students may use highlighters in the test booklet only. Remind students to use only No. 2 pencils in the answer document. Pens **may not** be used in the answer document and could cause delays in scoring.

Procedures for Students with Accommodations

If a student with disabilities takes a state test, the test should be administered under all normal testing conditions with the exception of those accommodations **specifically** documented in the student's IEP or Section 504 Plan. Any accommodation for an individual **must** be specified **before** the student takes the test. Students identified as Limited-English Proficient may use a dictionary and have additional time to complete the test.

Accommodations must always be related to the student's specific disability. Accommodations that change the content of the test are **not** allowed. For example, it is **not allowable** to read the passages on the reading test, or define words used in the reading passages, charts, graphs, other stimulus materials and in the test questions.

Accommodations in format (large print and Braille) **are allowed** and are available upon request from Questar. These materials should have been ordered in advance; please check with your Building or District Test Coordinator if you cannot locate them. Braille and large print test booklets are numbered in the same way as regular test booklets, and the ID number must be entered in the test booklet ID number grid located on the first page of each test in the answer document.

Accommodations in test administration procedures **are allowed** as long as they are in the student's IEP or 504 Plan, are related to the student's specific disability, do **not** change the content of the test, and do **not** provide the student with hints or clues that may enhance her or his response. Students' responses should be a reflection of their true ability and should not be influenced by accommodations that are not allowable.

A student's allowable accommodation will **not** invalidate a passing score on the test, nor will that accommodation be indicated when recording student performance on a transcript.

Procedures for Completing “SCHOOL USE ONLY” Section

On the front cover of the answer document, in the shaded area labeled “SCHOOL USE ONLY,” test administrators will complete sections J., K., L., and M. for students who are eligible.

In section “J. LEP/IEP STATUS,” darken the circle(s) corresponding to any test(s) taken by students who are identified as LEP or have an IEP or a 504 plan who require accommodations during testing for that content area. Mark all subjects that apply.

In section “K. ACCOMMODATIONS,” darken the circle(s) corresponding to any test(s) taken by students who used accommodations during testing. These accommodations include: read aloud, extended time, dictionary (LEP), scribe/transcription, special calculator (not the standard OGT SC-121 calculator), small group/1:1, other, and none apply. Mark all subjects that apply for each accommodation used during each test.

In section “L. SPECIAL VERSIONS,” darken the circle(s) corresponding to the special version of the test the students used. The special versions available for the Summer 2007 Administration are Braille and large print.

In section “M. Migrant Student,” darken the circle if the student meets eligibility as a migrant student.

Procedures Following Test Administration

When the allotted time for a test is complete, ask students to stop working. Do not allow students to leave the room until you have collected and accounted for all testing materials. Ask students to keep their test booklets separate from their answer documents. Collect an answer document and a test booklet from each student individually. Do not allow students to “pass around” test materials.

All test booklets and answer documents should be carefully counted before any student leaves the testing room. To minimize the time that students must wait while materials are counted, you may wish to count all unused materials during testing. This will expedite accounting for all materials once students finish testing.

Directions for Completing the Answer Document

As soon as all students are present, determine how many students are in the room. Count the number of test booklets and answer documents that are needed. You will need to have an answer document and a test booklet to use when giving instructions. Put any extra materials in a secure location.

When it is time to begin the test and all students are seated, say:

Testing is now in progress. You may have nothing on your desk except a pencil and perhaps an eraser. If you need a pencil, raise your hand and you will be given one. Pens may not be used.

If students have any books or personal items, including cell phones and other electronic devices, direct them to place such items in a specific area away from any students, then say:

You will be taking the Ohio Graduation Tests. There are five tests: reading, mathematics, writing, science, and social studies. You will take only one test per day.

In a moment, the answer documents will be distributed. Do not write anything on your answer document until I have instructed you to do so. You must use only a No. 2 pencil. Do not use a pen. If you need a pencil, raise your hand and you will be given one.

Distribute pencils as needed. Distribute an answer document to each student individually. Do not “pass around” answer documents. When every student has received an answer document, hold up an answer document and say:

Before you complete the front cover, check your answer document to be sure that it says “Summer 2007” in the upper right corner and that the document is complete and not defective in any way. I will describe what you should see. If your copy is different, raise your hand and you will be given another answer document.

Replace any defective documents. Continue holding up an answer document and say:

On the front cover of the answer document there are many boxes with circles. The cover should look like this.

Box “A” should be completed whether or not you are using Pre-ID labels.

In Box “A” on the front cover of your answer document, on the line labeled “STUDENT NAME,” print your first and last name. On the line labeled “DISTRICT NAME,” print _____ (tell students the name of their district). On the line labeled “SCHOOL NAME,” print _____ (tell students the name of their school). On the line labeled “COUNTY NAME,” print _____ (tell students the name of their county).

Go to the directions for Box "I" on page 13 if all students have Pre-ID labels. If not, read the directions for boxes B–H below.

Hold up an answer document and point to Box "B," student name grid, and then say:

Next, locate Box "B" labeled "STUDENT LAST NAME," "STUDENT FIRST NAME," and "MI" in the middle of the answer document.

Locate the row of boxes below the words "STUDENT LAST NAME." You will print your last name in the boxes provided. First, print your last name, beginning with the first box on the left edge. Print one letter in each box. If you have more letters in your last name than there are boxes for your last name, print as many letters as will fit.

Pause until students appear finished, and then say:

Next, print your first name in the boxes provided. Print one letter in each box, beginning with the first box under the words "STUDENT FIRST NAME." If you have more letters in your first name than there are boxes, print as many letters as will fit.

In the box labeled "MI," print the first letter of your middle name if you have a middle name.

Now, below each letter that you printed, darken the circle that contains that letter. Stay in the correct column as you look for the letter to darken. Darken the correct circles completely. If you make a mistake, erase your mistake completely.

If there are any empty boxes where you printed your first or last name, darken the empty circle directly under each empty box.

NOTE: For Box "C" labeled "LOCAL STUDENT ID" and Box "D" labeled "SSID (State-assigned)," please see the directions below. Make sure to follow your district policy/procedures in completing Box "C." For Box "D," the SSID is REQUIRED for all students in public and community schools, and students on EdChoice scholarships attending chartered non-public schools. Box "C" is optional for all districts/schools.

To the right of the name grid is Box "C" labeled "LOCAL STUDENT ID." If your school issues student identification cards with numbers and your school would like students to put their identification numbers on their answer documents, instruct students to do so at this time. Students should not enter their Social Security Number. Otherwise, instruct students to ignore this box.

In the row of boxes in section "C" labeled "LOCAL STUDENT ID," enter your local student number by printing one letter or number in each of the nine boxes. Do not enter your Social Security Number.

Now, below each letter or number that you printed, darken the circle that contains that letter or number. Stay in the correct column as you look for the letter or number to darken. Darken the correct circles completely. If you make a mistake, erase your mistake completely.

The summer administration has an area (section D) for the use of the SSID. If your school policy allows students to put their SSID numbers on their answer documents, instruct students to do so at this time. If you or someone else will be completing the SSID section, skip to Box "E" instructions.

Pause until students appear finished, hold up an answer document and point to Box "D," then say:

In the row of boxes in section "D" labeled "SSID (State-assigned)," enter your unique SSID by printing one letter or number in each of the nine boxes. The first two boxes of the SSID are letters, and the last seven boxes are numbers.

Now, below each letter or number that you printed, darken the circle that contains that letter or number. Stay in the correct column as you look for the letter or number to darken. Darken the correct circles completely. If you make a mistake, erase your mistake completely.

Pause until students appear finished, hold up an answer document and point to Box "E," then say:

Locate Box "E" labeled "GRADE." Darken the appropriate circle.

Adult education students are enrolled in an adult education program; proficiency only students have completed all curriculum requirements for graduation and must pass at least one required test before receiving a diploma.

Pause until students appear finished, hold up an answer document and point to Box "F," then say:

Locate Box "F" labeled "GENDER." Darken the appropriate circle.

Pause until students appear finished, hold up an answer document and point to Box "G," then say:

Locate Box "G" labeled "DATE OF BIRTH."

There are three headings in this box: "Month," "Day," and "Year." First, locate the column labeled "Month." In the column below, darken the circle next to the month you were born. For example, if you were born in April, you would darken the circle next to the letters "A-p-r."

Next, locate the column labeled “Day.” In the boxes provided, write the day of the month you were born. If you were born on one of the first nine days of a month, write zero in the first column. For example, if you were born on the fifth day of the month, write zero in the left column and five in the right column. Now darken the appropriate circles under each number you have written.

Under the column labeled “Year,” write the last two numbers of the year you were born. For example, if you were born in 1989, you would write eight in the left column and nine in the right column. Now darken the appropriate circle under each number you have written.

Pause until students appear finished, hold up an answer document and point to Box “H,” then say:

Locate Box “H” labeled “ETHNICITY.” Darken the circle next to the best description of your ethnic background.

Pause until students appear finished, hold up an answer document and point to Box “I,” then say:

Locate Box “I” labeled “TESTS TAKEN.” You will complete this section prior to taking each test. For example, you will darken the circle next to “Reading” on the day that you are taking the reading test. Do not complete this section until you are instructed to do so.

Pause until students appear finished, hold up an answer document and point to the “SCHOOL USE ONLY” section, then say:

Do not fill in any information in the red shaded areas marked “SCHOOL USE ONLY,” including “J. LEP/IEP STATUS,” “K. ACCOMMODATIONS,” “L. SPECIAL VERSIONS,” and “M. Migrant Student” on the lower left side of the page.

Please check your answer document for any stray pencil marks, especially at the bottom right side of the answer document. If there are any stray marks, please erase them completely.

Directions for Administering the Reading Test

Please note that reading passages shall not be read aloud to any student regardless of IEP directions because extended accommodations are no longer allowed.

If students have books or personal items, including cell phones and other electronic devices, direct them to place such items in a specific area away from any students. You will need an answer document and a test booklet when giving directions.

Before the test begins, students should have completed the identifying information on the front cover of the answer document. If students who have not completed the identifying information are present, distribute answer documents to these students, then return to page 10 of this manual and read the instructions for completing the answer document. After all students have completed the identifying information, the test booklets should be distributed. Say:

Today you will be taking the reading test. Test booklets and answer documents will now be distributed. Do not open either booklet until you are told to do so. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one. Pens may not be used.

Distribute one reading test booklet and the correct answer document to each student. Distribute pencils as needed.

Hold up an answer document and point to Box "I" labeled "TEST(S) TAKEN" located at the bottom of the front cover. Say:

On your answer document, locate Box "I" labeled "TESTS TAKEN" at the bottom of the front cover. Darken the circle next to the word "Reading."

Hold up a reading test booklet and point to "Student Name" at the top of the front cover. Say:

Print your first and last names in the space provided, labeled "Student Name," at the top of the front cover of the reading test booklet.

Pause until students appear finished, then point to the eight-digit identification number on the front cover of the test booklet, which is located in the lower left corner, next to the barcode. The single digit after the dash is not part of the test booklet ID number but is used for internal control purposes. Say:

Find the identification number on the front cover of the reading test booklet.

Hold up an answer document opened to page 3 and point to the “Test Booklet ID Number” located in the upper right corner of the page. Say:

Turn to page 3 of the answer document. Locate the words, “Test Booklet ID Number” in the upper right corner of the page. Then write the ID number that appears on the front cover of your reading test booklet in the eight boxes next to the letter “R” in bold type. Record only the numbers before the dash.

Are there any questions about completing this information on the answer document?

Answer questions as needed. After determining that each student has correctly written in the test booklet ID number on page 3 of the answer document, say:

In a few minutes, you will be taking the reading test. Please keep your test booklet closed while I read these directions to you. You may not use any reference materials on this test. There are 44 questions on this test. Most of the questions are multiple-choice. There are some short-answer and extended-response questions that will require you to write a response.

Hold up an answer document opened to page 3. Say:

You will mark your answers in the section of the answer document that begins on page 3. The word “Reading” appears at the top of each page. You may underline words or write in the margins or blank areas of your test booklet as you wish.

Remember, you must mark all of your answers in the reading section of the answer document. Answers written in the test booklet will not be scored. For each multiple-choice question, mark your answer in the space that corresponds to the question number on the answer document. Darken the circles completely on the answer document. If you change an answer, make sure that you erase your old answer completely. Complete the short-answer and extended-response questions in the spaces provided on your answer document.

The questions on the reading test are based on reading passages. You will read a passage first and then answer questions about it. You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

If you discover that your test booklet is incomplete or defective, raise your hand and you will be given another test booklet.

Make announcements about time allotments and room arrangements (see pages 5–6). Then say:

If you finish the test early, you may check the work you did today. Look only at the reading section of your answer document located on pages 3–10. When you finish, raise your hand and your test materials will be collected.

Open your test booklet. The words “READING TEST” are across the top of the page. Read the directions at the top of the page and begin.

It is important for students to fill in their answers in the correct space on the answer document. If students are noticed marking in the incorrect test section (e.g., answering the reading questions in the mathematics section), they should be directed to erase their marks in that section and record their answers in the correct section. The Building Test Coordinator should then be notified of the names of these students.

Make a note of the starting time. If students are getting a brief break, make an announcement at that time. Students should not talk during a break. It is preferable that only one student at a time be allowed out of the testing room. Remember that test security must be maintained at all times.

If there will be a transition period during which students will move to another area to complete the test using the remaining time of the 2-1/2 hours, make an announcement five minutes before the end of the initial time allotment (see pages 5–6). Ask students to stop working at the end of the initial time allotment.

If students are to complete the test at another location, collect test materials individually from these students. Test materials should be collected in the order in which they were distributed and then redistributed at the new location. Students should not talk during the transition. Test security must be maintained throughout the transition period.

After the transition, students who have not completed the test should receive their original test materials. The transition or passing time is **not** included in the 2-1/2 hour maximum amount of time allotted for each student. Announce how much time students have remaining, and ask students to begin. Make a note of the starting time.

Make an announcement five minutes before the end of the testing period. Alert students to erase any stray marks, as the marks may affect scoring.

At the end of the testing time, any student still working on the test should be asked to stop working. Say:

Stop. Put your pencil down. Close your test booklet and answer document.

Collect all test materials from the students. All test booklets and answer documents should be counted. When all materials have been accounted for, test booklets should be put in numeric order. IMMEDIATELY return ALL test materials to the Building Test Coordinator. Under **no** circumstances should students have access to test materials prior to or after a testing session is completed.

ACCOUNT FOR ALL TEST MATERIALS

Directions for Administering the Mathematics Test

If students have books or personal items, including cell phones and other electronic devices, direct them to place such items in a specific area away from any students. You will need an answer document and a test booklet when giving directions.

Before the test begins, students should have completed the identifying information on the front cover of the answer document. If students who have not completed the identifying information are present, distribute answer documents to these students, then return to page 10 of this manual and read the instructions for completing the answer document. After all students have completed the identifying information, distribute the OGT calculators. Say:

I will now distribute the OGT calculators. You may use this calculator on any part of the mathematics test. You may not use any other calculator.

Distribute the OGT calculators, one per student. If the calculators are in boxes, say:

You may remove the OGT calculator from its box. The boxes will be collected.

Distribute Mathematics Reference Sheets, one to each student. Say:

I will now distribute Mathematics Reference Sheets. You may use the edge of the Mathematics Reference Sheet as a straightedge, if needed, during the test.

Today you will be taking the mathematics test. Test booklets and answer documents will now be distributed. Do not open either booklet until you are told to do so. You may have nothing else on your desk except a pencil, the OGT calculator, the Mathematics Reference Sheet, and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one. Pens may not be used.

Distribute one mathematics test booklet and the correct answer document to each student. Distribute pencils as needed.

Hold up an answer document and point to Box "I" labeled "TEST(S) TAKEN" located at the bottom of the front cover. Say:

On your answer document, locate Box "I" labeled "TESTS TAKEN" at the bottom of the front cover. Darken the circle next to the word "Mathematics."

Hold up a mathematics test booklet and point to "Student Name" at the top of the front cover. Say:

Print your first and last names in the space provided, labeled “Student Name,” at the top of the front cover of the mathematics test booklet.

Pause until students appear finished, and then point to the eight-digit identification number on the front cover, which is located in the lower left corner next to the barcode. The single digit after the dash is not part of the test booklet ID number, but is used for internal control purposes. Say:

Find the identification number on the front cover of the mathematics test booklet.

Hold up an answer document opened to page 13 and point to the “Test Booklet ID Number” located in the upper right corner of the page. Say:

Turn to page 13 of the answer document. Locate the words “Test Booklet ID Number” in the upper right corner of the page. Then write the ID number that appears on the front cover of your mathematics test booklet in the eight boxes next to the letter “M” in bold type. Record only the numbers before the dash.

Are there any questions about completing this information on the answer document?

Answer questions as needed. After determining that each student has correctly written in the test booklet ID number on page 13 of the answer document, say:

In a few minutes, you will be taking the mathematics test. Please keep your test booklet closed while I read these directions to you. There are 44 questions on this test. Most of the questions are multiple-choice. There are some short-answer and extended-response questions that will require you to write a response and show your work.

Hold up an answer document opened to page 13. Say:

You will mark your answers in the section of the answer document that begins on page 13. The word “Mathematics” appears at the top of each page. You may use the blank areas in your test booklet to help you solve problems as you wish. If there is not enough space on a page, you may use the blank pages at the end of your test booklet. Extra grid paper is provided on page 12 of the answer document, opposite the first page of the mathematics section. Use of this grid is optional. Nothing on the grid will be scored.

Remember, you must mark all your answers in the mathematics section of the answer document. Answers written in the test booklet will not be scored. For each multiple-choice question, mark your answer in the space that corresponds to the question number on the answer

document. Darken the circles completely on the answer document. If you change an answer, make sure that you erase your old answer completely. Complete the short-answer and extended-response questions in the spaces provided on your answer document.

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

If you discover that your test booklet is incomplete or defective, raise your hand and you will be given another test booklet.

Make announcements about time allotments and room arrangements (see pages 5–6). Then say:

If you finish the test early, you may check the work you did today. Look only at the mathematics section of your answer document located on pages 13–20. When you finish, raise your hand and your test materials will be collected.

Open your test booklet. The words “MATHEMATICS TEST” are across the top of the page. Read the directions at the top of the page and begin.

It is important for students to fill in their answers in the correct space on the answer document. If students are noticed marking in the incorrect test section (e.g., answering the mathematics questions in the reading section), they should be directed to erase their marks in that section and record their answers in the correct section. The Building Test Coordinator should then be notified of the names of these students.

Make a note of the starting time. If students are getting a brief break, make an announcement at that time. Students should not talk during a break. It is preferable that only one student at a time be allowed out of the testing room. Remember that test security must be maintained at all times.

If there will be a transition period during which students will move to another area to complete the test using the remaining time of the 2-1/2 hours, make an announcement five minutes before the end of the initial time allotment (see pages 5–6). Ask students to stop working at the end of the initial time allotment.

If students are to complete the test at another location, collect test materials individually from these students. Test materials should be collected in the order in which they were distributed and then redistributed at the new location. Students should not talk during the transition. Test security must be maintained during the transition period.

After the transition, students who have not completed the test should receive their original test materials. The transition or passing time is **not** included in the 2-1/2 hour maximum

amount of time allotted for each student. Announce how much time students have remaining, and ask students to begin. Make a note of the starting time.

Make an announcement five minutes before the end of the testing period. Alert students to erase any stray marks, as the marks may affect scoring.

At the end of the testing time, any student still working on the test should be asked to stop working. Say:

Stop. Put your pencil down. Close your test booklet and answer document.

Collect all test materials from students (including the OGT calculators). All test booklets, answer documents, Mathematics Reference Sheets, and calculators should be counted. When all materials have been accounted for, test booklets should be put in numeric order. IMMEDIATELY return ALL test materials to the Building Test Coordinator. Under **no** circumstances should students have access to test materials prior to or after a testing session is completed.

ACCOUNT FOR ALL TEST MATERIALS

Directions for Administering the Writing Test

If students have books or personal items, including cell phones and other electronic devices, direct them to place such items in a specific area away from any students. You will need an answer document and a test booklet when giving directions.

Before the test begins, students should have completed the identifying information on the front cover of the answer document. If students who have not completed the identifying information are present, distribute answer documents to these students, then return to page 10 of this manual and read the instructions for completing the answer document. After all students have completed the identifying information, the test booklets should be distributed. Say:

Today you will be taking the writing test. Test booklets and answer documents will now be distributed. Do not open either booklet until you are told to do so. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one. Pens may not be used.

Distribute one writing test booklet and the correct answer document to each student. Distribute pencils as needed.

Hold up an answer document and point to Box "I" labeled "TEST(S) TAKEN" located at the bottom of the front cover. Say:

On your answer document, locate Box "I" labeled "TESTS TAKEN" at the bottom of the front cover. Darken the circle next to the word "Writing."

Hold up a writing test booklet and point to "Student Name" at the top of the front cover. Say:

Print your first and last names in the space provided, labeled "Student Name," at the top of the front cover of the writing test booklet.

Pause until students appear finished, then point to the eight-digit identification number on the front cover, which is located in the lower left corner, next to the barcode. The single digit after the dash is not part of the test booklet identification number, but is used for internal control purposes. Say:

Find the identification number on the front cover of the writing test booklet.

Hold up an answer document opened to page 23 and point to the "Test Booklet ID Number" located in the upper right corner of the page. Say:

Turn to page 23 of the answer document. Locate the "Test Booklet ID Number" in the upper right corner of the page. Then write the ID number of your writing test booklet in the eight boxes next to the letter

“W” in bold type. Record only the numbers before the dash.

Are there any questions about completing this information on the answer document?

Answer questions as needed. After determining that each student has correctly written in the test booklet ID number on page 23 of the answer document, say:

In a few minutes you will be taking the writing test. Please keep your test booklet closed while I read these directions to you. The test includes 10 multiple-choice questions, one short-answer question, and two writing prompts.

Hold up an answer document opened to page 23. Say:

You will mark your answers in the section of the answer document that begins on page 23. The word “Writing” appears at the top of each page. You must use a pencil for the writing test. You may not use a dictionary, thesaurus, or other reference material.

For the writing prompts, you will compose writing samples on two different topics. There are only four pages for each writing prompt, so be sure to leave enough space to finish your essays. You must write on the lined pages of the answer document. You may erase, cross out, and make other editing changes on your compositions. You may use printing or cursive writing, but your compositions must be legible. There is no requirement on how much you should write; however, you should cover the topic thoroughly. You may make an outline or write notes in your test booklet before writing. Credit will not be given for outlines, notes, or anything else written in your test booklet. Extra “pre-writing” paper is provided on pages 22 and 30 of the answer document, opposite the first page allotted to each writing prompt. Use of this pre-writing paper is optional. Nothing on the pre-writing paper will be scored.

You may respond to the writing prompts in either order; however, your composition for the first prompt (Question 1) must begin on page 23, and your composition for the second prompt (Question 13) must begin on page 31. Be sure to budget your time so that you can completely respond to both writing prompts. Are there any questions?

Answer questions as needed. Say:

Remember, you must mark all your answers in the writing section of the answer document. Answers written in the test booklet will not be scored. For each multiple-choice question, mark your answer in the space that corresponds to the question number on the answer

document. Darken the circles completely on the answer document. If you change an answer, make sure that you erase your old answer completely. For the short-answer question (Question 5), your response must be on page 28.

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one answer for each multiple-choice question.

If you discover that your test booklet is incomplete or defective, raise your hand and you will be given another test booklet.

Make announcements about time allotments and room arrangements (see pages 5–6). Then say:

If you finish the test early, you may check the work you did today. Look only at the writing section of your answer document located on pages 23–34. When you finish, raise your hand and your test materials will be collected.

Open your test booklet. The words “WRITING TEST” are across the top of the page. Read the directions at the top of the page and begin.

It is important for students to fill in their answers in the correct space on the answer document. If students are noticed marking in the incorrect test section (e.g., answering the writing questions in the reading section), students should be directed to erase their marks in that section and record their answers in the correct section. The Building Test Coordinator should then be notified of the names of students who marked in the incorrect section.

Also, please check that all students are responding to the two writing prompts on the correct pages of the answer document (i.e., question 1, prompt 1 on page 23 and question 13, prompt 2 on page 31). If not, students should be directed to place their responses in the correct location.

Make a note of the starting time. If students are getting a brief break, make an announcement at that time. Students should not talk during a break. It is preferable that only one student at a time be allowed out of the testing room. Remember that test security must be maintained at all times.

If there will be a transition period during which students will move to another area to complete the test using the remaining time of the 2-1/2 hours, make an announcement five minutes before the end of the initial time allotment (see pages 5–6). Ask students to stop working at the end of the initial time allotment.

If students are to complete the test at another location, collect test materials individually

from these students. Test materials should be collected in the order in which they were distributed and then redistributed at the new location. Students should not talk during the transition. Test security must be maintained throughout the transition period.

After the transition, students who have not completed the test should receive their original test materials. The transition or passing time is **not** included in the 2-1/2 hour maximum amount of time allotted for each student. Announce how much time students have remaining, and ask students to begin. Make a note of the starting time.

Make an announcement five minutes before the end of the testing period. Alert students to erase any stray marks, as the marks may affect scoring.

At the end of the testing time, any student still working on the test should be asked to stop working. Say:

Stop. Put your pencil down. Close your test booklet and answer document.

Collect all test materials from students. All test booklets and answer documents should be counted. When all materials have been accounted for, test booklets should be put in numeric order. IMMEDIATELY return ALL test materials to the Building Test Coordinator. Under **no** circumstances should students have access to test materials prior to or after a testing session is completed.

ACCOUNT FOR ALL TEST MATERIALS

Directions for Administering the Science Test

If students have books or personal items, including cell phones and other electronic devices, direct them to place such items in a specific area away from any students. You will need an answer document and a test booklet when giving directions.

Before the test begins, students should have completed the identifying information on the front cover of the answer document. If students who have not completed the identifying information are present, distribute answer documents to these students, then return to page 10 of this manual and read the instructions for completing the answer document. After all students have completed the identifying information, the OGT calculators may be distributed. OGT calculators should be available to students during the science test. You may either distribute them to all students or provide them to students upon request. If you distribute OGT calculators to each student, say:

I will now distribute the OGT calculators. You may use this calculator on any part of the science test. You may not use any other calculator.

Distribute the OGT calculators, one per student. If the calculators are in boxes, say:

You may remove the OGT calculator from its box. The boxes will be collected.

Say:

Today you will be taking the science test. Test booklets and answer documents will now be distributed. Do not open either booklet until you are told to do so. You may have nothing else on your desk except a pencil, the OGT calculator, and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one. Pens may not be used.

Distribute one science test booklet and the correct answer document to each student. Distribute pencils as needed.

Hold up an answer document and point to Box "I" labeled "TEST(S) TAKEN" located at the bottom of the front cover. Say:

On your answer document, locate Box "I" labeled "TESTS TAKEN" at the bottom of the front cover. Darken the circle next to the word "Science."

Hold up a science test booklet and point to "Student Name" at the top of the front cover. Say:

Print your first and last names in the space provided, labeled "Student Name," at the top of the front cover of the science test booklet.

Pause until students appear finished, then point to the eight-digit identification number on the front cover, which is located in the lower left corner, next to the barcode. The single digit after the dash is not part of the test booklet identification number, but is used for internal control purposes. Say:

Find the identification number on the front cover of the science test booklet.

Hold up an answer document opened to page 37 and point to the “Test Booklet ID Number” located in the upper right corner of the page. Say:

Turn to page 37 of the answer document. Locate the “Test Booklet ID Number” in the upper right corner of the page. Then write the ID number of your science test booklet in the eight boxes next to the letter “S” in bold type. Record only the numbers before the dash.

Are there any questions about completing this information on the answer document?

Answer questions as needed. After determining that each student has correctly written in the test booklet ID number on page 37 of the answer document, say:

In a few minutes, you will be taking the science test. Please keep your test booklet closed while I read these directions to you. You may not use any reference materials on this test. There are 44 questions on this test. Most of the questions are multiple-choice. There are some short-answer and extended-response questions that will require you to write a response and show your work.

Hold up an answer document opened to page 37. Say:

You will mark your answers in the section of the answer document that begins on page 37. The word “Science” appears at the top of each page. You may use the blank areas in your test booklet to help you solve problems as you wish. If there is not enough space on a page, you may use the blank pages at the end of your test booklet.

Remember, you must mark all your answers in the science section of the answer document. Answers written in the test booklet will not be scored. For each multiple-choice question, mark your answer in the space that corresponds to the question number on the answer document. Darken the circles completely on the answer document. If you change an answer, make sure that you erase your old answer completely. Complete the short-answer and extended-response questions in the spaces provided on your answer document.

You should try your best to answer all questions, even if you are not sure

of the answers for some of them. Mark only one answer for each multiple-choice question.

If you discover that your test booklet is incomplete or defective, raise your hand and you will be given another test booklet.

Make announcements about time allotments and room arrangements (see pages 5–6). Then say:

If you finish the test early, you may check the work you did today. Look only at the science section of your answer document located on pages 37–44. When you finish, raise your hand and your test materials will be collected.

Open your test booklet. The words “SCIENCE TEST” are across the top of the page. Read the directions at the top of the page and begin.

It is important for students to fill in their answers in the correct space on the answer document. If students are noticed marking in the incorrect test section (e.g., answering the science questions in the reading section), they should be directed to erase their marks in that section and record their answers in the correct section. The Building Test Coordinator should then be notified of the names of these students.

Make a note of the starting time. If students are having a brief break, make an announcement at that time. Students should not talk during a break. It is preferable that only one student at a time be allowed out of the testing room. Remember that test security must be maintained at all times.

If there will be a transition period during which students will move to another area to complete the test using the remaining time of the 2-1/2 hours, make an announcement five minutes before the end of the initial time allotment (see pages 5–6). Ask students to stop working at the end of the initial time allotment.

If students are to complete the test at another location, collect test materials individually from these students. Test materials should be collected in the order in which they were distributed and then redistributed at the new location. Students should not talk during the transition. Test security must be maintained throughout the transition period.

After the transition, students who have not completed the test should receive their original test materials. The transition or passing time is **not** included in the 2-1/2 hour maximum amount of time allotted for each student. Announce how much time students have remaining, and ask students to begin. Make a note of the starting time.

Make an announcement five minutes before the end of the testing period. Alert students to erase any stray marks, as the marks may affect scoring.

At the end of the testing time, any student still working on the test should be asked to stop working. Say:

Stop. Put your pencil down. Close your test booklet and answer document.

Collect all test materials from students (including the OGT calculators). All test booklets, answer documents, and calculators should be counted. When all materials have been accounted for, test booklets should be put in numeric order. IMMEDIATELY return ALL test materials to the Building Test Coordinator. Under **no** circumstances should students have access to test materials prior to or after a testing session is completed.

ACCOUNT FOR ALL TEST MATERIALS

Directions for Administering the Social Studies Test

If students have books or personal items, including cell phones and other electronic devices, direct them to place such items in a specific area away from any students. You will need an answer document and a test booklet when giving directions.

Before the test begins, students should have completed the identifying information on the front cover of the answer document. If students who have not completed the identifying information are present, distribute answer documents to these students, then return to page 10 of this manual and read the instructions for completing the answer document. After all students have completed the identifying information, the test booklets should be distributed. Say:

Today you will be taking the social studies test. Test booklets and answer documents will now be distributed. Do not open either booklet until you are told to do so. You may have nothing else on your desk except a pencil and perhaps an eraser. If you do not have a pencil, raise your hand and you will be given one. Pens may not be used.

Distribute one social studies test booklet and the correct answer document to each student. Distribute pencils as needed.

Hold up an answer document and point to Box "I" labeled "TEST(S) TAKEN" located at the bottom of the front cover. Say:

On your answer document, locate Box "I" labeled "TESTS TAKEN" at the bottom of the front cover. Darken the circle next to the word "Social Studies."

Hold up a social studies test booklet and point to "Student Name" at the top of the front cover. Say:

Print your first and last names in the space provided, labeled "Student Name," at the top of the front cover of the social studies test booklet.

Pause until students appear finished, then point to the eight-digit identification number on the front cover, which is located in the lower left corner, next to the barcode. The single digit after the dash is not part of the test booklet identification number but is used for internal control purposes. Say:

Find the identification number on the front cover of the social studies test booklet.

Hold up an answer document opened to page 47 and point to the "Test Booklet ID Number" located in the upper right corner of the page. Say:

Turn to page 47 of the answer document. Locate the "Test Booklet ID

Number” in the upper right corner of the page. Then write the ID number of your social studies test booklet in the eight boxes next to the letters “SS” in bold type. Record only the numbers before the dash.

Are there any questions about completing this information on the answer document?

Answer questions as needed. After determining that each student has correctly written in the test booklet ID number on page 47 of the answer document, say:

In a few minutes, you will be taking the social studies test. Please keep your test booklet closed while I read these directions to you. You may not use any reference materials on this test. There are 44 questions on this test. Most questions are multiple-choice. There are some short-answer and extended-response questions that will require you to write a response.

Hold up an answer document opened to page 47. Say:

You will mark your answers in the section of the answer document that begins on page 47. The words “Social Studies” appear at the top of each page. You may underline words or write in the margins or blank areas of your test booklet as you wish.

Remember, you must mark all your answers in the social studies section of the answer document. Answers written in the test booklet will not be scored. For each multiple-choice question, mark your answer in the space that corresponds to the question number on the answer document. Darken the circles completely on the answer document. If you change an answer, make sure that you erase your old answer completely. Complete the short-answer and extended-response questions in the spaces provided on your answer document.

You should try your best to answer all questions, even if you are not sure of the answers for some of them. Mark only one multiple-choice answer for each question.

If you discover that your test booklet is incomplete or defective, raise your hand and you will be given another test booklet.

Make announcements about time allotments and room arrangements (see pages 5–6). Then say:

If you finish the test early, you may check the work you did today. Look only at the social studies section of your answer document located on pages 47–54. When you finish, raise your hand and your test materials will be collected.

Open your test booklet. The words “SOCIAL STUDIES TEST” are across the top of the page. Read the directions at the top of the page and begin.

It is important for students to fill in their answers in the correct space on the answer document. If students are noticed marking in the incorrect test section (e.g., answering the social studies questions in the reading section), they should be directed to erase their marks in that section and record their answers in the correct section. The Building Test Coordinator should then be notified of the names of these students.

Make a note of the starting time. If students are having a brief break, make an announcement at that time. Students should not talk during a break. It is preferable that only one student at a time be allowed out of the testing room. Remember that test security must be maintained at all times.

If there will be a transition period during which students will move to another area to complete the test using the remaining time of the 2-1/2 hours, make an announcement five minutes before the end of the initial time allotment (see pages 5–6). Ask students to stop working at the end of the initial time allotment.

If students are to complete the test at another location, collect test materials individually from these students. Test materials should be collected in the order in which they were distributed and then redistributed at the new location. Students should not talk during the transition. Test security must be maintained throughout the transition period.

After the transition, students who have not completed the test should receive their original test materials. The transition or passing time is **not** included in the 2-1/2 hour maximum amount of time allotted for each student. Announce how much time students have remaining, and ask students to begin. Make a note of the starting time.

Make an announcement five minutes before the end of the testing period. Students should erase any stray marks as the marks may affect scoring.

At the end of the testing time, any student still working on the test should be asked to stop working. Say:

Stop. Put your pencil down. Close your test booklet and answer document.

Collect all test materials from students. All test booklets and answer documents should be counted. When all materials have been accounted for, test booklets should be put in numeric order. IMMEDIATELY return ALL test materials to the Building Test Coordinator. Under **no** circumstances should students have access to test materials prior to or after a testing session is completed.

ACCOUNT FOR ALL TEST MATERIALS

