



Spring 2020

Braille Scripts and Instructions

NGSSS End-of-Course Assessments



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Introduction

These scripts and instructions should be used to administer Spring 2020 Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC) assessments to students who require braille test materials. Test administrators are also responsible for reading the general information sections, the *Test Administrator Responsibilities* sections, and the appropriate appendices of the *Spring 2020 NGSSS End-of-Course Assessments Test Administration Manual* (Spring 2020 NGSSS EOC Manual).

Braille test administrators must refer to pages 15–19 of this document for *Braille Test Administrator Responsibilities Before and During Testing* and *Braille Test Administrator Responsibilities After Testing*.

Script for Administering the Braille Biology 1 EOC Assessment

The Braille Notes for the Biology 1 EOC Assessment are packaged with the braille test materials. It is very important that you read through the Braille Notes carefully before administering the test and that you use them, as appropriate, during the test administration. Additional instructions for braille test administrators are provided on pages 15–19 of this document.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- Prior to the test administration, make sure that each student’s first and last names, district name, school name, and grade level are written on the front covers of his or her Biology 1 EOC Volume 1 and Volume 2 test books. Make sure the student’s first and last names, district name, school name, grade level, and the words “Biology 1” are included on each braille answer sheet and on the Testing Rules Acknowledgment sheet.
- Provide individual student restroom and stretch breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Before taking a break, the student should close his or her braille test book and place the braille answer sheets under the test book. The student should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- Each student must be provided an approved four-function calculator for use on the Biology 1 EOC Assessment.
 - Some talking four-function calculators provided by the Florida Department of Education (FDOE) do not have a key for finding the square root of a number. Prior to testing, inform each student using a talking calculator that he or she may request the use of an approved regular four-function calculator to find the square root of a number if his or her talking calculator does not have a square root key. If the student is unable to press keys, he or she must tell you what keys to press to find the square root of a number, and then you may read the display to the student.
 - Similarly, some talking four-function calculators may not have a change sign key (+/-), which is used to perform operations involving negative numbers. Prior to testing, inform each student using a talking calculator that he or she may request the use of an approved regular four-function calculator to perform operations involving negative numbers if his or her talking calculator does not have a change sign key. Keeping in mind that you may only perform actions involving negative numbers, you may then read the display to the student.
 - **In both instances, you may only perform actions requested by the student.**
- Students must complete the Biology 1 EOC Assessment within one school day or within the amount of time allowed on their Individual Education Plans (IEPs). Students will begin working in Volume 1 and will continue in Volume 2 during this test administration.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed, including the new standardization policies described on pages 34–35 of the Spring 2020 NGSSS EOC Manual.

Say

Today, you will take the Biology 1 End-of-Course Assessment.

You may not have any electronic or recording devices, except your approved talking calculator, at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you are found with any electronic or recording devices at any time during this test, including breaks, your test will not be scored.** If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school's procedures regarding electronic devices. At this time, silence your own electronic device(s).

Distribute the braille Biology 1 EOC Volume 1 and Volume 2 test books, braille *Periodic Table of the Elements* volumes, Testing Rules Acknowledgment sheets, braille answer sheets, and approved talking four-function calculators.

Say

The only materials on your desk should be your Spring Biology 1 Volume 1 and Volume 2 test books, *Periodic Table of the Elements*, Testing Rules Acknowledgment sheet, braille answer sheets, braille writing device (e.g., brailewriter, slate and stylus), and an approved talking four-function calculator. No other calculator may be used. Do not open your test books.

Locate your Testing Rules Acknowledgment sheet. Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- ask for help answering any test questions
- give help to another student in answering test questions
- have any electronic or recording devices, other than your calculator, in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram.

Are there any questions?

Answer all questions.

Say

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Now, braille your initials or sign your name on the signature line to indicate that you understand the testing rules.

Pause while students braille their initials or sign their names on their Testing Rules Acknowledgment sheets. If a student does not initial or sign the Testing Rules Acknowledgment sheet, contact your school assessment coordinator.

Say

Now, open your Volume 1 test book to regular print page 3. You will find the Helpful Hints for Using the Talking Calculator. Take a moment to read through the list of hints. The Helpful Hints for Using the Talking Calculator also appear on regular print page 3 in your Volume 2 test book. You may refer to these hints at any time during the test.

Pause to allow students time to review the list.

Say

Turn to regular print page 4 in your Volume 1 test book and read silently as I read aloud the directions at the top of the page. These directions also appear on regular print page 30 in Volume 2.

Use the braille paper provided to do your work. Write your answers on the braille paper. If you change your answer, use the full braille cell to erase completely.

Now, close your test book.

The *Periodic Table of the Elements* has been provided to you as a separate volume. You may refer to the *Periodic Table of the Elements* at any time during the Biology 1 EOC Assessment.

Pause to allow students time to review their periodic tables.

Say

Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.

When you have answered all of the questions in your Volume 1 test book, you will continue the test in Volume 2. When you come to the word STOP in your Volume 2 test book, you have finished the test. Remember to go back and check your work.

Please raise your hand if you have any questions.

Answer all questions.

Say

Turn to regular print page 4 in your Volume 1 test book and begin working.

During testing, do not use cell phones, classroom phones, or computers/devices (except to contact your school assessment coordinator). Do not check email, grade papers, etc. Your full attention should be on students **at all times**. Although it is your responsibility to ensure that students are working independently, you are prohibited from reading the contents of the test books and answer sheets **at any time**.

Provide breaks as necessary. **You are responsible for maintaining the security of the test during any breaks. If an extended break such as lunch occurs, all braille test materials should be collected, verified, and returned to the school assessment coordinator until testing resumes.**

Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, restrooms, lunchroom, etc. **Students may not have access to electronic devices during breaks. If a student accesses an electronic device during a break, that student's test must be invalidated.** Also, remind students that they may not leave the school's campus. When the students return, provide the test books, braille answer sheets, periodic tables, Testing Rules Acknowledgment sheets, and calculators so that the students can resume testing.

If the school day is ending,



Stop. Close your test books and place your braille answer sheets and periodic table under your test books.

Collect all test materials.

Complete the following steps:

1. Make sure that each student returns his or her Volume 1 and Volume 2 test books, braille answer sheets, periodic table, Testing Rules Acknowledgment sheet, and talking calculator, and indicate on your required administration information that each book has been returned.
2. Make sure that each student's first and last names, district name, school name, grade level, and the words "Biology 1" are printed on each braille answer sheet and on the Testing Rules Acknowledgment sheet.
3. Make sure that the final braille answer sheets are numbered consecutively or stapled together in the proper order.
4. Ensure that the student grid sheet of each student's regular print test and answer book has been completed correctly or has a student PreID label affixed. The gridded or preidentified student information must be accurate and complete, as described on pages 9–15 of the Spring 2020 NGSSS EOC Manual.
5. Grid the bubble for **Testing Accommodations Listed on IEP or Section 504 Plan** on the student grid sheet.
6. Record the accommodations provided to each student and the accommodations used by each student on your required administration information. For each student who tested using braille materials, ensure that you record flexible presentation, flexible responding, and any other category of accommodations used during the test. Use the following accommodations codes to record this information.

For ESE/504 students:

1-FP = Flexible Presentation

1-FR = Flexible Responding

1-FSC = Flexible Scheduling

1-FSE = Flexible Setting

1-AD = Assistive Devices

7. Ensure that the Student Enrollment Information Box on the back cover of each student's regular print test and answer book is completed correctly. Refer to pages 11–12 of the Spring 2020 NGSSS EOC Manual for instructions.
8. Record the test group code on the back cover of each student's regular print test and answer book. Grid the corresponding bubbles.
9. Return all materials to your school assessment coordinator, as described on page 19 of this document.

Script for Administering the Braille Civics EOC Assessment

The Braille Notes for the Civics EOC Assessment are packaged with the braille test materials. It is very important that you read through the Braille Notes carefully before administering the test and that you use them, as appropriate, during the test administration. Additional instructions for braille test administrators are provided on pages 15–19 of this document.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- Prior to the test administration, make sure that each student’s first and last names, district name, school name, and grade level are written on the front covers of his or her Civics EOC Volume 1 and Volume 2 test books. Make sure the student’s first and last names, district name, school name, grade level, and the word “Civics” are included on each braille answer sheet and on the Testing Rules Acknowledgment sheet.
- Provide individual student restroom and stretch breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Before taking a break, the student should close his or her braille test book and place the braille answer sheets under the test book. The student should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- Students must complete the Civics EOC Assessment within one school day or within the amount of time allowed on their Individual Education Plans (IEPs). Students will begin working in Volume 1 and will continue in Volume 2 during this test administration.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed, including the new standardization policies described on pages 34–35 of the Spring 2020 NGSSS EOC Manual.



Today, you will take the Civics End-of-Course Assessment.

You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you are found with any electronic or recording devices at any time during this test, including breaks, your test will not be scored.** If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

Distribute the braille Civics EOC Volume 1 and Volume 2 test books, Testing Rules Acknowledgment sheets, and braille answer sheets.

Say

The only materials on your desk should be your Spring Civics Volume 1 and Volume 2 test books, Testing Rules Acknowledgment sheet, braille answer sheets, and braille writing device (e.g., braillewriter, slate and stylus). Do not open your test books.

Locate your Testing Rules Acknowledgment sheet. Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- ask for help answering any test questions
- give help to another student in answering test questions
- have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram.

Are there any questions?

Answer all questions.

Say

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Now, braille your initials or sign your name on the signature line to indicate that you understand the testing rules.

Pause while students braille their initials or sign their names on their Testing Rules Acknowledgment sheets. If a student does not initial or sign the Testing Rules Acknowledgment sheet, contact your school assessment coordinator.

Say

Now, open your Volume 1 test book to regular print page 3 and read silently as I read aloud the directions at the top of the page. These directions also appear on regular print page 22 in Volume 2.

Read each question carefully. Write your answers on the braille paper. If you change your answer, use the full braille cell to erase completely.

Now, close your test book.

Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.

When you have answered all of the questions in your Volume 1 test book, you will continue the test in Volume 2. When you come to the word STOP in your Volume 2 test book, you have finished the test. Remember to go back and check your work.

Please raise your hand if you have any questions.

Answer all questions.

Say

Turn to regular print page 3 in your Volume 1 test book and begin working.

During testing, do not use cell phones, classroom phones, or computers/devices (except to contact your school assessment coordinator). Do not check email, grade papers, etc. Your full attention should be on students **at all times**. Although it is your responsibility to ensure that students are working independently, you are prohibited from reading the contents of the test books and answer sheets **at any time**.

Provide breaks as necessary. **You are responsible for maintaining the security of the test during any breaks. If an extended break such as lunch occurs, all braille test materials should be collected, verified, and returned to the school assessment coordinator until testing resumes.**

Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, restrooms, lunchroom, etc. **Students may not have access to electronic devices during breaks. If a student accesses an electronic device during a break, that student's test must be invalidated.** Also, remind students that they may not leave the school's campus. When the students return, provide the test books, braille answer sheets, and Testing Rules Acknowledgment sheets so that the students can resume testing.

If the school day is ending,



Stop. Close your test books and place your braille answer sheets under your test books.

Collect all test materials.

Complete the following steps:

1. Make sure that each student returns his or her Volume 1 and Volume 2 test books, braille answer sheets, and Testing Rules Acknowledgment sheet, and indicate on your required administration information that each book has been returned.
2. Make sure that each student's first and last names, district name, school name, grade level, and the word "Civics" are printed on each braille answer sheet and on the Testing Rules Acknowledgment sheet.
3. Make sure that the final braille answer sheets are numbered consecutively or stapled together in the proper order.
4. Ensure that the student grid sheet of each student's regular print test and answer book has been completed correctly or has a student PreID label affixed. The gridded or preidentified student information must be accurate and complete, as described on pages 9–15 of the Spring 2020 NGSSS EOC Manual.
5. Grid the bubble for **Testing Accommodations Listed on IEP or Section 504 Plan** on the student grid sheet.
6. Record the accommodations provided to each student and the accommodations used by each student on your required administration information. For each student who tested using braille materials, ensure that you record flexible presentation, flexible responding, and any other category of accommodations used during the test. Use the following accommodations codes to record this information.

For ESE/504 students:

1-FP = Flexible Presentation

1-FR = Flexible Responding

1-FSC = Flexible Scheduling

1-FSE = Flexible Setting

1-AD = Assistive Devices

7. Ensure that the Student Enrollment Information Box on the back cover of each student's regular print test and answer book is completed correctly. Refer to pages 11–12 of the Spring 2020 NGSSS EOC Manual for instructions.
8. Record the test group code on the back cover of each student's regular print test and answer book. Grid the corresponding bubbles.
9. Return all materials to your school assessment coordinator, as described on page 19 of this document.

Script for Administering the Braille U.S. History EOC Assessment

The Braille Notes for the U.S. History EOC Assessment are packaged with the braille test materials. It is very important that you read through the Braille Notes carefully before administering the test and that you use them, as appropriate, during the test administration. Additional instructions for braille test administrators are provided on pages 15–19 of this document.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- Prior to the test administration, make sure that each student’s first and last names, district name, school name, and grade level are written on the front covers of his or her U.S. History EOC Volume 1 and Volume 2 test books. Make sure the student’s first and last names, district name, school name, grade level, and the words “U.S. History” are included on each braille answer sheet and on the Testing Rules Acknowledgment sheet.
- Provide individual student restroom and stretch breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Before taking a break, the student should close his or her braille test book and place the braille answer sheets under the test book. The student should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- Students must complete the U.S. History EOC Assessment within one school day or within the amount of time allowed on their Individual Education Plans (IEPs). Students will begin working in Volume 1 and will continue in Volume 2 during this test administration.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed, including the new standardization policies described on pages 34–35 of the Spring 2020 NGSSS EOC Manual.



Today, you will take the U.S. History End-of-Course Assessment.

You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. **If you are found with any electronic or recording devices at any time during this test, including breaks, your test will not be scored.** If you have any devices with you right now, please turn them off and raise your hand.

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

Distribute the braille U.S. History EOC Volume 1 and Volume 2 test books, Testing Rules Acknowledgment sheets, and braille answer sheets.

Say

The only materials on your desk should be your Spring U.S. History Volume 1 and Volume 2 test books, Testing Rules Acknowledgment sheet, braille answer sheets, and braille writing device (e.g., braillewriter, slate and stylus). Do not open your test books.

Locate your Testing Rules Acknowledgment sheet. Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- ask for help answering any test questions
- give help to another student in answering test questions
- have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them
- fail to follow any other instructions given

Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting online, for example, on Facebook, Twitter, Snapchat, or Instagram.

Are there any questions?

Answer all questions.

Say

Now, read silently as I read the Testing Rules Acknowledgment out loud.

I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.

Now, braille your initials or sign your name on the signature line to indicate that you understand the testing rules.

Pause while students braille their initials or sign their names on their Testing Rules Acknowledgment sheets. If a student does not initial or sign the Testing Rules Acknowledgment sheet, contact your school assessment coordinator.

Say

Now, open your Volume 1 test book to regular print page 3 and read silently as I read aloud the directions at the top of the page. These directions also appear on regular print page 25 in Volume 2.

Read each question carefully. Write your answers on the braille paper. If you change your answer, use the full braille cell to erase completely.

Now, close your test book.

Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.

When you have answered all of the questions in your Volume 1 test book, you will continue the test in Volume 2. When you come to the word STOP in your Volume 2 test book, you have finished the test. Remember to go back and check your work.

Please raise your hand if you have any questions.

Answer all questions.

Say

Turn to regular print page 3 in your Volume 1 test book and begin working.

During testing, do not use cell phones, classroom phones, or computers/devices (except to contact your school assessment coordinator). Do not check email, grade papers, etc. Your full attention should be on students **at all times**. Although it is your responsibility to ensure that students are working independently, you are prohibited from reading the contents of the test books and answer sheets **at any time**.

Provide breaks as necessary. **You are responsible for maintaining the security of the test during any breaks. If an extended break such as lunch occurs, all braille test materials should be collected, verified, and returned to the school assessment coordinator until testing resumes.**

Make sure that students are not discussing the test or exchanging information about the test in the testing room, hallways, restrooms, lunchroom, etc. **Students may not have access to electronic devices during breaks. If a student accesses an electronic device during a break, that student's test must be invalidated.** Also, remind students that they may not leave the school's campus. When the students return, provide the test books, braille answer sheets, and Testing Rules Acknowledgment sheets so that the students can resume testing.

If the school day is ending,



Stop. Close your test books and place your braille answer sheets under your test books.

Collect all test materials.

Complete the following steps:

1. Make sure that each student returns his or her Volume 1 and Volume 2 test books, braille answer sheets, and Testing Rules Acknowledgment sheet, and indicate on your required administration information that each book has been returned.
2. Make sure that each student's first and last names, district name, school name, grade level, and the words "U.S. History" are printed on each braille answer sheet and on the Testing Rules Acknowledgment sheet.
3. Make sure that the final braille answer sheets are numbered consecutively or stapled together in the proper order.
4. Ensure that the student grid sheet of each student's regular print test and answer book has been completed correctly or has a student PreID label affixed. The gridded or preidentified student information must be accurate and complete, as described on pages 9–15 of the Spring 2020 NGSSS EOC Manual.
5. Grid the bubble for **Testing Accommodations Listed on IEP or Section 504 Plan** on the student grid sheet.
6. Record the accommodations provided to each student and the accommodations used by each student on your required administration information. For each student who tested using braille materials, ensure that you record flexible presentation, flexible responding, and any other category of accommodations used during the test. Use the following accommodations codes to record this information.

For ESE/504 students:

1-FP = Flexible Presentation

1-FR = Flexible Responding

1-FSC = Flexible Scheduling

1-FSE = Flexible Setting

1-AD = Assistive Devices

7. Ensure that the Student Enrollment Information Box on the back cover of each student's regular print test and answer book is completed correctly. Refer to pages 11–12 of the Spring 2020 NGSSS EOC Manual for instructions.
8. Record the test group code on the back cover of each student's regular print test and answer book. Grid the corresponding bubbles.
9. Return all materials to your school assessment coordinator, as described on page 19 of this document.

Braille Test Administrator Responsibilities Before and During Testing

Assemble Braille Materials

Your school assessment coordinator will provide the materials needed to administer Spring 2020 NGSSS EOC assessments to students using braille materials. Each assessment is divided into two braille test books: Volume 1 and Volume 2. Read the following charts to ensure that you have all appropriate materials. If you are missing any materials or have questions about their use, contact your school assessment coordinator. See the *Test Administrator Responsibilities Before Testing* and *Test Administrator Responsibilities During Testing* sections on pages 25–35 of the Spring 2020 NGSSS EOC Manual for additional information.

Students using braille materials record their responses on braille paper. Regular print versions of the test materials are also included in the braille test materials kits. Braille Notes provide a detailed list of the differences between the braille version and the regular print version of the test documents. School/district personnel are responsible for preparing the grid sheet of each student’s regular print test and answer book so that the student’s responses can be transcribed into the regular print document by the contractor.

Braille Test Materials		
Biology 1	Civics	U.S. History
<p>Test Administrator</p> <ul style="list-style-type: none"> ■ Required Administration Information ■ Braille Script ■ Braille Notes (clipped to the inside front cover of each braille test book) ■ Regular Print Biology 1 EOC Assessment Test and Answer Book ■ Special Document Return Envelope ■ Approved Regular Four-Function Calculator <p>Student</p> <ul style="list-style-type: none"> ■ Braille Biology 1 EOC Test Book—Volume 1 ■ Braille Biology 1 EOC Test Book—Volume 2 ■ Braille Testing Rules Acknowledgment sheet (clipped to the inside front cover of the braille Volume 1 test book) ■ Braille <i>Periodic Table of the Elements</i> ■ Braille Paper (for student responses) ■ Approved Talking Four-Function Calculator 	<p>Test Administrator</p> <ul style="list-style-type: none"> ■ Required Administration Information ■ Braille Script ■ Braille Notes (clipped to the inside front cover of each braille test book) ■ Regular Print Civics EOC Assessment Test and Answer Book ■ Special Document Return Envelope <p>Student</p> <ul style="list-style-type: none"> ■ Braille Civics EOC Test Book—Volume 1 ■ Braille Civics EOC Test Book—Volume 2 ■ Braille Testing Rules Acknowledgment sheet (clipped to the inside front cover of the braille Volume 1 test book) ■ Braille Paper (for student responses) 	<p>Test Administrator</p> <ul style="list-style-type: none"> ■ Required Administration Information ■ Braille Script ■ Braille Notes (clipped to the inside front cover of each braille test book) ■ Regular Print U.S. History EOC Assessment Test and Answer Book ■ Special Document Return Envelope <p>Student</p> <ul style="list-style-type: none"> ■ Braille U.S. History EOC Test Book—Volume 1 ■ Braille U.S. History EOC Test Book—Volume 2 ■ Braille Testing Rules Acknowledgment sheet (clipped to the inside front cover of the braille Volume 1 test book) ■ Braille Paper (for student responses)

Test Administration Manual

You are also responsible for reading the following sections of the Spring 2020 NGSSS EOC Manual prior to testing: general information, *Test Administrator Responsibilities*, and the appropriate appendices.

Braille Scripts and Braille Notes

When administering the assessments to students using braille materials, use the braille scripts provided on pages 3–13 of this document. It is important that you review the braille scripts **before** testing begins.

Braille Notes are packaged with the braille test materials and provide a page-by-page, detailed list of the differences between the regular print test and answer books and the braille test books. **It is very important that you read the Braille Notes carefully before administering the test and that you use them, as appropriate, during the test administration.**

Prepare Student Braille Documents

To ensure that each student's test documents are processed correctly, verify that the student's first and last names, district name, school name, and grade level are included on the front covers of his or her braille test books. Make sure that the student's first and last names, district name, school name, grade level, and the tested subject are included on each braille answer sheet and on the Testing Rules Acknowledgment sheet.

The grid sheet on the front cover of each student's regular print test and answer book must also be completed in one of the following ways:

- If the student has a preidentified (PreID) label, verify the accuracy of the information on the label and carefully place it in the lower left corner of the grid sheet in the box that reads **PLACE STUDENT LABEL HERE**.
- If the student does not have a PreID label, grid the student information with a No. 2 pencil.

Examine each student's braille test materials and each student's regular print test and answer book to ensure that they have been completed correctly. For information about PreID labels or completing the student grid sheet, see pages 9–15 of the Spring 2020 NGSSS EOC Manual.

Distribute Braille Materials

Refer to the chart on page 15 of this document and to the *Test Administrator Responsibilities Before Testing* and *Test Administrator Responsibilities During Testing* sections on pages 25–35 of the Spring 2020 NGSSS EOC Manual to ensure that you have all necessary materials.

Calculators

Provide each student using braille materials the appropriate calculator for use on his or her assessment. Each student participating in the Biology 1 EOC assessment should receive a four-function calculator. Ensure that a supply of approved regular and talking calculators is available prior to the administration date and that each student has sufficient practice time using the calculator(s). See page 8 of the Spring 2020 NGSSS EOC Manual for more information regarding calculators.

Some talking four-function calculators provided by FDOE do not have a key for finding the square root of a number. Prior to testing, inform each student using a talking calculator that he or she may request the use of an approved regular four-function calculator to find the square root of a number if his or her talking calculator does not have a square root key. In this case, the student must tell you what keys to press to find the square root of a number, then you may read the display to the student.

Similarly, some talking four-function calculators may not have a change sign key (+/-), which is used to perform operations involving negative numbers. Before testing begins, notify each student using a talking calculator that he or she may request the use of an approved regular four-function calculator to perform operations involving negative numbers if his or her talking calculator does not have a change sign key. Keeping in mind that you may only perform actions involving negative numbers, you may then read the display to the student.

In both instances, you may only perform actions requested by the student.

Periodic Tables

Make sure that you provide each student taking the Biology 1 EOC assessment with a braille *Periodic Table of the Elements*. Braille periodic tables are included as a separate braille volume in each braille test materials kit.

Testing Rules Acknowledgment Sheets

A separate braille Testing Rules Acknowledgment sheet is clipped to the inside front cover of each braille Volume 1 test book. Students must read and indicate that they understand the Testing Rules Acknowledgment by brailleing their initials or signing their names on the braille Testing Rules Acknowledgment sheets before participating in each test administration.

Braille Student Responses

Students who use braille materials will record their responses on **braille paper**. The contractor will transcribe each student's responses from the braille paper into the **regular print test and answer book** included in the student's return envelope. School/district personnel are responsible for preparing the grid sheet of the student's regular print test and answer book before placing it in the student's Special Document Return Envelope(s).

If a student using braille materials provides verbal or signed responses, you may record the student's responses in the regular print test and answer book provided for the student. Include the student's braille test materials and regular print test and answer book containing his or her responses in the student's Special Document Return Envelope(s).

If a student is using multiple learning media (e.g., a student uses braille materials and records his or her responses in a large print test and answer book), make sure that **all** of the student's responses are in **one** document type. Place TO BE SCORED test materials containing the student's responses in the student's Special Document Return Envelope(s) according to the return instructions for that document type.

See page 92 of the Spring 2020 NGSSS EOC Manual for additional information on flexible responding accommodations.

Braille Test Administrator Responsibilities After Testing

Return Braille Materials

Complete the following steps as soon as testing has been completed:

1. Verify that you have collected all required administration information (see pages 26–27 of the Spring 2020 NGSSS EOC Manual). Copy and file this information. Notify your school assessment coordinator immediately if any secure test materials are missing.
2. Verify that your Security Log has been completed correctly. Copy and file this log.
3. Ensure that each student’s first and last names, district name, school name, and grade level are included on the front covers of his or her braille test books. Make sure that the student’s first and last names, district name, school name, grade level, and the tested subject are included on each braille answer sheet and on the Testing Rules Acknowledgment sheet.
4. Verify that the grid sheet on the front of each student’s regular print test and answer book has been completed correctly or has a student PreID label affixed.
5. If a test is TO BE SCORED, verify that the DNS bubble on the grid sheet of the regular print test and answer book has **not** been gridded. If a DNS bubble has been gridded by mistake, erase the DNS bubble and grid the UNDO bubble. If a test is NOT TO BE SCORED, verify that the DNS bubble has been gridded.
6. Place each student’s braille materials in the Special Document Return Envelope(s) according to the chart below. **Do not place materials for more than one student in the same envelope.** Do not seal the envelope(s).

Return Braille Test Materials
<ul style="list-style-type: none">■ Braille answer sheets containing student responses (separated by subject)■ Braille test books (Volume 1 and Volume 2)■ Braille Testing Rules Acknowledgment sheet■ Braille Notes <p style="text-align: center;">and</p> <ul style="list-style-type: none">■ Regular print test and answer book

7. Complete a Special Document Return Envelope for each student according to the instructions on the envelope. Use the space on the envelope marked STUDENT ENVELOPE ____ OF ____ to number each student’s envelopes 1 of n , 2 of n , etc., where n is the total number of envelopes for that student.
8. Return the completed Special Document Return Envelopes and all other materials (e.g., unused braille paper, calculators) to your school assessment coordinator.

Notes

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