

Script for Administering the Biology 1 EOC Assessment

160+ Minutes

The following script should be used only for students taking the computer-based Biology 1 EOC Assessment. If you are administering a paper-based test or CBT accommodations for the Biology 1 EOC Assessment, refer to the appropriate script available at <http://florida.pearsonaccessnext.com/resources-training>.

When testing students who are allowed certain administration accommodations (e.g., extended time), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This assessment is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

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.
- Ensure that all students in your testing room have participated in a practice test. If any students have not completed a practice test, contact your school assessment coordinator.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment, illness), he or she will **not** be allowed to return to the test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact your school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students 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.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test. If a student exits the test, the student's test must be resumed in PearsonAccess Next before the student can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty signing in or is logged out of his or her test more than once, have the student refrain from signing in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- 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.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 25–26.
2. Ensure that you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix E.)
4. Make sure you have the correct Student Authorization Tickets for students in your testing room. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
5. Make sure you have enough work folders for the Biology 1 EOC Assessment. Distribute work folders **before** testing begins.
6. If your school is providing paper copies of the *Periodic Table of the Elements*, make sure you have sufficient copies for all students taking the Biology 1 EOC Assessment. Distribute periodic tables **before** testing begins. References to hardcopy periodic tables are in parentheses and italics in this script and should be read to students only if applicable.
7. A supply of handheld four-function calculators should be available for all students. Distribute handheld calculators **before** testing begins.
8. Make sure all students have a pen or pencil to sign their authorization tickets and work the problems.
9. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
10. Start TestNav on all computers and/or devices that will be used for testing. Launch the app to reach the student *Sign In* screen.

When the connection is established, the student *Sign In* screen is displayed as shown below. The computer or device is now ready for the student to begin.

TestNav
Florida

Username

Password

Sign In

Test Audio

Practice Tests



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

You may use the built-in calculator in the testing platform or you may use an approved handheld calculator during this test. Calculators have already been distributed to students who had requested them; however, if you have not yet received one and would like to use a handheld calculator, please raise your hand.

Distribute calculators as needed.

Say

Remove all materials from your desk except your (*Periodic Table of the Elements,*) work folder, calculator, and your pen or pencil. Write your first and last name and today's date on your work folder. (*Pause.*) You may use your work folder to work the problems. You may not use any other paper. If you need another work folder during testing, raise your hand.

Please do not type any information until I tell you to do so.

You may not have any electronic or recording devices except a four-function 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 not used for testing, 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).

Say

Now, look at the *Sign In* screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the *Sign In* screen, launch the TestNav app, or move the student to another computer or device.

Say

Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.

Distribute the Student Authorization Tickets.

Say

Look closely at your authorization ticket and make sure it has your correct name, date of birth, and ID number on it.

Do **not** sign in before I instruct you to do so.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you don't have the correct ticket, contact your school assessment coordinator.

Say

Now, sign your name on your authorization ticket. (*Pause.*)

At the bottom of your ticket, find your Username and Password. Then, on the *Sign In* screen, type your Username in the top box and your Password in the bottom box. (*Pause.*)

Now, select **Sign In**, but do **not** proceed past the next screen.

Pause to make sure that all students have signed their Student Authorization Tickets and have proceeded to the *Start* screen. Retype the Username and Password for a student, if necessary.

Say

You should see your name in the center of the *Start* screen. If the name you see is not yours, please raise your hand.

Script for Administering the Biology 1 EOC Assessment

If any students are not in the correct test, contact your school assessment coordinator.



Select **Start**, then select **Start** on the *Biology 1* screen. You should now see a *Welcome* screen. This screen identifies the test, which is the **Biology 1 EOC Assessment**. This screen also reminds you that this is a secure test and that you may not reveal any information in the test to others.

If any students are not in the correct test, contact your school assessment coordinator.



Now, I will review how to navigate through the test. Do not select any buttons at this time. You will use the forward arrow to move to the next question or the back arrow to return to the previous question.

There are 66 questions on today's test. Try to answer every question. If you come to a question you want to skip and return to later, bookmark it for review using the Bookmark button and keep going. The Review button will show you all questions and indicate any questions that are unanswered or were bookmarked for review. At any time during the test, you may use the calculator, answer eliminator, highlighter, color contrast, magnifier, zoom, or line reader mask, but you are not required to use these tools.

Now, we will review the important resources in the *Exhibits* window. Select the Exhibits icon on the right side of the screen.

Once you open the window, you will see two tabs. The first tab is **Table**. Select the **Table** tab to view the *Periodic Table of the Elements*.

The second tab in the window is **Instructions**. Select the **Instructions** tab to view a diagram of a four-function calculator and Helpful Hints for Using a Four-Function Calculator.

You may refer to the *Exhibits* window at any time while taking the Biology 1 EOC Assessment.

Now, select the X at the top right corner to close the *Exhibits* window.

If your school provided students with paper copies of the *Periodic Table of the Elements*,



Now, look at the top of your copy of the periodic table. It should say *Periodic Table of the Elements*. Examine it carefully to ensure that content near the edge of the table has not been cut off. Please raise your hand if there are any problems with your periodic table.

Collect any defective periodic tables and return them to the school assessment coordinator. Distribute new periodic tables to these students.



Write your first and last name in the upper right corner on the front of the periodic table now. (*Pause.*)

This is considered a secure document and must be returned with your work folder. You may also access the periodic table in the *Exhibits* window in TestNav.

Please raise your hand if you have any questions.

Answer all questions.

Say

When you have finished answering all the questions, select the forward arrow on the last question and a screen will display the number of unanswered and bookmarked questions. To review a question, select the Review button at the top of the screen and select the number of the question you wish to review. If you are ready to submit your test, confirm by selecting **Submit Final Answers**.

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or device or need help submitting your test.

You will have 160 minutes to take the Biology 1 EOC Assessment, and you will be permitted to continue working if you need additional time. After 80 minutes, we will take a short stretch break.

If you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. You must turn in your (*periodic table*,) work folder, calculator, and authorization ticket before you leave the room. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone.

Please raise your hand if you have any questions.

Answer all questions.

Say

Now, select the forward arrow at the top of the *Welcome* screen. (*Pause*.) This screen contains the Testing Rules Acknowledgment. Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student's (*periodic table*,) computer screen, device, or work folder
- allow another student to look at your (*periodic table*,) computer screen, device, or work folder
- ask for help answering any test questions
- give help to another student in answering test questions
- have notes or scratch paper, other than your (*periodic table or*) work folder
- have any electronic or recording devices, other than the device on which you are testing and 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, select the button next to the acknowledgment to indicate that you understand the testing rules.

Pause while students read and select the button. If a student does not select the button, contact your school assessment coordinator.

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

Say

When you have finished the test, review your answers and submit your test. Once you have selected **Submit Final Answers**, raise your hand. I will collect your (*periodic table,*) work folder, calculator, and authorization ticket.

If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.

If you finish the test and it is after the stretch break, you may leave quietly.

Please raise your hand if you have any questions.

OR

Option B

Say

When you have finished the test, review your answers and submit your test. Once you have selected **Submit Final Answers**, raise your hand. I will collect your (*periodic table,*) work folder, calculator, and authorization ticket. Sit quietly until everyone is finished. Do not use your computer or device once you have submitted your test.

Please raise your hand if you have any questions.

OR

Option C

Say

When you have finished the test, review your answers and submit your test. Once you have selected **Submit Final Answers**, raise your hand. I will collect your (*periodic table,*) work folder, calculator, and authorization ticket. Sit quietly until everyone is finished. You may read, but you may not write or use your computer or device.

Please raise your hand if you have any questions.

Answer all questions.

Display the test group code for students.

Now, select the forward arrow at the top of the screen. Remember, you have 160 minutes to complete this test, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing. I'll remind you when there are 10 minutes left in the test. Enter the test group code _____ in the box and select the forward arrow.

Now, begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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 test content **at any time**.

Follow the instructions below for the circumstances indicated:

- **Extended break or lunch**—Direct all students to select the drop-down menu next to their names at the top of the screen, select **Sign out of TestNav**, and then select **Save and Return Later**. **Ensure that students do not submit their tests before an extended break.** Remind students that they may not leave the school's campus. Collect the authorization tickets, work folders, calculators, and, if applicable, periodic tables before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. Make sure that students are not discussing the test in the testing room, hallways, restrooms, lunchroom, etc. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** When the students return, make sure they are resumed in PearsonAccess Next and provide the authorization tickets, work folders, calculators, and, if applicable, periodic tables so that the students can resume testing.
- **Students have technical issues**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the Early Warning System (EWS) in TestNav. If a student receives an alert, follow the prompts for the test proctor on the screen. For more information, refer to the *Florida TestNav 8 Support* page located at <https://support.assessment.pearson.com/x/DwACAQ>. The student's test may need to be resumed in PearsonAccess Next. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer or device, collect the authorization ticket, work folder, calculator, and, if applicable, periodic table from the student, and notify your school assessment coordinator.
- **Before dismissing students**—Before any students are dismissed, verify that each student has submitted his or her test by checking each computer screen or device before the student leaves the room. Assist any students who need help submitting the test. Collect all authorization tickets, work folders, calculators, and, if applicable, periodic tables.

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After 80 minutes from the STARTING time,



Stop. You may stand and stretch, but do not talk or look at another student's computer screen, device, or work folder.

If your school selected Option A,



Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. *(Pause.)*

Confirm that you have collected all test materials before dismissing students from the testing room.

After a short break,



Now, be seated. There are 80 minutes left in this test. I will let you know when there are 10 minutes left. You may now continue working.

After 70 minutes from the TIME TESTING RESUMES,



There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,



Stop. If you have not finished testing, stop working and sit quietly while other students who have finished the test are dismissed.

If you **have finished**, select the Review button, then scroll down to the bottom and select **End of Section**. Select **Submit Final Answers**, and then select **Yes, Submit Final Answers**. Then raise your hand. I will collect your *(periodic table,)* authorization ticket, work folder, and calculator.

Collect authorization tickets, work folders, calculators, and, if applicable, periodic tables.

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.

- If students will stay in the same room, they can continue testing once you have read the instructions in the next SAY box.
- If students will be moved to a different location, instruct them to select the drop-down menu next to their names at the top of the screen, select **Sign out of TestNav**, and then select **Save and Return Later**. **Remind students that they should not submit the test at this time.** Collect all test materials, and provide them to students once they are in the new location. These students will need to be resumed in PearsonAccess Next before they can continue testing. **A new seating chart must be created for this location.**

Once students are ready to continue working,



Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs, direct all students to select the drop-down menu next to their names at the top of the screen, select **Sign out of TestNav**, and then select **Save and Return Later**. Collect the authorization tickets, work folders, calculators, and, if applicable, periodic tables before the students leave the room. Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.

If the school day is ending and students are still working,



Stop. Select the Review button, then scroll down to the bottom and select **End of Section**. Select **Submit Final Answers**, and then select **Yes, Submit Final Answers**.

I will collect your (*periodic table,*) authorization ticket, work folder, and calculator.

Collect authorization tickets, work folders, calculators, and, if applicable, periodic tables.

Complete the following steps:

1. Ensure that you have all (periodic tables,) work folders, calculators, Session Rosters, and authorization tickets and that your required administration information and testing room seating chart are accurate and complete.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students with your required administration information. 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

For ELL students:

2-FSC = Flexible Scheduling

2-FSE = Flexible Setting

2-AHL = Assistance in Heritage Language

2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 63.

Script for Administering the Civics EOC Assessment

160+ Minutes

The following script should be used only for students taking the computer-based Civics EOC Assessment. If you are administering a paper-based test or CBT accommodations for the Civics EOC Assessment, refer to the appropriate script available at <http://florida.pearsonaccessnext.com/resources-training>.

When testing students who are allowed certain administration accommodations (e.g., extended time), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This assessment is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information (e.g., Session Roster) for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a practice test. If any students have not completed a practice test, contact your school assessment coordinator.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment, illness), he or she will **not** be allowed to return to the test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact your school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students 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.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test. If a student exits the test, the student's test must be resumed in PearsonAccess Next before the student can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty signing in or is logged out of his or her test more than once, have the student refrain from signing in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- 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.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 25–26.
2. Ensure that you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix E.)
4. Make sure you have the correct Student Authorization Tickets for students in your testing room. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
5. If your school is providing copies of the CBT Worksheet, make sure you have sufficient copies for all students taking the test. Distribute worksheets **before** testing begins. References to CBT Worksheets are in parentheses and italics in this script and should be read to students only if applicable.
6. Make sure all students have a pen or pencil to sign their authorization tickets and to make notes on their worksheets, if applicable.
7. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
8. Start TestNav on all computers and/or devices that will be used for testing. Launch the app to reach the student *Sign In* screen.

When the connection is established, the student *Sign In* screen is displayed as shown below. The computer or device is now ready for the student to begin.

Say

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

Remove all materials from your desk except your pen or pencil (*and CBT Worksheet*). (*Write your first and last name and today's date on your CBT Worksheet. You may use it to take notes. You may not use any other paper. If you need another CBT Worksheet during testing, raise your hand.*)

Please do not type any information until I tell you to do so.

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 not used for testing, 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).



Now, look at the *Sign In* screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the *Sign In* screen, launch the TestNav app, or move the student to another computer or device.



Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.

Distribute the Student Authorization Tickets.



Look closely at your authorization ticket and make sure it has your correct name, date of birth, and ID number on it.

Do **not** sign in before I instruct you to do so.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you don't have the correct ticket, contact your school assessment coordinator.



Now, sign your name on your authorization ticket. *(Pause.)*

At the bottom of your ticket, find your Username and Password. Then, on the *Sign In* screen, type your Username in the top box and your Password in the bottom box. *(Pause.)*

Now, select **Sign In**, but do **not** proceed past the next screen.

Pause to make sure that all students have signed their Student Authorization Tickets and have proceeded to the *Start* screen. Retype the Username and Password for a student, if necessary.



You should see your name in the center of the *Start* screen. If the name you see is not yours, please raise your hand.

If any students are not in the correct test, contact your school assessment coordinator.



Select **Start**, then select **Start** on the *Civics* screen. You should now see a *Welcome* screen. This screen identifies the test, which is the **Civics EOC Assessment**. This screen also reminds you that this is a secure test and that you may not reveal any information in the test to others.

If any students are not in the correct test, contact your school assessment coordinator.



Now, I will review how to navigate through the test. Do not select any buttons at this time. You will use the forward arrow to move to the next question or the back arrow to return to the previous question.

Say

There are 56 questions on today’s test. Try to answer every question. If you come to a question you want to skip and return to later, bookmark it for review using the Bookmark button and keep going. The Review button will show you all questions and indicate any questions that are unanswered or were bookmarked for review. At any time during the test, you may use the answer eliminator, highlighter, color contrast, magnifier, zoom, or line reader mask, but you are not required to use these tools.

Please raise your hand if you have any questions.

Answer all questions.

Say

When you have finished answering all the questions, select the forward arrow on the last question and a screen will display the number of unanswered and bookmarked questions. To review a question, select the Review button at the top of the screen and select the number of the question you wish to review. If you are ready to submit your test, confirm by selecting **Submit Final Answers**.

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or device or need help submitting your test.

You will have 160 minutes to take the Civics EOC Assessment, and you will be permitted to continue working if you need additional time. After 80 minutes, we will take a short stretch break.

If you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. You must turn in your authorization ticket (*and CBT Worksheet*) before you leave the room. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone.

Please raise your hand if you have any questions.

Answer all questions.

Say

Now, select the forward arrow at the top of the *Welcome* screen. (*Pause.*) This screen contains the Testing Rules Acknowledgment. Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student’s computer screen or device (*or CBT Worksheet*)
- allow another student to look at your computer screen or device (*or CBT Worksheet*)
- ask for help answering any test questions
- give help to another student in answering test questions
- have notes or scratch paper (*other than your CBT Worksheet*)
- have any electronic or recording devices, other than the device on which you are testing, 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, select the button next to the acknowledgment to indicate that you understand the testing rules.

Pause while students read and select the button. If a student does not select the button, contact your school assessment coordinator.

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

Say

When you have finished the test, review your answers and submit your test. Once you have selected **Submit Final Answers**, raise your hand. I will collect your authorization ticket (*and CBT Worksheet*).

If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.

If you finish the test and it is after the stretch break, you may leave quietly.

Please raise your hand if you have any questions.

OR

Option B

Say

When you have finished the test, review your answers and submit your test. Once you have selected **Submit Final Answers**, raise your hand. I will collect your authorization ticket (*and CBT Worksheet*). Sit quietly until everyone is finished. Do not use your computer or device once you have submitted your test.

Please raise your hand if you have any questions.

OR

Option C

Say

When you have finished the test, review your answers and submit your test. Once you have selected **Submit Final Answers**, raise your hand. I will collect your authorization ticket (*and CBT Worksheet*). Sit quietly until everyone is finished. You may read, but you may not write or use your computer or device.

Please raise your hand if you have any questions.

Answer all questions.

Display the test group code for students.

Now, select the forward arrow at the top of the screen. Remember, you have 160 minutes to complete this test, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing. I'll remind you when there are 10 minutes left in the test. Enter the test group code _____ in the box and select the forward arrow.

Now, begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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 test content **at any time**.

Follow the instructions below for the circumstances indicated:

- **Extended break or lunch**—Direct all students to select the drop-down menu next to their names at the top of the screen, select **Sign out of TestNav**, and then select **Save and Return Later**. **Ensure that students do not submit their tests before an extended break.** Remind students that they may not leave the school's campus. Collect the Student Authorization Tickets and, if applicable, CBT Worksheets before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. Make sure that students are not discussing the test in the testing room, hallways, restrooms, lunchroom, etc. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** When the students return, make sure they are resumed in PearsonAccess Next and provide the Student Authorization Tickets and, if applicable, CBT Worksheets so that the students can resume testing.
- **Students have technical issues**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the Early Warning System (EWS) in TestNav. If a student receives an alert, follow the prompts for the test proctor on the screen. For more information, refer to the *Florida TestNav 8 Support* page located at <https://support.assessment.pearson.com/x/DwACAQ>. The student's test may need to be resumed in PearsonAccess Next. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer or device, collect the Student Authorization Ticket and, if applicable, CBT Worksheet from the student, and notify your school assessment coordinator.
- **Before dismissing students**—Before any students are dismissed, verify that each student has submitted his or her test by checking each computer screen or device before the student leaves the room. Assist any students who need help submitting the test. Collect all Student Authorization Tickets and, if applicable, CBT Worksheets.

After 80 minutes from the STARTING time,



Stop. You may stand and stretch, but do not talk or look at another student's computer screen or device (or *CBT Worksheet*).

If your school selected Option A,



Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. (*Pause.*)

Confirm that you have collected all test materials before dismissing students from the testing room.

After a short break,



Now, be seated. There are 80 minutes left in this test. I will let you know when there are 10 minutes left. You may now continue working.

After 70 minutes from the TIME TESTING RESUMES,



There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,



Stop. If you have not finished testing, stop working and sit quietly while other students who have finished the test are dismissed.

If you **have finished**, select the Review button, then scroll down to the bottom and select **End of Section**. Select **Submit Final Answers**, and then select **Yes, Submit Final Answers**. Then raise your hand. I will collect your authorization ticket (and *CBT Worksheet*).

Collect authorization tickets and, if applicable, worksheets.

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.

- If students will stay in the same room, they can continue testing once you have read the instructions in the next SAY box.
- If students will be moved to a different location, instruct them to select the drop-down menu next to their names at the top of the screen, select **Sign out of TestNav**, and then select **Save and Return Later**. **Remind students that they should not submit the test at this time.** Collect all test materials, and provide them to students once they are in the new location. These students will need to be resumed in PearsonAccess Next before they can continue testing. **A new seating chart must be created for this location.**

Once students are ready to continue working,



Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs, direct all students to select the drop-down menu next to their names at the top of the screen, select **Sign out of TestNav**, and then select **Save and Return Later**. Collect the authorization tickets and, if applicable, worksheets before the students leave the room. Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.

If the school day is ending and students are still working,



Stop. Select the Review button, then scroll down to the bottom and select **End of Section**. Select **Submit Final Answers**, and then select **Yes, Submit Final Answers**.

I will collect your authorization ticket (*and CBT Worksheet*).

Collect authorization tickets and, if applicable, worksheets.

Complete the following steps:

1. Ensure that you have all worksheets, Session Rosters, and authorization tickets and that your required administration information and testing room seating chart are accurate and complete.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students with your required administration information. 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

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 63.

Script for Administering the U.S. History EOC Assessment

160+ Minutes

The following script should be used only for students taking the computer-based U.S. History EOC Assessment. If you are administering a paper-based test or CBT accommodations for the U.S. History EOC Assessment, refer to the appropriate script available at <http://florida.pearsonaccessnext.com/resources-training>.

When testing students who are allowed certain administration accommodations (e.g., extended time), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

This assessment is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.

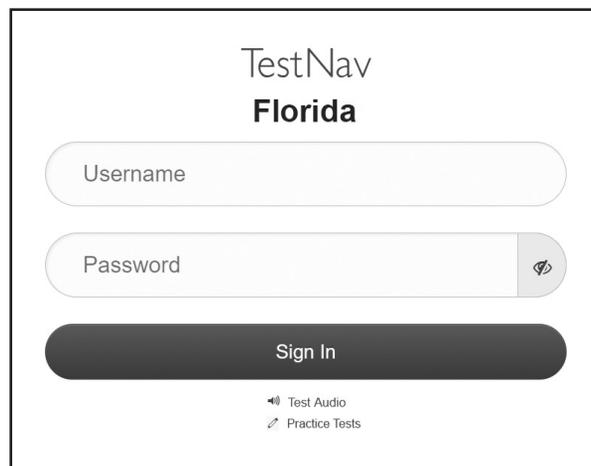
During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information (e.g., Session Roster) for your room. Remember to maintain these documents during testing.
- Ensure that all students in your testing room have participated in a practice test. If any students have not completed a practice test, contact your school assessment coordinator.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment, illness), he or she will **not** be allowed to return to the test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact your school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. Students 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.**
- For short breaks (e.g., restroom), it is recommended that visual blocks be applied to students' computer screens or devices (e.g., monitors turned off, folders taped to screens) instead of having students exit and resume the test. If a student exits the test, the student's test must be resumed in PearsonAccess Next before the student can continue testing.
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- **If a student has difficulty signing in or is logged out of his or her test more than once, have the student refrain from signing in until the issue is diagnosed and resolved.**
- If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- 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.

Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 25–26.
2. Ensure that you have the four-digit test group code assigned by your school assessment coordinator. **Do not display the test group code until you are instructed to do so in the script.**
3. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Perforated signs are available in Appendix E.)
4. Make sure you have the correct Student Authorization Tickets for students in your testing room. **Do not distribute Student Authorization Tickets until instructed to do so in the script.**
5. If your school is providing copies of the CBT Worksheet, make sure you have sufficient copies for all students taking the test. Distribute worksheets **before** testing begins. References to CBT Worksheets are in parentheses and italics in this script and should be read to students only if applicable.
6. Make sure all students have a pen or pencil to sign their authorization tickets and to make notes on their worksheets, if applicable.
7. Ensure that all software applications, including Internet browsers, are closed on all student computers or devices before testing begins.
8. Start TestNav on all computers and/or devices that will be used for testing. Launch the app to reach the student *Sign In* screen.

When the connection is established, the student *Sign In* screen is displayed as shown below. The computer or device is now ready for the student to begin.



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

Remove all materials from your desk except your pen or pencil (*and CBT Worksheet*). (*Write your first and last name and today's date on your CBT Worksheet. You may use it to take notes. You may not use any other paper. If you need another CBT Worksheet during testing, raise your hand.*)

Please do not type any information until I tell you to do so.

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 not used for testing, 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).



Now, look at the *Sign In* screen. If you do not see this screen, raise your hand.

If a computer or device is not opened to the *Sign In* screen, launch the TestNav app, or move the student to another computer or device.



Please sit quietly while I distribute the authorization tickets. Do not begin typing until I tell you to start.

Distribute the Student Authorization Tickets.



Look closely at your authorization ticket and make sure it has your correct name, date of birth, and ID number on it.

Do **not** sign in before I instruct you to do so.

Raise your hand if you do not have the correct ticket.

If a student has the wrong ticket, give the student the correct ticket. If you don't have the correct ticket, contact your school assessment coordinator.



Now, sign your name on your authorization ticket. *(Pause.)*

At the bottom of your ticket, find your Username and Password. Then, on the *Sign In* screen, type your Username in the top box and your Password in the bottom box. *(Pause.)*

Now, select **Sign In**, but do **not** proceed past the next screen.

Pause to make sure that all students have signed their Student Authorization Tickets and have proceeded to the *Start* screen. Retype the Username and Password for a student, if necessary.



You should see your name in the center of the *Start* screen. If the name you see is not yours, please raise your hand.

If any students are not in the correct test, contact your school assessment coordinator.



Select **Start**, then select **Start** on the *U.S. History* screen. You should now see a *Welcome* screen.

This screen identifies the test, which is the **U.S. History EOC Assessment**. This screen also reminds you that this is a secure test and that you may not reveal any information in the test to others.

If any students are not in the correct test, contact your school assessment coordinator.



Now, I will review how to navigate through the test. Do not select any buttons at this time. You will use the forward arrow to move to the next question or the back arrow to return to the previous question.

Say

There are 60 questions on today’s test. Try to answer every question. If you come to a question you want to skip and return to later, bookmark it for review using the Bookmark button and keep going. The Review button will show you all questions and indicate any questions that are unanswered or were bookmarked for review. At any time during the test, you may use the answer eliminator, highlighter, color contrast, magnifier, zoom, or line reader mask, but you are not required to use these tools.

Please raise your hand if you have any questions.

Answer all questions.

Say

When you have finished answering all the questions, select the forward arrow on the last question and a screen will display the number of unanswered and bookmarked questions. To review a question, select the Review button at the top of the screen and select the number of the question you wish to review. If you are ready to submit your test, confirm by selecting **Submit Final Answers**.

I cannot help you with answering test questions, but raise your hand if you have any difficulties with your computer or device or need help submitting your test.

You will have 160 minutes to take the U.S. History EOC Assessment, and you will be permitted to continue working if you need additional time. After 80 minutes, we will take a short stretch break.

If you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. You must turn in your authorization ticket (*and CBT Worksheet*) before you leave the room. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone.

Please raise your hand if you have any questions.

Answer all questions.

Say

Now, select the forward arrow at the top of the *Welcome* screen. (*Pause.*) This screen contains the Testing Rules Acknowledgment. Please listen as I read the testing rules. During the test, you must not:

- talk to other students or make any disturbance
- look at another student’s computer screen or device (*or CBT Worksheet*)
- allow another student to look at your computer screen or device (*or CBT Worksheet*)
- ask for help answering any test questions
- give help to another student in answering test questions
- have notes or scratch paper (*other than your CBT Worksheet*)
- have any electronic or recording devices, other than the device on which you are testing, 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, select the button next to the acknowledgment to indicate that you understand the testing rules.

Pause while students read and select the button. If a student does not select the button, contact your school assessment coordinator.

Read Option A, B, or C based on instructions from your school assessment coordinator.

Option A

Say

When you have finished the test, review your answers and submit your test. Once you have selected **Submit Final Answers**, raise your hand. I will collect your authorization ticket (*and CBT Worksheet*).

If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.

If you finish the test and it is after the stretch break, you may leave quietly. Please raise your hand if you have any questions.

OR

Option B

Say

When you have finished the test, review your answers and submit your test. Once you have selected **Submit Final Answers**, raise your hand. I will collect your authorization ticket (*and CBT Worksheet*). Sit quietly until everyone is finished. Do not use your computer or device once you have submitted your test.

Please raise your hand if you have any questions.

OR

Option C

Say

When you have finished the test, review your answers and submit your test. Once you have selected **Submit Final Answers**, raise your hand. I will collect your authorization ticket (*and CBT Worksheet*). Sit quietly until everyone is finished. You may read, but you may not write or use your computer or device.

Please raise your hand if you have any questions.

Answer all questions.

Display the test group code for students.

Now, select the forward arrow at the top of the screen. Remember, you have 160 minutes to complete this test, and you will be permitted to continue working if you need additional time. We will take a short stretch break after 80 minutes of testing. I'll remind you when there are 10 minutes left in the test. Enter the test group code _____ in the box and select the forward arrow.

Now, begin working.

Complete the following:

STARTING time:	_____
Add 80 minutes:	+80 minutes
Time to call a break:	_____
TIME TESTING RESUMES:	_____
Add 70 minutes:	+70 minutes
Time for 10-minute reminder:	_____
Add 10 minutes:	+10 minutes
STOPPING time:	_____

Display the STARTING and STOPPING times for students.

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 test content **at any time**.

Follow the instructions below for the circumstances indicated:

- **Extended break or lunch**—Direct all students to select the drop-down menu next to their names at the top of the screen, select **Sign out of TestNav**, and then select **Save and Return Later**. **Ensure that students do not submit their tests before an extended break.** Remind students that they may not leave the school's campus. Collect the Student Authorization Tickets and, if applicable, CBT Worksheets before the students leave the room. Place all materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times. Make sure that students are not discussing the test in the testing room, hallways, restrooms, lunchroom, etc. **Students may not have electronic devices during breaks. If a student accesses his or her electronic device(s) during a break, that student's test must be invalidated.** When the students return, make sure they are resumed in PearsonAccess Next and provide the Student Authorization Tickets and, if applicable, CBT Worksheets so that the students can resume testing.
- **Students have technical issues**—Contact your school assessment coordinator or your technology coordinator for assistance. Certain circumstances, such as loss of an Internet connection, trigger the Early Warning System (EWS) in TestNav. If a student receives an alert, follow the prompts for the test proctor on the screen. For more information, refer to the *Florida TestNav 8 Support* page located at <https://support.assessment.pearson.com/x/DwACAQ>. The student's test may need to be resumed in PearsonAccess Next. Your attention should not be diverted from other students. If a student cannot complete the test on his or her computer or device, collect the Student Authorization Ticket and, if applicable, CBT Worksheet from the student, and notify your school assessment coordinator.
- **Before dismissing students**—Before any students are dismissed, verify that each student has submitted his or her test by checking each computer screen or device before the student leaves the room. Assist any students who need help submitting the test. Collect all Student Authorization Tickets and, if applicable, CBT Worksheets.

After 80 minutes from the STARTING time,



Stop. You may stand and stretch, but do not talk or look at another student's computer screen or device (or *CBT Worksheet*).

If your school selected Option A,



Please raise your hand if you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, please wait for me to dismiss these students and we will resume testing after the break. (*Pause.*)

Confirm that you have collected all test materials before dismissing students from the testing room.

After a short break,



Now, be seated. There are 80 minutes left in this test. I will let you know when there are 10 minutes left. You may now continue working.

After 70 minutes from the TIME TESTING RESUMES,



There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time.

After 10 more minutes,



Stop. If you have not finished testing, stop working and sit quietly while other students who have finished the test are dismissed.

If you **have finished**, select the Review button, then scroll down to the bottom and select **End of Section**. Select **Submit Final Answers**, and then select **Yes, Submit Final Answers**. Then raise your hand. I will collect your authorization ticket (*and CBT Worksheet*).

Collect authorization tickets and, if applicable, worksheets.

Dismiss all students who have completed testing, and then follow instructions from your school assessment coordinator for students who need additional time.

- If students will stay in the same room, they can continue testing once you have read the instructions in the next SAY box.
- If students will be moved to a different location, instruct them to select the drop-down menu next to their names at the top of the screen, select **Sign out of TestNav**, and then select **Save and Return Later**. **Remind students that they should not submit the test at this time.** Collect all test materials, and provide them to students once they are in the new location. These students will need to be resumed in PearsonAccess Next before they can continue testing. **A new seating chart must be created for this location.**

Once students are ready to continue working,



Now, we will continue testing. Remember, if you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. While outside the testing room, you are **not** permitted to access any electronic devices or discuss the test with anyone.

Please raise your hand after you have submitted the test. I will confirm that I have your test materials, and then you may leave the room quietly.

If an extended break such as lunch occurs, direct all students to select the drop-down menu next to their names at the top of the screen, select **Sign out of TestNav**, and then select **Save and Return Later**. Collect the Student Authorization Tickets and, if applicable, worksheets before the students leave the room. Place all testing materials in locked storage until testing resumes, and make sure that the computers and devices are kept secure at all times.

If the school day is ending and students are still working,



Stop. Select the Review button, then scroll down to the bottom and select **End of Section**. Select **Submit Final Answers**, and then select **Yes, Submit Final Answers**.

I will collect your authorization ticket (*and CBT Worksheet*).

Collect authorization tickets and, if applicable, worksheets.

Complete the following steps:

1. Ensure that you have all worksheets, Session Rosters, and authorization tickets and that your required administration information and testing room seating chart are accurate and complete.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Record the accommodations provided to students and the accommodations used by students with your required administration information. 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

For ELL students:

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

4. Return all materials to your school assessment coordinator as described on page 63.