

**Kentucky Summative Assessments (KSA)  
and Quality of School Climate  
and Safety Survey  
Spring 2023**



**Grade 4 Online/Paper Scripts**

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## Part I: Online Testing Scripts

Before beginning testing, be sure that the test sessions are prepared, started, and unlocked in PearsonAccess<sup>next</sup>.

### Administering the Online Test by Content Area and Test Length (recommended)

#### Administering the Online Test by Combined Content Areas

### Administering the Online Test by Content Area and Test Length (recommended)

- Confirm that all testing devices are turned on and the TestNav Sign In screen for Kentucky is available.
- Prior to test administration, District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), Technology Coordinators (TCs), and Test Administrators (TAs) should review the technology infrastructure at their schools to ensure that networks meet security requirements.
- Provide each student with his or her own Student Testing Ticket, scratch paper, and pen/pencil.
- The Seal Code(s), per section, should be written and clearly labeled on the board for the content area the students are testing, when directed by the scripts to do so. There will be two seal codes for reading and mathematics, and one for science. The Quality of School Climate and Safety (QSCS) Survey will not require a seal code.
- Complete a seating chart for each content test.

## Quality of School Climate and Safety (QSCS) Survey

The table below shows the time allowed.

Content Area	No. of Questions	Testing Time	
Quality of School Climate and Safety Survey	27	Estimated	20 minutes

1. Say to the students:

**Today you will be taking the Quality of School Climate and Safety Survey.**

**I am going to give each of you a Student Testing Ticket. Please verify your name is on the Student Testing Ticket. If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

Note: Seal codes are not required for the QSCS Survey.

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a dropdown list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your testing ticket.**

*[Pause while students sign into TestNav.]*

Then select the Sign In button.

Your screen should say 'Welcome' and list your name and the survey you are about to take.

*[Pause while students verify their name on the Welcome screen.]*

On the screen is a box with the words:

Grades 3-5 Survey

There are 27 questions in Part A.

Do not select the Start button until told to do so.

3. Say to the students:

We will now begin the QSCS survey. Read all the information and the questions carefully.

Your opinion on your school experience this year is important. Please answer honestly about how you feel; there are no right or wrong answers. Your answers are private and will not be shared with anyone at this school.

Do your best to respond to all items. However, if you do not understand a statement or feel uncomfortable responding, you may move to the next question.

For all the questions, you will select whether you strongly disagree, disagree, agree, or strongly agree with the statement.

Response Scale:

Strongly Disagree



Disagree





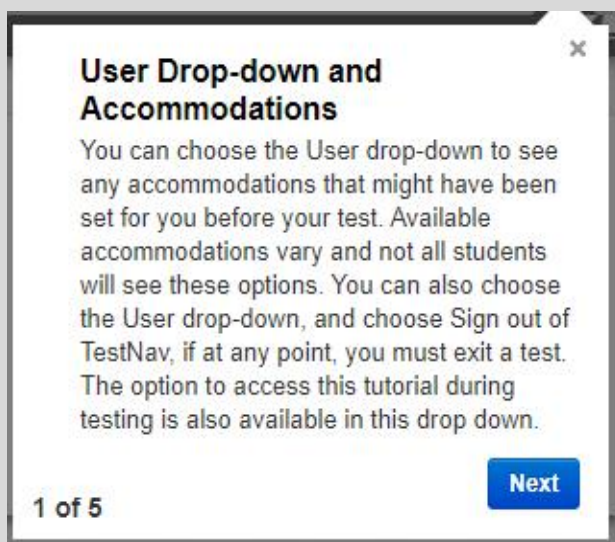
Agree



Strongly Agree



Once you log in to the survey there will be a User Drop-down tutorial that describes different tools/icons that are available within the test that includes a pointer tool  and go forward and go back arrows . You can scroll throughout the screens of the tutorial or "X" out of the screen:



Does anyone have any questions?

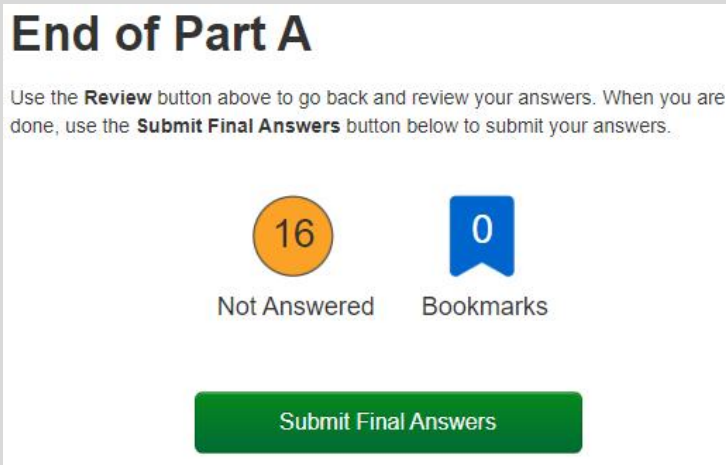
*[Pause for questions.]*

## 4. Say to the students:

**You will have at least 20 minutes to complete your QSCS survey.**

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 20 minutes, provided they have been on-task during the initial testing period.]

**When you finish the last question of the survey and select the Go Forward button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You may revisit these questions and complete any that you have not yet answered.**



**Be sure you are satisfied with your responses. Once you submit your survey, you cannot go back to any of the questions. When you have finished your survey, select the 'Submit Final Answers' button, to submit your answers.**

**The Test Submit Warning screen will pop up; select Yes, Submit Final Answers button to submit your survey answers.**

**When your survey is submitted, a screen will appear with the message, "Sign out complete. Thank you for using TestNav."**

**When you finish the survey, please sit quietly until everyone is finished.**

**Does anyone have any questions?**

*[Pause for questions.]*

**When you select Start on the screen, another screen will appear indicating Part A: 27 Questions.**

**Select Start and begin the survey.**

## 5. Circulate and monitor students' work during the test.

*After 20 minutes, if the students are no longer actively engaged, say to the students:*

**This completes the QSCS Survey. If you have not done so, please submit your answers.**

[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]

6. Collect all test materials (Student Testing Ticket, scratch paper and pen/pencil), and return them to the BAC.

**This is the end of the Quality of School Climate and Safety Survey.**

## Reading

The table below shows the time allowed for both Part A and Part B.

Content Area	Forms Possible	No. of Questions	Testing Time	
Reading	10	Part A: 20-21	Estimated	120-140 minutes
		Part B: 20-21		

Note: Part A and Part B for reading may be tested in one session or broken into two. See the available options below to determine how to proceed with testing. The Building Assessment Coordinator (BAC) must determine which option will be used before the testing begins, this will alleviate confusion on the day of testing.

**Option 1: Continue Testing Part B immediately after Part A:** After the students finish Part A; they will submit their answers and Part B will appear. Students will enter the second seal code that will be provided, and testing will continue. **All students should continue testing if no breaks are being provided.**

**Option 2: Take a Break after Part A:** After the students finish Part A; they will submit their answers and exit the session (See Test Administration Manual page 35 for directions). The entire class must take a break together, no students are permitted to continue testing until the break ends. **Do not provide the second seal code until all students are ready to begin Part B.**

**Option 3: Test Part B on Another Day:** After the students finish Part A, they will submit their answers and exit the session (See Test Administration Manual page 35 for directions). Testing Part B will not resume until another day. **Do not provide the second seal code until all students are ready to begin Part B once testing resumes.**

### Option 1

#### Directions for Part A and B:

1. Say to the students:

**You are now preparing to begin the Grade 4 Reading test. Part A and Part B will be tested in one session. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (if not using student testing ticket as scratch paper). If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

Note: Seal codes are required for online testing. Reading will require two seal codes, one for Part A and one for Part B. Seal codes are provided when the Student Testing Ticket is printed.

Write both the seal codes per section on the board for the students when directed by the scripts to do so; this will alleviate the disruption for students moving on to Part B of the test.

2. Distribute Student Testing Tickets, scratch paper, and pencil.

Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a drop-down list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your student testing ticket.**

*[Pause while students sign into TestNav.]*

**Then select the Sign In button.**

**Your screen should say 'Welcome' and list your name and the test you are about to take.**

*[Pause while students verify their name on the Welcome screen.]*

**On the screen is a box with the words:**

**Grade 4 Reading**

**There are 20-21 questions in Part A.**

**There are 20-21 questions in Part B.**

3. Say to the students:

**Select the Start button.**

*[Pause while students access the next screen.]*

**Your online test contains a Student Honor Code, which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the Kentucky Summative Assessments Student Honor Code:**

**I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during or after the test, my school may discipline me, and my test may not be scored.**

**Check the 'Terms and Conditions' checkbox, indicating you have read and accept the conditions of this code and click continue.**

*[Pause and make sure all students are following this step.]*

**On the screen is a box with the words "Part A: 20-21 Questions" and "Enter Seal Code." Do not enter the seal code or select the Start button until told to do so.**



4. Once students have signed into TestNav, checked the box for the Student Honor Code, and entered the seal code, the student may proceed with the test.

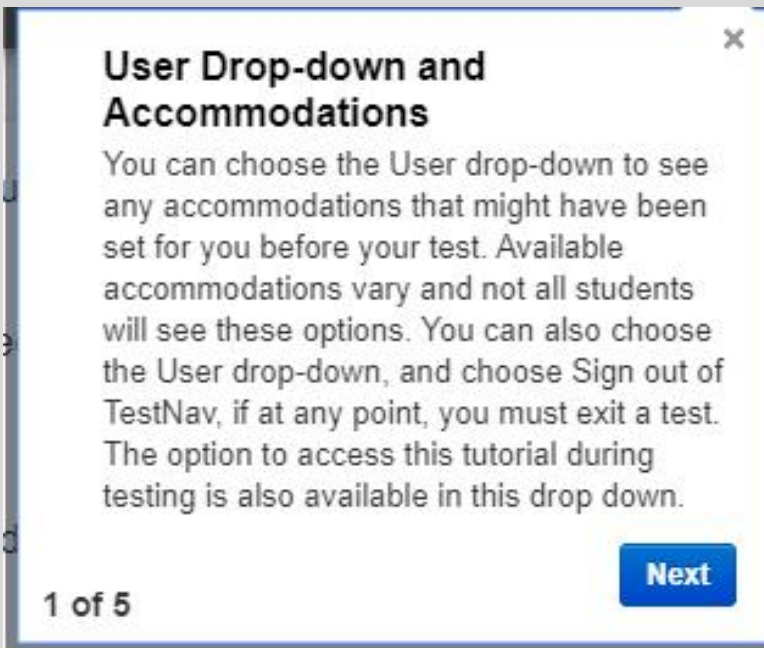
Note: Students will not be able to proceed with testing unless they check the Student Honor Code box.

5. Say to the students:

**We will now begin the Grade 4 Reading test, Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**



Once you log in to the test there will be a User Drop-down tutorial that describes different tools/icons that are available within the test that includes a pointer tool  and go forward and go back arrows . You can scroll throughout the screens of the tutorial or “X” out of the screen:



**Does anyone have any questions?**

*[Pause for questions.]*

6. Say to Students:

**You will have at least 120-140 minutes to complete Part A and B of your test.**

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 140 minutes, provided they have been on-task during the initial testing period.]

**When you finish the last question of the test and select the Go Forward button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.**

## End of Part A

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit** button below to submit your answers.



Not Answered



Bookmarks

Submit >>

Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished Part A, select the 'Submit' button, to submit your answers.

The Section Exit Warning screen will pop up. Select Yes, submit your test answers.

When your test is submitted, the screen for Reading Part B will appear. You will not need to wait to enter the second seal code when you get to Part B.

When you finish the last question on Part B of the test and select the Go Forward button, the End of Part B screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.

Congratulations, you have finished!

## End of Part B

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.



Not Answered



Bookmarks

Submit Final Answers

Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished your test, select the 'Submit Final Answers' button, to submit your answers.

The Test Submit Warning screen will pop up. Select Yes, Submit Final Answers button to submit your test answers. When your test is submitted, a screen will appear with the message, "Sign out complete. Thank you for using TestNav."

When you finish, please sit quietly until everyone is finished.

**Does anyone have any questions?**

*[Pause for questions.]*

**The seal codes for Reading are \_\_\_\_\_. I will write them on the board. You may enter Part A seal code now and select Start to begin your test.**

7. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*After 140 minutes, if the students are no longer actively engaged, say to the students:*

**This completes your Reading test. If you have not done so, please submit your test answers.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*

8. Collect all test materials (Student Testing Ticket, scratch paper and pencil), and return them to the BAC.

## Options 2 and 3

### Directions for Part A:

1. Say to the students:

**You are now preparing to begin the Grade 4 Reading test, Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (if not using student testing ticket as scratch paper). If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

Note: Seal codes are required for online testing; Reading will require two seal codes. Seal codes are provided when the Student Testing Ticket is printed.

Write the seal code per section on the board for the students when directed by the scripts to do so.

2. Distribute Student Testing Tickets, scratch paper, and pencil.

Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a drop-down list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your student testing ticket.**

*[Pause while students sign into TestNav.]*

**Then select the Sign In button.**

**Your screen should say ‘Welcome’ and list your name and the test you are about to take.**

*[Pause while students verify their name on the Welcome screen.]*

**On the screen is a box with the words:**

**Grade 4 Reading**

**There are 20-21 questions in Part A.**

**There are 20-21 questions in Part B.**

3. Say to the students:

**Select the Start button.**

*[Pause while students access the next screen.]*

**Your online test contains a Student Honor Code, which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the Kentucky Summative Assessments Student Honor Code:**

**I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during or after the test, my school may discipline me, and my test may not be scored.**

**Check the ‘Terms and Conditions’ checkbox, indicating you have read and accept the conditions of this code and click continue.**

*[Pause and make sure all students are following this step.]*



**On the screen is a box with the words “Part A: 20-21 Questions” and “Enter Seal Code.” Do not enter the seal code or select the Start button until told to do so.**

4. Once students have signed into TestNav, checked the box for the Student Honor Code, and entered the seal code, the student may proceed with the test.

Note: Students will not be able to proceed with testing unless they check the Student Honor Code box.

5. Say to the students:

**We will now begin the Grade 4 Reading test, Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**Once you log in to the test there will be a User Drop-down tutorial that describes different tools/icons that are available within the test that includes a pointer tool  and go forward and go back arrows . You can scroll throughout the screens of the tutorial or “X” out of the screen:**

### User Drop-down and Accommodations

You can choose the User drop-down to see any accommodations that might have been set for you before your test. Available accommodations vary and not all students will see these options. You can also choose the User drop-down, and choose Sign out of TestNav, if at any point, you must exit a test. The option to access this tutorial during testing is also available in this drop down.

1 of 5

Next

**Does anyone have any questions?**  
*[Pause for questions.]*

## 6. Say to the students:

**You will have at least 60-70 minutes to complete Part A of your test.**

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond 70 minutes, provided they have been on-task during the initial testing period.]

**When you finish the last question of the test and select the Go Forward button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.**

## End of Part A

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit** button below to submit your answers.

5

Not Answered

0

Bookmarks

Submit >>

**Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished Part A, select the 'Submit' button, to submit your answers.**

**The Section Exit Warning screen will pop up. Select Yes, submit your test answers.**

**When Part A test is submitted, the screen for Reading Part B will appear. Once you see the screen for Part B, you will log out of TestNav.**

**When you finish, please sit quietly until everyone is finished.**

**Does anyone have any questions?**

*[Pause for questions.]*

**The seal code for Reading is \_\_\_\_\_. I will write it on the board. You may enter Part A seal code now and select Start to begin your test.**

7. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*After 70 minutes, if the students are no longer actively engaged, say to the students:*

**This completes Reading test, Part A. If you have not done so, please submit your test answers.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*

8. Collect all test materials (Student Testing Ticket, scratch paper and pencil), and return them to the BAC.

## **Directions for Part B:**

1. Re-distribute Student Testing Tickets, scratch paper, and pencil.

Say to the students:

**You are now preparing to begin the Grade 4 Reading test, Part B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (if not using student testing ticket as scratch paper). If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

2. Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a drop-down list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your student testing ticket.**

*[Pause while students sign into TestNav.]*

**Then select the Sign In button.**

**Your screen should say ‘Welcome’ and list your name and the test you are about to take.**

*[Pause while students verify their name on the Welcome screen.]*

**On the screen is a box with the words:**

**Grade 4 Reading**

**There are 20-21 questions in Part A.**

**There are 20-21 questions in Part B.**

3. Say to the students:

**Select the Resume button.**

*[Pause while students access the next screen.]*

**On the screen is a box with the words “Part B: 20-21 Questions” and “Enter Seal Code.” Do not enter the seal code or select the Start button until told to do so.**

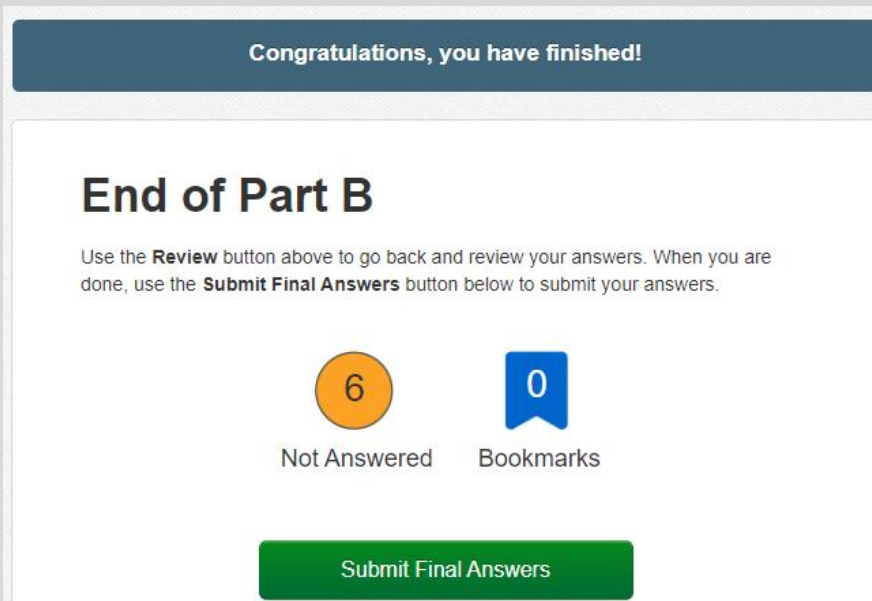
4. Say to the students:

**We will now begin the Grade 4 Reading test, Part B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**You will have at least 60-70 minutes to complete Part B of your test.**

*[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond 70 minutes, provided they have been on-task during the initial testing period.]*

**When you finish the last question on Part B of the test and select the Go Forward button, the End of Part B screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.**



**Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished your test, select the 'Submit Final Answers' button, to submit your answers.**

**The Test Submit Warning screen will pop up. Select Yes, Submit Final Answers button to submit your test answers. When your test is submitted, a screen will appear with the message, "Sign out complete. Thank you for using TestNav."**

**When you finish, please sit quietly until everyone is finished.**

**Does anyone have any questions?**

*[Pause for questions.]*

**The seal code for Reading is \_\_\_\_\_. I will write it on the board. You may enter Part B seal code now and select Start to begin your test.**

5. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*After 70 minutes, if the students are no longer actively engaged, say to the students:*

**This completes Reading test, Part B. If you have not done so, please submit your test answers.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*

6. Collect all test materials (Student Testing Ticket, scratch paper and pencil), and return them to the BAC.

**This is the end of the Grade 4 online Reading test.**



# Mathematics

## Mathematics: Part A and Part B (No calculators permitted on Mathematics Part A)

The table below shows the time allowed for both Part A and Part B.

Content Area	Forms Possible	No. of Questions	Testing Time	
Mathematics	10	Part A: 28	Estimated	120 minutes
		Part B: 12		

Note: Part A and Part B for mathematics may be tested in one session or broken into two. See the available options below to determine how to proceed with testing. The Building Assessment Coordinator (BAC) must determine which option will be used for testing before testing begins, this will alleviate confusion on the day of testing.

No calculators are permitted on Mathematics Part A unless approved on the student's IEP or 504 Plan.

**Option 1: Continue Testing Part B immediately after Part A:** After the students finish Part A; they will submit their answers and Part B will appear. Students will enter the second seal code that will be provided, and testing will continue. **All students should continue testing if no breaks are being provided.**

**Option 2: Take a Break after Part A:** After the students finish Part A; they will submit their answers and exit the session (See Test Administration Manual page 35 for directions). The entire class must take a break together, no students are permitted to continue testing until the break ends. **Do not provide the second seal code until all students are ready to begin Part B.**

**Option 3: Test Part B on Another Day:** After the students finish Part A, they will submit their answers and exit the session (See Test Administration Manual page 35 for directions). Testing Part B will not resume until another day. **Do not provide the second seal code until all students are ready to begin Part B once testing resumes.**

## Option 1

### Directions for Part A and B:

1. Say to the students:

**You are now preparing to begin the Grade 4 Mathematics test. Part A and B will be tested in one session. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (if not using student testing ticket as scratch paper). If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

Note: Seal codes are required for online testing. Mathematics will require two seal codes, one for Part A and one for Part B. Seal codes are provided when the Student Testing Ticket is printed.

Write both the seal codes per section on the board for the students when directed by the scripts to do so; this will alleviate the disruption for students moving on to Part B of the test. Once entering Part A, the calculator tool will not be available. After submitting answers for Part A the calculator tool will be available on Part B.

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a drop-down list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your testing ticket.**

*[Pause while students sign into TestNav.]*

**Then select the Sign In button.**

**Your screen should say 'Welcome' and list your name and the test you are about to take.**

*[Pause while students verify their name on the Welcome screen.]*

**On the screen is a box with the words:**

**Grade 4 Mathematics**

**There are 28 questions in Part A.**

**There are 12 questions in Part B.**

3. Say to the students:

**Select the Start button.**

*[Pause while students access the next screen.]*

**Your online test contains a Student Honor Code, which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the Kentucky Summative Assessments Student Honor Code:**

**I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during or after the test, my school may discipline me, and my test may not be scored.**

**Check the 'Terms and Conditions' checkbox, indicating you have read and accept the conditions of this code and click continue.**

*[Pause and make sure all students are following this step.]*



**On the screen is a box with the words "Part A: 28 Questions" and "Enter Seal Code." Do not enter the seal code or select the Start button until told to do so.**

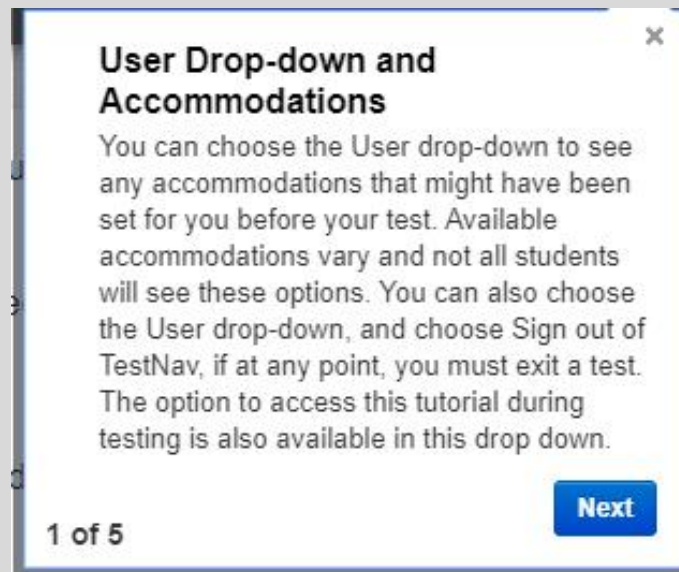
4. Once students have signed into TestNav, checked the box for the Student Honor Code, and entered the seal code, the student may proceed with the test.

Note: Students will not be able to proceed with testing unless they check the Student Honor Code box.

## 5. Say to the students:

**We will now begin the Grade 4 Mathematics test, Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

Once you log in to the test there will be a User Drop-down tutorial that describes different tools/icons that are available within the test that includes a pointer tool  and go forward and go back arrows . You can scroll throughout the screens of the tutorial or “X” out of the screen:



**Does anyone have any questions?**

*[Pause for questions.]*

## 6. Say to Students:

**You will have at least 120 minutes to complete Part A and Part B.**

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 120 minutes, provided they have been on-task during the initial testing period.]

**When you finish the last question on Part A of the test and select the Go Forward button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.**

## End of Part A

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit** button below to submit your answers.



Not Answered



Bookmarks

Submit >>

Be sure you are satisfied with your responses, once you submit your test, you cannot go back to any of the questions. When you have finished Part A, select the 'Submit' button to submit your answers.

The Section Exit Warning screen will pop up. Select Yes to submit your test answers.

When your test is submitted, the screen for Mathematics Part B will appear. You will not need to wait to enter the second seal code when you get to Part B.

The calculator  can only be used on Part B of the mathematics test.

When you finish the last question on Part B of the test and select the Go Forward button, the End of Part B screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.

## End of Part B

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.



Not Answered



Bookmarks

Submit Final Answers

Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished your test, select the 'Submit Final Answers' button to submit your answers.

The Test Submit Warning screen will pop up. Select Yes, Submit Final Answers button to submit your test answers. When your test is submitted, a screen will appear with the message, "Sign out complete. Thank you for using TestNav."

When you finish, please sit quietly until everyone is finished.

**Does anyone have any questions?**

*[Pause for questions.]*

**The seal codes for Mathematics are \_\_\_\_\_. I will write them on the board. You may enter Part A seal code now and select Start to begin your test.**

7. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*After 120 minutes, if the students are no longer actively engaged, say to the students:*

**This completes your Mathematics test. If you have not done so, please submit your test answers.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*

8. Collect all test materials (Student Testing Ticket, scratch paper and pen/pencil), and return them to the BAC.

## Options 2 and 3

### Directions for Part A:

1. Say to the students:

**You are now preparing to begin the Grade 4 Mathematics test, Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (if not using student testing ticket as scratch paper). If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

Note: Seal codes are required for online testing; Mathematics will require two seal codes.

Seal codes are provided when the Student Testing Ticket is printed.

Write the seal code per section on the board for the students when directed by the scripts to do so.

2. Distribute Student Testing Tickets, scratch paper, and pencil.

Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a drop-down list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your student testing ticket.**

*[Pause while students sign into TestNav.]*

**Then select the Sign In button.**

**Your screen should say ‘Welcome’ and list your name and the test you are about to take.**

*[Pause while students verify their name on the Welcome screen.]*

**On the screen is a box with the words:**

**Grade 4 Mathematics**

**There are 28 questions in Part A.**

**There are 12 questions in Part B.**

3. Say to the students:

**Select the Start button.**

*[Pause while students access the next screen.]*

**Your online test contains a Student Honor Code, which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the Kentucky Summative Assessments Student Honor Code:**

**I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during or after the test, my school may discipline me, and my test may not be scored.**

**Check the ‘Terms and Conditions’ checkbox, indicating you have read and accept the conditions of this code and click continue.**

*[Pause and make sure all students are following this step.]*



**On the screen is a box with the words “Part A; 28 Questions” and “Enter Seal Code.” Do not enter the seal code or select the Start button until told to do so.**

4. Once students have signed into TestNav, checked the box for the Student Honor Code, and entered the seal code, the student may proceed with the test.

Note: Students will not be able to proceed with testing unless they check the Student Honor Code box.

5. Say to the students:

**We will now begin the Grade 4 Mathematics test, Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**Once you log in to the test there will be a User Drop-down tutorial that describes different tools/icons that are available within the test that includes a pointer tool  and go forward and go back arrows . You can scroll throughout the screens of the tutorial or “X” out of the screen:**

### User Drop-down and Accommodations

You can choose the User drop-down to see any accommodations that might have been set for you before your test. Available accommodations vary and not all students will see these options. You can also choose the User drop-down, and choose Sign out of TestNav, if at any point, you must exit a test. The option to access this tutorial during testing is also available in this drop down.

1 of 5

Next

Does anyone have any questions?

*[Pause for questions.]*

## 6. Say to the students:

**You will have at least 60 minutes to complete Part A of your test.**

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond 60 minutes, provided they have been on-task during the initial testing period.]

**When you finish the last question of the test and select the Go Forward button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.**

## End of Part A

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit** button below to submit your answers.

5

Not Answered

0

Bookmarks

Submit >>

**Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished Part A, select the 'Submit' button, to submit your answers.**

**The Section Exit Warning screen will pop up. Select Yes, submit your test answers.**

**When Part A test is submitted, the screen for Mathematics Part B will appear. Once you see the screen for Part B, you will log out of TestNav.**

**When you finish, please sit quietly until everyone is finished.**

**Does anyone have any questions?**

*[Pause for questions.]*

**The seal code for Mathematics is \_\_\_\_\_. I will write it on the board. You may enter Part A seal code now and select Start to begin your test.**

7. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*After 60 minutes, if the students are no longer actively engaged, say to the students:*

**This completes Part A of your test. If you have not done so, please submit your test answers.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*

8. Collect all test materials (Student Testing Ticket, scratch paper and pencil), and return them to the BAC.

## **Directions for Part B:**

1. Re-distribute Student Testing Tickets, scratch paper, and pencil.

Say to the students:

**You are now preparing to begin the Grade 4 Mathematics test, Part B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (if not using student testing ticket as scratch paper). If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

2. Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a drop-down list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your student testing ticket.**



*[Pause while students sign into TestNav.]*

**Then select the Sign In button.**

**Your screen should say ‘Welcome’ and list your name and the test you are about to take.**

*[Pause while students verify their name on the Welcome screen.]*

**On the screen is a box with the words:**

**Grade 4 Mathematics**

**There are 28 questions in Part A.**

**There are 12 questions in Part B.**

3. Say to the students:

**Select the Resume button.**

*[Pause while students access the next screen.]*


**On the screen is a box with the words “Part B: 12 Questions” and “Enter Seal Code.” Do not enter the seal code or select the Start button until told to do so.**

4. Say to the students:

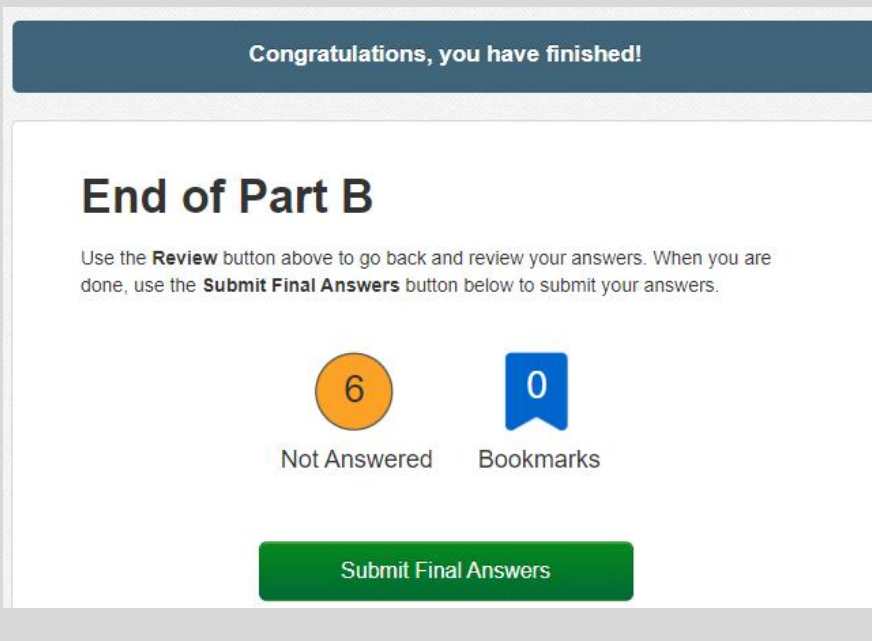
**We will now begin the Grade 4 Mathematics test, Part B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**You will have at least 60 minutes to complete Part B of your test.**

*[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond 60 minutes, provided they have been on-task during the initial testing period.]*

**The calculator  will be available once you enter Part B of the Mathematics test.**

**When you finish the last question on Part B of the test and select the Go Forward button, the End of Part B screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.**



**Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished your test, select the 'Submit Final Answers' button, to submit your answers.**

**The Test Submit Warning screen will pop up. Select Yes, Submit Final Answers button to submit your test answers. When your test is submitted, a screen will appear with the message, "Sign out complete. Thank you for using TestNav."**

**When you finish, please sit quietly until everyone is finished.**

**Does anyone have any questions?**

*[Pause for questions.]*

**The seal code for Mathematics is \_\_\_\_\_. I will write it on the board. You may enter Part B seal code now and select Start to begin your test.**

5. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*After 60 minutes, if the students are no longer actively engaged, say to the students:*

**This completes Mathematics test, Part B. If you have not done so, please submit your test answers.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*

6. Collect all test materials (Student Testing Ticket, scratch paper and pencil), and return them to the BAC.

**This is the end of the Grade 4 online Mathematics test.**

## Science

The table below shows time allowed.

Content Area	Forms Possible	No. of Questions	Testing Time	
Science	4	24	Estimated	90 minutes

1. Say to the students:

**You are now preparing to begin the Grade 4 Science test.**

**I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (if not using student testing ticket as scratch paper). If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

Note: Seal codes are required for online testing; science will require one seal code. Seal codes are provided when the Student Testing Ticket is printed.

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a drop-down list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your testing ticket.**

*[Pause while students sign into TestNav.]*

**Then select the Sign In button.**

**Your screen should say 'Welcome' and list your name and the test you are about to take.**

*[Pause while students verify their name on the Welcome screen.]*

**On the screen is a box with the words:**

**Grade 4 Science**

**There are 24 questions in Part A.**

3. Say to the students:

**Select the Start button.**

*[Pause while students access the next screen.]*

**Your online test contains a Student Honor Code, which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the Kentucky Summative Assessments Student Honor Code:**

**I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during or after the test, my school may discipline me, and my test may not be scored.**

**Check the 'Terms and Conditions' checkbox, indicating you have read and accept the conditions of this code and click continue.**

*[Pause and make sure all students are following this step.]*



**On the screen is a box with the words “Part A: 24 Questions” and “Enter Seal Code.” Do not enter the seal code or select the Start button until told to do so.**

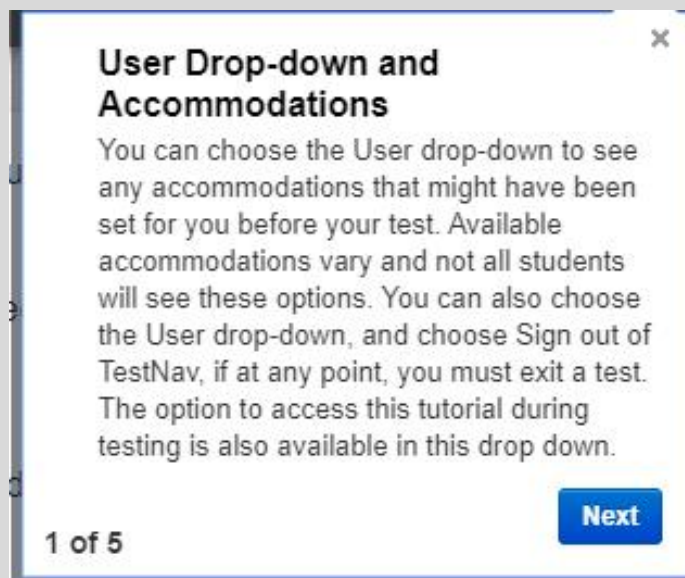
4. Once students have signed into TestNav, checked the box for the Student Honor Code, and entered the seal code, the student may proceed with the test.

Note: Students will not be able to proceed with testing unless they check the Student Honor Code box.

5. Say to the students:

**We will now begin the Grade 4 Science test. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

Once you log in to the test there will be a User Dropdown tutorial that describes different tools/icons that are available within the test that includes a pointer tool  and go forward and go back arrows . You can scroll throughout the screens of the tutorial or “X” out of the screen:



**Does anyone have any questions?**

*[Pause for questions.]*

6. Say to the students:

**You will have at least 90 minutes to complete your test.**

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 90 minutes, provided they have been on-task during the initial testing period.]

**When you finish the last question on Part A of the test and select the Go Forward button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.**

## End of Part A

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.


  
 Not Answered      Bookmarks

**Submit Final Answers**

Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished your test, select the 'Submit Final Answers' button, to submit your answers.

The Test Submit Warning screen will pop up. Select Yes, Submit Final Answers button to submit your test answers.

When your test is submitted, a screen will appear with the message, "Sign out complete. Thank you for using TestNav."

When you finish, please sit quietly until everyone is finished.

Does anyone have any questions?

*[Pause for questions.]*

The seal code for Science is \_\_\_\_\_. I will write the seal code on the board; you may enter it now and select Start to begin your test.

7. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*After 90 minutes, if the students are no longer actively engaged, say to the students:*

**This completes your Science test. If you have not done so, please submit your test answers.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*

8. Collect all test materials (Student Testing Ticket, scratch paper and pen/pencil), and return them to the BAC.

**This is the end of the Grade 4 online Science test.**

## Administering the Online Test by Combined Content Areas

- Confirm that all testing devices are turned on and the TestNav Sign In screen for Kentucky is available.
- Prior to test administration, District Assessment Coordinators (DACs), Building Assessment Coordinators (BACs), Technology Coordinators (TCs), and Test Administrators (TAs) should review the technology infrastructure at their schools to ensure that networks meet security requirements.
- Provide each student with his or her own Student Testing Ticket, scratch paper, and pen/pencil.
- The Seal Code(s), per section, should be written and clearly labeled on the board for the content area the students are testing, when directed by the scripts to do so. There will be two seal codes for reading and mathematics, and one for science. The Quality of School Climate and Safety (QSCS) Survey will not require a seal code.
- Complete a seating chart for each content test.

## Quality of School Climate and Safety (QSCS) Survey

The table below shows the time allowed.

Content Area	No. of Questions	Testing Time	
Quality of School Climate and Safety Survey	27	Estimated	20 Minutes

1. Say to the students:

**Today you will be taking the Quality of School Climate and Safety Survey.**

**I am going to give each of you a Student Testing Ticket. Please verify your name is on the Student Testing Ticket. If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

Note: Seal codes are not required for the QSCS Survey.

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a dropdown list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your testing ticket.**

*[Pause while students sign into TestNav.]*

**Then select the Sign In button.**

**Your screen should say 'Welcome' and list your name and the survey you are about to take.**

*[Pause while students verify their name on the Welcome screen.]*

**On the screen is a box with the words:**

**Grades 3-5 Survey**

**There are 27 questions in Part A.**

**Do not select the Start button until told to do so.**

## 3. Say to the students:

**We will now begin the QSCS survey. Read all the information and the questions carefully. Your opinion on your school experience this year is important. Please answer honestly about how you feel; there are no right or wrong answers. Your answers are private and will not be shared with anyone at this school.**

**Do your best to respond to all items. However, if you do not understand a statement or feel uncomfortable responding, you may move to the next question.**

**For all the questions, you will select whether you strongly disagree, disagree, agree, or strongly agree with the statement.**

**Response Scale:**

Strongly Disagree



Disagree





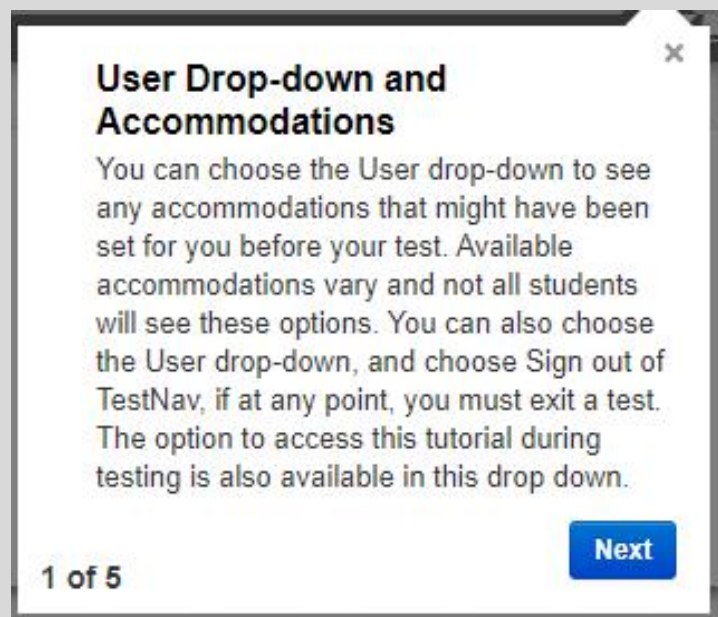
Agree



Strongly Agree



Once you log in to the survey there will be a User Drop-down tutorial that describes different tools/icons that are available within the test that includes a pointer tool  and go forward and go back arrows . You can scroll throughout the screens of the tutorial or "X" out of the screen:



**Does anyone have any questions?**

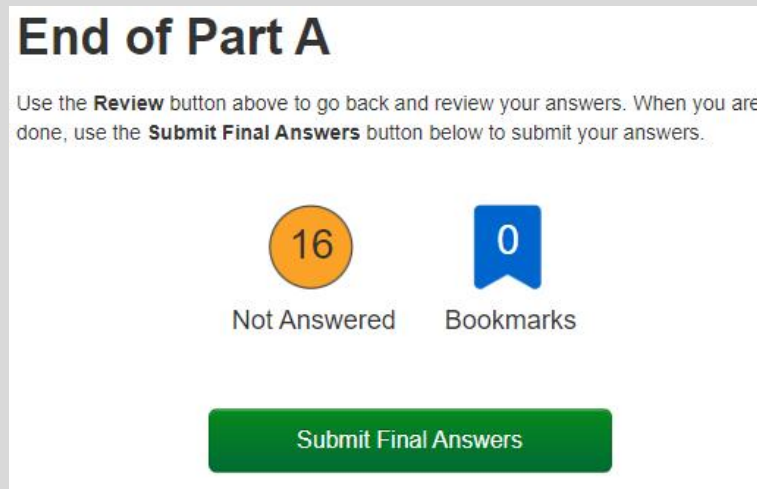
*[Pause for questions.]*

## 4. Say to the students:

**You will have at least 20 minutes to complete your QSCS survey.**

*[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 20 minutes, provided they have been on-task during the initial testing period.]*

When you finish the last question of the survey and select the Go Forward button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You may revisit these questions and complete any that you have not yet answered.



Be sure you are satisfied with your responses. Once you submit your survey, you cannot go back to any of the questions. When you have finished your survey, select the 'Submit Final Answers' button to submit your answers.

The Test Submit Warning screen will pop up; select Yes, Submit Final Answers button to submit your survey answers.

When your survey is submitted, a screen will appear with the message, "Sign out complete. Thank you for using TestNav."

When you finish the survey, please sit quietly until everyone is finished.

Does anyone have any questions?

*[Pause for questions.]*

When you select Start on the screen, another screen will appear indicating "Part A: 27 Questions". Select Start and begin the survey.

5. Circulate and monitor students' work during the test.

*After 20 minutes, if the students are no longer actively engaged, say to the students:*

**This completes the QSCS Survey. If you have not done so, please submit your answers.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*

6. Collect all test materials (Student Testing Ticket, scratch paper and pen/pencil), and return them to the BAC.

**This is the end of the Quality of School Climate and Safety Survey.**



## Combined 90-, 120- and 120/140-Minute Content Area Test

The tables below show the time allowed.

Content Area	Form Possible	No. of Questions	Testing Time	
Reading	10	Part A: 20-21	Estimated	120-140 minutes
		Part B: 20-21		

Content Area	Form Possible	No. of Questions	Testing Time	
Mathematics	10	Part A: 28	Estimated	120 minutes
		Part B: 12		

Content Area	Forms Possible	No. of Questions	Testing Time	
Science	4	24	Estimated	90 minutes

Note: Part A and Part B for reading and mathematics may be tested in one session or broken into two. See the available options below to determine how to proceed with testing. The Building Assessment Coordinator (BAC) must determine which option will be used before the testing begins, this will alleviate confusion on the day of testing.

No calculators are permitted on Mathematics Part A unless approved on the student's IEP or 504 Plan.

Science will not be included in these options as there is only Part A for test.

**Option 1: Continue Testing Part B immediately after Part A:** After the students finish Part A; they will submit their answers and Part B will appear. Students will enter the second seal code that will be provided, and testing will continue. **All students should continue testing if no breaks are being provided.**

**Option 2: Take a Break after Part A:** After the students finish Part A; they will submit their answers and exit the session (See Test Administration Manual page 35 for directions). The entire class must take a break together, no students are permitted to continue testing until the break ends. **Do not provide the second seal code until all students are ready to begin Part B.**

**Option 3: Test Part B on Another Day:** After the students finish Part A, they will submit their answers and exit the session (See Test Administration Manual page 35 for directions). Testing Part B will not resume until another day. **Do not provide the second seal code until all students are ready to begin Part B once testing resumes.**

### Option 1

#### Directions for Part A and B:

1. Say to the students:

**You are now preparing to begin the Grade 4 Reading, Mathematics or Science test. Reading and Mathematics will have Part A and Part B which will be tested in one session. Science will only have Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (if not using student testing ticket as scratch paper). If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

Note: Seal codes are required for online testing. Reading and Mathematics require two seal codes, one for Part A and Part B; Science will require one seal code. Seal codes are provided when the Student Testing Ticket is printed.

Write the seal codes for each test on the board for the students when directed by the scripts to do so; this will alleviate the disruption for students moving on to Part B of the test. For Mathematics, when entering Part A, the calculator tool will not be available. After submitting answers for Part A the calculator tool will be available on Part B.

**Verify the Student Testing Ticket is for the correct content being tested.**

2. Distribute Student Testing Tickets, scratch paper, and pen/pencil.

Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a drop-down list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your testing ticket.**

*[Pause while students sign into TestNav.]*

**Then select the Sign In button.**

**Your screen should say 'Welcome' and list your name and the test you are about to take.**

*[Pause while students verify their name on the Welcome screen.]*

**On the screen is a box with the words:**

**Grade 4 Reading**

**There are 20-21 questions in Part A.**

**There are 20-21 questions in Part B.**

**Grade 4 Mathematics**

**There are 28 questions in Part A.**

**There are 12 questions in Part B.**

**Grade 4 Science**

**There are 24 questions in Part A.**

3. Say to the students:

**Select the Start button.**

*[Pause while students access the next screen.]*

**Your online test contains a Student Honor Code, which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the Kentucky Summative Assessments Student Honor Code:**

**I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during or after the test, my school may discipline me, and my test may not be scored.**

**Check the ‘Terms and Conditions’ checkbox, indicating you have read and accept the conditions of this code and click continue.**

*[Pause and make sure all students are following this step.]*

*[for students taking Reading]*

**On the screen is a box with the words “Part A: 20-21 Questions” and “Enter Seal Code.” Do not enter the seal code or select the Start button until told to do so.**

*[for students taking Mathematics]*

**On the screen is a box with the words “Part A: 28 Questions” and “Enter Seal Code.” Do not enter the seal code or select the Start button until told to do so.**

*[for students taking Science]*



**On the screen is a box with the words “Part A: 24 Questions” and “Enter Seal Code.” Do not enter the seal code or select the Start button until told to do so.**

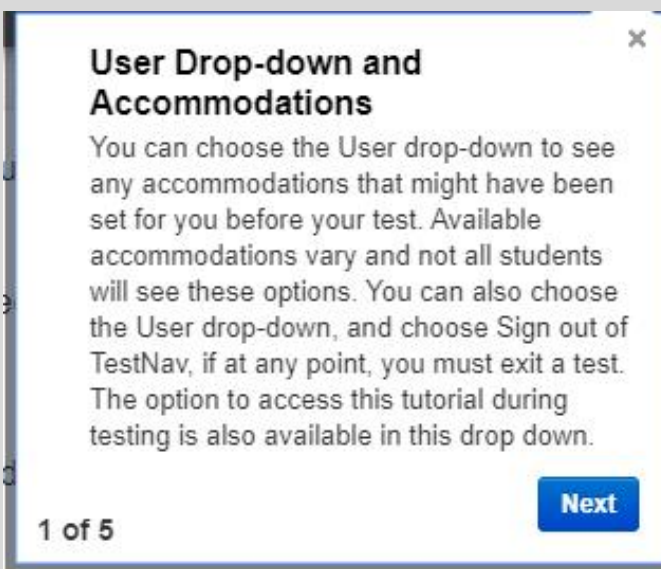
4. Once students have signed into TestNav, checked the box for the Student Honor Code, and entered the seal code, the student may proceed with the test.

Note: Students will not be able to proceed with testing unless they check the Student Honor Code box.

5. Say to the students:

**We will now begin the Grade 4 online tests. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**Once you log in to the test there will be a User Drop-down tutorial that describes different tools/icons that are available within the test that includes a pointer tool  and go forward and go back arrows . You can scroll throughout the screens of the tutorial or “X” out of the screen:**



**Does anyone have any questions?**

*[Pause for questions.]*

## 6. Say to the students:

[For students taking Reading] **You will have at least 120-140 minutes to complete Part A and Part B of your test.**

[For students taking Mathematics] **You will have at least 120 minutes to complete Part A and Part B of your test.**

[For students taking Science] **You will have at least 90 minutes to complete your test.**

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 140 (120 or 90) minutes, provided they have been on-task during the initial testing period.]

**When you finish the last question on Part A of the test and select the Go Forward button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.**

### End of Part A

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit** button below to submit your answers.

5

Not Answered

0

Bookmarks

Submit >>

### End of Part A

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit Final Answers** button below to submit your answers.

16

Not Answered

0

Bookmarks

Submit Final Answers


**Be sure you are satisfied with your responses, once you submit your test, you cannot go back to any of the questions.**

[For students taking Science] **When you have finished Part A, select the “Submit Final Answers” button; select the ‘Submit’ button, to submit your answers for Part A of the test. The Test Submit Warning screen will pop up. Select Yes to submit your test answers. When your test is submitted, the following message will appear, “Sign out complete. Thank you for using TestNav.”**

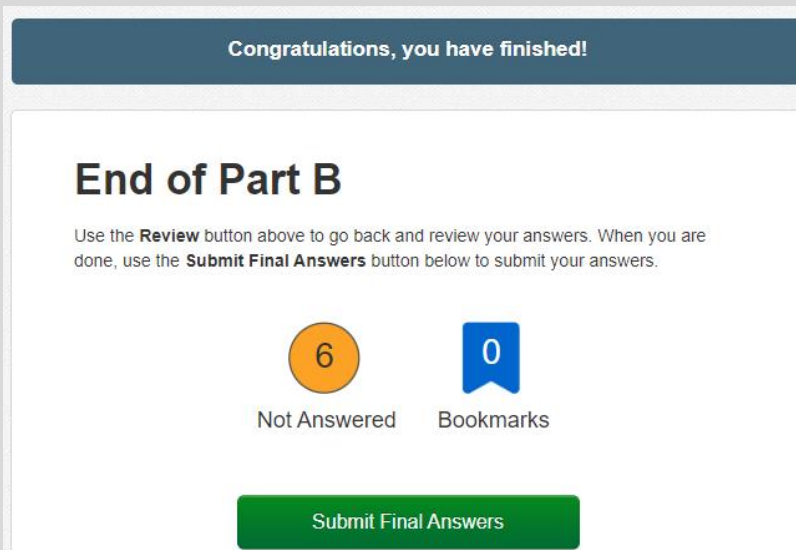
**When you finish, please sit quietly until everyone is finished.**

[For students taking Reading] **When you have finished Part A, select the ‘Submit’ button to submit your answers, the screen for Reading Part B will appear. You will not need to wait to enter the second seal code when you get to Part B.**

[For students taking Mathematics] **When you have finished Part A, select the ‘Submit’ button to submit your answers, the screen for Mathematics Part B will appear. You will not need to wait to enter the second seal code when you get to Part B.**

**The calculator  will be available once you enter Part B of the Mathematics test.**

When you finish the last question on Part B of the test and select the Go Forward button, the End of Part B screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.



Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished your test, select the 'Submit Final Answers' button, to submit your answers.

The Test Submit Warning screen will pop up. Select Yes, Submit Final Answers button to submit your test answers. When your test is submitted, a screen will appear with the message, "Sign out complete. Thank you for using TestNav."

When you finish, please sit quietly until everyone is finished.

Does anyone have any questions?

*[Pause for questions.]*

The seal codes for Reading, Mathematics or Science are \_\_\_\_\_. I will write them on the board. You may enter Part A seal code now and select Start to begin your test.

## 7. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*[For students taking Reading] After 140 minutes, if the students are no longer actively engaged, say to the students:*

*[For students taking Mathematics] After 120 minutes, if the students are no longer actively engaged, say to the students:*

*[For students taking Science] After 90 minutes, if the students are no longer actively engaged, say to the students:*

**This completes your test. If you have not done so, please submit your test answers.**

[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]

8. Collect all test materials (Student Testing Ticket, scratch paper and pen/pencil), and return them to the BAC.

## Options 2 and 3

### Directions for Part A (Reading and Mathematics only):

1. Say to the students:

**You are now preparing to begin the Grade 4 Reading or Mathematics test, Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (if not using student testing ticket as scratch paper). If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

Note: Seal codes are required for online testing; Reading and Mathematics will require two seal codes. Seal codes are provided when the Student Testing Ticket is printed. Write the seal code per section on the board for the students when directed by the scripts to do so.

2. Distribute Student Testing Tickets, scratch paper, and pencil.

Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a drop-down list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your student testing ticket.**

*[Pause while students sign into TestNav.]*

**Then select the Sign In button.**

**Your screen should say 'Welcome' and list your name and the test you are about to take.**

*[Pause while students verify their name on the Welcome screen.]*

**On the screen is a box with the words:**

**Grade 4 Reading**

**There are 20-21 questions in Part A.**

**There are 20-21 questions in Part B.**

**Grade 4 Mathematics**

**There are 28 questions in Part A.**

**There are 12 questions in Part B.**

3. Say to the students:

**Select the Start button.**

*[Pause while students access the next screen.]*

**Your online test contains a Student Honor Code, which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the Kentucky Summative Assessments Student Honor Code:**

**I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during or after the test, my school may discipline me, and my test may not be scored.**

**Check the 'Terms and Conditions' checkbox, indicating you have read and accept the conditions of this code and click continue.**

*[Pause and make sure all students are following this step.]*

*[for students taking Reading]*

**On the screen is a box with the words "Part A: 20-21 Questions" and "Enter Seal Code." Do not enter the seal code or select the Start button until told to do so.**

*[for students taking Mathematics]*



**On the screen is a box with the words "Part A: 28 Questions" and "Enter Seal Code." Do not enter the seal code or select the Start button until told to do so.**

4. Once students have signed into TestNav, checked the box for the Student Honor Code, and entered the seal code, the student may proceed with the test.

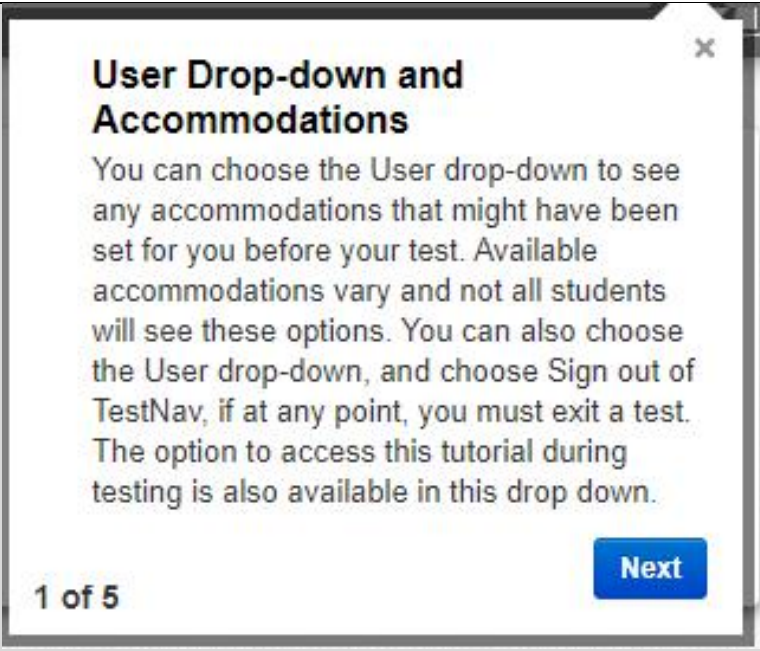
Note: Students will not be able to proceed with testing unless they check the Student Honor Code box.

5. Say to the students:

**We will now begin the Grade 4 online tests, Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**Once you log in to the test there will be a User Drop-down tutorial that describes different tools/icons that are available within the test that includes a pointer tool  and go forward and go back arrows . You can scroll throughout the screens of the tutorial or "X" out of the screen:**





**User Drop-down and Accommodations**

You can choose the User drop-down to see any accommodations that might have been set for you before your test. Available accommodations vary and not all students will see these options. You can also choose the User drop-down, and choose Sign out of TestNav, if at any point, you must exit a test. The option to access this tutorial during testing is also available in this drop down.

1 of 5

Next

**Does anyone have any questions?**  
*[Pause for questions.]*

6. Say to the students:

[For students taking Reading] **You will have at least 60-70 minutes to complete Part A of your test.**

[For students taking Mathematics] **You will have at least 60 minutes to complete Part A of your test.**

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond 70 (or 60) minutes, provided they have been on-task during the initial testing period.]

**When you finish the last question of the test and select the Go Forward button, the End of Part A screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.**



## End of Part A

Use the **Review** button above to go back and review your answers. When you are done, use the **Submit** button below to submit your answers.


  
 Not Answered      Bookmarks

Submit >>

Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished Part A, select the 'Submit' button, to submit your answers.

The Section Exit Warning screen will pop up. Select Yes, submit your test answers.

When Part A test is submitted, the screen for Reading Part B will appear. Once you see the screen for Part B, you will log out of TestNav.

When you finish, please sit quietly until everyone is finished.

Does anyone have any questions?

*[Pause for questions.]*

The seal code for Reading or Mathematics is \_\_\_\_\_. I will write it on the board. You may enter Part A seal code now and select Start to begin your test.

7. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*[For students taking Reading] After 70 minutes, if the students are no longer actively engaged, say to the students:*

*[For students taking Mathematics] After 60 minutes, if the students are no longer actively engaged, say to the students:*

**This completes Part A of your test. If you have not done so, please submit your test answers.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*

8. Collect all test materials (Student Testing Ticket, scratch paper and pencil), and return them to the BAC.

**Directions for Part B (Reading and Mathematics only):**

1. Re-distribute Student Testing Tickets, scratch paper, and pencil.

Say to the students:

**You are now preparing to begin the Grade 4 Reading or Mathematics test, Part B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**I am going to give each of you your Student Testing Ticket and scratch paper. Please verify your name is on the Student Testing Ticket and write your name on the scratch paper (if not using student testing ticket as scratch paper). If it is not your name on the testing ticket, please raise your hand. Do not attempt to log in with someone else's testing ticket information.**

2. Say to the students:

**Select the TestNav app on your testing device – the TestNav Sign In box will appear on your screen.**

*[Pause while students launch the TestNav app. Students will need to select Kentucky from a drop-down list if they haven't used TestNav prior to this assessment.]*

**Using the information on your Student Testing Ticket, enter your username and password into the Sign In screen exactly as they appear on your student testing ticket.**

*[Pause while students sign into TestNav.]*

**Then select the Sign In button.**

**Your screen should say 'Welcome' and list your name and the test you are about to take.**

*[Pause while students verify their name on the Welcome screen.]*

**On the screen is a box with the words:**

**Grade 4 Reading**

**There are 20-21 questions in Part A.**

**There are 20-21 questions in Part B.**

**Grade 4 Mathematics**

**There are 28 questions in Part A.**

**There are 12 questions in Part B.**

## 3. Say to the students:

**Select the Resume button.**

*[Pause while students access the next screen.]*

*[for students taking Reading]*

**On the screen is a box with the words “Part B: 20-21 Questions” and “Enter Seal Code.” Do not enter the seal code or select the Start button until told to do so.**

*[for students taking Mathematics]*

**On the screen is a box with the words “Part B: 12 Questions” and “Enter Seal Code.” Do not enter the seal code or select the Start button until told to do so.**

## 4. Say to the students:

**We will now begin the Grade 4 online tests, Part B. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

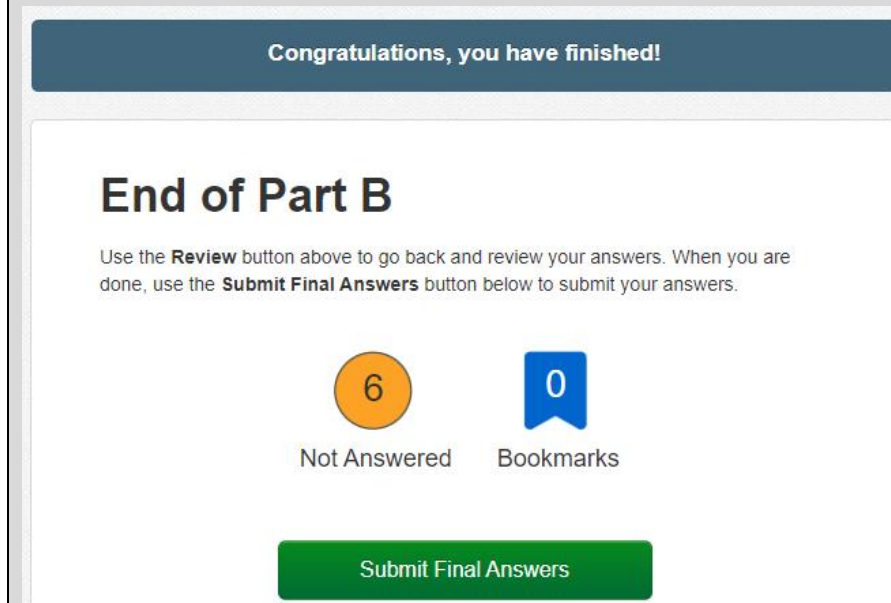
*[For students taking Reading]* **You will have at least 60-70 minutes to complete Part B of your test.**

*[For students taking Mathematics]* **You will have at least 60 minutes to complete Part B of your test.**

*[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond 70 (or 60) minutes, provided they have been on-task during the initial testing period.]*

*[For students taking Mathematics]* **The calculator  will be available once you enter Part B of the mathematics test.**

**When you finish the last question on Part B of the test and select the Go Forward button, the End of Part B screen will appear. This screen will show you the number of questions you have not answered. You should revisit these questions and complete any that you have not yet answered.**



**Be sure you are satisfied with your responses. Once you submit your test, you cannot go back to any of the questions. When you have finished your test, select the 'Submit Final Answers' button, to submit your answers.**

**The Test Submit Warning screen will pop up. Select Yes, Submit Final Answers button to submit your test answers. When your test is submitted, a screen will appear with the message, "Sign out complete. Thank you for using TestNav."**

**When you finish, please sit quietly until everyone is finished.**

**Does anyone have any questions?**

*[Pause for questions.]*

**The seal code for Reading or Mathematics is \_\_\_\_\_. I will write it on the board. You may enter Part B seal code now and select Start to begin your test.**

5. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*[For students taking Reading] After 70 minutes, if the students are no longer actively engaged, say to the students:*

*[For students taking Mathematics] After 60 minutes, if the students are no longer actively engaged, say to the students:*

**This completes Reading or Mathematics test, Part B. If you have not done so, please submit your test answers.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*

6. Collect all test materials (Student Testing Ticket, scratch paper and pencil), and return them to the BAC.

**This is the end of the Grade 4 online test.**

## Part II: Paper Testing Scripts

### Overview

This section includes instructions and scripts detailing the procedures to be followed for students with accommodated test materials (paper). To ensure a consistent and accurate test administration, instructions **must** be read aloud to students at the beginning of the test. The instruction scripts are printed in bold type and enclosed in boxes. Directions for test administrators are printed in italic type.

Note: Reminder to allow for students needing extended time when developing test schedule.

### Completing Student Information-Accommodated Materials

**Estimated Time:** 10 minutes

Instructions below are to be used for students that will use an accommodated test materials kit (Braille and Large Print) to test.

1. School and district name can be written on board for students to copy.

2. Say to the students:

**You are now preparing to begin the Grade 4 Spring 2023 Kentucky Summative Assessments (KSA) Test. IMPORTANT: On the front cover of the test booklet, please print your name at the top of the page where it says, "Student Name." On the lines provided below your name, please write your school and district name. When you are finished, set your test booklet aside.**

3. The Student Response Booklets (SRBs), included in the accommodated kits, will not be pre-printed (SRBs will be blank, and the demographic information must be completed).

Say to the students:

**It is very important that you print the information correctly. Listen carefully as I read the instructions. Raise your hand if you have any questions. Mark only the spaces I tell you to mark. Do not make any stray marks on your student response booklet. If you make a mistake, erase your marks completely and then fill in the correct information. In Box 1, "Student Information," print your name, school and district name as done on the student test booklet earlier.**

4. Say to the students:

**In Box 2, below "Student's Last Name" print the letters in your last name, one letter in each box, starting in the first box on the left. Do not leave any spaces between the letters in your last name. Then print the letters in your first name and middle initial in the appropriate boxes. If your name is longer than the number of spaces given, print as many letters as you can.**

*[Pause.]*

**Now, under each letter you have written, fill in the bubble that contains the same letter. You should not fill in any bubbles under blank boxes.**

**When you have finished, check that the letters in your name have been bubbled correctly.**

*[Walk around to check that this is being done properly.]*

**Box 3 is labeled “Birth Date.” Fill in the bubble next to the month in which you were born. In the boxes under “Day,” write the two numbers for the date of the day you were born. If your birth date is a single number, put a zero in the first box and the number of your birth date in the second box. For example, if you were born on the 7th day of the month, you would enter zero in the first box and 7 in the second box under “Day.” Under each number you have entered, fill in the bubble with the same number.**

**In the first box under “Year,” write the first two digits of the year in which you were born.**

*[Pause.]*

**Then, in the second and third box, enter the last two digits of the year in which you were born. Under each number you have entered, fill in the bubble below with the same number.**

**Box 4 is labeled “Gender.” Darken the bubble for either “Male” or “Female” to indicate your gender.**

*[Pause.]*

**Box 5 will be filled out by the test administrator after booklets are handed in.**

*It is up to the test administrator to make note of students that need to have the “ACCOMMODATED MATERIALS” bubble gridded in after testing.*

*Before reading the information below for Box 6 the Test Administrator must write the room number on the board for the subject being tested. This is a four-digit field. If the room number is less than four digits, place zeros in front of the room number to make it four digits long. For example, if the student is taking a Reading test in Room 1, write Reading on the board with the room number 0001 below it.*

**Box 6 is labeled “Room Number Where Student is Tested.” Write the room number in the box for the subject being tested (Reading, Mathematics or Science) and then grid the numbers accordingly below.**

*Make sure all students are following this step.*

**Box 7 is labeled “SSID.” This may be filled out by the test administrator after the booklets are handed in.**

*Note: It is up to the test administrator to make note of students that need to have their SSID gridded in after testing.*

*Make sure students have correctly filled in their name, date of birth, gender, grade and that all bubbles are gridded before moving on.*

**Once you have completed filling out the room number, please turn your student response booklet to the back page. This page contains the Student Honor Code which reminds you to act honestly before, during and after testing. Test administrators are also required to sign a form stating that we will act in an honest and professional manner. Follow along silently as I read aloud the Kentucky Summative Assessments (KSA) Student Honor Code.**

**Kentucky Summative Assessments Student Honor Code**

**I understand the answers on this test must be my own work. Receiving test questions or answers from others is cheating. Giving test questions or answers to others is cheating. If I cheat before, during or after the test, my school may discipline me, and my test may not be scored.**

**Below the statement there is a line, please sign your name.**

*Make sure all students are following this step.*

**Note: If a student is unwilling to sign the Student Honor Code, testing should not be delayed; document the incident and proceed with the test.**

## Quality of School Climate and Safety (QSCS) Survey

The table below shows the time allowed.

Content Area	No. of Questions	Testing Time	
Quality of School Climate and Safety Survey	27	Estimated	20 minutes

1. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

### **QSCS Survey**

- No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
- Extra lined, plain, or graph paper (scratch paper)
- Erasers

2. Say to the students:

**Today you will be taking the Quality of School Climate and Safety Survey.**

**Turn to page 2 in your test booklet. Look at the examples of correct and incorrect marks at the top of the page. When answering questions in your student response booklet:**

- **Use only soft black lead pencil (No. 2).**
- **Do NOT use ink or ball-point pen.**
- **When marking your answers to multiple-choice or to multiple-select questions, make heavy, dark marks that completely fill the circle. Mark only one answer for multiple-choice and two for multiple-select.**
- **Completely erase any marks you wish to change.**
- **Do not make any stray marks on any page of your student response booklet.**
- **For the short-answer and/or extended-response questions, be sure you write your answers on the lines and in the spaces provided. Answers or parts of answers written outside the boxed areas cannot be scored.**

**Does anyone have any questions?**

3. Say to the students:

**Now turn to page 3 in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud.**

*[Read the following directions to the students.]*

**This part of the test booklet will be the Quality of School Climate and Safety Survey. There are 27 questions, do your best to respond to all items. However, if you do not understand a statement or feel uncomfortable responding, you may move to the next question. Please mark your answer for each question in the space provided in your student response booklet (Quality of School Climate and Safety Survey). DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. DO NOT WORK ON ANY OTHER PART OF THE TEST.**

4. Record the start time and the end time where all students will be able to see them.  
Say to the students:

**You will have at least 20 minutes to complete the survey.**

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 20 minutes, provided they have been on-task during the initial testing period.]

5. Say to the students:

**Read all the information and the questions carefully.**

**Your opinion on your school experience this year is important. Please answer honestly about how you feel; there are no right or wrong answers. Your answers are private and will not be shared with anyone at this school.**

**Do your best to respond to all items. However, if you do not understand a statement or feel uncomfortable responding, you may move to the next question.**

**For all the questions, you will select whether you strongly disagree, disagree, agree, or strongly agree with the statement.**

**Response Scale:**

Strongly Disagree



Disagree



Agree



Strongly Agree



**Mark all your answers in the student response booklet.**

6. Say to the students:

**Please stop when you come to the STOP sign located in the bottom right corner on page 12. During the test session, you may review your answers to the test questions.**

**Does anyone have any questions?** *[Make sure students are on the correct page of the test booklet and the student response booklet.]*

**You may turn the page and begin.**

7. Circulate and monitor students' work during the test.

*After 20 minutes, if the students are no longer actively engaged, say to the students:*

**This completes the Quality of School Climate and Safety Survey. Please close your test booklet and student response booklet.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*



8. Before collecting all test materials verify that all students have written their name, school, and district name on the demographic page of the student response booklet. Store all test materials in a secure place.
9. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it.

**This is the end of the Quality of School Climate and Safety Survey.**

## Reading

The table below shows the time allowed for both Part A and Part B.

Content Area	Paper Test Form	No. of Questions	Testing Time	
Reading	1	Part A: 20	Estimated	120-140 minutes
		Part B: 21		

Note: Part A and Part B for reading may be tested in one session or broken into two. See the available options below to determine how to proceed with testing. The Building Assessment Coordinator (BAC) must determine which option will be used before the testing begins, this will alleviate confusion on the day of testing.

**Option 1: Continue Testing:** All students should continue testing if no breaks are being provided.

**Option 2: Take A Break:** After the students finish Part A; the entire class must take a break together; no students are permitted to continue testing until the break ends.

**Option 3: Test Another Day:** After the students finish Part A, testing Part B will not resume until another day.

1. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

### Reading

- No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
- Extra lined, plain, or graph paper (scratch paper)
- Erasers
- Calculator

2. Say to the students:

**We will now begin the Grade 4 Reading test, Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

*[Allow enough time for students to read the page.]*

**Turn to page 14 in your test booklet. Look at the examples of correct and incorrect marks at the top of the page. When answering questions in your student response booklet:**

- Use only soft black lead pencil (No. 2).
- Do NOT use ink or ball-point pen.
- When marking your answers to multiple-choice or multiple-select questions, make heavy, dark marks that completely fill the circle. Mark only one answer for multiple-choice and two for multiple-select.
- Completely erase any marks you wish to change.
- Do not make any stray marks on any page of your student response booklet.

- **For the short-answer and/or extended-response questions, be sure you write your answers on the lines and in the spaces provided. Answers or parts of answers written outside the boxed areas cannot be scored.**

**Does anyone have any questions?**

3. Say to the students:

**Now turn to page 15 in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud.**

*[Read the following directions to the students.]*

**This part of the test contains reading selections with a total of 18 multiple-choice questions, 1 multiple-select question and 1 short-answer question. Please mark your answer for each question in the space provided in your student response booklet (Reading – Part A). If you are not sure of the answer to a question, you should still attempt to answer it. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. DO NOT WORK ON ANY OTHER PART OF THE TEST.**

4. Say to the students:

**Option 1: You will have at least 120-140 minutes to answer the questions in both Part A and Part B.**

**Options 2 or 3: You will have at least 60-70 minutes to answer the questions in Part A.**

*[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 140 (or 70) minutes, provided they have been on-task during the initial testing period.]*

**Read all the information and the questions carefully. Choose the best answer(s). Mark all your answers in the student response booklet.**

5. Record the start time and the end time where all students will be able to see them.

Say to the students:

**Please stop when you come to the STOP sign located in the bottom right corner on page 30. During the test session, you may review your answers to the test questions.**

**Does anyone have any questions?** *[Make sure students are on the correct page of the test booklet and the student response booklet.]*

**You may turn the page and begin.**

**When you finish, close your test booklet and your student response booklet. Please sit quietly until everyone is finished.**

*Once all students have closed their test booklets and student response booklets, say to the students:*

**This completes Part A.**

**Option 1:**

Once all students have completed Part A, continue testing Part B.

**Options 2 and 3:**

Once all students have completed Part A, gather all tests booklets, student response booklets, and scratch paper. Once testing resumes, re-distribute these items and continue testing Part B.

## 6. Say to the students:

**We will now continue the test for Reading, Part B. Some of the questions may be difficult to answer, but it is important that you do your best.**

**Now turn to page 31, Reading Part B, in your test booklet. Do not turn the page until I tell you to do so. Please read the directions in the box at the top of the page silently while I read them aloud.**

*[Read the following directions to the students.]*

**This part of the test contains reading selections with a total of 16 multiple-choice questions 3 multiple-select questions and 2 extended-response questions. Please mark your answer for each question in the space provided in your student response booklet (Reading – Part B). If you are not sure of the answer to a question, you should still attempt to answer it. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.**

## 7. Record the start time and the end time where all students will be able to see them.

Say to the students:

**Option 1: You will have at least 120-140 minutes to answer the questions in both Part A and Part B.**

**Options 2 or 3: You will have at least 60-70 minutes to answer the questions in Part B.**

*[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 140 (or 70) minutes, provided they have been on-task during the initial testing period.]*

**Please stop when you come to the STOP sign located in the bottom right corner on page 53. During the test session, you may review your answers to the test questions in Part B.**

**Does anyone have any questions?**

*[Make sure students are on the correct page of their test booklet and student response booklet.]*

**When you finish, close your test booklet and your student response booklet. Please sit quietly until everyone is finished.**

**You may turn the page and begin.**

## 8. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*Option 1: After 140 minutes, if the students are no longer actively engaged, say to the students:*

*Option 2: After 70 minutes, if the students are no longer actively engaged, say to the students:*

**This completes Part B. Please close your test booklet and student response booklet.**

[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]

9. Before collecting all test materials, verify that all students have written his or her name, school, and district name on the front cover of the test booklet. Store all test materials in a secure place until the next scheduled test session.
10. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it

**This is the end of the Grade 4 Reading test.**

## Mathematics

### Mathematics: Part A and Part B (No calculators permitted on Mathematics Part A)

The table below shows the time allowed for both Part A and Part B.

Content Area	Paper Test Form	No. of Questions	Testing Time	
Mathematics	1	Part A: 28	Estimated	120 minutes
		Part B: 12		

Note: Part A and Part B for reading may be tested in one session or broken into two. See the available options below to determine how to proceed with testing. The Building Assessment Coordinator (BAC) must determine which option will be used before the testing begins, this will alleviate confusion on the day of testing.

No calculators permitted on Mathematics Part A unless approved on the student's IEP or 504 Plan.

**Option 1: Continue Testing:** All students should continue testing if no breaks are being provided.

**Option 2: Take A Break:** After the students finish Part A; the entire class must take a break together; no students are permitted to continue testing until the break ends.

**Option 3: Test Another Day:** After the students finish Part A, testing Part B will not resume until another day.

1. Distribute one test booklet and one student response booklet (both with the student's name on it) to each student. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part. Please follow the gridding instructions from "Completing Student Information-Accommodated Materials" on page 44 in this script for filling out the demographic information on the SRB.

#### **Mathematics Part A and Part B**

- No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
- Extra lined, plain, or graph paper (scratch paper)
- Erasers
- Protractor (**Part B only**)
- Calculator (**Part B only**)

If the students have not already filled in Box 6 for this subject, have them do so now. Before reading the information below for Box 6, the Test Administrator must write the room number on the board. This is a four-digit field. If the room number is less than four digits, place zeros in front of the room number to make it four digits long. For example, if the student is taking this test in Room 1, write Mathematics on the board with the room number 0001 below it.

Say to the students:

**Box 6 is labeled "Room Number Where Student is Tested." Write the room number in the boxes under "Mathematics" and then grid the numbers accordingly.**

*[Make sure all students are following this step.]*

## 2. Say to the students:

**We will now begin the Grade 4 Mathematics test, Part A. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

**Turn to the page 54 in your test booklet. Look at the examples of correct and incorrect marks at the top of the page. When answering questions in your student response booklet:**

- **Use only soft black lead pencil (No. 2).**
- **Do NOT use ink or ball-point pen.**
- **When marking your answers to multiple-choice or multiple-select questions, make heavy, dark marks that completely fill the circle. Mark only one answer for multiple-choice and two for multiple-select.**
- **Completely erase any marks you wish to change.**
- **Do not make any stray marks on any page of your student response booklet.**
- **For the short-answer and/or extended-response questions, be sure you write your answers on the lines and in the spaces provided. Answers or parts of answers written outside the boxed areas cannot be scored.**

**Does anyone have any questions?**

## 3. Say to the students:

**Now turn to page 55, Mathematics Part A, in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud.**

*[Read the following directions to the students.]*

**This part of the test contains 23 multiple-choice questions, 2 multiple-select questions, 2 short-answer questions and 1 extended-response question. You may NOT use a calculator during this part. Please mark your answer for each question in the space provided in your student response booklet (Mathematics – Part A). If you are not sure of the answer to a question, you should still attempt to answer it. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.**

## 4. Say to the students:

**Option 1: You will have at least 120 minutes to answer the questions in both Part A and Part B.**

**Options 2 or 3: You will have at least 60 minutes to answer the questions in Part A.**

*[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 120 (or 60) minutes, provided they have been on-task during the initial testing period.]*

**Read all the information and the questions carefully. Choose the best answer(s). Mark all your answers in the student response booklet.**

5. Record the start time and the end time where all students will be able to see them.  
Say to the students:

**Please stop when you come to the STOP sign located in the bottom right corner on page 68. During the test session, you may review your answers to the test questions.**

**Does anyone have any questions?** *[Make sure students are on the correct page of the test booklet and the student response booklet.]*

**When you finish, close your test booklet and student response booklet. Please sit quietly until everyone is finished.**

**You may turn the page and begin.**

*Once all students have closed their test booklets and student response booklets, say to the students:*

**This completes Part A.**

**Option 1:**

Once all students have completed Part A, continue testing Part B.

**Option 2 and 3:**

Once all students have completed Part A, gather all tests booklets, student response booklets, and scratch paper. Once testing resumes, re-distribute these items and continue testing Part B.

6. Distribute calculators.

Say to the students:

**Now turn to page 69, Mathematics Part B, in your test booklet. Do not turn the page until I tell you to do so. Please read the directions in the box at the top of the page silently while I read them aloud.**

*[Read the following directions to the students.]*

**This part of the test contains 11 multiple-choice questions and 1 multiple-select question. You may use a calculator during this part. Please mark your answer for each question in the space provided in your student response booklet (Mathematics – Part B). If you are not sure of the answer to a question, you should still attempt to answer it. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. WHEN YOU FINISH, DO NOT WORK ON ANY OTHER PART OF THE TEST.**

7. Record the start time and the end time where all students will be able to see them.

Say to the students:

**Option 1: You will have at least 120 minutes to answer the questions in both Part A and Part B.**

**Option 2 or 3: You will have at least 60 minutes to answer the questions in Part B.**

*[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 120 (or 60) minutes, provided they have been on-task during the initial testing period.]*

**Please stop when you come to the STOP sign located in the bottom right corner on page 76. During the test session, you may review your answers to the test questions in Part B.**



**Does anyone have any questions?**

*[Make sure students are on the correct page of their test booklet and student response booklet.]*

**When you finish, close your test booklet and your student response booklet. Please sit quietly until everyone is finished.**

**You may turn the page and begin.**

8. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*Option 1: After 120 minutes, if the students are no longer actively engaged, say to the students:*

*Option 2: After 60 minutes, if the students are no longer actively engaged, say to the students:*

**This completes Part B. Please close your test booklet and student response booklet.**

*[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]*

9. Before collecting all test materials, verify that all students have written his or her name, school, and district name on the front cover of the test booklet. Store all test materials in a secure place until the next scheduled test session.
10. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it.

**This is the end of the Grade 4 Mathematics test.**

## Science

The table below shows the time allowed.

Content Area	Paper Test Form	No. of Questions	Testing Time	
Science	1	24	Estimated	90 minutes

1. Check to see that each student has his or her own test materials. Hand out any additional materials needed to complete this testing part.

### **Science**

- No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)
- Extra lined, plain, or graph paper (scratch paper)
- Erasers
- Calculator

2. Say to the students:

**We will now begin the Grade 4 Science test. Some of the questions may be difficult to answer, but it is important that you do your best. If you are not sure of the answer to a question, you should still attempt to answer it.**

*[Allow enough time for students to read the page.]*

**Turn to page 78 in your test booklet. Look at the examples of correct and incorrect marks at the top of the page. When answering questions in your student response booklet:**

- **Use only soft black lead pencil (No. 2).**
- **Do NOT use ink or ball-point pen.**
- **When marking your answers to multiple-choice or multiple-select questions, make heavy, dark marks that completely fill the circle. Mark only one answer for multiple-choice and two for multiple-select.**
- **Completely erase any marks you wish to change.**
- **Do not make any stray marks on any page of your student response booklet.**
- **For the short-answer and/or extended-response questions, be sure you write your answers on the lines and in the spaces provided. Answers or parts of answers written outside the boxed areas cannot be scored.**

**Does anyone have any questions?**

3. Say to the students:

**Now turn to page 79 in your test booklet. Please read the directions in the box at the top of the page silently while I read them aloud.**

*[Read the following directions to the students.]*

**This part of the test contains 19 multiple-choice questions, 2 multiple-select questions and 3 extended-response questions. Read all the information and questions carefully. Please mark your answer for each question in the space provided in your student response booklet (Science). If you are not sure of the answer to a question, you should still attempt to answer it. DO NOT WRITE ANY ANSWERS IN THIS TEST BOOKLET. DO NOT WORK ON ANY OTHER PART OF THE TEST.**

4. Record the start time and the end time where all students will be able to see them.

Say to the students:

**Each cluster or section is about a different phenomenon. Read all the information and the questions carefully. Choose the best answer(s). Mark all your answers in the student response booklet.**

**You will have at least 90 minutes to complete the test.**

[At the discretion of the District Assessment Coordinator, schools may decide to allow groups or individual students to continue testing beyond the 90 minutes, provided they have been on-task during the initial testing period.]

5. Say to the students:

**Please stop when you come to the STOP sign located in the bottom right corner on page 111. During the test session, you may review your answers to the test questions.**

**Does anyone have any questions?** *[Make sure students are on the correct page of the test booklet and the student response booklet.]*

**You may turn the page and begin.**

6. Circulate and monitor students' work during the test.

When 15-minute and 5-minute time intervals remain, note this information on the board for all students to view.

*After 90 minutes, if the students are no longer actively engaged, say to the students:*

**This completes the Science test. Please close your test booklet and student response booklet.**

[If students are not engaged or progressing during testing, test administrators may instruct students to submit their test answers at the completion of the allotted time. It is not necessary for students to answer all questions prior to submitting final answers.]

7. Before collecting all test materials verify that all students have written their name, school, and district name on the demographic page of the student response booklet. Store all test materials in a secure place.
8. Collect the scratch paper and follow the directions provided by the DAC or BAC for destroying it.

**This is the end of the Grade 4 Science test.**

[illegible]





