



## Directions for Mathematics (Online)

### Start Testing

**SAY**

We have scheduled \_\_\_\_\_ minutes for taking a Mathematics test and a short survey today.

Put everything away before you begin testing. Only your testing ticket, pencil or pen, a calculator (if using), and scratch paper may be on your desk during testing. If you are a student with text-to-speech, you may also have headphones on your desk. Write your name on your scratch paper.

You may not access your cell phone or other devices during testing. You must close everything that is open on your testing device and may not access anything else during testing.

Do not talk or work with other students. If you have questions when signing in, raise your hand.

*[Distribute testing materials, if not already provided.]*

**SAY**

*[If students are entering their username and password, follow these instructions. If already entered by the proctor, skip this section.]*

You should see the TestNav Sign In screen. Check that your name is on the top of the testing ticket. *[For students with text-to-speech]* Put on your headphones and select Test Audio on the Sign In screen to make sure that the sound is not muted. You may change the volume as needed.

**SAY**

Using your testing ticket, enter your username and password. Select the Sign In button. You should now see the Welcome screen. It shows your name and the name of your grade and test. If your name or grade is not correct, please raise your hand. Select the Start button.

*[Assist any students, as needed.]*



## Directions for Mathematics (Online)

### Start Testing continued...

**SAY**

*[If testing grades 3-5, read the following.]*

**Today, you will take a Mathematics test.**

**For this test, you will use what you have learned about math to solve math problems and answer questions.**

- Read each question, then choose the best answer.
- Some questions will give you directions for how to answer the question. Follow these directions and answer the question.
- Other questions will ask you to write a response. Enter your response in the box provided beneath the question. Only responses entered in the box will be scored.
- You may use scratch paper while working on the questions. Scratch paper will not be scored. It is important to answer all questions on the computer.
- An online calculator has been provided in the tool bar at the top of the screen. You may also use your own calculator.
- Use the “Next” arrow to move on to the next question. If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, a review screen will allow you to review your answers and any questions you have bookmarked.

*[If testing grades 6-11, read the following.]*

**Today, you will take a Mathematics test.**

**For this test, you will use what you have learned about math to solve math problems and answer questions.**

- Read each question, then choose the best answer.
- Some questions will give you directions for how to answer the question. Follow these directions and answer the question.
- Other questions will ask you to write a response. Enter your response in the box provided beneath the question. Only responses entered in the box will be scored.
- You may use scratch paper while working on the questions. Scratch paper will not be scored. It is important to answer all questions on the computer.
- An online calculator has been provided in the tool bar at the top of the screen. You may also use your own calculator.
- If needed, a formula sheet is available by selecting the “exhibit” folder on the right side of the screen.
- Use the “Next” arrow to move on to the next question. If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, a review screen will allow you to review your answers and any questions you have bookmarked.



## Start Testing continued...

**SAY**

**Select the Start button to begin your test. If you have questions, raise your hand.**

*[During testing, circulate the room among the students to make certain they are navigating the test environment correctly.]*

## End Testing

**SAY**

*[When you are ready to end testing, announce the end of the testing period.]*

**Stop testing. Testing time has now ended. Submit the Mathematics test. If you have not already submitted the Mathematics test and completed the survey, complete the survey now.**

*[Allow students who have not already completed the survey 5 minutes to do so.]*

**I will now collect your test materials.**

- Circulate the room to ensure all students have successfully exited out of TestNav and collect student testing materials.
- Ensure all students are in Exited or Completed status in PearsonAccess<sup>next</sup>.
- Return all test materials, including scratch paper and testing tickets to your DAC or SAC. Report any missing materials and absent students.
- Report any testing irregularities to your DAC or SAC.