New York State Testing Program

Updated information regarding the administration of these examinations is posted on NYSED's Office of State Assessment website

http://www.p12.nysed.gov/assessment/ei/2021/3-8-administration-memo-2021.pdf

Grades 3–5 Mathematics Paper-Based Tests

Teacher's Directions v202

Grades 3, 4, and 5

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It is important to read all of Steps One–Five and the pertinent grade-level information in Step Six prior to administering the test.

Test booklets and scoring materials must be kept secure. You are not to discuss the test, show it to anyone, or photocopy the materials, as the security of the test could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.

Introduction

The New York State Education Department (NYSED) has a partnership with Questar Assessment Inc. (Questar) for the development of the Grades 3–8 Mathematics Tests. Teachers from across the State work with NYSED in a variety of activities to ensure the validity and reliability of the New York State Testing Program (NYSTP).

As in previous years, the Grades 3–5 Mathematics Tests are administered in two sessions. Students will have as much time as they need each day to answer the questions in the test sessions within the confines of the regular school day.

For all three grades, the tests consist of multiple-choice (1-point) and short- (2-point) and extended-response (3-point) questions.

Each multiple-choice question is followed by four choices, one of which is the correct answer. Students record their responses on a separate answer sheet. The short- and extended-response questions require students to write (rather than select) appropriate responses. Students write their answers to these questions directly in their test booklets.

By following the guidelines in this document, you help ensure that the test is valid, reliable, and equitable for all students. A series of instructions helps you organize the materials and the testing schedule.

No one, *under any circumstances,* including the student, may alter the student's responses on the test once the student has handed in their test materials. Teachers and administrators who engage in inappropriate conduct with respect to administering and scoring State assessments may be subject to disciplinary actions in accordance with Sections 3020 and 3020-a of Education Law or to action against their certification pursuant to Part 83 of the Regulations of the Commissioner of Education.

STEP ONE Check Your Paper-Based Testing Materials

To administer these tests, you will need the materials listed below. If any materials are missing, notify your school principal.

For the teacher

- *Paper-Based Tests Teacher's Directions*
- Classroom roster
- Session 1 booklet
- Session 2 booklet
- Extra Answer Sheet 1 and Answer Sheet 2
- Student identification labels for test booklets (received from a Regional Information Center or Large-City Scanning Center)
- Identification labels and instructions for completing biographical data for new students
- "Do Not Disturb" sign (not provided)
- Extra No. 2 pencils with erasers (not provided)

For each student

- Precoded Answer Sheet 1 and Answer Sheet 2 or generic Answer Sheet 1 and Answer Sheet 2 requiring the completion of the demographic section
- Session 1 booklet
- Session 2 booklet
- No. 2 pencil with eraser (not provided)
- Ruler (not provided)
- Protractor (for Grades 4 and 5, not provided)
- Mathematics reference sheet (for Grade 5, provided in the test booklets)

Security

The Grades 3–5 Mathematics Paper-Based Tests include secure materials. School personnel responsible for testing must ensure that all test materials are secured at all times. The test booklets may **not** be photocopied or duplicated. No section of any test may be discussed with the students before it has been administered to all students. You may, however, describe the format of the tests and the testing schedule to the students.

- On each day of the administration, you should receive the test booklets that correspond to the session being administered that day.
- Contact your principal or the principal's designee if you do not have a sufficient number of test booklets or answer sheets.

- When not in use, the test booklets must be kept in a safe or vault in the school building or at an approved alternate storage site to prevent unauthorized access. Storing the test booklets in this manner ensures that the security of the test is not breached.
- See your principal or school administrator for instructions regarding the processing of all used and unused test materials.
- At no time may the contents of the test booklets be reviewed, discussed, or shared (this includes through any electronic means).

Unauthorized Materials

Students should be under close supervision at all times during the administration of the tests and may not use any unauthorized notes, printed materials, scratch paper, tools, or electronic devices that might give them an unfair advantage on the tests. When students enter the testing room, proctors must ensure that students do not bring any unauthorized materials such as those listed above.

All students are prohibited from bringing cell phones and certain other personal electronic devices into a classroom or other location where a State test is being administered. Test proctors and school officials shall retain the right to collect and hold any prohibited personal electronic devices prior to the start of the test administration.

Any student observed with any prohibited device while taking a State test must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the test. The incident must be reported promptly to the school principal. If the student had a prohibited device in their possession during the test administration, the student's test must be invalidated. No score may be calculated for that student.

The incident must be reported by the principal, in writing, to the Office of State Assessment (OSA) by fax at 518-474-1989 or by e-mail (emscassessinfo@nysed.gov) as is the case for all student-related testing irregularities, misadministrations, or other violations of State testing policy and procedures.

Note: Some students with disabilities may use certain recording/playback devices **only** if this accommodation is specifically required as a provision of the student's Individualized Education Program (IEP) or Section 504 Accommodation Plan (504 Plan). In addition, a student may be allowed to retain an otherwise prohibited device in their possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without this documentation, the general policy on communications devices as provided above is in effect, and the school may not allow the student to retain any such equipment while testing.

Aid to Students

No one, under any circumstances, may interpret or explain test questions to students, nor may anyone review or comment to the student about the correctness or sufficiency of the student's response while the test is in progress. In response to inquiries by students concerning the meaning or interpretation of test questions, proctors should advise students to use their own best judgment. Proctors may give students assistance only in the mechanics of taking the test, such as understanding that their multiple-choice responses must only be recorded on the answer sheet and their constructed-responses must be recorded in the test booklet.

Temporary Absence from Testing Room

No student may be permitted to leave and then return to the testing room during any session of the test unless the student is accompanied by a proctor for the duration of their absence from the testing room.

Emergency Evacuation of a School Building

Evacuation of a school building during a test may be required because of an emergency such as a fire alarm or bomb threat. In any situation in which the safety of the students is endangered, the principal has full authority to interrupt the test immediately. If it is possible, the students should be kept under supervision during the emergency. Then, when work can be resumed safely, allow the students the necessary time to complete the test. Following the test, a written report of the circumstances should be sent by mail or fax to OSA. (See the section "Reporting Irregularities and/or Misadministrations" in the *School Administrator's Manual*.)

Student Cheating

Do not permit students to obtain information from or give information to other students in any way during the test. If you suspect that such an attempt has occurred, warn the students that any further attempts will result in the termination of their test. If necessary, move the students to another location. If these steps fail to end attempts to obtain or give information, notify the principal immediately and terminate the students' tests. At the conclusion of the test session, all suspected cheating must be reported to the principal.

Illness

If a student becomes ill during a session of the test, the student should be excused until the student is well enough to continue. When the student is well enough to complete the test (as long as the testing or make-up period has not ended), the student may be given the remaining part of the test. Other unadministered sessions of the test should also be administered according to these directions as long as the testing or make-up period has not ended. When a student is taking a partially completed session of the test, that student must be closely supervised so that they do not go back to previously completed questions on the test.

Proctoring

Proctors must circulate periodically around the room during the administration of each session of the test to ensure that students are recording their responses to test questions in the proper manner and in the proper place. While circulating around the room, proctors should make sure that students are recording their responses to the multiple-choice questions on their answer sheets and their constructed-responses in their test booklets. Students are not to record their multiple-choice responses in their test booklets. The latter does not apply to students whose IEPs or 504 Plans allow scribes to transfer answers from the test booklet to an answer sheet. Proctors should also point out to students if they have left one or more answers blank or have darkened more than one circle for the same multiple-choice question. However, proctors may not comment to any student on the correctness or sufficiency of any answer. Proctors should not use their own personal communication devices during the test, unless an emergency situation arises.

Misadministration

Notify your principal immediately if any session of the test is administered improperly. Examples of misadministration include the following: permitting students to have unauthorized testing accommodations or tools (for example, calculators for Grades 3–5) and engaging in other types of nonstandard test administration (for example, cheating). (See the section "Reporting Irregularities and/or Misadministrations" in the *School Administrator's Manual*.)

STEP TWO Plan Your Paper-Based Testing

- The test sessions must be administered in order, on consecutive days.
- Schedule testing to allow sufficient time for instructions and preparations. Plan to read instructions to students at a moderate, steady pace.
- **Read the *v202 Mathematics Paper-Based Tests Teacher's Directions* in its entirety prior to administering the test.**
- Review Step Six, "Administer the Test," before administering each session of the test. Refer to the "Table of Contents" to locate the appropriate test directions for your grade and test session.
- Each test session requires an answer sheet: each student must have either an answer sheet precoded with student information or a generic answer sheet, which will require the applicable circles to be darkened in the demographic section. For Grades 3, 4, and 5, two separate answer sheets are required—Answer Sheet 1 for Session 1 and Answer Sheet 2 for Session 2. If a precoded answer sheet is missing for any student, allow sufficient time before test administration to complete the demographic section on a generic answer sheet.
- Avoid testing just after students have had strenuous physical activity.

Test Format

The Grades 3–5 Mathematics Paper-Based Tests each consist of two sessions, Session 1 and Session 2. Session 1 contains multiple-choice questions only. Each multiple-choice question is followed by four choices, one of which is the correct answer. Students will answer the multiple-choice questions by darkening circles on their answer sheets. Session 2 contains multiple-choice questions and short- and extended-response questions. Students will answer the multiple-choice questions in Session 2 by darkening circles on their answer sheets. Students will write their answers to the short- and extended-response questions directly in their Session 2 test booklets.

Each student testing in Grade 5 mathematics will have a mathematics reference sheet for their exclusive use during each test session. The mathematics reference sheets are included in the Session 1 and Session 2 test booklets. Students will be instructed to remove the mathematics reference sheets from the test booklets prior to the start of each session. All mathematics reference sheets must be collected after each test session and returned to the school administrator with the test booklets.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

For these tests, there are no time limits. Below is a table of the average time it will take students to complete each session by grade.

	Average Time to Complete Session 1	Average Time to Complete Session 2
Grade 3	55–65 Minutes	60–70 Minutes
Grade 4	65–75 Minutes	65–75 Minutes
Grade 5	80–90 Minutes	70–80 Minutes

Some students will take more or less time. Please plan accordingly to allow students to complete the test at their own pace. All students who are productively working should be allowed to complete the test, within the confines of the regular school day, regardless of the time approximations listed above. These approximations are estimates that can be used for planning purposes only.

The following charts provide information about the format of the tests, and where and how students are to record their answers.

Grade 3 Mathematics Paper-Based Test

Day 1, Session 1	19 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 1.)
Day 2, Session 2	8 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 2.) 6 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

Grade 4 Mathematics Paper-Based Test

Day 1, Session 1	23 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 1.)
Day 2, Session 2	8 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 2.) 6 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

Grade 5 Mathematics Paper-Based Test

Day 1, Session 1	23 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 1.)
Day 2, Session 2	8 multiple-choice questions (Students record their answer choices by darkening the circles on their Answer Sheet 2.) 6 short-response questions and 1 extended-response question (Students write answers directly in their Session 2 booklet.)

Testing Accommodations for Students with IEPs and 504 Plans

In general, students with disabilities must be provided with the testing accommodations specified in their Individualized Education Programs (IEPs) and Section 504 Accommodation Plans (504 Plans) when taking these tests. However, testing accommodations that change the constructs, or what a test is measuring, are not permitted for elementary- and intermediate-level tests. In administering the paper-based Grades 3–8 Mathematics Tests to students with disabilities, schools should follow the guidelines on testing accommodations provided in the *School Administrator's Manual*.

Use of Scribes: The use of scribes is an allowable accommodation for the mathematics tests. More detailed information about the procedures to follow for the use of scribes may be found in the *School Administrator's Manual*.

Test Read: Both sessions of the test may be read aloud to students whose IEPs or 504 Plans include this testing accommodation.

Use of Mathematics Spatial Boards with Large Type or Braille Editions

Students whose IEPs or 504 Plans specify the use of mathematics spatial boards are permitted to use these devices with the large type and braille editions of the Grades 3–8 Mathematics Tests.

Use of Calculators and Other Devices

Students whose IEPs or 504 Plans specify the use of counting blocks, counters, or an abacus are permitted to use such devices for all booklets associated with the Grades 3–8 Mathematics Tests.

Because the Grades 3–5 Mathematics Tests measure students' proficiencies involving calculations, the use of a calculator or mathematics tables is **not** allowed.

More Information on Testing Accommodations for Students with IEPs and 504 Plans

More detailed information on testing accommodations for students with disabilities can be found on the Office of Special Education Department's website (http://www.p12.nysed.gov/specialed/publications/).

Testing Accommodations for English Language Learners

Information on accommodations for English Language Learners (ELLs) can be found in the *School Administrator's Manual*. Note that testing accommodations may be provided to former ELLs who were identified as English language proficient based on their scores on one of the two most recent administrations of the New York State English as a Second Language Achievement Test (NYSESLAT).

STEP THREE Prepare Your Paper-Based Testing Room

- Plan for the distribution and collection of materials.
- Provide a well-lit, well-ventilated, and quiet testing room.
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers. To help prevent communication between students during testing, make sure that each student is clearly visible to the proctor at all times. Students must not be permitted to speak to one another while the test is being administered.
- Completely cover—or remove from the walls—mathematics aids or charts and all board work pertaining to mathematics.
- Eliminate distractions such as bells or telephones.
- Place a "Do Not Disturb" sign on the door of the testing room.
- Make sure students' desks and the shelves under desks are cleared of all extraneous materials.

STEP FOUR Prepare Your Students

- Help students approach the testing in a relaxed, positive way.
- Explain that the purpose of taking these tests is to find out which concepts have been mastered and which need further development.
- Point out that some questions may be more difficult than others and that, for many of the questions, partial credit may be given. Encourage and motivate your students to put forth their best effort.
- Be sure students understand the directions and how to mark answers on their multiple-choice answer sheets, and where and how to record short- and extended-response answers in the test booklets.
- Assist them with test-taking procedures, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. Do not assist students with any test questions.
- Encourage students to attempt all questions. Tell them to read each question carefully and make their best attempt at answering each one.

Use Standardized Testing Procedures

This test must be administered under standard conditions. Follow the directions carefully. The same test administration procedures must be used with all students so that valid conclusions can be drawn from the test results. Ensure that students follow directions for where to mark their answers (e.g., answers for multiple-choice questions must be marked by darkening circles on the answer sheet, **not** in the test booklets).

STEP FIVE Prepare Paper-Based Testing Materials

Answer Sheets, Biographical Data, and Labels

- For each student in your class, verify that you have the correct precoded answer sheets. You will have two answer sheets for each student. Answer Sheet 1 is to be used with Session 1. Answer Sheet 2 is to be used with Session 2.
- If there are no precoded answer sheets for a student, complete the demographic section on the generic answer sheets for that student.
- Verify that you have the correct precoded labels for each student in your class. Prior to testing, affix the precoded labels to the back cover of each student's Session 2 booklet on the day the session is administered. The affixing of the labels to the booklets may occur no earlier than the day Session 2 will be administered.

Mathematics Tools

- Each student must have a ruler for their exclusive use during each session of the test (not provided). Specifications for mathematics tools can found in **Appendix E** of the *School Administrator's Manual* (http://www.p12.nysed.gov/assessment/manuals).
- Each student in Grades 4 and 5 must also have a protractor for their exclusive use during each session of the test (not provided). Specifications for mathematics tools can be found in **Appendix E** of the *School Administrator's Manual* (http://www.p12.nysed.gov/assessment/manuals).
- Before administering the test, examine all rulers and protractors to be sure they are in adequate condition and that they do not have pertinent information, such as mathematics formulas, written on them.
- All test booklets for Grade 5 contain removable mathematics reference sheets that the students can use during testing. The mathematics reference sheets include the necessary formulas and reference information students need to assist them in answering certain mathematics questions.

STEP SIX Administer the v202 Grade 3 Mathematics Paper-Based Test

Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by **SAY**. *Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should* ***not*** *be read aloud.*

Grade 3 — Day 1, Session 1

Make sure you have a copy of the Session 1 booklet.

Make sure each student has a No. 2 pencil and a ruler. Students may ***not*** *use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on the answer sheet.*

Students are ***not*** *to be given scratch paper.*

Students will be recording the answers to the multiple-choice questions in Session 1 on their Answer Sheet 1. Only the responses marked on the students' answer sheets will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

SAY **If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?**

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY **You will be taking the Grade 3 Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1.**

You may use your ruler to help you solve some of the problems on the test. You will have as much time as you need today to answer the questions.

Distribute an Answer Sheet 1 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY **This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 1. The page number is indicated in the upper right-hand corner of the answer sheet.**

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question.

Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely.

Make no stray marks on the answer sheet.

Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in your Session 1 booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 booklet to each student.

SAY **This is your Session 1 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "Mathematics Test Session 1" and "Grade 3." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

Check to make sure each student has written their name on the front cover of the test booklet.

SAY **All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.**

Are there any questions?

Pause for questions. When you are confident that all students understand the directions,

SAY **Now, look at page 1. Please read along silently as I read the Tips for Taking the Test aloud to you.**

Read the Tips for Taking the Test aloud as the students follow along.

SAY **Here are some suggestions to help you do your best:**

- **Read each question carefully and think about the answer before making your choice.**
- **You have been provided with a ruler to use during the test. Use the ruler whenever you think it will help you to answer the question.**

Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY **When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 1. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.**

Are there any questions?

Pause for questions. When you are confident that all students understand how to take the test,

SAY **You must work independently, and you may not speak with each other while this test is being administered.**

Now, please turn to page 2 and begin.

Make sure that students are on the correct page and are darkening the circles on the answer sheet appropriately by making their marks heavy and dark with a No. 2 pencil.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 3 — Day 2, Session 2

Make sure you have a copy of the Session 2 booklet.

*Make sure each student has a No. 2 pencil and a ruler. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on their answer sheets.*

*Students are **not** to be given scratch paper.*

Students will be recording the answers to the multiple-choice questions in Session 2 on their Answer Sheet 2. Only the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students must only write their answers to the short- and extended-response questions in their test booklet. Only answers to short- and extended-response questions written in the test booklet will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY **Today, you will be taking the Grade 3 Mathematics Test, Session 2.**

You may use your ruler to help you solve some of the problems on the test. You will mark your answers to multiple-choice questions on your Answer Sheet 2 and you will write your responses to the written-response questions in your test booklet. You will have as much time as you need today to answer the questions.

Distribute an Answer Sheet 2 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY **This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 3. The page number is indicated in the upper right-hand corner of the answer sheet. Use your answer sheet to mark your answers to the multiple-choice questions in Session 2.**

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question.

Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely.

Make no stray marks on the answer sheet.

Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers to the multiple-choice questions. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. However, you may use all available space in your Session 2 booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 2 booklet to each student. If earlier today the student identification labels were affixed to the back covers of the student test booklets, make sure each student receives the correct test booklet.

SAY **This is your Session 2 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "Mathematics Test Session 2" and "Grade 3." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

Check to make sure each student has written their name on the front cover of the test booklet.

SAY **Now, open your Session 2 test booklet and look at page 1.**

Check that all students are looking at the correct page in Session 2.

SAY **Please read along silently as I read the Tips for Taking the Test aloud to you.**

Read the Tips for Taking the Test aloud as the students follow along.

SAY **Here are some suggestions to help you do your best:**

- **Read each question carefully and think about the answer before making your choice or writing your response.**
- **You have been provided with a ruler to use during the test. Use the ruler whenever you think it will help you to answer the question.**
- **Be sure to show your work when asked.**

Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY **For Session 2 multiple-choice questions, you must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. Use only a No. 2 pencil. If you make a mistake on your answer sheet, erase your mistake completely and darken the circle for the letter that matches your answer.**

For Session 2 written-response questions, you must write your answers directly in your test booklet in the space provided. You may not use additional paper for your answers. Only the answers written in your test booklet will be scored. Write your answers clearly and legibly. It is important to show all your work when asked as well as your final answer in your test booklet. If you make a mistake, erase it completely or draw a line through it. Use only a No. 2 pencil. You may not use a pen or highlighter to record any of your answers.

When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 2. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.

Are there any questions?

Pause for questions. When you are confident that all students understand how to take the test,

SAY **You must work independently, and you may not speak with each other while this test is being administered.**

Now, please turn to page 2 and begin.

Make sure students are making their marks heavy and dark on their answer sheets for the multiple-choice questions and are recording their answers to the constructed-response questions in their test booklet.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

STEP SIX Administer the v202 Grade 4 Mathematics Paper-Based Test

Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by **SAY**. *Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should* ***not*** *be read aloud.*

Grade 4 — Day 1, Session 1

Make sure you have a copy of the Session 1 booklet.

Make sure each student has a No. 2 pencil, a ruler, and a protractor. Students may ***not*** *use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on the answer sheet.*

Students are ***not*** *to be given scratch paper.*

Students will be recording the answers to the multiple-choice questions in Session 1 on their Answer Sheet 1. Only the responses marked on the students' answer sheets will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc.

SAY **If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?**

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY **You will be taking the Grade 4 Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1.**

You may use your ruler and protractor to help you solve some of the problems on the test. You will have as much time as you need today to answer the questions.

Distribute an Answer Sheet 1 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY **This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 1. The page number is indicated in the upper right-hand corner of the answer sheet.**

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question.

Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely.

Make no stray marks on the answer sheet.

Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in your Session 1 booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 booklet to each student.

SAY **This is your Session 1 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "Mathematics Test Session 1" and "Grade 4." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

SAY **Find the word "Name" at the top of the cover. Write your first and last name on the blank line.**

Check to make sure each student has written their name on the front cover of the test booklet.

SAY **All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.**

Are there any questions?

Pause for questions. When you are confident that all students understand the directions,

SAY **Now, look at page 1. Please read along silently as I read the Tips for Taking the Test aloud to you.**

Read the Tips for Taking the Test aloud as the students follow along.

SAY **Here are some suggestions to help you do your best:**

- **Read each question carefully and think about the answer before making your choice.**
- **You have been provided with mathematics tools (a ruler and a protractor) to use during the test. It is up to you to decide when each tool will be helpful. You should use mathematics tools whenever you think they will help you to answer the question.**

Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY **When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 1. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.**

Are there any questions?

Pause for questions. When you are confident that all students understand how to take the test,

SAY **You must work independently, and you may not speak with each other while this test is being administered.**

Now, please turn to page 2 and begin.

Make sure that students are on the correct page and are darkening the circles on the answer sheet appropriately by making their marks heavy and dark with a No. 2 pencil.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 4 — Day 2, Session 2

Make sure you have a copy of the Session 2 booklet.

*Make sure each student has a No. 2 pencil, a ruler, and a protractor. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on their answer sheets.*

*Students are **not** to be given scratch paper.*

Students will be recording the answers to the multiple-choice questions in Session 2 on their Answer Sheet 2. Only the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students must only write their answers to the short- and extended-response questions in their test booklet. Only answers to short- and extended-response questions written in the test booklet will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY **Today, you will be taking the Grade 4 Mathematics Test, Session 2.**

You may use your ruler and protractor to help you solve some of the problems on the test. You will mark your answers to multiple-choice questions on your Answer Sheet 2 and you will write your responses to the written-response questions in your test booklet. You will have as much time as you need today to answer the questions.

Distribute an Answer Sheet 2 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY **This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 3. The page number is indicated in the upper right-hand corner of the answer sheet. Use your answer sheet to mark your answers to the multiple-choice questions in Session 2.**

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question.

Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely.

Make no stray marks on the answer sheet.

Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers for the multiple-choice questions. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. However, you may use all available space in your Session 2 booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 2 booklet to each student. If earlier today the student identification labels were affixed to the back covers of the student test booklets, make sure each student receives the correct test booklet.

SAY **This is your Session 2 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "Mathematics Test Session 2" and "Grade 4." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

Check to make sure each student has written their name on the front cover of the test booklet.

SAY **Now, open your Session 2 test booklet and look at page 1.**

Check that all students are looking at the correct page in Session 2.

SAY **Please read along silently as I read the Tips for Taking the Test aloud to you.**

Read the Tips for Taking the Test aloud as the students follow along.

SAY **Here are some suggestions to help you do your best:**

- **Read each question carefully and think about the answer before making your choice or writing your response.**
- **You have been provided with mathematics tools (a ruler and a protractor) to use during the test. It is up to you to decide when each tool will be helpful. You should use mathematics tools whenever you think they will help you to answer the question.**
- **Be sure to show your work when asked.**

Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY **For Session 2 multiple-choice questions, you must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. Use only a No. 2 pencil. If you make a mistake on your answer sheet, erase your mistake completely and darken the circle for the letter that matches your answer.**

For Session 2 written-response questions, you must write your answers directly in your test booklet in the space provided. You may not use additional paper for your answers. Only the answers written in your test booklet will be scored. Write your answers clearly and legibly. It is important to show all your work when asked as well as your final answer in your test booklet. If you make a mistake, erase it completely or draw a line through it. Use only a No. 2 pencil. You may not use a pen or highlighter to record any of your answers.

When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 2. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.

Are there any questions?

Pause for questions. When you are confident that all students understand how to take the test,

SAY **You must work independently, and you may not speak with each other while this test is being administered.**

Now, please turn to page 2 and begin.

Make sure students are making their marks heavy and dark on their answer sheets for the multiple-choice questions and are recording their answers to the constructed-response questions in their test booklet.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

STEP SIX Administer the v202 Grade 5 Mathematics Paper-Based Test

Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by **SAY**. *Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should* ***not*** *be read aloud.*

Grade 5 — Day 1, Session 1

Make sure you have a copy of the Session 1 booklet.

Make sure each student has a No. 2 pencil, a ruler, and a protractor. Students may ***not*** *use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on the answer sheet.*

Students are ***not*** *to be given scratch paper.*

Students will be recording the answers to the multiple-choice questions in Session 1 on their Answer Sheet 1. Only the responses marked on the students' answer sheets will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

SAY **If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?**

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY **You will be taking the Grade 5 Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1.**

You may use your ruler, protractor, and mathematics reference sheet, which is inside the test booklet, to help you solve some of the problems on the test. You will have as much time as you need today to answer the questions.

Distribute an Answer Sheet 1 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY **This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 1. The page number is indicated in the upper right-hand corner of the answer sheet.**

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question.

Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely.

Make no stray marks on the answer sheet.

Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in your Session 1 booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 booklet to each student.

SAY **This is your Session 1 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "Mathematics Test Session 1" and "Grade 5." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

Check to make sure each student has written their name on the front cover of the test booklet.

SAY **All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.**

Are there any questions?

Pause for questions. When you are confident that all students understand the directions,

SAY **Now, open your test booklet and remove your mathematics reference sheet. You can use the reference sheet during this session of the test.**

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

SAY **Now, look at page 1. Please read along silently as I read the Tips for Taking the Test aloud to you.**

Read the Tips for Taking the Test aloud as the students follow along.

SAY **Here are some suggestions to help you do your best:**

- **Read each question carefully and think about the answer before making your choice.**
- **You have been provided with mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.**

Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY **When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 1. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.**

Are there any questions?

Pause for questions. When you are confident that all students understand how to take the test,

SAY **You must work independently, and you may not speak with each other while this test is being administered.**

Now, please turn to page 2 and begin.

Make sure that students are on the correct page and are darkening the circles on the answer sheet appropriately by making their marks heavy and dark with a No. 2 pencil.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet. Make sure to also collect all mathematics reference sheets.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 5 — Day 2, Session 2

Make sure you have a copy of the Session 2 booklet.

*Make sure each student has a No. 2 pencil, a ruler, and a protractor. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on their answer sheets.*

*Students are **not** to be given scratch paper.*

Students will be recording the answers to the multiple-choice questions in Session 2 on their Answer Sheet 2. Only the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students must only write their answers to the short- and extended-response questions in their test booklet. Only answers to short- and extended-response questions written in the test booklet will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

SAY **You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:**

- **Cell phones**
- **iPods and MP3 players**
- **iPads, tablets, and other eReaders**
- **Laptops, notebooks, or any other personal computing devices**
- **Cameras, other photographic equipment, and personal scanning devices**
- **Wearable devices/smart wearables, including smart watches and health wearables with a display**
- **Headphones, headsets, or in-ear headphones such as earbuds, and**
- **Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages**

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY **Today, you will be taking the Grade 5 Mathematics Test, Session 2.**

You may use your ruler, protractor, and mathematics reference sheet, which is inside the test booklet, to help you solve some of the problems on the test. You will mark your answers to multiple-choice questions on your Answer Sheet 2 and you will write your responses to the written-response questions in your test booklet. You will have as much time as you need today to answer the questions.

Distribute an Answer Sheet 2 to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY **This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 3. The page number is indicated in the upper right-hand corner of the answer sheet. Use your answer sheet to record your answers to the multiple-choice questions in Session 2.**

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question.

Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely.

Make no stray marks on the answer sheet.

Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers for the multiple-choice questions. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. However, you may use all available space in your Session 2 booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 2 booklet to each student. If earlier today the student identification labels were affixed to the back covers of the student test booklets, make sure each student receives the correct test booklet.

SAY **This is your Session 2 booklet. Do not open your test booklet until I tell you to do so.**

Look at the cover of your test booklet. Make sure it says "Mathematics Test Session 2" and "Grade 5." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

Check to make sure each student has written their name on the front cover of the test booklet.

SAY **Now, open your test booklet and remove your mathematics reference sheet. You can use the reference sheet during this session of the test.**

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

SAY **Now, look at page 1.**

Check that all students are looking at the correct page in Session 2.

SAY **Please read along silently as I read the Tips for Taking the Test aloud to you.**

Read the Tips for Taking the Test aloud as the students follow along.

SAY **Here are some suggestions to help you do your best:**

- **Read each question carefully and think about the answer before making your choice or writing your response.**
- **You have been provided with mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.**
- **Be sure to show your work when asked.**

Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY **For Session 2 multiple-choice questions, you must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. Use only a No. 2 pencil. If you make a mistake on your answer sheet, erase your mistake completely and darken the circle for the letter that matches your answer.**

For Session 2 written-response questions, you must write your answers directly in your test booklet in the space provided. You may not use additional paper for your answers. Only the answers written in your test booklet will be scored. Write your answers clearly and legibly. It is important to show all your work when asked as well as your final answer in your test booklet. If you make a mistake, erase it completely or draw a line through it. Use only a No. 2 pencil. You may not use a pen or highlighter to record any of your answers.

When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 2. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.

SAY Are there any questions?

Pause for questions. When you are confident that all students understand how to take the test,

SAY You must work independently, and you may not speak with each other while this test is being administered.

Now, please turn to page 2 and begin.

Make sure students are making their marks heavy and dark on their answer sheets for the multiple-choice questions and are recording their answers to the constructed-response questions in their test booklet.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet. Make sure to also collect all mathematics reference sheets.

Students who finish the test before other students should check their work. Once the student checks their work, or chooses not to, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

Test booklets and scoring materials must be kept secure. You are not to discuss the test, show it to anyone, or photocopy the materials, as the security of the test could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.

Grades 3–5
Mathematics Paper-Based Tests
Teacher's Directions
v202

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