

How to read the script

Read out loud text in **bold**.

Underlining shows where emphasis should be added.

Do not read out loud text in *italics*. This text provides instructions to the test administrator.

Only read out loud text in ***bold italics*** if needed to support student understanding.

When indicated in the script, use an extra test booklet to point to parts of the cover and sample questions. If no extra booklet is available, use a student's booklet when needed.

Pass out a test booklet and two pencils to each examinee.

Does everyone have a test booklet and two pencils?

Allow examinees to confirm that they have a booklet and two pencils.

Write your name on the cover of the booklet.

Allow examinees to write their names.

Then write this information here on the cover of your booklet. The information is here for you to copy. Do not open your booklet.

Point to the blanks on the booklet cover, and point to the information written on the board. Make sure that each examinee has completed the information on the front of the booklet.

OK. Now, I will read the directions. Follow along.

Point to the directions on the cover of the field test booklet.

This test is for reading and writing.

Read the directions carefully. Try to answer the questions. If you do not understand something, go to the next question. If you finish the test early, you may go back and look at your answers. You can change your answers if you think you have made any mistakes.

You will have one hour (60 minutes) to finish the test.

Now go to the sample questions on page 2.

After reading the directions, turn to page 2, as directed. Make sure each examinee also turns to page 2.

These are the sample questions. Remember, you will need to circle an answer or write an answer for each question. Take a moment to look at the sample questions.

Are there any questions about the test?

Allow examinees to ask questions about the test. Answer examinee questions, using the sample questions as needed. You may answer any questions about the sample questions, including questions about correct or incorrect answers.

Remember, you can erase an answer if you think you have made a mistake. If you change an answer, make sure you erase the first answer completely. Also remember, you cannot talk to each other or share information during the test.

OK. Now we will begin the test. You have 60 minutes. Turn to page 4.

At this point, the 60 minutes of testing time begins. Write the time remaining on the board or another visible location to indicate that there are 60 minutes remaining. As time passes, erase the old time and write 45, 30, 15, and 5 minutes remaining. Your phone may have a timer or stopwatch that can help with keeping track of how much time is remaining.

*If an examinee has a question about content, such as the meaning of words or the answers to questions, say **Do the best you can. If you don't understand something, go to the next question.***

*If an examinee requests to stop the test or exhibits other signs of distress or a desire to stop testing, check the time elapsed and their position in the test booklet. If more than 30 minutes of testing time has passed, or the examinee has already read through Part 3 of the booklet, say **Do you want to turn to the next part of the test? You can try those questions, or if you want to stop, you can turn in your test to me now.***