

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. An examinee named Anna has answered some questions. Some questions you will answer.

Show examinees the sample questions in an open field test booklet.

Look at the top of page 2. It says “Read this library information from the Internet.” Read the information now.

Allow time for the examinees to read the text.

Below it says “Write the answer.” It says “What time does the Madison Library open on Monday?”. Anna completed the first question. Look at the information here to find the correct answer.

Point to the library information in an open field test booklet.

OK. Now, look at Question 2. It says “What time does the Madison Library close on Friday?” What is the answer?

Allow an examinee to provide the answer to question 2 (answer: 5 pm).

Now, write your answer to Question 2 on the line.

Allow examinees to write their answer to Question 2.

*Scan the room to make sure examinees are responding correctly in their booklets. If any examinees are confused, say **The answer to Question 2 is here**, and point to “Friday 10 am–5 pm” in the examinees’ booklets, as needed. Then say **“5 pm” is the correct answer. Write 5 pm here** and point to the blank space for Question 2, as needed.*

OK. Next, it says “Circle the answer.” Now, look at Question 3a. “Does the free English class meet on Saturday? Yes or No?” Anna completed Question 3a.

Where can you find the answer?

Allow an examinee to point to or indicate the information in the booklet (answer: No).

OK. Now, look at Question 3b. “Is the Madison Library open on Wednesday? Yes or No?”

Allow an examinee to provide the answer to question 3b (answer: Yes).

Where did you find the answer?

Allow an examinee to point to or indicate the information in the booklet.

OK. Now circle your answer.

Allow examinees to circle their answer for Question 3b.

*Scan the room to make sure examinees are responding correctly in their booklets. If any examinees are confused, say **The answer to Question 3b is here**, and point to “Wednesday 10 am–9 pm” in the examinees’ booklets, as needed. Then say **“Yes” is the correct answer. Circle “Yes” here**, and point to “Yes” for Question 3b in the examinees’ booklets.*

OK. Now look at Question 4. It says “What time does the free English class meet?” There are three choices: A, B, and C. There is only one correct answer for each question. Anna completed Question 4. Where can you find the answer?

Allow an examinee to point to or indicate the information in the booklet. (answer: 1 pm–2 pm).

OK. Now look at Question 5. “Which day is the Madison Library closed?”

Allow examinees to provide the answer to Question 5.

Where did you find the answer?

Allow an examinee to point to or indicate the information in the booklet (answer: C. Sunday).

OK. Now circle C.

Allow examinees to circle the answer for Question 5.

*Scan the room to make sure examinees are responding correctly in their booklets. If any examinees are confused, say **The answer to Question 5 is here**, and point to “Sunday Closed” in the examinees’ booklets, as needed. Then say **“Sunday” is the correct answer. Circle C here**, and point to the answer choices for Question 5 in the examinees’ booklets.*

OK. Now look at page 3.

Point to page 3 in an open field test booklet.

These are sample Writing questions. Anna completed these Writing questions.

Look at Question 6.

Make sure examinees are looking at Question 6 on page 3.

It says “Maria’s English Class. Your friend Maria Lopez wants to register for the free English classes at the Madison Library. Her telephone number is 405-555-1555. Complete this form for Maria Lopez.”

Anna did not write her information. She wrote Maria’s information. What did Anna write for “First name?”

Allow an examinee to provide the answer (answer: Maria).

What did Anna write for “Last name?”

Allow an examinee to provide the answer (answer: Lopez).

What did Anna write for “Telephone?”

Allow an examinee to provide the answer (answer: 405-555-1555).

*If any examinees are confused, say **Where can you find the information for Maria?**, and point to “Maria Lopez” and “405-555-1555” in the sentence above the form.*

OK. Now look at Question 7. It says “Going to the Library. Look at A.”

When you read “Look at A,” point examinees’ attention to the letter A on the top of page 2.

“Which day can you go to the library? Why? Complete the sentence.”

Anna wrote “I can go to the library on Friday because I don’t have classes on Friday”.

What could you write for Question 7?

Allow examinees to suggest other answers for Questions 7.

*If needed, ask a examinee directly **What day could you go to the library? Why?***

OK. Remember, you can write any day and give your own reason. There is no correct or incorrect answer. You should write your own answer. These questions are for you to show how well you can write in English.

Now look at Question 8. It says “Madison Library English Classes. Look at A.”

When you read “Look at A,” point examinees’ attention to on the letter A on the top of page 2.

“Do you want to go to the free English classes at Madison Library? Why or why not? Write your answer. Write 2–3 sentences.”

Anna wrote “No, I don’t want to go to the class because I work at 1pm. I have a good English class on Saturdays. That class is free, too.”

What could you write for Question 8?

Allow examinees to suggest other answers for Questions 8.

OK. Remember, you should write your own answer. Do your best to write all of your answers in English. Use your best English.

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.***