



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Washington Comprehensive
Assessment Program

TA Script of Student Directions

Smarter Balanced Paper-Pencil

Spring 2024

English Language Arts Assessments

Sessions 2 and 3

High School

Test Administrators (TAs) are required to use this script when administering sessions 2 and 3 of the Smarter Balanced Paper-Pencil ELA Summative Assessments.

It is required that TAs use the Secure ELA Listening Transcript when administering session 1.

School Test Coordinator Contact Information

Name:

Phone:

Cell:

Email:



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Preparing for Testing



This document contains the TA Script of Student Test Directions for the administration of the Smarter Balanced Paper-Pencil ELA Summative Assessment. It is required that Test Administrators (TAs) review the test-specific script and directions prior to administering a state assessment. Contents of this document include best practices for testing (before, during, and after) and student directions. It is highly recommended that students are provided an opportunity to take the paper-pencil practice tests prior to taking the summative assessment.

Before Testing (Day Prior or Morning of)

- TAs should try to maintain a natural classroom atmosphere during the test administration. Before each test begins, the TA should encourage students to do their best.

During Testing

- Follow professional practices and test security protocols, as outlined in the Professional Assessment Standards.
 - At least one trained TA must actively supervise students throughout the test session and until materials have been collected and accounted for. Students left unattended will have their test results invalidated.
 - Provide all tools, supports, and/or accommodations according to each student's plan. If the correct features are unavailable, do not continue testing and notify your School Test Coordinator (SC) immediately.
 - TAs must ensure that students cannot access non-approved digital, electronic, or manual devices during testing.
 - Break schedules should be followed according to the Test Administration Manual (TAM). Additional breaks may be provided based on student needs and TA judgment.
 - Students who have not completed the assessment must be monitored during breaks and lunches.
 - Should a testing incident occur during your session, you should stop testing immediately and notify your SC.
- Share your plan for students who finish early.
- Do students leave the testing room, and if so, where do they go?
- How are materials processed and accounted for?
 - If students remain in the testing room, what quiet activity is available?
 - Electronics are not permitted.

This script must be used and followed exactly when a test is administered. When reading directions to students:

- Read all material printed in boxes next to the word SAY. The italicized text outside of the SAY boxes is information for you and should not be read to students.
- Do not paraphrase the directions.
- Read the directions to students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "Listen again." Then read the direction again.
- Deviating from the printed directions is a testing violation.
- You may repeat any part of these directions as many times as needed.
- Do not provide suggestions to students on how to respond to the task or evaluate student work.
- For detailed instructions on TA support that is permitted during testing sessions, see the Supplemental Student Test Directions section below.

After Testing

- Review early and follow the instructions in the Final Processing Steps for TAs section, prior to releasing students from the testing location.

For additional information see Appendix C: Chronological WCAP Checklists – Test Administrator in the TAM.

Summative: TA Instructions

This document is required to administer sessions 2 and 3 of the Smarter Balanced Paper-Pencil ELA Summative Assessment. TAs will refer to this script for student directions for sessions 2 and 3.



For session 1, TAs must refer to the Secure ELA Listening Transcript: TA Script of Student Directions for Session 1 that came with the shipment of booklets. If you did not receive the secure script, do not continue testing and immediately notify your SC.

Ensuring Test Security

The security of the summative assessment instruments and the confidentiality of student information is vital to maintaining the validity, reliability, and fairness of the results.

All summative test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of summative assessment items, prompts, and student information. Any deviation in test administration must be reported as a test incident to ensure the validity of the summative assessment results.

For additional information on administering the Braille and large print tests refer to the *Braille and Large Print Administration Instructions* available on the WCAP portal.

Monitoring Test Progress

Once students have started their tests, TAs should ensure all conditions of test security are maintained. If a TA witnesses or suspects a possible test security incident, the TA should stop the student’s test session and the SC should be contacted immediately in accordance with your *Test Security & Building Plan* (TSBP).

Supplemental Student Test Directions

If a student asks for assistance with their paper-pencil test form, TAs are permitted to:

- Re-read student directions in English or the student’s native language.
- Acknowledge that the student’s response is clearly recorded in the test booklet.
- Turn pages to help the student get to the correct page.

If you notice that a student is off task, you may read the statement below verbatim.

Off Task

SAY: It is important that you do your best. Do you need to take a break?

If the student responds with yes, you may read the next say box.

Off Task

SAY: Close your test booklet and take a break.

If a student is concerned about a question, you may support the student by reading the applicable response below verbatim.

Question Concern

SAY: I cannot help you check your work.
 Read the question again and think about what the question is asking you to do.
 Try your best and choose the answer that makes the most sense to you.

Final Processing Steps for TAs

1. If students are allowed to leave the room when they finish testing, explain the procedures for leaving without disrupting others and where they are expected to report once they leave. Prior to releasing students who have completed their test, you must collect and account for all testing materials provided to students during this test session. If students are expected to remain in the testing room until the end of the session, instruct them on what activities they may engage in when finished testing. Electronic devices are not permitted.
2. For security reasons, only trained TAs may handle secure test materials.
3. Collect and account for all test booklets, answer booklets, and individual ancillary materials, as distributed and permitted for each test session (e.g., scratch paper and glossaries). Scratch paper with notes from Session 3, PT 1, must be available for students during the administration of Session 3, PT 2. If Session 3, PT 2 is being administered on another day, student notes must follow the chain of custody of test booklets and be immediately returned to your SC, per your *Test Security and Building Plan*.
4. Per your district-approved testing plan, students who need more time may remain in the same testing room or move to another location to finish the assessment.

- For students remaining in the same room, redistribute test materials and instruct students to continue with the assessment.
 - For students moving to a new location, go to the new location and then redistribute test materials and instruct students to continue with the assessment. Students are not permitted to transfer secure materials.
5. When testing has been completed, promptly return all testing materials (e.g., secure *ELA Listening Transcript*, accommodated forms, test and answer booklets, scratch paper, and glossaries) to your SC according to your school's *Test Security and Building Plan*.

Session 1 Student Directions–ELA High School



The Secure ELA Listening Transcript: TA Script of Student Directions for Session 1 is required for the administration of session 1. If you do not have a copy of the Secure ELA Listening Transcript: TA Script of Student Directions for Session 1, do not continue testing and contact your SC immediately.

The listening transcript also includes the directions that guide students through the sample items in the test booklet and answer booklet.



Secure test materials may not be reviewed, retained, or copied and must be immediately returned to your SC at the end of each testing session. This includes the Secure ELA Listening Transcript: TA Script of Student Directions for Session 1, student test and answer booklets, and any ancillary materials provided to students during the testing sessions (e.g., scratch paper and glossaries).

Session 2 Student Directions–ELA High School

Before you begin the administration of Session 2 ELA Paper-Pencil Summative Assessment, verify that you have all the necessary materials to support this testing session.

- test booklet
- answer booklet with student pre-ID label affixed to the front cover
- scratch paper
- state-approved glossary
- two sharpened No. 2 pencils with erasers

The English language arts test may be administered to students over multiple days. Each SAY box has a label to the left specifying whether the instruction pertains to the whole test ALL or to specific situations. Read the SAY directions verbatim to the students.

Administering Session 2 Different Day

Begin here when administering session 2 on a different day from session 1.

Session 2 Different Day

SAY: If you have a bag, cell phone, or any other electronic device, raise your hand and I will show you where to put it. If you have a cell phone or other electronic device during the test, it will be reported, and you will get a zero on your test.

Pause. Show students where to place their electronics and bags. Students should not retrieve their cell phones, or other non-approved electronic devices at any time during their tests, including during breaks. Test scores will be invalidated for any student who is in possession of a cell phone or non-approved electronic device during testing.

Session 2 Different Day

SAY: I am now going to pass out your test materials. Do not open your test booklet or answer booklet until I tell you to.

Pass out a test booklet, answer booklet, plain or lined scratch paper, a state-approved English language arts glossary, and two number 2 pencils with erasers to each student.

Now continue to the next ALL SAY box.

Administering Session 2 Same Day

Begin here when administering session 2 on the same day as session 1. Make sure that scratch paper from session 1 has been collected and securely stored. If students are returning from a break, make sure that desks are cleared of non-test-related items. Pass out new scratch paper. If you are administering Session 2 on a different day than Session 1, you will continue here after reading the Session 2 Different Day SAY boxes.

ALL **SAY:** Make sure your name is on your test booklet and answer booklet. If you have any questions, raise your hand.

Pause to answer any questions the students might have.

ALL

SAY:

In this session, the only materials you are allowed to use are scratch paper and a state-approved English language arts glossary. Do not use the glossary as scratch paper. Write your name at the top of each piece of paper. I will collect the papers at the end of the test session.

Pause to allow students time to verify materials and write their names. Assist students as needed.

ALL

SAY:

You will be taking session 2 of the English language arts test. Do not look at any other sessions in the test.

You may only use a number 2 pencil with an eraser, other writing tools are not allowed. You may write in this test booklet or on the scratch paper provided. You may also mark, underline, or circle keywords, and cross out answers in this test booklet.

Mark your final answers in your answer booklet. If you have any questions, raise your hand.

Pause to answer any questions the students might have.

ALL

SAY:

This session includes different types of questions. Read each question carefully and follow the directions. The questions will ask you to choose one or more options from a list of answer choices or write an answer. For test questions with bubbled answer choices, completely fill in the bubble for your answer.

When you come to the STOP symbol at the bottom of the page, you have finished this session. If you finish early, please close your booklets and sit quietly.

Near the end of the session, I will let you know that it is time to check your work and make sure that you answered the questions in session 2 only. When you continue to session 3, you will *not* be able to go back and change any answers from previous sessions.

Pause to answer any questions the students might have. When you are sure that the students understand the directions,

ALL

SAY:

Turn to page 16 in your test booklet. Now turn to page 3 in your answer booklet. You may begin testing.

Make sure that all students are on the correct pages.

Monitoring Testing

- As students are testing, you should circulate through the room to ensure that all conditions of test security are maintained and that students are working independently.*
- When a student is off task or asks for assistance, refer to the Supplemental Student Test Directions section on page 5 for directions.*

Finishing a Paper Test Session

When there are approximately ten minutes left in the test session, the TA should give students a brief warning.

ALL	SAY: You have 10 minutes left to test. Finish the question(s) you are working on. Then check your answers to all questions you answered on the previous pages in session 2 only. When you are done, raise your hand.
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When it is time to end this test session,

ALL	SAY: It is time to stop testing. Put the papers you used during the test inside the front cover of your answer booklet. Close your test booklet and answer booklet, and I will collect your test materials. If you have not finished and need more time, please raise your hand.
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Pause. Refer to the Final Processing Steps for TAs instructions on page 5 for extended time testers and instructions on processing and securing materials.

Session 3 Student Directions–ELA High School

Before you begin administration of Session 3, Part 1 ELA Paper-Pencil Summative Assessment, verify that you have all the necessary materials to support this testing session.

- test booklet
- answer booklet with student pre-ID label affixed to the front cover
- scratch paper
- state-approved English language arts glossary
- two sharpened number 2 pencils with erasers

Read the SAY directions verbatim to the students.

ALL	SAY: If you have a bag, cell phone, or any other electronic device, raise your hand and I will show you where to put it. If you have a cell phone or other electronic device during the test, it will be reported, and you will get a zero on your test.
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Pause. Show students where to place their electronics and bags. Students should not retrieve their cell phones, or other non-approved electronic devices at any time during their tests, including during breaks. Test scores will be invalidated for any student who is in possession of a cell phone or non-approved electronic device during testing.

ALL	SAY: I am now going to pass out your test materials. Do not open your test booklet or answer booklet until I tell you to do so.
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Pass out a test booklet, answer booklet, plain or lined scratch paper, a state-approved English language arts glossary, and two number 2 pencils with erasers to each student.

Make sure students have their own test booklet and answer booklet. Students will record their answers in their answer booklet.

ALL	SAY: Make sure your name is on your test booklet and answer booklet. If you have any questions, raise your hand. In this session, the only materials you are allowed to use are scratch paper and a state-approved English language arts glossary. Do not use the glossary as scratch paper. Write your name at the top of each piece of paper. I will collect the papers at the end of the test session.
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Pause to allow students time to verify materials and write their names. Assist students as needed.

ALL	SAY: You will be taking session 3 of the English language arts test. Do not look at any other sessions in the test. You may only use a number 2 pencil with an eraser, other writing tools are not allowed. You may write in this test booklet or on the scratch paper provided. You may also mark, underline, or circle keywords, and cross out answers in this test booklet. Mark your final answers in your answer booklet. If you have any questions, raise your hand.
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Pause to answer any questions the students might have.

ALL

SAY:

Session 3 is a performance task with two parts. In part 1 you will read two or three sources and answer a research question. You can take notes on your scratch paper as you read the sources and answer the question. You will be able to use the notes you take in part 1 for your part 2 assignment. If you have any questions, raise your hand.

Pause to answer any questions the students might have.

ELA Session 3, Part 1

ALL

SAY:

This session includes different types of questions. Read the question carefully and follow the directions. The question may ask you to choose one or more options from a list of answer choices or to write an answer. If your test question has bubbled answer choices, completely fill in the bubble for your answer.

When you come to the STOP symbol at the bottom of the page, you have finished part 1. If you finish early, please close your booklets and sit quietly.

Near the end of the session, I will let you know that it is time to check your work and make sure that you answered the question in part 1 only. When you continue to part 2, you will *not* be able to go back and change any answers in part 1 or the previous sessions.

Pause to answer any questions the students might have. When you are sure that the students understand the directions,

ALL

SAY:

Turn to page 60 in your test booklet. Now turn to page 6 in your answer booklet. You may begin testing.

Make sure that all students are on the correct pages.

Monitoring Testing

- As students are testing, you should circulate through the room to ensure that all conditions of test security are maintained and that students are working independently.*
- When a student is off task or asks for assistance, refer to the Supplemental Student Test Directions section on page 5 for directions.*

Finishing a Paper Test Session

When there are approximately ten minutes left in the test session, the TA should give students a brief warning.

ALL

SAY:

You have 10 minutes left to test. Finish the question(s) you are working on. Then check your answers to all the questions you answered on the previous pages in session 3, part 1, only. When you are done, raise your hand.

When it is time to end this test session,

ALL

SAY:

It is time to stop testing. Put the papers you used during session 3, part 1, inside the front cover of your answer booklet. Close your test booklet and answer booklet and I will collect your test materials.

If you have not finished and need more time, please raise your hand.

Pause. Refer to the Final Processing Steps for TAs instructions on page 5 for extended time testers and instructions on processing and securing materials.

Continue Testing Today

If continuing to session 3, part 2 today be sure to give students a break between parts 1 and 2.

While students are taking a break, test booklets and answer booklets must remain closed on students' desks. For ELA session 3, part 2 only, students can use the notes taken during part 1.

After students return from the break you will refer to the ELA Session 3, Part 2: Administering Part 2 Same Day.

ELA Session 3, Part 2

Before beginning administration of the ELA session 3, part 2 paper-pencil assessment, verify that you have all the necessary materials to support this testing session.

- *test booklet*
- *answer booklet*
- *English dictionary*
- *scratch paper*
- *state-approved English language arts glossary*
- *thesaurus*
- *two sharpened number 2 pencils with erasers*

Read the SAY directions verbatim to the students.

Administering Part 2 on a Different Day

Part 2 Different Day

SAY: If you have a bag, cell phone, or any other electronic device, raise your hand and I will show you where to put it. If you have a cell phone or other electronic device during the test, it will be reported, and you will get a zero on your test.

Pause. Show students where to place their electronics and bags. Students should not retrieve their cell phones, or other non-approved electronic devices at any time during their tests, including during breaks. Test scores will be invalidated for any student who is in possession of a cell phone or non-approved electronic device during testing.

Part 2 Different Day

SAY: I am now going to pass out your test materials. Do not open your test booklet or answer booklet until I tell you to do so.

Pass out a test booklet, answer booklet, scratch paper, a state-approved English language arts glossary, and two number 2 pencils with erasers to each student.

Make sure the students have their own test booklet and answer booklet. Students will record their answers in their answer booklet.

Administering Part 2 Same Day

Make sure your name is on your test booklet and answer booklet. If you have any questions, raise your hand.

ALL **SAY:** In this session, the only materials you are allowed to use are scratch paper from session 3, part 1, the state-approved English language arts glossary, an English dictionary, and a thesaurus. Do not use the glossary as scratch paper. Write your name on the top of each piece of paper. I will collect the papers at the end of the test session.

Pause to allow students time to verify materials and write their names. Assist students as needed.

You will be taking session 3, part 2 of the English language arts test. You may not look back at sessions 1 or 2 in your test booklet or your answer booklet, Session 3, part 2 is a writing assignment based on the sources you read in part 1. You can use the notes you took in part 1 to help with your writing assignment. You can look at the sources you read in part 1 of your test booklet. In your answer document, you may not change your answer to the question that was in session 3, part 1. You should only be writing in the session 3, part 2 section of your answer document.

ALL **SAY:** You may only use a number 2 pencil with an eraser, other writing tools are not allowed. You may write in this test booklet or on the scratch paper provided. You may also mark, underline, or circle keywords, and cross out answers in this test booklet.

Mark your final answers in your answer booklet. If you have any questions, raise your hand.

Pause to answer any questions the students might have.

ALL **SAY:** Turn to page 70 in your test booklet. Read the directions for part 2 on this page. Now turn to page 7 in your answer booklet. You may begin testing.

Make sure all students are on the correct pages. You will need to show students where to get approved tools (English dictionary and thesaurus) if they choose to use them.

When there are approximately ten minutes left in the test session, the TA should give students a brief warning.

ALL **SAY:** You have 10 minutes left to test. If you think you will need more time to finish, raise your hand.

When it is time to end this test session,

It is time to stop testing. Put the papers you used during this test session, inside the front cover of your answer booklet. Close your test and answer booklet, and I will collect your test materials.

ALL **SAY:** If you have not finished and need additional time, please raise your hand.

Pause. Refer to the Final Processing Steps for TAs on page 5 for extended time testers and instructions for processing and securing materials.

Revision Log

Updates applied to this script after February 29, 2024, will be noted below.

Page	Section	Description of Revision	Revision Date