

**Spring 2024 Human-Reader Scripts for
Paper-Based and Computer-Based Testing
BIE Grades 5, 8, and 11 Science
(excerpted from the Spring 2024 *Test Administrator's Manual*)**

5.3 Session 1 Directions and Scripts

Recommended Session Time: Refer to the tables in [section 2.2.2](#).*

*Allow an additional 15 minutes to distribute materials, have the students log on to the system, and read the directions to the students, be sure to prepare the testing space as described in [section 4.3.1](#).

Materials Needed: Student Login Tickets, sharpened pencils with erasers, and scratch paper

Note: Spelling words for students is prohibited.

SAY **You are not allowed to have a cell phone or other electronic device during testing.** [Please refer to the Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students' devices according to the procedure at your school.]

SAY **If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

Do not touch the computers until you are instructed to do so. In this session, you will answer some questions by selecting your responses on the computer screen. You may work out problems on scratch paper. You will answer other questions by writing your answers in the boxes provided on your screen. Some questions have two or more parts. Be sure to answer all parts. For open-ended questions, show or explain all of your work by using numbers, words, or sentences. For questions requiring you to write your answers, type your answers within the boxes provided for each question on your screen. Are there any questions? [If there are any procedural questions, reread the directions.]

SAY **Make sure your computer is turned on. Do not open any other programs.** [If necessary, wait for workstations to boot up.]

SAY **Now double-click the BIE Science icon on your desktop. Once the program opens, you will see a student login page.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help accessing the portal. Remember, no other programs should be running while the testing kiosk is being launched.

SAY **Each of you should see the student sign-in page on your screen. Raise your hand if you do not see the sign-in page.**

Work with students who need extra help accessing the sign-in page. Remember, no other programs should be running while the students are launching the kiosk.

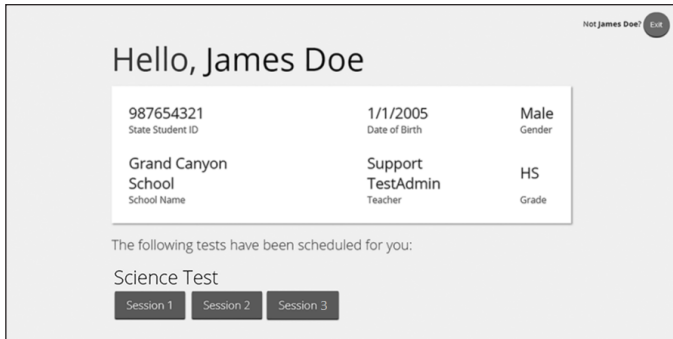
Distribute the Student Login Tickets. Post the Session 1 Access Code at the front of the room.

SAY **You have been given a test ticket with your name and test login information. Check the ticket to be sure you have your own. If someone else's name is on the ticket, raise your hand.**

If any students have the wrong ticket, make the correction.

SAY Carefully type the username and password in the sign-in screen exactly as it appears on the ticket. Then click the *Sign In* button. Keep your login ticket on your desk. It will be collected at the end of this test.

If you have successfully logged in, you will see the word “Hello” followed by your name. Verify that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.



Work with any students who may need extra help logging in to the program.

SAY Click the blue button that says **Session 1**.

You will now enter a Session Access Code in the box labeled “Session Access Code.” The code is [read the Session Access Code to the students and direct them to the posted version]. Enter the code now, and then click *Submit*. Do not go on until you are instructed to do so.

The page you are on should be titled “Session 1 Directions.” [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

SAY Follow along as I read them aloud.

“Welcome to the Bureau of Indian Education (BIE) Science assessment!

This is Session 1. You should complete all items in this session.

Use the navigation buttons to move to the next question or to go back to the previous question in each session.

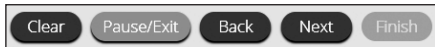
Each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer.

Some questions will require you to type a response and will be followed by a text box. Type your answer in the text box.

For some questions, important information will be shown on the left side of the screen. Be sure to read all the information before you answer the questions on the right side of the screen. You may need to use the scroll bar to see all the information.”

Are there any questions? [If there are any procedural questions, reread the directions.]

SAY Now click the *Continue* button and we will go over some tools and navigation instructions together. The first question in Session 1 should be showing on your screen. Look at the buttons on the bottom right of the screen.



These are your navigation buttons. *Clear* will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to clear the current question.

Pause/Exit will take you to another screen, where you will have the option to pause the test, exit the test, or cancel. If you select *Pause Test*, a timer will begin to count down from 45 minutes. To return to your test within that 45 minutes, enter your password and click *Resume*. Any sketching or highlighting you did before pausing will still be there when you resume. If you do not return within 45 minutes after pausing, or if you select *Exit Test*, you will be exited from the test. Any sketching or highlighting will be deleted. To resume testing, you will need to log in again using your username and password and the session access code. [If 45 minutes have elapsed, the proctor password will also be required.]

Clicking the *Next* button will take you to the next question. Click the *Next* button now. Clicking the *Back* button will take you to the previous item. Click the *Back* button now. You can bookmark any item to go back to later by clicking on the star next to the item number in the upper left of the screen, next to the question number. Click this star now.

Another way to navigate through the form is by using the Test Map. You can access the Test Map by clicking the down arrow next to the question number at the top left of the screen. Click this arrow now.

The Test Map is a visual representation of all of the questions on the test. Answered questions will appear blue; questions you have viewed, but not answered are red; bookmarked questions have a yellow star next to them; and questions that have not been visited are gray. (Notice that you have a bookmarked question.) Clicking a question number will take you directly to that question on the test. You can pause the test, return to the test or turn in your test from the Test Map.

Click the first question number on your test map. You are now back to the first question in Session 1. Click the bookmark star to remove the bookmark.

In the lower-left corner is your toolbox. There you will see several tools available to use on this test.



The Answer Eliminator tool looks like lines with an X over them. This tool allows you to put a red X through answer choices on multiple choice items. Click the tool to enable it. Click it again to disable it.



The Notepad tool looks like a pencil and a pad of paper. You can use the Notepad tool to make notes, plan your response, or work out science questions. You can also copy and paste from the Notepad into the constructed-response answer space. Notes typed in the Notepad tool will NOT be saved or scored, so you must type your answer in the designated answer space.

Click the Notepad tool now. You can move the Notepad by clicking in the dark band at the bottom and dragging to the new location. You can also resize the Notepad by clicking the right corner of the band and dragging out or in. Click the “X” in the upper-right corner of the Notepad tool to close it.



The Line Reader tool has the letters “abc.” This tool provides a small window that you can move up and down the page to cover some of the words to help with reading. You can also resize it to add more white space or more gray space.



The Sketch tool looks like a pencil. Clicking on it will open a toolbox containing several colored pencils, an eraser, and a highlighter. Use this tool to highlight parts of the passage or question that you want to stand out. Do not use it to write your answers. Click this tool now.



Now, click the yellow highlighter and highlight a word in the item. Now click the blue pencil and circle a word in the item. You can erase the marks you just made by clicking the eraser and then clicking the mark. Click the “X” in the upper right corner of the tool to close the Sketch tool.



The Text Highlight tool looks like a highlighter. This tool will allow you to select specific words you want to highlight.



From the pop-up menu, you can choose to highlight text or use the eraser to remove some or all of the highlighted text.



[For Grade 11 only, say the following.] The References tool looks like a sheet of paper. Clicking on it will bring up a periodic table reference sheet that you may use as needed.

In addition to these tools, some words on the test may have a small book next to them. You can click on the book to open a pop-up glossary that will provide you with the definition of the word.

When you come to the last item in the test, you will see the *Finish* button on the bottom right of the screen. Once you have answered the last item, click *Finish* to be taken to the Test Map.



You may click any question to return directly to that specific question or click *Return to test* to go back to the last question in the test.

When you have answered all of the questions, click *Turn In*.



Are there any questions about available tools and navigation? [If there are any procedural questions, reread the directions.]

SAY Begin with the first question in Session 1. Work until you reach the end of this session.

You may go back to any of the questions in this session to review your answers. Does everyone understand what to do? [If there are any procedural questions, reread the directions.]

SAY You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can.

When you are finished with this session, make sure you have clicked *Finish* and then *Turn In*. You will be asked if you are sure you want to turn in your test. Click *Turn In* if you are sure. By clicking *Turn In* you will ensure all of your answers are submitted and you will not be able to access this session again. When you have successfully turned in your test, you will see the “Hello” screen again, with Session 1 crossed out. Are there any questions? [If there are any procedural questions, reread the directions.]

SAY You may begin.

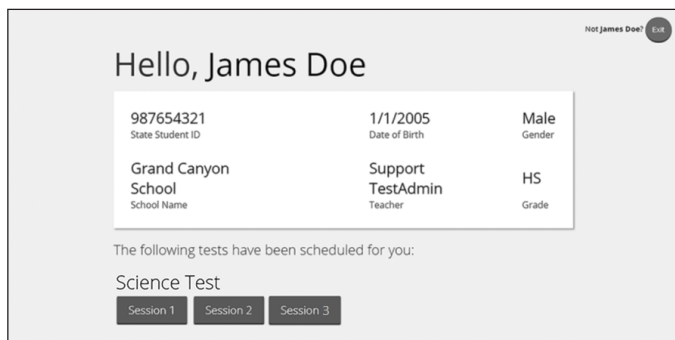
Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

Reminder: You may not review the students’ responses.

After students have finished (approximately 50 minutes for grades 5 & 8, 55 minutes for grade 11), continue reading the following script.

SAY If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time. [Explain to students how extended time is to be handled in your school.]

SAY Now click the red *Exit* button in the upper-right corner.



SAY This completes **Session 1**. Please wait quietly at your seat while I collect the scratch paper, pencils, and Student Login Tickets. [Collect the scratch paper, pencils, and tickets from the students. Give all the tickets and used scratch paper to the STC at the end of testing.]



If you will immediately continue with Session 2, provide students with a short break and proceed to the directions in [section 5.4](#), on the next page.

If you will not immediately continue with Session 2, instruct the students to log out of their computers, and shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in central, secure, and locked storage until the next testing session.

5.4 Session 2 Directions and Scripts

Recommended Session Time: Refer to the tables in [section 2.2.2](#).*

*Allow an additional 15 minutes to distribute materials, have the students log on to the system, and read the directions to the students, be sure to prepare the testing space as described in [section 4.3.1](#).

Materials Needed: Student Login Tickets, sharpened pencils with erasers, and scratch paper, be sure to prepare the testing space as described in [section 4.3.1](#)

Note: Spelling words for students is prohibited.

SAY **You are not allowed to have a cell phone or other electronic device during testing.** [Please refer to the Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students' devices according to the procedure at your school.]

SAY **If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

Do not touch the computers until you are instructed to do so. In this session, you will answer some questions by selecting your responses on the computer screen. You may work out problems on scratch paper. You will answer other questions by writing your answers in the boxes provided on your screen. Some questions have two or more parts. Be sure to answer all parts. For open-ended questions, show or explain all of your work by using numbers, words, or sentences. For questions requiring you to write your answers, type your answers within the boxes provided for each question on your screen. Are there any questions? [If there are any procedural questions, reread the directions.]

SAY **Make sure your computer is turned on. Do not open any other programs.** [If necessary, wait for workstations to boot up.]

SAY **Now double-click the BIE Science icon on your desktop. Once the program opens, you will see a student login page.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help accessing the portal. Remember, no other programs should be running while the testing kiosk is being launched.

SAY **Each of you should see the student sign-in page on your screen. Raise your hand if you do not see the sign-in page.**

Work with students who need extra help accessing the sign-in page. Remember, no other programs should be running while the students are launching the kiosk.

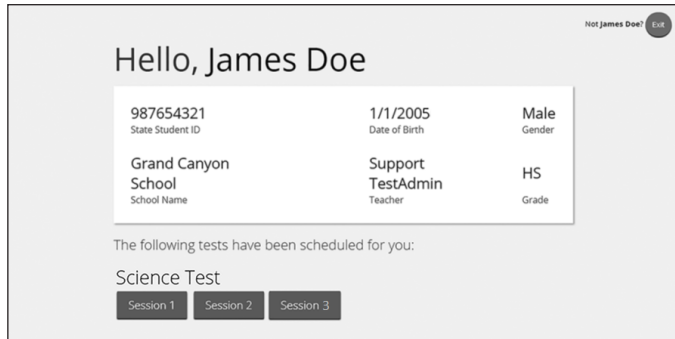
Distribute the Student Login Tickets. Post the Session 2 Access Code at the front of the room.

SAY **You have been given a test ticket with your name and test login information. Check the ticket to be sure you have your own. If someone else's name is on the ticket, raise your hand.**

If any students have the wrong ticket, make the correction.

SAY Carefully type the username and password in the sign-in screen exactly as it appears on the ticket. Then click the *Sign In* button. Keep your login ticket on your desk. It will be collected at the end of this test.

If you have successfully logged in, you will see the word “Hello” followed by your name. Verify that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.



Work with any students who may need extra help logging in to the program.

SAY Click the blue button that says **Session 2**.

You will now enter a Session Access Code in the box labeled “Session Access Code.” The code is [read the Session Access Code to the students and direct them to the posted version]. Enter the code now, and then click *Submit*. Do not go on until you are instructed to do so.

The page you are on should be titled “Session 2 Directions.” [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

SAY Follow along as I read them aloud.

“Welcome to the Bureau of Indian Education (BIE) Science assessment!

This is Session 2. You should complete all items in this session.

Use the navigation buttons to move to the next question or to go back to the previous question in each session.

Each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer.

Some questions will require you to type a response and will be followed by a text box. Type your answer in the text box.

For some questions, important information will be shown on the left side of the screen. Be sure to read all the information before you answer the questions on the right side of the screen. You may need to use the scroll bar to see all the information.”

Are there any questions? [If there are any procedural questions, reread the directions.]

SAY Now click the *Continue* button and we will go over some tools and navigation instructions together. The first question in Session 2 should be showing on your screen. Look at the buttons on the bottom right of the screen.



These are your navigation buttons. *Clear* will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to clear the current question.

Pause/Exit will take you to another screen, where you will have the option to pause the test, exit the test, or cancel. If you select *Pause Test*, a timer will begin to count down from 45 minutes. To return to your test within that 45 minutes, enter your password and click *Resume*. Any sketching or highlighting you did before pausing will still be there when you resume. If you do not return within 45 minutes after pausing, or if you select *Exit Test*, you will be exited from the test. Any sketching or highlighting will be deleted. To resume testing, you will need to log in again using your username and password and the session access code. [If 45 minutes have elapsed, the proctor password will also be required.]

Clicking the *Next* button will take you to the next question. Click the *Next* button now. Clicking the *Back* button will take you to the previous item. Click the *Back* button now. You can bookmark any item to go back to later by clicking on the star next to the item number in the upper left of the screen, next to the question number. Click this star now.

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Click the first question number on your test map. You are now back to the first question in Session 2. Click the bookmark star to remove the bookmark.

In the lower-left corner is your toolbox. There you will see several tools available to use on this test.



The Answer Eliminator tool looks like lines with an X over them. This tool allows you to put a red X through answer choices on multiple choice items. Click the tool to enable it. Click it again to disable it.



The Notepad tool looks like a pencil and a pad of paper. You can use the Notepad tool to make notes, plan your response, or work out science questions. You can also copy and paste from the Notepad into the constructed-response answer space. Notes typed in the Notepad tool will NOT be saved or scored, so you must type your answer in the designated answer space.

Click the Notepad tool now. You can move the Notepad by clicking in the dark band at the bottom and dragging to the new location. You can also resize the Notepad by clicking the right corner of the band and dragging out or in. Click the "X" in the upper-right corner of the Notepad tool to close it.



The Line Reader tool has the letters "abc." This tool provides a small window that you can move up and down the page to cover some of the words to help with reading. You can also resize it to add more white space or more gray space.



The Sketch tool looks like a pencil. Clicking on it will open a toolbox containing several colored pencils, an eraser, and a highlighter. Use this tool to highlight parts of the passage or question that you want to stand out. Do not use it to write your answers. Click this tool now.



Now, click the yellow highlighter and highlight a word in the item. Now click the blue pencil and circle a word in the item. You can erase the marks you just made by clicking the eraser and then clicking the mark. Click the "X" in the upper right corner of the tool to close the Sketch tool.



The Text Highlight tool looks like a highlighter. This tool will allow you to select specific words you want to highlight.



From the pop-up menu, you can choose to highlight text or use the eraser to remove some or all of the highlighted text.



[For Grade 11 only, say the following.] The References tool looks like a sheet of paper. Clicking on it will bring up a periodic table reference sheet that you may use as needed.

In addition to these tools, some words on the test may have a small book next to them. You can click on the book to open a pop-up glossary that will provide you with the definition of the word.

When you come to the last item in the test, you will see the *Finish* button on the bottom right of the screen. Once you have answered the last item, click *Finish* to be taken to the Test Map.



You may click any question to return directly to that specific question or click *Return to test* to go back to the last question in the test.

When you have answered all of the questions, click *Turn In*.



Are there any questions about available tools and navigation? [If there are any procedural questions, reread the directions.]

SAY Begin with the first question in Session 2. Work until you reach the end of this session.

You may go back to any of the questions in this session to review your answers. Does everyone understand what to do? [If there are any procedural questions, reread the directions.]

SAY You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can.

When you are finished with this session, make sure you have clicked *Finish* and then *Turn In*. You will be asked if you are sure you want to turn in your test. Click *Turn In* if you are sure. By clicking *Turn In* you will ensure all of your answers are submitted and you will not be able to access this session again. When you have successfully turned in your test, you will see the “Hello” screen again, with Session 2 crossed out. Are there any questions? [If there are any procedural questions, reread the directions.]

SAY You may begin.

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

Reminder: You may not review the students’ responses.

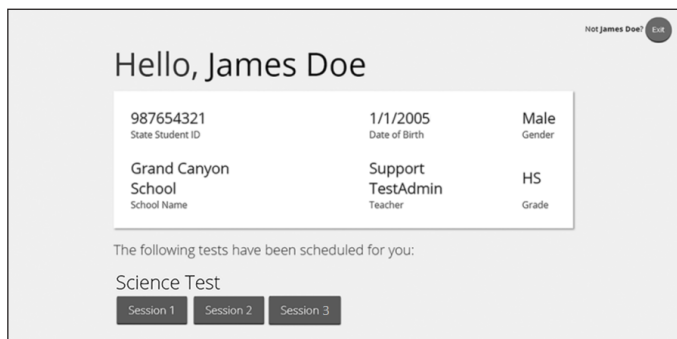
If a student sees the following error message when they attempt to turn in their test, please take the steps outlined in Appendix D or contact the BIE Service Desk at 800-887-7027.

Please raise your hand and notify your proctor.
 A connection to the network could not be established. Your test has been saved offline.

After students have finished (approximately 50 minutes for grades 5 & 8, 55 minutes for grade 11), continue reading the following script.

SAY If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time. [Explain to students how extended time is to be handled in your school.]

SAY Now click the red *Exit* button in the upper-right corner.



SAY This completes Session 2. Please wait quietly at your seat while I collect the scratch paper, pencils, and Student Login Tickets. [Collect the scratch paper, pencils, and tickets from the students. Give all the tickets and used scratch paper to the STC at the end of testing.]



If you will immediately continue with Session 3, provide students with a short break and proceed to the directions in [section 5.5](#), on the next page.

If you will not immediately continue with Session 3, instruct the students to log out of their computers, and shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in central, secure, and locked storage until the next testing session.

5.5 Session 3 Directions and Scripts

Recommended Session Time: Refer to the tables in [section 2.2.2](#).*

*Allow an additional 15 minutes to distribute materials, have the students log on to the system, and read the directions to the students, be sure to prepare the testing space as described in [section 4.3.1](#).

Materials Needed: Student Login Tickets, sharpened pencils with erasers, and scratch paper, be sure to prepare the testing space as described in [section 4.3.1](#)

Note: Spelling words for students is prohibited.

SAY **You are not allowed to have a cell phone or other electronic device during testing.** [Please refer to the Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students' devices according to the procedure at your school.]

SAY **If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

Do not touch the computers until you are instructed to do so. In this session, you will answer some questions by selecting your responses on the computer screen. You may work out problems on scratch paper. You will answer other questions by writing your answers in the boxes provided on your screen. Some questions have two or more parts. Be sure to answer all parts. For open-ended questions, show or explain all of your work by using numbers, words, or sentences. For questions requiring you to write your answers, type your answers within the boxes provided for each question on your screen. Are there any questions? [If there are any procedural questions, reread the directions.]

SAY **Make sure your computer is turned on. Do not open any other programs.** [If necessary, wait for workstations to boot up.]

SAY **Now double-click the BIE Science icon on your desktop. Once the portal opens, you will see a student login page.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help accessing the portal. Remember, no other programs should be running while the testing kiosk is being launched.

SAY **Each of you should see the student sign-in page on your screen. Raise your hand if you do not see the sign-in page.**

Work with students who need extra help accessing the sign-in page. Remember, no other programs should be running while students are launching the kiosk.

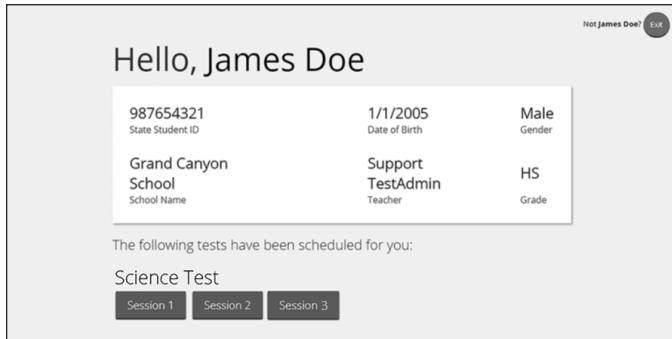
Distribute the Student Login Tickets. Post the Session 3 Access Code at the front of the room.

SAY **You have been given a test ticket with your name and test login information. Check the ticket to be sure you have your own. If someone else's name is on the ticket, raise your hand.**

If any students have the wrong ticket, make the correction.

SAY Carefully type the username and password in the sign-in screen exactly as it appears on the ticket. Then click the *Sign In* button. Keep your login ticket on your desk. It will be collected at the end of this test.

If you have successfully logged in, you will see the word “Hello” followed by your name. Verify that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.



Work with any students who may need extra help logging in to the program.

SAY Click the blue button that says **Session 3**.

You will now enter a Session Access Code in the box labeled “Session Access Code.” The code is [read the Session Access Code to the students and direct them to the posted version]. Enter the code now, and then click *Submit*. Do not go on until you are instructed to do so.

SAY The page you are on should be titled “**Session 3 Directions**.” [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

SAY Follow along as I read them aloud.

“This is Session 3. You should complete all items in this session.

Use the navigation buttons to move to the next question or to go back to the previous question in each session.

Each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer.

Some questions will require you to type a response and will be followed by a text box. Type your answer in the text box.

For some questions, important information will be shown on the left side of the screen. Be sure to read all the information before you answer the questions on the right side of the screen. You may need to use the scroll bar to see all the information.”

Are there any questions? [If there are any procedural questions, reread the directions.]

SAY Now click the *Continue* button and we will go over some tools and navigation instructions together. The first question in **Session 3** should be showing on your screen. Look at the buttons on the bottom right of the screen.



These are your navigation buttons. *Clear* will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to clear the current question.

Pause/Exit will take you to another screen, where you will have the option to pause the test, exit the test, or cancel. If you select *Pause Test*, a timer will begin to count down from 45 minutes. To return to your test within that 45 minutes, enter your password and click *Resume*. Any sketching or highlighting you did before pausing will still be there when you resume. If you do not return within 45 minutes after pausing, or if you select *Exit Test*, you will be exited from the test. Any sketching or highlighting will be deleted. To resume testing, you will need to log in again using your username and password and the session access code. [If 45 minutes have elapsed, the proctor password will also be required.]

Clicking the *Next* button will take you to the next question. Click the *Next* button now. Clicking the *Back* button will take you to the previous item. Click the *Back* button now. You can bookmark any item to go back to later by clicking on the star next to the item number in the upper left of the screen, next to the question number. Click this star now.

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Click the first question number on your test map. You are now back to the first question in Session 3. Click the bookmark star to remove the bookmark.

In the lower-left corner is your toolbox. There you will see several tools available to use on this test.



The Answer Eliminator tool looks like lines with an X over them. This tool allows you to put a red X through answer choices on multiple choice items. Click the tool to enable it. Click it again to disable it.



The Notepad tool looks like a pencil and a pad of paper. You can use the Notepad tool to make notes, plan your response, or work out science questions. You can also copy and paste from the Notepad into the constructed-response answer space. Notes typed in the Notepad tool will NOT be saved or scored, so you must type your answer in the designated answer space.

Click the Notepad tool now. You can move the Notepad by clicking in the dark band at the bottom and dragging to the new location. You can also resize the Notepad by clicking the right corner of the band and dragging out or in. Click the "X" in the upper-right corner of the Notepad tool to close it.



The Line Reader tool has the letters “abc.” This tool provides a small window that you can move up and down the page to cover some of the words to help with reading. You can also resize it to add more white space or more gray space.



The Sketch tool looks like a pencil. Clicking on it will open a toolbox containing several colored pencils, an eraser, and a highlighter. Use this tool to highlight parts of the passage or question that you want to stand out. Do not use it to write your answers. Click this tool now.



Now, click the yellow highlighter and highlight a word in the item.

Now click the blue pencil and circle a word in the item. You can erase the marks you just made by clicking the eraser and then clicking the mark. Click the “X” in the upper right corner of the tool to close the Sketch tool.



The Text Highlight tool looks like a highlighter. This tool will allow you to select specific words you want to highlight.



From the pop-up menu, you can choose to highlight text or use the eraser to remove some or all of the highlighted text.



[For Grade 11 only, say the following.] The References tool looks like a sheet of paper. Clicking on it will bring up a periodic table reference sheet that you may use as needed.

In addition to these tools, some words on the test may have a small book next to them. You can click on the book to open a pop-up glossary that will provide you with the definition of the word.

When you come to the last item in the test, you will see the *Finish* button on the bottom right of the screen. Once you have answered the last item, click *Finish* to be taken to the Test Map.



You may click any question to return directly to that specific question or click *Return to test* to go back to the last question in the test.

When you have answered all of the questions, click *Turn In*.



Are there any questions about available tools and navigation? [If there are any procedural questions, reread the directions.]

SAY Begin with the first question in Session 3. Work until you reach the end of this session.

You may go back to any of the questions in this session to review your answers. Does everyone understand what to do? [If there are any procedural questions, reread the directions.]

SAY You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can.

When you are finished with this session, make sure you have clicked *Finish* and then *Turn In*. You will be asked if you are sure you want to turn in your test. Click *Turn In* if you are sure. By clicking *Turn In* you will ensure all of your answers are submitted and you will not be able to access this session again. When you have successfully turned in your test, you will see the “Hello” screen again, with Session 3 crossed out. Are there any questions? [If there are any procedural questions, reread the directions.]

SAY You may begin.

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

Reminder: You may not review the students’ responses.

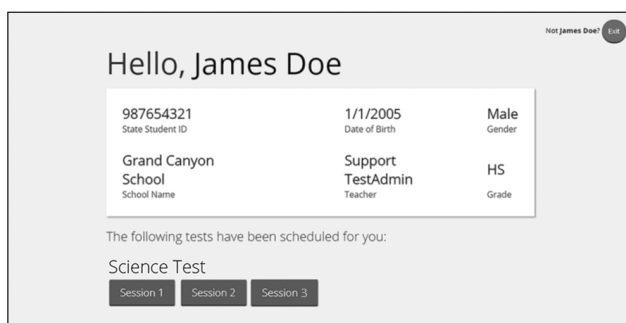
If a student sees the following error message when they attempt to turn in their test, please take the steps outlined in Appendix D or contact the BIE Service Desk at 800-887-7027.

Please raise your hand and notify your proctor.
A connection to the network could not be established. Your test has been saved offline.

After students have finished (approximately 50 minutes for grades 5 & 8, 55 minutes for grade 11), continue reading the following script.

SAY If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time. [Explain to students how extended time is to be handled in your school.]

SAY Now click the red *Exit* button in the upper-right corner.



SAY This completes the BIE Science assessment. Please wait quietly at your seat while I collect the scratch paper, pencils, and Student Login Tickets. [Collect the scratch paper, pencils, and tickets from the students. Give all the tickets and used scratch paper to the STC at the end of testing.]



This is the end of the English version of the BIE Science administration.

6. After Computer-Based Testing

6.1 Final Reminders

1. Make sure that the students click “TURN IN” once they complete a test session. By clicking “Turn In” the students will ensure all of their answers are submitted and their test status will show as finished and completed.
2. All used scratch paper and student login tickets must be collected and securely shredded at the school immediately following testing.



7. Before Paper-Based Testing

7.1 Preliminary Preparation

Inform students of the importance of the BIE Science assessment and of the testing schedule before testing begins. Be sure that students are familiar and comfortable with standardized test procedures and test-taking strategies. Ensure students are prepared to take tests in which they select answers to multiple-choice questions and write their own answers to open-ended questions.

Test administrators should become familiar with all administration procedures prior to testing.

Carefully read through this manual, review the testing schedule established by the district/school, and be sure to gather materials for each session before the start of testing. You should have a list of the students who will be testing in your classroom, as well as a list of students requiring accommodations and the accommodations each student requires. Please review the session scripts that you will read to students during testing (see [sections 8.3–8.5](#)).

7.2 Test Scheduling

Plan to administer each test session within the testing window scheduled by your school. Test sessions must be administered in accordance with BIE test schedule guidelines. See [section 2.2.2](#) for approximate session administration times.

Breaks of at least 15 minutes should be provided between sessions. Students should be allowed to leave the testing room to use the restroom as needed during the testing session, provided they are escorted to the facility. Before leaving the classroom, students must give their test booklets with inserted answer documents and all other test materials to you or the proctor. While the student is in the restroom, ensure that the remaining students are supervised and the test materials do not leave the classroom.

When students complete all the sessions scheduled for the day, collect their test booklets with inserted answer documents and instruct the students to sit quietly or quietly read a book at their desks until all students have finished. Reading is the only activity allowed.

7.2.1 Testing Disruptions

The schedule should provide sufficient time to ensure that each test session will be completed before lunch or afternoon dismissal. If it is estimated that students cannot finish a session before dismissal, the students should not begin the session and the session should be rescheduled for a makeup day.

Except in the following circumstances, students are not allowed to stop in the middle of a session and resume at a later point.

- Sudden student illness
- Emergency evacuation
- Fire drill

In these circumstances, students may be allowed to complete the session later, but they **may not** change responses to any test questions already answered.

7.2.2 Absences

Parents and guardians should be urged in advance of testing to avoid making medical appointments or planning trips for their child on a scheduled testing day. If a student is unable to take a test session(s) on the scheduled testing day(s) due to illness, a medical appointment that cannot be rescheduled, or unforeseen circumstances, the student may be administered the test session(s) that was missed on a makeup testing day.



As a TA, you must keep a record of all student absences for each session of the regular and makeup BIE Science sessions that you administer and then forward this record to the STC. In turn, the STC must keep a record of all students who miss both the regular and makeup administrations of any test session.

7.2.3 Makeup Testing

If a student misses a session due to illness or some other legitimate reason, a makeup session must be held before the end of the testing window. Makeup tests may be administered throughout the main testing window except during regular testing. Makeup tests are considered valid so schools and districts are not penalized for legitimate student absences.

7.3 Preparing for Administration

7.3.1 Preparing the Testing Environment

Prepare the testing room by ensuring the following:

- There is sufficient lighting and space between students' desks.
- The room has a "Testing—Do Not Disturb" sign on the door.
- Nothing is visible that would give clues to any of the answers on the test, such as rubrics, writing guides, word walls, hundreds charts, fact tables, etc.

7.3.2 Materials Required, Permitted, and Not Permitted

The following materials are required for paper-based testing:

- this manual, which includes English and Spanish administration scripts
- a "Testing—Do Not Disturb" sign for the classroom door
- two No. 2 pencils with erasers for each student
 - › **Mechanical pencils are not allowed.**
- test booklets
- answer documents

The following materials are permitted (but not required) for paper-based testing:

- highlighters
 - › Students may use highlighters to mark in the test booklets.
- scratch paper

The following materials are **not** permitted for paper-based testing:

- mechanical pencils
- calculators



8. During Paper-Based Testing

8.1 Directions for Test Administration

In sections 8.3–8.5, the directions that are to be read aloud to students are in **bold** font. Directions to you are interspersed within the script and are in regular font and in brackets. Read the directions for students exactly as written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No. That is wrong. Listen again.” Then read the direction again.

- Encourage the students to do their best.
- Check periodically to make sure that the students are recording their answers properly and are only working in the current test session.
- Ensure that the students work until they reach the end of each testing session.
- Remember that you are prohibited from spelling words for students during all testing sessions.

8.2 Completing Answer Documents

To ensure accurate processing of the answer documents, they should be marked properly and kept in good physical condition. Remind the students to

- handle test booklets and answer documents with care;
- record their answers with heavy, dark marks;
- use only a No. 2 pencil (no mechanical pencils are allowed);
- avoid making extra marks in the answer documents;
- avoid folding answer document covers back;
- leave extra space blank if answer boxes appear to be larger than necessary; and
- remember that only what is darkened in the response circles and written in the answer boxes will be scored.



8.3 Session 1 Directions and Scripts

Recommended Session Time: Refer to the tables in [section 2.2.2](#).*

*Allow an additional 15 minutes to distribute materials and read the directions to the students.

Materials Needed: test booklets, answer documents, sharpened No. 2 pencils with erasers, (for grade 11 only) periodic table reference sheets

On the day(s) of the BIE Science assessment, be sure to prepare the testing space as described in [section 7.3.1](#).

Note: Calculators and scratch paper **may not** be used. Spelling words for students is prohibited.

SAY **You are not allowed to have a cell phone or other electronic device during testing.** [Please refer to the Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students' devices according to the procedure at your school.]

SAY **If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

I will now give you your test booklet and answer document. Leave both closed until I tell you what to do. [For Grade 11 only, say the following.] **I will also give you a periodic table reference sheet for you to use as needed.**

[Distribute the test booklets, answer documents, and two pencils to each student. For grade 11 only, distribute a reference sheet to each student.]

SAY **Only No. 2 pencils may be used. Mechanical pencils may NOT be used.**

Look at the name boxes on the front covers of your test booklet and answer document. Print your first and last name neatly on the lines on each document. [Pause.]

SAY **Open your test booklet to the Session 1 Science directions. Open your answer document to the first page that says "Session 1 Science." Do not fold your answer document back during this test.**

Walk around the room to make sure everyone has the booklets open to the correct pages. Answer documents should be open flat, not folded back.

SAY **In this session, each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer. You will answer other questions by writing your answers in the boxes provided in your answer document. Be sure to fit your answers within the boxes. Some questions have two or more parts. Be sure to answer all parts. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.**

Look at the directions in the test booklet at the top of the page. Follow along as I read them aloud. "Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Be sure to mark or write your answers in your answer document. Only answers and work written inside the answer boxes will be scored." Are there any questions? [If there are any procedural questions, reread the directions.]

SAY You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can. You may draw or write in your test booklet if this will help you answer the questions. Begin with the first question in this session and continue working until you see the stop sign. Do not work past the stop sign. Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will NOT be scored.

When you are finished with this session, close your test booklet and answer document and insert your answer document into your test booklet. You may then sit quietly or quietly read a book at your desk. Do you have any questions? [If there are any procedural questions, reread the directions.]

SAY You may begin.

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

Reminder: You may not review the students' responses.

After students have finished (approximately 50 minutes for grades 5 & 8, 55 minutes for grade 11), continue reading the following script.

SAY If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time. [Explain to students how extended time is to be handled in your school.]

SAY This completes Session 1.

If you will immediately continue with Session 2, provide students with a short break and proceed to the directions in [section 8.4](#).

If you will not immediately continue with Session 2, collect the test booklets with inserted answer documents and the pencils with erasers from the students as they finish. Place all test materials in central, secure, and locked storage until the next testing session.

8.4 Session 2 Directions and Scripts

Recommended Session Time: Refer to the tables in [section 2.2.2](#).*

*Allow an additional 15 minutes to distribute materials and read the directions to the students.

Materials Needed: test booklets, answer documents, sharpened No. 2 pencils with erasers, (for grade 11 only) periodic table reference sheets

On the day(s) of the BIE Science assessment, be sure to prepare the testing space as described in [section 7.3.1](#).

Note: Calculators and scratch paper **may not** be used. Spelling words for students is prohibited.

If you are not immediately continuing from the prior session,

SAY You are not allowed to have a cell phone or other electronic device during testing.

[Please refer to the Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students' devices according to the procedure at your school.]

SAY If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.

I will now give you your test booklet and answer document. Leave both closed until I tell you what to do. [For Grade 11 only, say the following.] **I will also give you a periodic table reference sheet for you to use as needed.**

[Distribute the test booklets, answer documents, and two pencils to each student. For grade 11 only, distribute a reference sheet to each student.]

SAY Only No. 2 pencils may be used. Mechanical pencils may NOT be used.

Look at the name boxes on the front covers of your test booklet and answer document. Print your first and last name neatly on the lines on each document. [Pause.]

For all students,

SAY Open your test booklet to the Session 2 Science directions. Open your answer document to the first page that says "Session 2 Science." Do not fold your answer document back during this test.

Walk around the room to make sure everyone has the booklets open to the correct pages. Answer documents should be open flat, not folded back.

SAY In this session, each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer. You will answer other questions by writing your answers in the boxes provided in your answer document. Be sure to fit your answers within the boxes. Some questions have two or more parts. Be sure to answer all parts. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.

Look at the directions in the test booklet at the top of the page. Follow along as I read them aloud. "Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Be sure to mark or write your answers in your answer document. Only answers and work written inside the answer boxes will be scored." Are there any questions? [If there are any procedural questions, reread the directions.]

SAY You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can. You may draw or write in your test booklet if this will help you answer the questions. Begin with the first question in this session and continue working until you see the stop sign. Do not work past the stop sign. Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will NOT be scored.

When you are finished with this session, close your test booklet and answer document and insert your answer document into your test booklet. You may then sit quietly or quietly read a book at your desk. Do you have any questions? [If there are any procedural questions, reread the directions.]

SAY You may begin.

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

Reminder: You may not review the students' responses.

After students have finished (approximately 50 minutes for grades 5 & 8, 55 minutes for grade 11), continue reading the following script.

SAY If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time. [Explain to students how extended time is to be handled in your school.]

SAY This completes Session 2.

If you will immediately continue with Session 3, provide students with a short break and proceed to the directions in [section 8.5](#).

If you will not immediately continue with Session 3, collect the test booklets with inserted answer documents and the pencils with erasers from the students as they finish. Place all test materials in central, secure, and locked storage until the next testing session.

8.5 Session 3 Directions and Scripts

Recommended Session Time: Refer to the tables in [section 2.2.2](#).*

*Allow an additional 15 minutes to distribute materials and read the directions to the students.

Materials Needed: test booklets, answer documents, sharpened No. 2 pencils with erasers, (for grade 11 only) periodic table reference sheets

On the day(s) of the BIE Science assessment, be sure to prepare the testing space as described in [section 7.3.1](#).

Note: Calculators and scratch paper **may not** be used. Spelling words for students is prohibited.

If you are not immediately continuing from the prior session,

SAY You are not allowed to have a cell phone or other electronic device during testing.

[Please refer to the Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students' devices according to the procedure at your school.]

SAY If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.

I will now give you your test booklet and answer document. Leave both closed until I tell you what to do. [For Grade 11 only, say the following.] **I will also give you a periodic table reference sheet for you to use as needed.**

[Distribute the test booklets, answer documents, and two pencils to each student. For grade 11 only, distribute a reference sheet to each student.]

SAY Only No. 2 pencils may be used. Mechanical pencils may NOT be used.

Look at the name boxes on the front covers of your test booklet and answer document. Print your first and last name neatly on the lines on each document. [Pause.]

For all students,

SAY Open your test booklet to the Session 3 Science directions. Open your answer document to the first page that says "Session 3 Science." Do not fold your answer document back during this test.

Walk around the room to make sure everyone has the booklets open to the correct pages. Answer documents should be open flat, not folded back.

SAY In this session, each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer. You will answer other questions by writing your answers in the boxes provided in your answer document. Be sure to fit your answers within the boxes. Some questions have two or more parts. Be sure to answer all parts. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.

Look at the directions in the test booklet at the top of the page. Follow along as I read them aloud. "Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Be sure to mark or write your answers in your answer document. Only answers and work written inside the answer boxes will be scored." Are there any questions? [If there are any procedural questions, reread the directions.]

SAY You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can. You may draw or write in your test booklet if this will help you answer the questions. Begin with the first question in this session and continue working until you see the stop sign. Do not work past the stop sign. Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will NOT be scored.

When you are finished with this session, close your test booklet and answer document and insert your answer document into your test booklet. You may then sit quietly or quietly read a book at your desk. Do you have any questions? [If there are any procedural questions, reread the directions.]

SAY You may begin.

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

Reminder: You may not review the students' responses.

After students have finished (approximately 50 minutes for grades 5 & 8, 55 minutes for grade 11), continue reading the following script.

SAY **If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time.** [Explain to students how extended time is to be handled in your school.]

SAY **This completes the BIE Science assessment.**

This is the end of the BIE Science administration.

Collect the test booklets with inserted answer documents and the pencils with erasers from the students. Follow the directions in [section 9.1](#) and [section 9.3](#) for completing student information on the answer document biogrids. Return all test booklets and answer documents to the STC.