

SUMMER AND FALL 2018

Test Administration Directions

End-of-Course

Test Administrator's Name



AZMERIT

Arizona's Statewide Achievement Assessment for
English Language Arts and Mathematics

Test Administrator:

Complete the information below with your local School or District Test Coordinator. If you have any questions or issues during testing, please contact this person **immediately**.

School or District Test Coordinator contact information during testing:

District/School Test Coordinator: _____

Contact phone #: _____

Email: _____

Reminders for Test Administrators during CBT testing:

Once students start a test session:

- The test session must be completed on the same day that it is started.
- A student cannot start a new test session until the previous test session is submitted.
- Do not approve students for more than one test at a time.

If the test session closes during testing or the Test Administration closes the test session:

- Open a new test session and have students sign back in.

If students are approved for the wrong test session (example: Reading Part 2 instead of Reading Part 1) and the TA approves the students to test:

- The student must complete testing on the incorrect test.
- Do not stop the student or open another test for this student until student completes and submits the current test.

If students are unable to log in:

- Verify that the student appears in TIDE with the correct grade level assigned.
- Verify that the student is using correct legal first name and correct SSID #.
- Verify that the student does not have a Special Paper Version Accommodation.

If an accommodation is not listed on the student's device:

- Do not approve the student to test; if the student has already been approved, have the student pause his/her test.
- Add the accommodation to the student's record in TIDE.
- Create a new test session for the student.
- Have the student log in to the test session and verify the accommodation before approving the student to test.

Contents

Section 1. Overview of the AzMERIT Test Administration	1
Test Administrators and Proctors	1
Test Administrator Responsibilities	1
Students to be Tested	2
Test Administration Schedule	3
Required Test Materials	4
AzMERIT Calculator Policy.....	4
Test Security	5
Use of Unacceptable Resources.....	5
Testing Conditions, Tools, and Accommodations	6
Using the Data Entry Interface for Accommodated Special Paper Version Test.....	6
Before AzMERIT Administration	6
Preparing the Room.....	6
Preparing for Computer-Based Testing.....	7
During AzMERIT Administration	8
Breaks During Test Session.....	8
Monitoring Testing.....	8
Disruptive Students.....	8
Students Who Leave the Room During Testing.....	9
Students Who Leave School During Testing.....	9
Additional Guidance During CBT Testing.....	9
After AzMERIT Administration	10
Students Who Need Additional Test Time.....	10
Ending CBT Testing.....	10
Section 2. Computer-Based Testing (CBT) Scripted Directions for AzMERIT	
End-of-Course (EOC)	11
Secure Browser	11
Special Paper Version Tests	11
Overview ELA Test (ELA 9, ELA 10, ELA 11)	12
Overview Math Test (Algebra I, Geometry, Algebra II)	12
Day 1-ELA Writing Test	13
Scripted Directions for Day 1 ELA Writing Test.....	13
Day 2 and/or Day 3-ELA Reading Test (Parts 1 and 2)	17
Scripted Directions for Day 2 and/or Day 3 ELA Reading (Part 1 or 2).....	17
Day 1 and/or Day 2-Math Test (Algebra I, Geometry, Algebra II) (Parts 1 and 2)	21
Scripted Directions for Day 1 and/or Day 2 Math (Part 1 or 2).....	21

Section 1. Overview of the AzMERIT Test Administration

AzMERIT measures students' knowledge in the content areas of English language arts (ELA) and Mathematics in Grades 3–8 and High School. Each AzMERIT test is aligned to Arizona's College and Career Ready Standards (AZCCRS). Summer and Fall test administrations for AzMERIT End-of-Course (EOC) testing will be available as a computer-based test (CBT) only. Spring testing for AzMERIT 3–8 and AzMERIT EOC will be available as a computer-based test (CBT) or as a paper-based test (PBT).

American Institutes for Research (AIR) is the test vendor for AzMERIT and the provider of the online testing platform.

Each District Superintendent or Charter Representative must designate an Achievement Testing District Test Coordinator to oversee AzMERIT testing for all schools within the district or under the same charter. The District Test Coordinator may delegate some responsibilities to a School Test Coordinator. The District or School Test Coordinator will be referred to as the Test Coordinator in this manual. However, the District Test Coordinator is ultimately responsible for ensuring the appropriate and correct administration of AzMERIT in all schools within the district or under the same charter.

AzMERIT tests are administered to students by Test Administrators. This document provides directions for the administration of the AzMERIT End-of-Course (EOC) tests for Summer 2018 and Fall 2018 test administrations.

This document is divided into two main sections:

- Overview of the AzMERIT Test Administration
- Computer-Based Testing (CBT) Scripted Directions for AzMERIT End-of-Course (EOC)

Test Administrators and Proctors

Test Administrators must be employees of the school/district/charter. Proctors, who must also be employees of the school/district/charter, may be assigned to assist Test Administrators. AzMERIT Test Administrators and Proctors must be trained in proper test security and test administration procedures, must sign a test security agreement, must be thoroughly familiar with this document, and must follow the test administration procedures in this document, including following the scripted directions.

Test Administrator Responsibilities

Responsibilities of the Test Administrator include:

- participating in training activities scheduled by the Test Coordinator;
- signing and returning to the Test Coordinator the *AzMERIT Test Security Agreement*;
- reviewing this document in advance of the testing dates;
- adhering to test administration security procedures;
- following the Test Administration Directions exactly as stated in this document;
- reading aloud to the students the scripted directions exactly as stated in this document;
- requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures;

- completing the Test Administrator Certification Course in the Test Information Distribution Engine (TIDE);
- confirming student accommodations or test settings in TIDE; and
- approving AzMERIT testing access to the appropriate students only.

Additional responsibilities for Test Administrators administering Special Paper Version tests (Braille, Large Print, and regular print tests) include:

- receiving the Special Paper Version Test Kit from the Test Coordinator;
- following all directions provided in the Test Administration Directions Special Paper Version;
- verifying that the student's responses are entered into the Data Entry Interface (DEI); and
- returning all the test materials in the Special Paper Version Test Kit to Test Coordinator.

Students to be Tested

Arizona public school students will test on the AzMERIT End-of-Course (EOC) tests the same semester that the student is expected to complete the course for credit.

AzMERIT EOC tests are for students enrolled in courses during the semester that are aligned to the first three English credits required for high school graduation and the first three math credits required for high school graduation. The student's grade level is not a factor in determining whether or not to participate in AzMERIT EOC testing. The three AzMERIT EOC tests for English language arts are ELA 9, ELA 10, and ELA 11. The three AzMERIT EOC tests for math are Algebra I, Geometry, and Algebra II.

All high school-level English courses intended to provide students with their first three years of high school English credit shall include AzMERIT EOC testing. These courses are typically named Freshman English, Sophomore English, and Junior English, or something similar, but other courses and other course names, including advanced courses (for example, Honors, AP, IB) and non-traditional courses (for example, Shakespeare, Mythology), may be used for these first three years of high school English.

The Freshman English course, or its equivalent, shall include the AzMERIT ELA 9 test in the same semester that the one credit course is completed. The Sophomore English course, or its equivalent, shall include the AzMERIT ELA 10 test in the same semester that the one credit course is completed. The Junior English course, or its equivalent, shall include the AzMERIT ELA 11 test in the same semester that the one credit course is completed.

All high school-level math courses intended to provide students with their first three years of high school math credit and all math courses aligned to the first three years of the high school mathematics standards, regardless of whether high school credit is actually earned, shall include AzMERIT EOC testing. These courses are typically named Algebra I, Geometry, Algebra II, or something similar, but other courses and course names, including advanced courses (for example, Honors, IB) and non-traditional courses (for example, Integrated Math), may be used for these first three years of high school level math.

Arizona's College and Career Ready Standards—Mathematics identifies the content that shall be covered in Algebra I, Geometry, and Algebra II courses. The Algebra I course, or its equivalent, shall include the AzMERIT Algebra I test in the same semester that the one credit course is completed. The Geometry course, or its equivalent, shall include the AzMERIT Geometry test in the same semester that the one credit course is completed. The Algebra II course, or its equivalent, shall include the AzMERIT Algebra II test in the same semester that the one credit course is completed. For a multi-year integrated course sequence, each of the EOC tests in Algebra I, Geometry, and Algebra II shall be administered in the same semester that the content of the corresponding course, as identified in the Standards, has been completed.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for an alternate assessment are excluded from AzMERIT.

Test Administration Schedule

The Test Coordinator is responsible for communicating the specific testing schedule to Test Administrators, Proctors, students, and parents/guardians. That testing schedule must comply with the guidance below.

- Test sessions must be administered in the order described below. Testing days do not have to be consecutive days.
- For EOC testing, ELA testing days are not necessarily the same days as the Math testing days. Students should not participate in more than two test sessions per day.
- When two test sessions are scheduled on the same day, there must be a break between sessions. Do not start a test session if there is not sufficient time to complete the test session by the end of the school day.
- AzMERIT is untimed. A test session must be completed by the end of the school day.
- For Summer 2018 test windows, students must start and finish an EOC test during the same test window.

Students taking the same EOC test within the same school are **not** required to test on the same day. Administering AzMERIT tests on dates other than those shown without the written permission of the Assessment Section of the Arizona Department of Education (ADE) is a serious testing violation.

Students absent during the regular scheduled test can continue to test with other students and make up missed tests prior to the close of the test window. Make-up tests can be given out of order.

Summer 2018 End-of-Course Administration Schedule—Window 1

Content Area	Grades/Test	First Day of Testing	Last Day of Testing (including DEI and make-up testing)
ELA Test	Writing (1 test session) Reading (2 test sessions)	June 4, 2018	June 28, 2018
Math Test	Math (2 test sessions)		

Summer 2018 End-of-Course Administration Schedule—Window 2

Content Area	Grades/Test	First Day of Testing	Last Day of Testing (including DEI and make-up testing)
ELA Test	Writing (1 test session)	July 9, 2018	Writing—July 27, 2018 Reading/Math—August 2, 2018
Math Test	Math (2 test sessions)		

Fall 2018 End-of-Course Administration Schedule

Content Area	Grades/Test	First Day of Testing	Last Day of Testing (including DEI and make-up testing)
ELA Test	Writing (1 test session)	November 5, 2018	Writing—November 16, 2018 Reading/Math—November 30, 2018
Math Test	Math (2 test sessions)		

Scheduling Test Sessions for End-of-Course

English Language Arts (ELA)–EOC		
2 or 3 Testing Days	Content Areas	Suggested Times
ELA Writing (first test session)	Writing*	45–90 minutes
ELA Reading (2 test sessions)	Reading, Part 1 Reading, Part 2	45–75 minutes 45–75 minutes
Three test sessions must be administered for EOC ELA tests. *ELA Writing must be administered first. ELA Reading Part 1 and Part 2 can be administered on separate days or on the same day.		
Math–EOC		
1 or 2 Testing Days	Content Areas	Suggested Times
Math (2 test sessions)	Math, Part 1 Math, Part 2	50–85 minutes 50–85 minutes
Two test sessions must be administered for EOC Math tests. Math Part 1 and Part 2 can be administered on separate days or on the same day.		

Required Test Materials

Each AzMERIT testing room should have a “Testing—Do Not Disturb” sign on its door. Each AzMERIT Test Administrator must have an electronic or paper copy of this manual, *AzMERIT Test Administration Directions End-of-Course*. Proctors may also have an electronic or paper copy of this manual. Test Administrators must also have access to the *AzMERIT Test Administrator (TA) User Guide*, which can be found on the AzMERIT Portal (azmeritportal.org/resources).

All schools must provide scratch paper (plain, lined, or graph) and pencils for all students participating in CBT AzMERIT EOC testing.

Students are provided with all other tools and resources needed for AzMERIT testing within the AzMERIT testing platform. **Math Reference sheets are prohibited for EOC Math tests.** It is expected that all students take the Sample Test to familiarize themselves with the testing tools, resources, and platform prior to the day of testing.

AzMERIT Calculator Policy

The online calculators available for the computer-based assessment are available for practice use by looking in the Key Documents at azmeritportal.org/tutorials/.

The AzMERIT EOC computer-based assessment will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement for schools choosing the computer-based assessment. However, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator.

Students are not allowed to share calculators during a testing session.

AzMERIT Calculators

Graphing calculators are permitted on AzMERIT EOC Math Part 1 and Part 2.

No calculators with Computer Algebra System (CAS) features are allowed.

Calculators may **NOT** be capable of communication with other calculators through infrared sensors. **NO** instruction or formula cards or other information regarding the operation of calculators, such as operating manuals, are permitted. The memory of any calculator with programming capability must be cleared, reset, or disabled when students **enter and exit** the testing room. If the memory of any calculator is password-protected and cannot be cleared or reset, the calculator may **NOT** be used.

Sample acceptable calculators: TI–84 Plus, Casio FX–9750GII, or similar.

Test Security

All Test Administrators and Proctors must be trained in proper test security procedures, must sign a test security agreement, and must adhere to test security procedures.

It is unethical and shall be viewed as a violation of test security for any person to:

- capture images of any part of the test via any electronic device;
- duplicate in any way any part of the test;
- examine, read, or review the content of any portion of the test;
- disclose or allow to be disclosed the content of any portion of the test before, during, or after test administration;
- discuss any AzMERIT test item before, during, or after test administration;
- allow students access to any test content prior to testing;
- provide any reference sheets to students during the Math test administration;
- allow students to share information during test administration;
- read any parts of the test to students except as indicated in the Test Administration Directions or as part of an accommodation;
- influence students' responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are taking the test;
- instruct students to go back and reread/redo responses after they have finished their test since this instruction may only be given before the students take the test;
- review students' responses;
- read or review students' scratch paper;
- participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures; or
- share their username/password for AzMERIT Systems (TIDE, ORS, TA Interface).

Test Administrators and Proctors may **not** assist students in answering questions. Test Administrators and Proctors may **not** translate, reword, or explain any test content. No test content may ever be discussed before, during, or after test administration.

Use of Unacceptable Resources

Students are not permitted to use resources on AzMERIT tests that are not specifically identified in this manual or in the document *Testing Conditions, Tools, and Accommodations Guidance*. The use of unacceptable resources during AzMERIT testing is a test security violation and may result in the student's test being invalidated.

Test Administrators and Proctors should monitor students while testing. If students are observed using unacceptable resources, including but not limited to unacceptable reference materials, cell phones, or other electronic devices, the unacceptable resource must be removed and your test coordinator must be contacted as soon as possible. Allow the student to continue testing once the unacceptable resource has been removed.

Personal electronic devices, including but not limited to cell phones, smart watches, and other electronic devices, are the single largest source of test security violations. As such, students are not permitted to have access to any personal electronic devices during AzMERIT testing. Test Administrators should ask

students to place all personal electronic devices in their backpacks and move their backpacks out of reach prior to starting AzMERIT testing.

Testing Conditions, Tools, and Accommodations

All AzMERIT Test Administrators are expected to read and follow the guidance in the document *Testing Conditions, Tools, and Accommodations Guidance* posted on the ADE website at www.azed.gov/AzMERIT.

Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student in order to provide a comfortable and distraction-free testing environment. Computer-based testing tools are available to all students participating in computer-based testing. Subject-area tools are available to all students on certain portions of AzMERIT. Certain accommodations are available to students with an injury, English language learner students, and students with a disability. Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test.

Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate that accommodations were provided are test administration errors.

Test Administrators must know which students testing are eligible to receive accommodations and which accommodations are appropriate for each eligible student. Test Administrators must provide appropriate accommodations for eligible students and indicate which accommodations were provided to students per directions later in this manual. If accommodations were inappropriately provided to a student during a test session(s), a Test Impropriety needs to be submitted in TIDE for each testing session the student has the wrong accommodations.

Using the Data Entry Interface (DEI) for Accommodated Special Paper Version Test

The Data Entry Interface (DEI) is a component of the online testing system that must be used to transfer all responses for students using an Accommodated Special Paper Version of AzMERIT. This includes the writing response, multiple choice responses, and extended or open-ended responses produced by students using the Special Paper Version tests. Student responses must be transferred appropriately into a computer-based test using the DEI per the *Test Administration Directions Special Paper Version*. Student responses not transferred into DEI will not be scored. No student responses in the Special Paper Version test booklets will be scored.

Before AzMERIT Administration

The location for testing must be determined prior to testing. AzMERIT tests are to be administered at Arizona schools. AzMERIT tests may be administered in a home or hospital setting for a single student. AzMERIT tests cannot be administered outside the state of Arizona.

Preparing the Room

The testing room should be prepared for the test administration prior to the testing date. Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance. Visual aids displayed in the testing room that could assist students while testing must be removed or covered completely. Arrange student seating so that students cannot easily see the computer screens of others and so that the Test Administrator(s) and Proctor(s) can walk by each student. Students' desks and tables should be cleared of backpacks and unnecessary materials prior to the beginning of the test session.

The Test Administrator needs a device (computer, tablet, or smart phone) to manage the CBT session. Test Administrator directions for administering a computer-based test are outlined in the *AzMERIT Test Administrator (TA) User Guide* found on the AzMERIT Portal (azmeritportal.org/resources).

Preparing for Computer-Based Testing

Test Administrators should ensure the following:

- They have an electronic or paper copy of the *AzMERIT Test Administration Directions* and are familiar with testing procedures.
- They have an electronic or paper copy of the *AzMERIT Test Administrator (TA) User Guide*.
- They have an appropriate user role in the Test Information Distribution Engine (TIDE) provided by the Test Coordinator.
- They have completed and passed the Test Administrator Certification Course in TIDE.
- All testing devices (and headphones, keyboards, mice) are in working order.
- AzMERIT Secure Browser has been downloaded and installed on all devices.

AzMERIT Secure Browser Icon



Before students arrive to take an AzMERIT CBT, the Test Administrator should close all programs on each testing device and then launch the secure browser by clicking the AzMERIT Secure Browser icon.

Each device being used must have the required headphone, keyboard, and mouse that will be needed for testing.

The student sign-in screen should be showing when students enter the room to take the test. In the event of technical difficulties with the secure browser, contact your Test Coordinator.

Test Settings and Accommodations

Students who require specific test settings or testing accommodations must have those set before the test session. Those with a TIDE user role of District Test Coordinator, District Administrator, or School Test Coordinator are able to change all test settings and accommodations in TIDE any time prior to testing. Those with a Test Administrator or School Teacher user role will be able to change test settings and accommodations (except for ASL and Closed Captioning) in the Test Administrator (TA) Interface prior to approving the student for a CBT session. Information on how to add and update accommodations can be found in both the *TIDE* and *AzMERIT Test Administrator (TA) User Guides*.

Testing Tickets

Testing tickets are an optional resource available in TIDE. Testing tickets contain the information that a student will need to sign in to the secure browser in order to test.

The Test Coordinator or the Test Administrator may print testing tickets from TIDE. Please refer to the “Working With Student Information” section of the *TIDE User Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and default to display 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed.

Sample Testing Ticket

TEST TICKET	
DEMO DISTRICT 1 (9999)	
SCHOOL 2 9999 (9991)	
LAST NAME: Abraham	
FIRST NAME: Joe	GRADE: 10
DOB: 03/25/2000	ID: 99999106

During AzMERIT Administration

AzMERIT is a standardized test. The Test Administrator must follow the directions exactly as stated in Section 2 of this document. The scripted directions are formatted to guide the Test Administrator through the test administration of each content area and to help ensure proper testing procedures. Please review the directions in advance to become familiar with the scripted text and testing procedures. Read aloud to students only what is marked with a “SAY” and printed in the boxes.

Breaks During Test Session

- Individual students are allowed to use the restroom. A student must pause his or her test prior to leaving the room.
- Stretch breaks are allowed on an individual student basis, as needed. Students may not talk, use their cell phones, or leave the room during their stretch break.
- Group or class stretch breaks are not allowed. Students cannot be stopped from testing by the Test Administrator for a stretch break.
- Significant breaks (individual or group) are not allowed. Once a class leaves the testing room, the test session will be over. This would exclude any emergency or other unusual situation that occurs during testing.

Monitoring Testing

During the administration of AzMERIT, Test Administrators and Proctors must supervise the testing room at all times. Test Administrators and Proctors should move continuously about the room in an unobtrusive manner to ensure students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors may answer student questions about test directions. Test Administrators and Proctors may not answer student questions about test content.

Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be removed from the testing room as soon as possible to allow other students to continue to test undisturbed. Whenever possible, the disruptive

student should be allowed to continue testing in a different location and be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. If the student is believed to have participated in cheating, contact your Test Coordinator for guidance. The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the disruption incident and its consequences.

Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled test session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time.

The student must pause his or her test before leaving the room. The student will be required to sign in to his or her test when he or she returns to the room, and the Test Administrator will need to approve the student again.

Students may not take cell phones or any other electronic devices when going to the restroom.

Students Who Leave School During Testing

Students who need to leave school before completing a particular test session of AzMERIT, including those students who leave due to illness, are ineligible to continue the test for that test session. The Test Administrator should inform the student that he or she will **not** be permitted to finish that session when the student returns to school.

The student must submit his or her test before leaving the room. If a student is unable to submit the test, the Test Administrator may pause the test for that student and the test will automatically be submitted for scoring at the end of the testing day.

If the student returns to school during the testing window, he or she may continue testing on any test session(s) that had not yet been started.

Additional Guidance During CBT Testing

The following are common issues that arise during testing and how to resolve them.

- **Student unable to log in**—Student must type name and SSID exactly as listed in TIDE. Student must have EOC eligibility in TIDE.
- **Student in “Pause” status**—Student must log back in to TDS on the same day and Test Administrator must approve the student for testing. If student shows “Pause” status at the end of the day, the test will be automatically submitted. Student cannot go back and complete testing on another test day.
- **Student in “Submitted” status**—Student has completed test.
- **Student in “Reported” status**—Student has completed test.
- **Test Administrator approved student for the wrong test**—(example: Reading Part 2 instead of Reading Part 1). Once a student has been approved to test and the student starts testing, the student **must continue** to test in that test session. Test session must be completed the day the student starts to test.
- **“Student not eligible to test”**—Test session not opened for an approved EOC test that the student is eligible to take, or the test session has been closed.
- **Test session closed**—Due to the Test Administrator's closing the test session, the Test Administrator loses connectivity, or the test session expires. The Test Administrator must reopen a new test session. Any student in “Pause” status must log back in and continue to test.

- **Accommodations not marked in TIDE**—Student must select “No” when signing in to test to verify if all information is correct. Test accommodations must be added or updated in TIDE.
- **Student starts test and accommodations are not correct**—Student must “Pause” test, accommodations must be updated in TIDE, and student must log back in to a new test session and verify/select accommodations.

With any issues that prevent students from continuing to test, the Test Administrator must notify District Test Coordinator on the same day. All Test Improprieties must be submitted by the District Test Coordinator on the day of the occurrence.

After AzMERIT Administration

Students Who Need Additional Test Time

Most students should have time to finish the test during the allotted time. Students who require additional time must be allowed to complete the test. Follow the procedures established by your Test Coordinator for those students who need additional time to complete the test. Students cannot leave for a break until their test session is complete; however, students can have lunch brought to them, if necessary.

If a student continues working on the current computer, he or she can continue to test. If a student must be moved to another computer or room, he or she must pause his or her test session before moving to another computer or room. The Test Administrator may have to start a new test session.

Ending CBT Testing

When a student has finished testing, Test Administrators should verify that the student has submitted his or her test and then collect any scratch paper. Test Administrators can verify that a test has been submitted by checking the Student Status column in the TA Interface for a status of “Submitted.” Refer to the *Test Administrator User Guide* for more details on the statuses that appear in the TA Interface.

Once a student has submitted his or her test and returned any scratch paper, he or she may read or do classwork silently while waiting for the scheduled test session to end. Students may not use the computer or have access to their cell phones or other electronic devices until the end of the test session.

Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper. Follow the directions of your Test Coordinator regarding the return or disposal of this manual.

Marking Non-Embedded Test Accommodations

For students who received non-embedded accommodations that were not previously indicated, the Test Administrator who witnessed the use of the testing accommodations(s) or who actually provided the testing accommodation(s) must provide this information to the School Test Coordinator to update in TIDE.

Special Paper Version Tests

All Special Paper Version test booklets and/or kits must be returned following the procedures in the *Test Administration Directions Special Paper Version* provided with the Test Kit.

Section 2. Computer-Based Testing (CBT) Scripted Directions for AzMERIT End-of-Course (EOC)

Prior to opening a test session, verify all students have appropriate accommodations marked in TIDE. Prior to approving students, verify all appropriate accommodations are selected on the approval screen.

Materials required to administer Computer-Based Test (CBT) End-of-Course (EOC) tests:

- All manuals and User Guides are available electronically for Test Administrators. Optional paper copies must be provided by the district/charter.
- Administration Directions End-of-Course Test Administrator (TA) User Guide
 - Starting Sessions
 - Approving Students for Testing
 - Monitoring Student Progress
 - Pausing and/or Stopping a Test Session
- TIDE User Guide (optional)
 - Viewing and Editing Students
 - Printing test tickets
- A “Testing—Do Not Disturb” sign.

All Test Administrators must refer to the *Test Administrator User Guide* found on the AzMERIT Portal (azmeritportal.org/resources) for step-by-step instructions on the various tasks necessary to correctly administer the computer-based test.

The Test Coordinator or the Test Administrator may print testing tickets from TIDE. Please refer to the “Working With Student Information” section of the *TIDE User Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and default to display 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed. If testing tickets are used, distribute them at the beginning of the test session.

Secure Browser

Launch the AzMERIT Secure Browser on each device being used for student testing.

On the Test Administrator’s device, click and log in to the “Administer Summer/Fall 2018 AzMERIT Test” card on the AzMERIT portal. This will launch the Test Administrator (TA) Interface. In the TA Interface, open a test session that includes each of the tests you are administering in this session. Write the Session ID clearly on the board or somewhere else where students will be able to see it. Students must enter the Session ID exactly as it is written. (**Note: test sessions may time out after 8 hours. If necessary, start a new test session.**)

Special Paper Version Tests

Test Administration Directions Special Paper Version are included in the appropriate Special Paper Version Test Kit (Braille, Large Print, regular print test booklet). *Test Administration Directions Special Paper Version* also include directions for entering student responses into the Data Entry Interface (DEI).

Overview ELA Test (ELA 9, ELA 10, ELA 11)

The AzMERIT EOC ELA test (ELA 9, ELA 10, ELA 11) consists of a Writing test and a Reading test that is divided into two parts, Reading Part 1 and Reading Part 2. Students may use scratch paper during both the Writing and the Reading tests.

Writing: Students will have access to an embedded Dictionary and Thesaurus tool for the Writing test only. Students may also have access to an approved paper dictionary and thesaurus (optional). Text-to-Speech is a universal tool embedded in the computer-based test.

Reading: Students may not use a dictionary, or a thesaurus on any part of the Reading test. Text-to-Speech is **NOT** available for the Reading test and no test direction or item may be read aloud to students.

Overview Math Test (Algebra I, Geometry, Algebra II)

The AzMERIT EOC Math test (Algebra I, Geometry, Algebra II) is divided into two parts, Math Part I and Math Part II. Students testing may use scratch paper. Students will have access to an embedded calculator for appropriate test sessions. Refer to the AzMERIT Calculator Policy on page 4 for guidance on optional hand-held calculators for testing, including clearing, resetting, or disabling the memory upon entering or exiting the testing room. Text-to-Speech is a universal tool embedded in the computer-based test. **Math Reference Sheets are prohibited.**

Day 1–ELA Writing Test

Prior to opening a test session, verify all students have appropriate accommodations marked in TIDE. Prior to approving students, verify all appropriate accommodations are selected on the approval screen.

The AzMERIT ELA Writing test is administered in one test session.

Launch the AzMERIT Secure Browser on each device being used for student testing.

- Write the Session ID clearly on the board or somewhere else where students will be able to see it.
- Distribute test tickets (if using).
- Distribute scratch paper.

Students testing may use scratch paper, but the student’s response must be recorded on the computer. Students will have access to basic formatting tools for their writing, as well as an embedded Dictionary and Thesaurus tool.

Scripted Directions for Day 1 ELA Writing Test

SAY	<p>Today you will be taking ELA Writing, a portion of Arizona’s Statewide Achievement Assessment, AzMERIT.</p> <p>Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Personal electronic devices, including but not limited to cell phones, smart watches, or any other electronic devices, are not permitted during the entire test session. Any student who has any personal electronic device in his or her possession during this test session may have his or her Writing test invalidated. If you have a question or need help during the test, raise your hand, and I will come to you. Remember that you have a “Help” button on your screen during testing that shows you how to use some of the testing features.</p> <p>The Writing test is not a timed test. If you have not completed the Writing test at the conclusion of the test session, you will be allowed to continue working. However, you must complete this Writing test by the end of today’s school day.</p> <p>Are there any questions?</p>
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Answer any questions.

SAY	<p>Today’s Writing test has one prompt and one or more passages for you to read and respond to. There is also a Writing Guide that provides criteria expected for your response. You may use the Dictionary/Thesaurus tool in your test as well.</p> <p>You may use scratch paper to plan your response and write your rough draft. When you have finished planning your response, you must type your final response on the computer. Remember that your work must address the writing prompt and passages.</p> <p>Are there any questions?</p>
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Answer any questions.

SAY	You will now sign in to the test. On the sign-in screen on your computer, enter your legal first name (not your nickname), your SSID, and the Session ID I have written on the board. Click “Sign In.”
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Note: If you provided students with a Test Ticket, the student’s legal name and SSID are provided for the student’s reference.

If a student is unable to sign in, he or she will be prompted to try again or contact the Test Administrator. Be sure that the student has entered his or her legal first name, not a nickname, has entered the correct SSID, and has entered the correct Session ID. The Test Administrator can look up the student’s information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with signing in, if necessary.

SAY	Once you have signed in, the screen will display your legal first name, SSID, last name, grade, birth date, and school. If all the information on your screen is correct, select “Yes” to continue. If any of the information is incorrect, please raise your hand, and I will help you.
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Note: If the student’s grade is incorrect, the student may continue to test.

Note: If a student’s accommodations are not showing properly on the screen, do not approve the student to test.

If any other student information is incorrect, the student **must not** proceed with testing. The student should click “No.” Student information must be updated in TIDE prior to testing. There can be up to a 24-hour delay between TIDE and the Test Delivery System (TDS) to display the updated student information in the TDS. Once the change has been made in TIDE, the student can continue to test even if the prior information is still showing.

Verify that all students are signed in.

SAY	Now select the ELA Writing Test and you will see the “Waiting for Approval” page. You should wait for your test to be approved, but should not click the “Yes” button until you have been given further instructions. I will approve your tests now.
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In the TA Interface, you will see an “Approvals” box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Once approved, students will be taken to the “Is This Your Test?” page.

Verify appropriate accommodations are set before approving students.

You may review and edit student test settings during the approval process. All accommodations and settings can be updated in the TA Interface. To confirm the settings and approve the student for testing, click “Set & Approve” To deny students access to testing, click “Deny” for the student.

Once all students are signed in to the test session and are approved to begin testing:

SAY	Now you will see a page titled “Is This Your Test?” Review the test settings shown here and raise your hand if your test settings are not correct.
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Help any students who have raised their hands.

SAY	<p>Listen carefully to my instructions about the next three pages. When you are instructed to, click the “Yes” button. You will be taken to the “Sound and Video Playback Check” page next.</p> <p>On the “Sound and Video Playback Check” page, you will put on your headphones and play a video with sound. If you see the video and hear the sound, you will click “I could play the video and sound.”</p> <p>Next, you will be taken to the “Text-to-Speech Check” page, you will click the green speaker icon to hear the voice. If the voice is audible, you will click “I heard the voice.”</p> <p>If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click “I did not hear the voice” and raise your hand.</p> <p>Once you click the button, the “Instructions and Help” page will appear. You will have the option of reading or listening to the “Instructions and Help” page. You will review this page to understand what test tools are available and how to navigate through the test, but should not click the “Begin Test Now” button until you have been given further instructions.</p> <p>Put on your headphones and click the “Yes” button to begin. If you hear the voice clearly, click “I heard the voice” and remove your headphones.</p>
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Note: All students will see the “Text-to-Speech Check” and “Sound and Video Playback Check” pages since all students have the ability to use Text-to-Speech for the Writing test.

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	<p>When you have finished your Writing test, be sure to reread your response and make any necessary edits. When you are satisfied with your final response, click “End Test.” Once you click “End Test” you will have a chance to go back and review your response. If you are satisfied with your response, click the “Submit Test” button. Once you click the “Submit Test” button you will NOT be able to return to your response.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions before we begin?</p>
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Answer any questions.

SAY	Put your headphones on and click “Begin Test Now.”
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While students are taking the Writing test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student’s scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test session.

When the test session ends:

SAY	<p>The test session is now over. If you have not finished testing, you will be allowed to continue working, but click “Pause your test” at this time.</p> <p>If you have already finished testing, reviewed your response, and clicked “End Test” you may click “Submit Test” now.</p> <p>This concludes the test session.</p>
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Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in “pause” status.

Verify that all other students have submitted their test.

Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.

Collect the test tickets that were distributed to students. Save in a secure location to be used for other test sessions. After students have completed all test sessions, securely destroy.

Collect any scratch paper. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

If all students have completed testing in the test session, click the red “Stop Session” button in the top banner of the Test Administrator (TA) Interface. This will end the test session. Next, click “Log Out” in the upper right corner of the TA Interface.

Day 2 and/or Day 3–ELA Reading Test (Parts 1 and 2)

Prior to opening a test session, verify all students have appropriate accommodations marked in TIDE. Prior to approving students, verify all appropriate accommodations are selected on the approval screen.

The AzMERIT ELA Reading test is administered in two parts, one test session for each part.

- Launch the AzMERIT Secure Browser on each device being used for student testing.
- Write the Session ID clearly on the board or somewhere else where students will be able to see it.
- Distribute test tickets (if using).
- Distribute scratch paper.

Students testing may use scratch paper, but the student’s response must be recorded on the computer. **The use of a dictionary or thesaurus is prohibited on both of the reading parts. No test direction or item may be read aloud to students.**

Scripted Directions for Day 2 and/or Day 3 ELA Reading (Part 1 or 2)

SAY	<p>Today [you will be taking ELA Reading Part [1 or 2], a portion of Arizona’s Statewide Achievement Assessment, AzMERIT.</p> <p>Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Personal electronic devices, including but not limited to cell phones, smart watches, or any other electronic devices, are not permitted during the entire test session. Any student who has any personal electronic device in his or her possession during this test session may have his or her Reading test invalidated. If you have a question or need help during the test, raise your hand, and I will come to you. Remember that you have a “Help” button on your screen during testing that shows you how to use some of the testing features.</p> <p>Today’s Reading test contains several passages and questions about those passages. You may use scratch paper, but you need to record your answer on the computer.</p> <p>The Reading test is not a timed test. If you have not completed this part of the test at the conclusion of this test session, you will be allowed to continue working. However, you must complete this part of the test by the end of today’s school day.</p> <p>Are there any questions?</p>
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Answer any questions.

SAY	<p>You will now sign in to the test. On the sign-in screen on your computer, enter your legal first name (not your nickname), your SSID, and the Session ID I have written on the board.</p> <p>Click “Sign In.”</p>
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Note: If you provided students with a Test Ticket, the student’s legal name and SSID are provided for the student’s reference.

If a student is unable to sign in, he or she will be prompted to try again or contact the Test Administrator. Be sure that the student has entered his or her legal first name, not a nickname, has entered the correct SSID, and has entered the correct Session ID. The Test Administrator can look up the student’s information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with signing in, if necessary.

SAY	Once you have signed in, the screen will display your legal first name, SSID, last name, grade, birth date, and school. If all the information on your screen is correct, select “Yes” to continue. If any of the information is incorrect, please raise your hand, and I will help you.
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Note: If the student’s grade is incorrect, the student may continue to test.

Note: If student’s accommodations are not showing properly on the screen, do not approve the student to test.

If any other student information is incorrect, the student **must not** proceed with testing. The student should click “No.” Student information must be updated in TIDE prior to testing. There can be up to a 24-hour delay between TIDE and the Test Delivery System (TDS) to display the updated student information in the TDS. Once the change has been made in TIDE, the student can continue to test even if the prior information is still showing.

Verify that all students are signed in.

SAY	Now select the ELA Reading test (Part 1 or Part 2) you will be taking today and you will see the “Waiting for Approval” page. You should wait for your test to be approved but should not click the “Yes” button until you have been given further instructions. I will approve your tests now.
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In the TA Interface, you will see an “Approvals” box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Once approved, students will be taken to the “Is This Your Test?” page.

Verify appropriate accommodations are set before approving students.

You may review and edit student test settings during the approval process. All accommodations and settings can be updated in the TA Interface except for ASL and Closed Captioning, which must be changed in TIDE. To confirm the settings and approve the student for testing, click “Set & Approve.” To deny students access to testing, click “Deny” for the student.

Once all students are signed in to the test session and approved to begin testing:

SAY	Now you will see a page titled “Is This Your Test?” Review the test settings shown here and raise your hand if your test settings are not correct.
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Help any students who have raised their hands.

SAY	<p>Listen carefully to my instructions about the next three pages. When you are instructed to, click the “Yes” button. You will be taken to the “Sound and Video Playback Check” page next.</p> <p>On the “Sound and Video Playback Check” page, you will put on your headphones and play a video with sound. If the you see the video and hear the sound, you will click “I could play the video and sound.”</p> <p>Next, you will be taken to the “Text-to-Speech Check” page, you will click the green speaker icon to hear the voice. If the voice is audible, you will click “I heard the voice.”</p> <p>If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click “I did not hear the voice” and raise your hand.</p>
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SAY	<p>Once you click the button, the “Instructions and Help” page will appear. You will have the option of reading or listening to the “Instructions and Help” page. You will review this page to understand what test tools are available and how to navigate through the test, but should not click the “Begin Test Now” button until you have been given further instructions.</p> <p>Put on your headphones and click the “Yes” button to begin. If you hear the voice clearly, click “I heard the voice” and remove your headphones.</p>
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Note: All students will see both the “Text-to-Speech Check” and “Sound and Video Playback Check” pages since all students will encounter listening passages, and all students have the ability to use Text-to-Speech for the “Test Instructions and Help” page.

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	<p>When you have finished your ELA Reading test, click “End Test.” Once you click “End Test” you will have a chance to go back and review your answers. If you are satisfied with your answers, click the “Submit Test” button. Once you click the “Submit Test” button, you will NOT be able to return to your answers.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions before we begin?</p>
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Answer any questions.

SAY	Put your headphones on and click “Begin Test Now.”
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While students are taking the Reading test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student’s scratch paper (if provided). Do not allow students to use electronic devices, including cell phones, until after all students are signed out of the test session.

When the test session ends:

SAY	<p>The test session is now over. If you have not finished testing, you will be allowed to continue working, but click “Pause your test” at this time.</p> <p>If you have finished testing, reviewed your answers, and clicked “End Test” you may click “Submit Test” now.</p> <p>This concludes the test session.</p>
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Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in “pause” status.

Verify that all other students have submitted their test.

Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.

Collect the test tickets that were distributed to students. Save in a secure location to be used for other test sessions. After students have completed all test sessions, securely destroy.

Collect any scratch paper. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

If all students have completed testing in the test session, click the red “Stop Session” button in the top banner of the TA Interface. This will end the test session. Next, click “Log Out” in the upper right corner of the TA Interface.

Day 1 and/or Day 2–Math Test (Algebra I, Geometry, Algebra II) (Parts 1 and 2)

Prior to opening a test session, verify all students have appropriate accommodations marked in TIDE. Prior to approving students, verify all appropriate accommodations are selected on the approval screen.

The AzMERIT Math test (Algebra I, Geometry, Algebra II) is administered in two parts, one test session for each part.

Launch the AzMERIT Secure Browser on each device being used for student testing.

- Write the Session ID clearly on the board or somewhere else where students will be able to see it.
- Distribute test tickets (if using).
- Distribute scratch paper. **Math Reference Sheets are prohibited.**

Students testing may use scratch paper, but the student’s response must be recorded on the computer.

Scripted Directions for Day 1 and/or Day 2 Math (Part 1 or 2)

SAY	<p>Today you will be taking Math [Algebra I, Geometry, Algebra II], Part [1 or 2], a portion of Arizona’s Statewide Achievement Assessment, AzMERIT.</p> <p>Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Personal electronic devices, including but not limited to, cell phones, smart watches, or any other electronic devices are not permitted during the entire test session. Any student who has any prohibited personal electronic device in his or her possession during this test session may have his or her Math test invalidated. If you have a question or need help during the test, raise your hand, and I will come to you. Remember that you have a “Help” button on your screen during testing that shows you how to use some of the testing features.</p> <p>You may use scratch paper, but you need to record your answer on the computer.</p> <p>The Math test is not a timed test. If you have not completed this part of the test at the conclusion of the test session, you will be allowed to continue working. However, you must complete this part of the test by the end of today’s school day.</p> <p>Are there any questions?</p>
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Answer any questions.

SAY	<p>You will now sign in to the test. On the sign-in screen on your computer, enter your legal first name (not your nickname), your SSID, and the Session ID I have written on the board.</p> <p>Click “Sign In.”</p>
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Note: If you provided students with a Test Ticket, the student’s legal name and SSID are provided for the student’s reference.

If a student is unable to sign in, he or she will be prompted to try again or contact the Test Administrator. Be sure that the student has entered his or her legal first name, not a nickname, has entered the correct SSID, and has entered the correct Session ID. The Test Administrator can look up the student’s information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with signing in, if necessary.

SAY	Once you have signed in, the screen will display your legal first name, SSID, last name, grade, birth date, and school. If all the information on your screen is correct, select “Yes” to continue. If any of the information is incorrect, please raise your hand, and I will help you.
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Note: If the student’s grade is incorrect, the student may continue to test.

Note: If student’s accommodations are not showing properly on the screen, do not approve the student to test.

If any other student information is incorrect, the student **must not** proceed with testing. The student should click “No.” Student information must be updated in TIDE prior to testing. There can be up to a 24-hour delay between TIDE and the Test Delivery System (TDS) to display the updated student information in the TDS. Once the change has been made in TIDE, the student can continue to test even if the prior information is still showing.

Verify that all students are signed in.

SAY	Now select the Math test (Algebra I, Geometry, or Algebra II) (Part 1 or Part 2) you will be taking today and you will see the “Waiting for Approval” page. You should wait for your test to be approved, but should not click the “Yes” button until you have been given further instructions. I will approve your tests now.
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In the TA Interface, you will see an “Approvals” box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Once approved, students will be taken to the “Is This Your Test?” page.

Verify appropriate accommodations are set before approving students.

You may review and edit student test settings during the approval process. All accommodations and settings can be updated in the TA Interface. To confirm the settings and approve the student for testing, click “Set & Approve.” To deny students access to testing, click “Deny” for the student.

Once all students are signed in to the test session and approved to begin testing:

SAY	Now you will see a page titled “Is This Your Test?” Review the test settings shown here and raise your hand if your test settings are not correct.
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Help any students who have raised their hands.

SAY	<p>Listen carefully to my instructions about the next two pages. When you are instructed to, click the “Yes” button. You will be taken to the “Text-to-Speech Check” page next.</p> <p>Next, you will be taken to the “Text-to-Speech Check” page, you will click the green speaker icon to hear the voice. If the voice is audible, you will click “I heard the voice.”</p> <p>If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click “I did not hear the voice” and raise your hand.</p> <p>Once you click the button, the “Instructions and Help” page will appear. You will have the option of reading or listening to the “Instructions and Help” page. You will review this page to understand what test tools are available and how to navigate through the test, but should not click the “Begin Test Now” button until you have been given further instructions.</p> <p>Put on your headphones and click the “Yes” button to begin. If you hear the voice clearly, click “I heard the voice” and remove your headphones.</p>
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Note: All students will see the “Text-to-Speech Check” page since all students have the ability to use Text-to-Speech for the test items.

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move student to another computer with working audio.

SAY	<p>When you have finished your Math test, click “End Test.” Once you click “End Test” you will have a chance to go back and review your answers. If you are satisfied with your answers, click the “Submit Test” button. Once you click the “Submit Test” button, you will NOT be able to return to your response.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions before we begin?</p>
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Answer any questions.

SAY	Put your headphones on and click “Begin Test Now.”
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While students are taking the Math test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student’s scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test session.

When the test session ends:

SAY	<p>The test session is now over. If you have not finished testing, click “Pause your test” at this time.</p> <p>If you have finished testing, reviewed your answers, and clicked “End Test” you may click “Submit Test” now.</p> <p>This concludes the test session.</p>
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Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in “pause” status.

Verify that all other students have submitted their test.

Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.

Collect the test tickets that were distributed to students. Save in a secure location to be used for other test sessions. After students have completed all test sessions, securely destroy.

Section 2. Computer-Based Testing (CBT) Scripted Directions for AzMERIT End-of-Course (EOC)

Collect any scratch paper. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

If all students have completed testing in the test session, click the red “Stop Session” button in the top banner of the TA Interface. This will end the test session. Next, click “Log Out” in the upper right corner of the TA Interface.