Supplement

to the
Standards of Learning Assessments
Examiner’s Manual
for

Grade 3 Tests
Reading, Mathematics, Science, and History and Social Science

Directions for Paper and Pencil Tests
Regular and Special Forms

Only those persons who have signed the School Division Personnel Test Security Agreement may participate in the administration of the Standards of Learning assessments to students.
### EXAMINER’S/PROCTOR’S CHECKLIST FOR ADMINISTERING PAPER/PENCIL TESTS

#### Activities Before Test Administration

1. Read this *Supplement to the Examiner’s Manual*, the *Examiner’s Manual* itself, and any local directions you have been given. Resolve any questions you might have with your STC (*Supplement, Section 2.1*).

2. Prior to participating in the SOL test administration, read and sign the *School Division Personnel Test Security Agreement*, and read the legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures, and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security (refer to the *Examiner’s Manual, Appendix A*).

3. Inform students of testing (refer to the *Examiner’s Manual*).

4. Prepare students for testing (refer to the *Examiner’s Manual*).

5. Verify the use of Proctors or need for additional assistance (refer to the *Examiner’s Manual*).

6. Be aware of the alternate test site for students who may not finish their test by the end of the allotted test administration time and understand the process of moving students from one test site to another (refer to the *Examiner’s Manual*).

7. Be familiar with the directions for administering the test (*Supplement, Section 2.2*). Paper/pencil test directions are located in Sections 5.2-5.5 of this *Supplement*.

8. Review the materials needed for testing (*Supplement, Section 2.3*).

9. If you are administering tests to students who require special accommodations, become familiar with the accommodations specified in their IEPs, 504 Plans, or LEP Student Assessment Participation Plans. Coordinate with your STC how accommodations will be provided (*Supplement, Section 2.4, Examiner’s Manual Appendix B and Appendix C*).

10. Understand the requirements for a student-initiated break (refer to the *Examiner’s Manual*).

11. Know if your school will have Pre-ID labels for student answer documents, or if student information will need to be hand coded (*Supplement, Sections 3.1 and 3.2*).

12. Understand how students should mark the answer document or how to complete the answer document for students with certain accommodations (*Supplement, Sections 3.3 and 3.4*).

13. Use the directions in Section 4 if Pre-ID labels will not be used and students will fill out the demographic portions of their own answer documents.

**CAUTION:** Before you begin testing, verify that you are using the appropriate answer documents, Version 1.0. Using the wrong answer documents will result in inaccurate scores and delay delivery of test results.

#### Activities During Test Administration

1. On the day of testing, receive test materials needed for the paper/pencil test session(s) from the STC; verify receipt of secure materials by signing the appropriate transmittal form; and fill out *Assembly ID Sheets* as you open test booklet packs (*Supplement, Section 5.1*).

2. Verify the preparation of the testing room. It must meet the requirements specified in the *Examiner’s Manual*.

3. Know the procedure of reporting test errors to the STC as reported by students (refer to the *Examiner’s Manual*).

4. Administer the paper/pencil test by reading the directions verbatim, or reading the directions with modifications for students with certain testing accommodations (*Supplement Sections 5.2, 5.3, 5.4, or 5.5*).

5. Monitor the students as they test, following the guidelines in *Supplement Sections 5.2.1, 5.3.1, 5.4.1, or 5.5.1*, and understand how to answer student questions and respond to common test scenarios.

6. Collect the students’ answer documents and test materials as described in the *Supplement Sections 5.2.2, 5.3.2, 5.4.2, 5.5.2*.

#### Activities After Test Administration

1. Inspect students’ answer documents per STC directions (*Supplement, Section 6.1*).

2. Organize secure test materials for return to the STC (*Supplement, Section 6.2*).

3. Return ALL test materials to the STC (*Supplement, Section 6.3*).

4. Read and sign the *Examiner’s/Proctor’s Affidavit* (*Supplement, Section 6.4*).

5. Inform the STC of any student absent from the test session (*Supplement, Section 7*).

6. Be prepared to assist with make-up testing for absent students.
IMPORTANT REMINDERS

Using the *Supplement to the Examiner’s Manual*

- This *Supplement to the Examiner’s Manual* provides the testing directions that Test Examiners and Proctors must use for the administration of the *paper/pencil* Grade 3 *Reading, Mathematics, Science, and History and Social Science* Standards of Learning (SOL) Assessments. This *Supplement* must be used in conjunction with the *Examiner’s Manual* for Grade 3 assessments, which contains additional information, guidance, procedures, and responsibilities that the Test Examiner and Proctor are required to follow in order to administer the SOL tests.

- Unlike the *Examiner’s Manual*, this *Supplement* is not available as a paper manual sent to the divisions in the non-secure shipments. Instead, it is available in electronic format at the Virginia Department of Education Web site, where it may be downloaded:

  www.doe.virginia.gov/testing/test_administration/index.shtml

**Paper/Pencil Test Format**

All students are required to take the *online* version of the Standards of learning (SOL) tests with the exception of students who meet one of the criteria for *paper/pencil* testing. Those criteria are listed below:

- The student attends school in a location where a *secure network connection* or the required *technology* is not available to access an online test. Such locations include the following: special situations schools; homebound, residential, or hospital placement; night school or Governor’s school.

- The accommodation specified in the student’s IEP, 504 Plan, or LEP Student Assessment Participation Plan requires a *paper/pencil* test. Accommodations requiring a *paper/pencil* test include *large-print test*, *braille test*, and a flexible schedule that requires *multiple testing sessions* over two or more school days.

- The student has a documented *medical condition*, such as a seizure disorder, where exposure to a *computer* will aggravate the student’s condition.

- Students whose eligibility for *paper/pencil* tests has been established using the *Documentation of Need for Paper/Pencil Standards of Learning (SOL) Assessment* form, which is retained in the office of the Division Director of Testing. The procedure for completing this document establishes that the use of *paper/pencil* tests is intended only to provide access to the SOL assessments for the following students:
  - Students with disabilities who require other accommodations that necessitate a *paper/pencil* test.
  - Students with medical conditions that render them unable to take an online test.

- The use of *paper/pencil* tests may not be permitted for the purpose of improving performance.

If you have questions about your school’s testing procedures, contact your School Test Coordinator (STC). If you have concerns about the testing procedures being followed in your school and your STC is unable to address them, contact the Division Director of Testing (DDOT) in your school division’s central office. If you have concerns that your DDOT cannot address, please contact the Division of Student Assessment and School Improvement at (804) 225-2102 or by e-mail at Student_Assessment@doe.virginia.gov.
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1. USE OF THIS SUPPLEMENT FOR THE ADMINISTRATION OF PAPER/PENCIL STANDARDS OF LEARNING (SOL) GRADE 3 TESTS

This Supplement to the Examiner’s Manual provides the testing directions that the Test Examiners and Proctors must use for the administration of the paper/pencil Grade 3 Standards of Learning (SOL) Assessments. This Supplement must be used in conjunction with the Examiner’s Manual for the Grade 3 assessments. The Examiner’s Manual contains additional information, guidance, procedures, and responsibilities that the Examiner/Proctor is required to follow in order to administer the paper/pencil SOL tests. The Examiner’s Manual is available for download from the Virginia Department of Education Web site at:

www.doe.virginia.gov/testing/test_administration/index.shtml

2. PREPARE FOR ADMINISTERING PAPER/PENCIL TESTS

2.1 Read All Materials

Prior to the day of testing carefully read this Supplement to the Examiner’s Manual, the Examiner’s Manual itself, your students’ Individualized Education Programs (IEPs), 504 Plans, Limited English Proficient (LEP) Student Assessment Participation Plans, and any local directions you may have been given by your STC.

Review the Examiner’s/Proctor’s Checklist (in the front of this Supplement to the Examiner’s Manual) to make sure that you understand the activities before, during, and after the test administration and your duties and responsibilities. Resolve any questions you might have with your STC well in advance of test administration.

2.2 Be Familiar with the Directions for Administering the Test

All directions that Examiners must read aloud to the students are in bold type so that they stand out from the rest of the text. This text must be read exactly as written, using a natural tone and manner. If a mistake is made in reading directions, the Examiner should stop and say, “No, that is wrong. I must read it to you again,” then re-read the direction.

Other text is for your information and should not be read to students. It is essential that you become familiar with the instructions in this manual before test administration and that you follow them exactly as they appear.

Examiners may mark up this manual in order to help deliver the directions to the students in the clearest possible way. However, directions may not be modified or deleted unless it is necessary due to a student’s disability. For example, students with “mark their answers in the test booklet” accommodation would not be given the directions about marking their answers on their answer document, but would be directed to circle their answers in their test booklet.

Specific Audio/Read-Aloud directions are contained in a gray box. Note the directions in the box begin with a sentence in which the first part is in brackets: [Read the sample question and each answer choice to yourself] as I read aloud. The bracketed part has already been read to students, in the previous direction, and need not be re-read. The Examiner should continue with “… as I read aloud,” keeping a natural flow to the voice. For example:

SAY Read the sample question and each answer choice to yourself. (Pause.)

AUDIO/READ-ALOUD TESTS ONLY

SAY [Read the sample question and each answer choice to yourself] as I read aloud.

Mixed group testing. If students taking the audio test (using headphones) will be testing in the same room as students taking the test without the audio accommodation, the Test Examiner may read the audio/read-aloud directions to all students. Students administered a read-aloud test must be tested in a “read-aloud only” test room.
**Limited Assistance.** Examiners/Proctors may provide limited assistance to the student during the transition between sections 1 and 2 on the Grade 3 Reading and Mathematics tests and when the student is ready to turn in his/her test. The testing directions provide the Examiner/Proctor with the SAY directions that are to be read to the student. Refer to Section 5.2 for the Section Break transition directions for the Grade 3 Reading test, and to Section 5.3 for the Section Break transition directions for the Grade 3 Mathematics test. When a student is ready to submit his/her test for scoring, follow the directions in the Section Collecting Students’ Test Materials, located at the end of each test: Reading Section 5.2.2, Mathematics Section 5.3.2, Science Section 5.4.2, and History/Social Science Section 5.5.2.

### 2.3 Review Materials Needed for Testing

Students should be familiar with the tools and materials needed for the test they will be taking. Refer to the materials listed below.

#### Description of Materials Permitted on the Paper/Pencil Grade 3 Tests

<table>
<thead>
<tr>
<th>Materials</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test Booklets</strong></td>
<td></td>
</tr>
<tr>
<td>Regular test booklets, or as required:</td>
<td></td>
</tr>
<tr>
<td>o Regular Audio Test Booklet Kit—regular test booklet and audio CD</td>
<td></td>
</tr>
<tr>
<td>o Large-Print Test Booklet Kit—large-print test booklet, Examiner’s copy of the test in regular print, and a CD if the kit is specified as audio</td>
<td></td>
</tr>
<tr>
<td>o Braille Test Booklet Kit—braille test booklet, Examiner’s copy of the test in regular print, two sheets of braille paper, and a CD if the kit is specified as audio</td>
<td></td>
</tr>
<tr>
<td><strong>Answer Documents</strong> (as appropriate)</td>
<td></td>
</tr>
<tr>
<td><strong>Pencils</strong></td>
<td>Only No. 2 pencils or mechanical pencils with No. 2 lead must be used when completing the answer document. Have extra No. 2 pencils available.</td>
</tr>
<tr>
<td><strong>Metric/Standard Ruler, Straightedge Tool</strong></td>
<td>Required for the Grade 3 Mathematics and Grade 3 Science tests only.</td>
</tr>
<tr>
<td><strong>Scratch Paper</strong></td>
<td>Scratch paper must be of a single color and blank (must not contain any words, numbers, symbols, labels, graphics, etc). Acceptable scratch paper includes plain paper (no lines), lined paper, grid paper, sticky notes, and note cards. Patty paper is permitted for paper/pencil testing only. Students may not be issued any form of a graphic organizer, writing web, outline, etc. Students may be issued multiple sheets and multiple types of scratch paper; however, Examiners must keep track of all scratch paper distributed to students and ensure that it is all collected and accounted for before students are dismissed from the testing session. The STC may distribute the scratch paper to Examiners prior to testing or on the day of testing, or may instruct Examiners to provide their own scratch paper for testing sessions. All scratch paper must be returned to the STC. Examples of acceptable grid/graph paper are posted on the VDOE Web site at: <a href="http://www.doe.virginia.gov/testing/test_administration/ancilliary_materials/index.shtml">www.doe.virginia.gov/testing/test_administration/ancilliary_materials/index.shtml</a></td>
</tr>
<tr>
<td><strong>Optional: Highlighter, Colored Pencil or Pen</strong></td>
<td>In addition to the No. 2 pencil, as described above, students may be provided one single-color highlighter or one single-color pencil or one single-color pen. The student may use the highlighter, colored pencil, or pen in the test booklet and on the scratch paper. Acceptable combinations of writing implements include: No. 2 pencil and a pen or a No. 2 pencil and a highlighter. The highlighter, colored pencil, or pen must not be used anywhere on the student’s answer document. Answer documents submitted with highlighter, colored pencil, or pen will not scan properly and therefore cannot be scored. The student’s answer document must only be completed with the No. 2 pencil.</td>
</tr>
</tbody>
</table>
2.4 Accommodations

- Before testing, appropriate staff should become familiar with special test accommodations specified in students’ IEPs, 504 Plans, or LEP Student Assessment Participation Plans. These are described in detail in Appendices B and C of the Examiner’s Manual, and in the documents Procedures for the Participation of Students with Disabilities in Virginia’s Accountability System and Limited English Proficient Students: Guidelines for Participation in the Virginia Assessment Program, available on the Virginia Department of Education’s Web site at www.doe.virginia.gov/testing/participation/index.shtml

- Special test accommodations may be provided to students with a documented temporary condition who do not have an IEP or 504 Plan. The STC should coordinate with the Examiner on how accommodations will be provided during the testing session.

- As appropriate, provide students any needed materials or equipment required for accommodations. Refer to Appendix Sections B and C in the Examiner’s Manual for guidelines.

- For paper/pencil AUDIO test administrations, make sure students are familiar with operating the audio equipment prior to testing.

- To meet any response accommodations specified in the student’s IEP, 504 Plan, or LEP Student Assessment Participation Plan, directions read aloud to students may be modified. For example, the directions on how to select answers online or mark the answer document may be modified for students who have the accommodation of “student responds verbally, points, indicates a response, marks answers in test booklet” (accommodation code 18).

- Examiners/Proctors responsible for monitoring students using braille tests should be familiar with the Braille Notes and Transcriber’s Notes included in the Examiner’s copy of the braille test. The Braille Notes list the differences between the braille test form and the corresponding Examiner’s copy and are intended to help the Examiner answer any questions that a student may have regarding reading and interpreting items in the braille form. Transcriber’s Notes provide information to the (braille) reader that is not readily apparent by reading the test item’s text alone. If a student has a question pertaining to the Transcriber’s Notes on his/her test, the Examiner can consult the Examiner’s copy for assistance.

- The following adjustments to the conditions under which an SOL test may be administered are available to any student as needed:
  - group size (e.g., small group)
  - environmental modifications (e.g., special lighting, noise buffers, use of a study carrel)
  - large diameter pencil, special pencil, pencil grip
  - assistance with directions (e.g., simplifying or clarifying the directions that are read to students provided in this Examiner’s Manual. Examiners/Proctors may not provide assistance with directions for test items.)

2.5 Verify Procedures for Section Break During Reading and Mathematics Tests

During the Grade 3 Reading and Mathematics tests, students are required to take at least a 15 minute break at the completion of the first part of the test. The directions for administering the test will indicate when it is appropriate for you to instruct students to take a break.

Before the day of testing, the STC will notify you of whether both parts of your school’s Grade 3 Reading and Mathematics tests will be administered on the same day or over two days. If both sections of the test are to be administered on the same day your STC will inform you whether students will take individual breaks when they reach the end of the first section or a common break as a class.
Two sets of directions are provided for the section break:

- **SAME DAY TESTING: INDIVIDUAL OR CLASSROOM BREAK**—Use these directions if students will complete the second section of the test on the same day as the first section after at least a 15 minute break (individually or as a classroom group).
- **TWO DAY TESTING**—Use these directions if students will complete the second section of the test on a different day than the first section.
3. MANAGING STUDENTS’ ANSWER DOCUMENTS

3.1 Prepare Answer Documents with Student Information

Identification information for each student must be included on the answer document either through a Pre-identification (Pre-ID) label or by coding the information on the answer document. **Use only Pre-ID labels that have been generated for the current Non-Writing Administration. Pre-ID labels from previous administrations must not be used.**

The STC may decide to place Pre-ID labels on the answer documents before or after the testing session. In either case, the STC will provide you instructions.

A sample of the answer document with a Pre-ID label is in Appendix A. Refer to Section 3.2 which contains additional directions on how to complete the demographic information. If it is not clear how to complete the demographic information on the answer document, be sure to ask your STC for directions well in advance of the test administration dates.

3.2 Complete Demographic Information (as needed)

The STC will provide Pre-ID labels for most students’ answer documents that will have demographic information and a State Testing Identifier (STI) number encoded for each student. Therefore, only Field A on the answer document should be completed as directed by the STC.

If Pre-ID labels are not being used on the answer documents for your testing group, Fields B through E must be completed by hand, as directed by your STC.

If you are instructed to have the students complete Fields B through D prior to administering the test, Go to Section 4, Directions for Student Completion of Demographic Information Fields B-D on the Answer Document. As directed by your STC, Field E, STI, must be completed by you, or another designated school staff member, to ensure accuracy.

3.3 Understand How Students Should Mark the Answer Document

Prior to testing, remind students to handle their answer documents with care. They should record their answers by completely darkening the circle on the answer document with No. 2 pencil and avoid making extra marks anywhere else on the answer document. Answer documents should never be folded, clipped, stapled, or torn.

While students may write in the SOL test booklets, they should not be encouraged to record their answers in the test booklet first and later transcribe them to the answer document. Errors in transcription may adversely affect the student’s test score. Errors may not be corrected by staff or the student after the student turns in his/her answer document.

3.4 Completing Answer Documents for Students with Accommodations

Some special testing accommodations permit the student to indicate his/her answer in a different manner, as specified in the student’s IEP, 504 Plan, or LEP Student Assessment Participation Plan. For example, the student may circle the answer in his/her test booklet; respond verbally; point to the answer, etc. In these instances, the student should not be given the answer document. The Examiner/Proctor should fill in the student information sections on the answer document either before or after testing. It is essential that the Pre-ID label or hand-entered information for Fields B-D, match the identity of the student taking the test and the student information entered in Field A. The Examiner/Proctor should also complete the other information fields (A, F, G) on the answer document that the student would normally fill on the day of testing. The Examiner/Proctor must verify the form number entered in Field F matches the form number on the student’s test booklet.

Guidance for modifying the testing directions is located at the beginning of Section 5.2, 5.3, 5.4, and 5.5.

Refer to Appendix B in the Examiner’s Manual for the requirements for administering tests with accommodations.
4. DIRECTIONS FOR STUDENT COMPLETION OF DEMOGRAPHIC INFORMATION FIELDS B-D ON THE ANSWER DOCUMENT

DIRECTIONS: If you do not have Pre-ID labels for the SOL Grade 3 test answer documents, and you have been instructed by your STC to have students complete Fields B through D before or during the testing session, then you should read the following directions to students.

SAY Today you are going to complete only the demographic information for the Grade 3 test on your answer document in Fields B through D.

Before distributing answer documents to students make sure that all desks/workstations are clear of books and all other materials. See that each student has two sharpened soft-lead (No.2) pencils with erasers.

SAY I will give each of you an answer document. When you receive it, leave it on your desk. Do not write anything on it until I tell you what to do. Do not fill in any boxes except the ones I tell you to fill in. Some of the boxes may be left blank.

Distribute the answer documents with the Section 1 side facing up.

SAY In Field B, find the box that contains areas labeled “Last Name” and “First Name.” In the area labeled “Last Name,” print your last name in the boxes at the top of each column. Begin in the left-hand column, and write only one letter in each box.

Give help as needed. When all students have finished,

SAY Now, in the area labeled “First Name,” print your first name in the boxes at the top of each column. Begin in the left-hand column, and write only one letter in each box.

Give help as needed. When all students have finished,

SAY Now, fill in the matching circle beneath each letter in your name. Be sure you fill in only one circle for each letter. Does anyone have a question?

Give help as needed. After students have finished,

SAY Now find Field C, which is labeled “Date of Birth.” In the area labeled “Month,” find the circle for the month of your birthday and fill it in.

After students have finished,

SAY The next area is labeled “Day.” In the boxes, write the date on which you were born, entering one number in each box. For example, if your birthday is between the 1st and the 5th of the month, you would write “0” in the first box and the correct number in the second box. Does anyone have a question?

Answer all questions. When everyone has finished,

SAY Now beneath each box, fill in the circle that has the same number that you wrote in the box.

After students have finished,

SAY The next area is labeled “Year.” Fill in the circle next to “20.” In the next boxes, write the last two digits of the year in which you were born. Then fill in the circles for these two digits.

Give help as needed.

SAY Now find Field D, which is labeled “Gender.” Fill in the circle next to “Female” if you are a female or the circle next to “Male” if you are a male.
Give help as needed.

**SAY** Now look at the back side of your answer document. (Demonstrate.) Find the top two boxes labeled “Last Name” and “First Name.” (Point.) Print your last name in the first box. Print your first name in the second box.

Give help as needed. After students have finished,

**SAY** Field F, Form, and Field G, Test Date, will be completed during the actual testing session. Do not fill in the fields that are labeled with the letters H or I. Do you have any questions?

Answer students’ questions.

Collect answer documents and keep them in a secure location until testing begins.

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**NOTE:** As directed by your STC, Field E, the student’s State Testing Identifier, must be completed by you or a school staff member to ensure accuracy.
5. DIRECTIONS FOR ADMINISTERING THE PAPER/PENCIL GRADE 3 TESTS

5.1 Receive Test Materials

On the day of testing, you will receive all secure materials needed to administer the SOL Grade 3 Reading, Mathematics, Science, or History and Social Science test. Refer to Section 2.3 for information regarding manipulatives and materials.

The STC will ask you to initial a Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors or Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors (Appendix of the Supplement to the Writing and Non-Writing Test Implementation Manuals), or a similar form, verifying your receipt of the test materials. The purpose of these forms is to track the secure materials throughout the test administration period.

Upon receipt of the test booklets, open each package and count the number of test booklets. Indicate the number of test booklets contained in each package by checking off the applicable statement on the Assembly ID Sheet (Appendix). Then sign and date the Assembly ID Sheet.

For the read-aloud accommodation, the Examiner and all students in the read-aloud group must have the same test form number.

### AUDIO TESTS

If you are administering a regular, braille, or large-print test that is accompanied by an audio recording on a compact disc (CD) please note the following:

- Check the labels on the CDs to verify that the subject area and test form numbers match the braille, large-print, or regular test booklet version.

- Check the audio equipment to ensure that it is working properly.

- Read the test directions, the sample item, and the answer to the sample item to the students. The test directions will instruct students when to begin playing the CD.

- Students should start the CD on the first track when told to start working.

- The students may play, pause/stop, advance, or replay the recording as necessary during the test to better follow its content.
5.2 Specific Directions for Administering the Paper/Pencil Grade 3 Reading Test

DIRECTIONS FOR THE PAPER/PENCIL GRADE 3 READING TEST START HERE

SECTION BREAK

The Grade 3 Reading test has a break between Section 1 and Section 2. Prior to testing, you should know whether both sections of your school’s Grade 3 Reading test will be administered on the same day with a break of at least 15 minutes between sections or over two days. If both sections of the test are to be administered on the same day, your STC should have informed you whether students will take individual breaks when they reach the end of the first section or a common break as a class. Once the student completes the first section and begins the second section, he/she may not return to the first section.

Once students and the test Examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

Note: The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or LEP Student Participation Plans. The Examiner then enters the student’s choices into the answer document.

The Examiner may omit the test directions pertaining to the student completing the information in Fields A, F, and G on the answer document and writing his/her name on the test booklet. Before or after testing, the Examiner should complete Fields A, F, and G, and write the student’s name on his/her test booklet.

Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to “circle the answer in your test booklet,” “say your answer,” or “point to the answer.” Refer to Appendix B in the Examiner’s Manual for the requirements for administering tests with accommodations.

Before distributing the answer documents,

SAY Today you will be taking the SOL Grade 3 Reading test. I will give each of you an answer document. When you receive it, leave it on your desk. Do not write anything on it until I tell you what to do.

Distribute the answer documents with the Section 1 side facing up. Make sure all students have two sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

SAY We will complete some of the information on the front page. In Field A, find the line labeled “Student Name.” Carefully print your last name, then your first name, and then your middle initial.

Give help as needed.

ADDITIONAL TEST DIRECTIONS (OPTIONAL)

If instructed by the STC to complete the remaining information in Field A:

SAY Now, on the other lines, fill in the rest of the information requested—teacher, school, school division, gender, grade, your date of birth, and today’s date as the testing date. (Provide students with the month, day, and year.) Are there any questions?

NOTE: You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.
Answer students’ questions. Examiners/Proctors must not answer any questions pertaining to the content of test questions. Refer them to the dry-erase board or chalkboard if you have written identification information there. While students are completing the information, walk around the room to see that they are following instructions. Give help as needed.

**SAY** Now look at the back page of your answer document. (Demonstrate.) Find the top two boxes labeled “Last Name” and “First Name.” (Point.) Print your last name in the first box. Print your first name in the second box.

Give help as needed and answer student questions.

**SAY** I am going to give each of you a test booklet and scratch paper. Do not open your test booklet until I tell you to do so.

Distribute the scratch paper. Remember, all scratch paper distributed whether used or not used must be returned to the STC at the end of testing.

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

Distribute the test booklets.

**SAY** Look at the front cover of your test booklet for the form number of the test you are taking. Find the “R” followed by four numbers. (Demonstrate using a student’s test booklet.) Now look at the back page of your answer document. Find Field F, Form. (Point.) The letter “R” has been written for you. In the empty boxes, write the four numbers that appear after the “R” from the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level (3), subject test code (3-digit numbers), followed by a dash (-), an “R” and four numbers. However, only the last four numbers following the “R” must be entered on the answer document.

As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is on the top right corner of the test booklet’s front cover. The form number for a braille test booklet is on its front cover, at the bottom center. Correct completion of the form number is essential for accurate scoring.

**SAY** Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Specify the month.)

After students have finished,

**SAY** The next area is labeled “Day.” In the two boxes, write the test date, entering one number in each box. (Specify the test date.) For example, if the test date is between the 1st and the 9th of the month, you would write “0” in the first box and the correct number in the second box.

Assist students as necessary. When everyone has finished,

**SAY** Beneath each box, fill in the circle that has the same number that you wrote in the box.

After students have finished,

**SAY** The next area is labeled “Year.” In the last two boxes, write “__.” (Examiner should state the last two digits of the current year.)

Assist students as necessary. When everyone has finished,

**SAY** Beneath each box, fill in the circle that has the same number that you wrote in the box.
Assist students as necessary. When everyone has finished,

**SAY** Now look at your test booklet. On the front cover find the box labeled “Student Name.” (Point, using a student’s test booklet.) Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Assist students as necessary.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

**SAY** Open your test booklet to page 3. (Demonstrate using a student’s test booklet.)

If you are administering a braille or large-print test form, check your examiner’s copy of the braille or large-print test to verify the starting page number.

Make sure all students have their test booklets open to the correct page.

**SAY** Look at the directions at the top of page 3 of your test booklet. Read them to yourself as I read aloud.

**DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY**

**SAY** “Directions. Read the passage. Then read each question about the passage and choose the best answer.”

**DIRECTIONS FOR ALL OTHER GRADE 3 READING TESTS**

**SAY** “Directions. Read the passage. Then read each question about the passage and choose the best answer. Fill in the circle on your answer document for the answer you have chosen.”

**SAY** Now find the sample passage.

Point to the sample passage using a student’s test booklet.

**SAY** Read the passage to yourself.

Pause while students read the sample passage.

**AUDIO/READ-ALOUD**

**SAY** [Read the passage to yourself] as I read it aloud.

Pause while students find the sample passage.

**SAY** Aunt Jackie’s Ring. For Mary’s birthday, her aunt gave her a ring that was more than 100 years old. “Take good care of it,” her aunt warned. She did just that until one day Mary looked down at her hand and noticed the ring was gone.

“Aunt Jackie is going to be so disappointed in me,” thought Mary. Then Mary remembered she put the ring in her pocket when she washed her hands at the sink. “Thank goodness!” Mary said to herself. After that, she never took off Aunt Jackie’s ring again.

**SAY** Now read the Sample A question and each answer choice to yourself as I read aloud. (Point.) “This story is mostly about—(A) a normal day ... (B) Mary’s aunt ... (C) a special ring ... (D) Mary’s birthday.” (Pause.) Which answer did you choose?
Pause for replies.

SAY **The best answer is “C.”**

Pause.

SAY **Turn your answer document over to the back page and look at the bottom section.**

(Demonstrate.) **Now find the shaded box labeled “Samples.”** (Point to this section.)

Make sure all students have found the correct section of the answer document.

SAY **In the shaded box, for “Sample A,” fill in the circle for the letter “C” because “C” is the letter for the best answer. Are there any questions?**

Answer only questions related to the mechanics of completing the answer document. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

SAY **Look at the directions in your test booklet for Sample B.** (Point, using a student’s test booklet.)

Read the directions to yourself as I read aloud. **“Directions: You do not need to read a passage to answer the question. Read and answer the question.”** Fill in the circle on your answer document for the answer you have chosen. (Pause.) **Find the sample sentence.**

SAY **Read the sentence to yourself.** Point to the sample sentence using a student’s test booklet.

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**AUDIO/READ-ALOUD**

SAY [Read the sentence to yourself] as I read it to you. **“Mrs. Johnson is my favorite teacher, and I really enjoy her class,” Mario told his mother.**

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Pause while students read the sample sentence.

SAY **Now read the question and each answer choice to yourself as I read aloud. “In this sentence, the word enjoy means—(F) like ... (G) hear ... (H) notice ... (J) save.”** (Pause.)

Which answer did you choose?

Pause for replies.

SAY **The best answer is “F.”** (Pause.) For Sample B, select the letter “F” in the sample box. (Point.)

Are there any questions?

Answer only questions related to the mechanics of completing the answer document. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

SAY **Read each passage. Then answer the questions about the passage. Choose the best answer for each question or if there is no passage, just read the question and choose the best answer.**

You may have as much time as you need to complete this section of the test. Work until you come to the STOP SIGN at the end of the first section. (Demonstrate using a student’s test booklet.) **You may then check your answers for questions in the first section only. You will not be able to return to questions in this section after the break.**

You may write in your test booklet or on your scratch paper, but make sure to fill in your answers on your answer document. (Point to this section.)

SAY **Notice that odd-numbered questions have answer choices labeled “A,” “B,” “C,” and “D,” and even-numbered questions have answers labeled “F,” “G,” “H,” and “J.” Fill in only one answer for each question. If you decide to change your answer to a question, make sure you erase your first answer completely.**
When you have finished the first section, raise your hand and close your test booklet. Do Not go past the STOP SIGN into the second section of the Reading test until I tell you to do so after the break. Are there any questions?

Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of completing the answer document and stopping at the stop sign.

After all questions have been answered,

SAY Remember, you must not talk about the test at any time with anyone, including your classmates and teachers.

Spanish

SAY You may start working now.

STRUGGLING LEP STUDENTS

As you are monitoring students, be especially observant of LEP students who appear to be struggling with reading the test items. Testing may be discontinued after an LEP student has had sufficient time to answer items on the Reading test and indicates that he or she is unable to complete any more items. Students must answer at least five items to be counted as a participant in the Reading test.

After the student has indicated verbally or non-verbally that he or she is unable to respond to any more test items,

SAY If you have completed as many items as you can, you may stop now. I will collect your materials. After I have collected your materials, [you may sit quietly or read if you wish or you will be dismissed to class].
SAME DAY TESTING: INDIVIDUAL OR CLASSROOM BREAK
If you have been instructed by your STC to administer the second section of the test on the same day as the first section,

➤ CONTINUE WITH THE DIRECTIONS ON PAGE 15 ➤

or

TWO DAY TESTING
If you have been instructed by your STC to administer the second section of the test on a different day than the first section,

➤ CONTINUE WITH THE DIRECTIONS ON PAGE 16 ➤
SAME DAY TESTING: INDIVIDUAL OR CLASSROOM BREAK

DIRECTIONS FOR ADMINISTERING SECTION 1 AND SECTION 2 OF THE PAPER/PENCIL GRADE 3 READING TEST ON THE SAME DAY, WITH A BREAK

Limited Assistance: When a student raises his/her hand indicating completion of the test, the Examiner/Proctor goes to the student’s workstation. Before accepting the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s answer document at the student’s workstation. If the Examiner/Proctor notices any questions left unanswered in the first section of the test, the Examiner/Proctor may

SAY: “You have not answered all the questions. Would you like to finish the questions?”

If the student wants to finish the questions in the first section, do not accept the answer document but permit the student to complete any unanswered items. Examiners/Proctors must not prompt the student to go back to any specific questions. Once the student’s answer document has been collected it may not be returned to the student. When a student has completed the first section of the test, collect the student’s test booklet, answer document, and scratch paper. You may have students place their answer documents and scratch paper inside their test booklets so that the materials will be together when you redistribute them for the second section of the test. All materials should be collected from each individual student. Ensure that you have accounted for all of the scratch paper distributed to students.

Students must receive at least a fifteen-minute break between sections. Follow your STC’s instructions regarding how long a BREAK between the first and second sections of the test students should be given and whether students will take individual breaks when they reach the end of the first section or a group break for the entire class. After the break students should return to their original workstations to complete the test.

When students have finished the first section,

SAY You will take a break now.

Remember that SOL tests are untimed. If you will be giving a classroom break, allow those students who have not finished the first section of the test to continue working. You may move these students to an alternate test area. Should this become necessary, be sure to maintain the security of the test booklets, answer documents, and scratch paper for those students yet to complete the test. Examiners must collect all materials used in testing. Be sure to account for all test materials, including test booklets, answer documents, and all scratch paper before students are moved to an alternate test area or dismissed from the test session. Test materials must be kept in a secure location. It is recommended that students receive at least a fifteen-minute break between sessions.

Do not allow students to discuss the test in any way or have access to any educational materials during the move. When these students have finished Section 1, allow them to take a break as instructed by the STC before resuming with Section 2.

When student(s) have finished the break and are ready to begin Section 2 of the Grade 3 Reading test,

SAY You will now begin the second section of the Grade 3 Reading test. I will give you back your test booklet, answer document, and scratch paper. Make sure that your name is on your test booklet and answer document. (Demonstrate.) Do not open your test booklet until I tell you to. Do NOT go back to questions in the first section.

Return each student’s test booklet, answer document, and scratch paper. Make sure that each student receives the correct materials. Make sure all students have sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.
TWO DAY TESTING

DIRECTIONS FOR ADMINISTERING SECTION 1 AND SECTION 2 OF THE PAPER/PENCIL
GRADE 3 READING TEST ON DIFFERENT DAYS

DAY ONE

Limited Assistance: When a student raises his/her hand indicating completion of the test, the Examiner/Proctor goes to the student’s workstation. Before accepting the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s answer document at the student’s workstation. If the Examiner/Proctor notices any questions left unanswered in the first section of the test, the Examiner/Proctor may

SAY: “You have not answered all the questions. Would you like to finish the questions?”

If the student wants to finish the questions in the first section, do not accept the answer document but permit the student to complete any unanswered items. Examiners/Proctors must not prompt the student to go back to any specific questions. Once the student’s answer document has been collected it may not be returned to the student. When a student has completed the first section of the test, collect the student’s test booklet, answer document, and scratch paper. You may have students place their answer documents and scratch paper inside their test booklets so that the materials will be together when you redistribute them for the second section of the test. All materials should be collected from each individual student. Ensure that you have accounted for all of the scratch paper distributed to students.

All test materials must be kept secure as instructed by the STC.

When most students have finished,

SAY We will continue the test on [Date].

Allow those students who have not finished to continue working. Be prepared for the possibility of moving these students to an alternate test site. Should this become necessary, be sure to maintain the security of the test booklets, answer documents, and scratch paper for those students yet to complete the test. Students should not be allowed to discuss the test in any way during this move.

Examiners must collect all materials used in testing. Be sure to account for all test materials, including test booklets, answer documents, audios, and all scratch paper before students are moved to an alternate test site or dismissed from the test session. Test materials must be kept in a secure location.

DAY TWO

When you are ready to resume testing,

SAY You will now begin the second section of the Grade 3 Reading test. I will give each of you your test booklet, answer document, and scratch paper. Make sure that your name is on your test booklet and answer document. (Demonstrate.) If you do not have your test materials, raise your hand. Do not open your test booklet until I tell you to. Do NOT go back to questions in the first section.

Return each student’s test booklet, answer document, and scratch paper. Make sure that each student receives the correct materials. Make sure all students have sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

➤ DIRECTIONS FOR SECTION 2 CONTINUE ON PAGE 17 ➤
DIRECTIONS FOR SECTION 2 OF THE GRADE 3 READING TEST CONTINUE HERE

SAY  Now open your test booklet and turn to page _____. (Say the page number. Demonstrate, using a student’s test booklet.)

Make sure all students have their test booklets open to the correct page.

Beginning on this page, you should answer all questions in this section. Keep working until you come to the stop sign. (Demonstrate, using a student’s test booklet.)

You may have as much time as you need to complete this section. You may write in your test booklet or on your scratch paper. But be sure to fill in the answers on your answer document. (Point out to students the first test item for this section on the answer document.) When you finish, you may check your work in this section of the test only. Do NOT go back to questions in the first section. Are there any questions?

Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY  When you have finished raise your hand and I will collect your materials. Then [you may sit quietly or read if you wish or you will be dismissed to class].

Remember, you must not talk about the test at any time with anyone, including your classmates and teachers.

AUDIO TESTS ONLY

Make sure the audio is set to start on the first test item of the second section. Assist students as necessary.

SAY  Listen to the test items as they are read and follow along in your test booklet. You may start, stop, advance, or replay the audio as necessary.

SAY  You may start working now.
5.2.1 Monitoring the test and answering student questions

- During the test administration, Examiners/Proctors must monitor the testing process by moving as unobtrusively as possible about the room. Examiners/Proctors must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. They should ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Students must not be left unattended for any length of time.

- Before, during, or after testing, Examiners/Proctors must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (Examiners/Proctors may report a problem with a test item to their STC. Refer to the Examiner’s Manual for guidelines.) Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student’s answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or LEP Student Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.

- Students must not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to any educational materials or electronic devices.

- If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move and redistributed only after the students are settled in the new location. While in transit, students must not be allowed to discuss the test with anyone or have access to cell phones, electronic devices, or educational materials.

- If a student needs assistance with the mechanics of selecting a response, the Examiner/Proctor may provide directions to the student, such as: “Fill in the circle on your answer document for the letter you have chosen.”

- Examiners/Proctors must not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test booklet accommodation may not be issued an answer document and be directed to circle their answers in their test booklet.

- Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. If an Examiner/Proctor notices the student has questions multiple-marked the Examiner/Proctor may only tell the student, “Review your answer document carefully.” For guidance regarding questions left “Unanswered,” refer to Section 5.2.2. Once the student’s answer document has been collected it may not be returned to the student.

- If a student asks a question during the test about a test item, the student should be told, “Read it carefully and choose the best answer.” Help must not be given on any test items. Refer to the bullet above regarding prohibited help.

5.2.2 Collecting students’ test materials

- When a student raises his/her hand indicating completion of the test, the Examiner/Proctor goes to the student’s workstation. Before accepting the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s
answer document at the student’s workstation. If the Examiner/Proctor notices any questions left unanswered in the second section of the test only, the Examiner/Proctor may

**SAY:** You have not answered all the questions in the second section. Would you like to finish the questions?

If the student wants to finish the questions in the second section, do not accept the answer document but permit the student to complete any unanswered items in the second section only. Examiners/Proctors must not prompt the student to go back to any specific questions. Once the student’s answer document has been collected it may not be returned to the student.

- Be sure to account for all test materials including test booklets, answer documents, scratch paper, audios, and audio equipment. The test Examiner must be sure that all sheets of scratch paper distributed to each student are collected and accounted for before students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

- All test materials must be kept in a secure location until they are returned to the STC.
5.3 Specific Directions for Administering the Paper/Pencil Grade 3 Mathematics Test

Once students and the test Examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

**Note:** The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or LEP Student Participation Plans. The Examiner then enters the student’s choices into the answer document.

The Examiner may omit the test directions pertaining to the student completing the information in Fields A, F, and G on the answer document and writing his/her name on the test booklet. Before or after testing, the Examiner should complete Fields A, F, and G, and write the student’s name on his/her test booklet.

Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to “circle the answer in your test booklet,” “say your answer,” or “point to the answer.” Refer to Appendix B in the Examiner’s Manual for the requirements for administering tests with accommodations.

**SAY** Today you will be taking the SOL Grade 3 Mathematics test.

I will give each of you an answer document. When you receive it, leave it on your desk. Do not write anything on it until I tell you what to do.

Distribute the answer documents with the Section 1 side facing up. Make sure all students have two sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

**SAY** We will complete some of the information on the front page. In Field A, find the line labeled “Student Name.” Carefully print your last name, then your first name, and then your middle initial.

Give help as needed.

**ADDITIONAL TEST DIRECTIONS (OPTIONAL)**

If instructed by the STC to complete the remaining information in Field A:

**SAY** Now, on the other lines, fill in the rest of the information requested—teacher, school, school division, gender, grade, your date of birth, and today’s date as the testing date. (Provide students with the month, day, and year.) Are there any questions?

**NOTE:** You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.
Answer students’ questions. Refer them to the dry-erase board or chalkboard if you have written identification information there. While students are completing the information, walk around the room to see that they are following instructions. Give help as needed.

SAY Now look at the back page of your answer document. (Demonstrate.) Find the top two boxes labeled “Last Name” and “First Name.” (Point.) Print your last name in the first box. Print your first name in the second box.

Give help as needed and answer student questions.

SAY I am going to give each of you a test booklet, a ruler, and scratch paper. Do not open your test booklet until I tell you to do so.

Distribute the metric/standard rulers and scratch paper as directed by your STC.

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

Distribute test booklets.

SAY Look at the front cover of your test booklet for the form number of the test you are taking. Find the “M” followed by four numbers. (Demonstrate using a student’s test booklet.) Now look at the back page of your answer document. Find Field F, Form. (Point.) The letter “M” has been written for you. In the empty boxes, write the four numbers that appear after the “M” from the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level (3), subject test code (3-digit numbers), followed by a dash (-), an “M,” and four numbers. However, only the last four numbers must be entered on the answer document.

As the Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is on the top right corner of the test booklet’s front cover. The form number for a braille test booklet is on its front cover at the bottom center. Correct completion of the form number is essential for accurate scoring.

SAY Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Specify the month.)

After students have finished,

SAY The next area is labeled “Day.” In the two boxes, write the test date, entering one number in each box. (Specify the test date.) For example, if the test date is between the 1st and the 9th of the month, you would write “0” in the first box and the correct number in the second box.

Assist students as necessary. When everyone has finished,

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

After students have finished,

SAY The next area is labeled “Year.” In the last two boxes, write “__.” (Examiner should state the last two digits of the current year.)

Assist students as necessary. When everyone has finished,

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

Assist students as necessary. When everyone has finished,
SAY Now look at your test booklet. On the front cover find the box labeled “Student Name.” (Point using a student’s test booklet.) Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Assist students as necessary. Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

SAY Open your test booklet to page 3. (Demonstrate using a student’s test booklet.)

If you are administering a braille or large-print test form, check your examiner’s copy of a braille or large-print test to verify the starting page number.

Make sure all students have their test booklet open to the correct page.

SAY Look at the directions at the top of page 3 in your test booklet. Read them to yourself as I read them aloud.

DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY

SAY “Read each question and choose the best answer.”

DIRECTIONS FOR ALL OTHER GRADE 3 MATHEMATICS TESTS

SAY “Directions: Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen.”

SAY Now look at the sample.

Point to the sample question using a student’s test booklet.

SAY Read the sample question and each answer choice to yourself as I read aloud.

“Carlos made this tally chart to record the chores done by 12 of the students in his class. Which chore was done by 5 students? (A) Washing Dishes… (B) Walking Dog… (C) Emptying Trash… (D) Cleaning Room.” (Pause.) Which answer did you choose?

Pause for replies.

SAY The best answer is “B.”

Turn your answer document over to the back page and look at the bottom section. (Demonstrate.) Now find the shaded box labeled “Sample.” (Point to the section.)

Make sure all students have found the correct section of the answer document.

SAY In the shaded box, for Sample A, fill in the circle for the letter “B,” because “B” is the letter for the best answer. Are there any questions?

Pause. Answer only questions related to the mechanics of completing the answer document. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

SAY Read each question and choose the best answer. You may have as much time as you need to complete this section of the test. Work until you come to the STOP SIGN. (Demonstrate using a student’s test booklet.) You may then check your answers for questions in the first section only. You will not be able to return to questions in this section after the break.

You may use the ruler anytime you want. You may write in your test booklet or on your scratch paper, but make sure to fill in your answers on your answer document. (Point to this section.)
Supplement to the Examiner’s Manual

Grade 3 Non-Writing Tests

SAY Notice that odd-numbered questions have answer choices labeled “A,” “B,” “C,” and “D,” and even-numbered questions have answers labeled “F,” “G,” “H,” and “J.” Fill in only one answer for each question. If you decide to change your answer to a question, make sure you erase your first answer completely.

When you have finished the first section, raise your hand and close your test booklet. Do Not go past the STOP SIGN into the second section of the Mathematics test until I tell you to do so after the break. Are there any questions?

Answer only questions related to the mechanics of completing the answer document. Examiners/Proctors must not answer any questions pertaining to the content of test questions. Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of completing the answer document.

### AUDIO TESTS ONLY

Make sure the students know how to start, stop, advance, or replay the audio and understand they may do this as necessary during the test.

If students are using a CD, they can begin playing the CD at the first track when told to turn on the recording and start working.

SAY Listen to the test items as they are read and follow along in your test booklet. You may start, stop, advance, or replay the audio as necessary during the test. Are there any questions?

Pause. Before actual testing starts, make sure the test procedures are very clear to the students. Your comments must be confined to answering student questions about the mechanics of completing the answer document and operating the audio equipment. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

After all questions have been answered,

SAY Remember, you must not talk about the test at any time with anyone, including your classmates and teachers. You may start working now.

### SAME DAY TESTING: INDIVIDUAL OR CLASSROOM BREAK

If you have been instructed by your STC to administer the second section of the test on the same day as the first section,

⇒ CONTINUE DIRECTIONS ON PAGE 24 ⇒

### OR

### TWO DAY TESTING

If you have been instructed by your STC to administer the second section of the test on a different day than the first section,

⇒ CONTINUE DIRECTIONS ON PAGE 25 ⇒
SAME DAY TESTING: INDIVIDUAL OR CLASSROOM BREAK

DIRECTIONS FOR ADMINISTERING SECTION 1 AND SECTION 2 OF THE PAPER/PENCIL GRADE 3 MATHEMATICS TEST ON THE SAME DAY, WITH A BREAK

Limited Assistance: When a student raises his/her hand indicating completion of the test, the Examiner/Proctor goes to the student’s workstation. Before accepting the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s answer document at the student’s workstation. If the Examiner/Proctor notices any questions left unanswered in the first section of the test, the Examiner/Proctor may

SAY: “You have not answered all the questions. Would you like to finish the questions?”

If the student wants to finish the questions in the first section, do not accept the answer document but permit the student to complete any unanswered items. Examiners/Proctors must not prompt the student to go back to any specific questions. Once the student’s answer document has been collected it may not be returned to the student. When a student has completed the first section of the test, collect the student’s test booklet, answer document, ruler, and scratch paper. You may have students place their answer documents and scratch paper inside their test booklets so that the materials will be together when you redistribute them for the second section of the test. All materials should be collected from each individual student. Ensure that you have accounted for all of the scratch paper distributed to students.

Students must receive at least a fifteen-minute break between sections. Follow your STC’s instructions regarding how long a BREAK between the first and second sections of the test students should be given and whether students will take individual breaks when they reach the end of the first section or a group break for the entire classroom. After the break students should return to their original workstations to complete the test.

When students have finished the first section,

SAY You will take a break now.

Remember that SOL tests are untimed. If you will be giving a classroom break, allow those students who have not finished the first section of the test to continue working. You may move these students to an alternate test area. Should this become necessary, be sure to maintain the security of the test booklets, answer documents, and scratch paper for those students yet to complete the test. Examiners must collect all materials used in testing. Be sure to account for all test materials, including test booklets, answer documents, and all scratch paper before students are moved to an alternate test area or dismissed from the test session. Test materials must be kept in a secure location. It is recommended that students receive at least a fifteen minute break between sessions.

Do not allow students to discuss the test in any way or have access to any educational materials during the move. When these students have finished Section 1, allow them to take a break as instructed by the STC before resuming Section 2.

When you are ready to resume testing,

SAY You will now begin the second section of the Grade 3 Mathematics test. I will give you back your test booklet, answer document, ruler, and scratch paper. Make sure that your name is on your test booklet and answer document. (Demonstrate.) Do not open your test booklet until I tell you to. Do NOT go back to questions in the first section.

Return each student’s test booklet, answer document, ruler, and scratch paper. Make sure that each student receives the correct materials. Make sure all students have sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

◆ DIRECTIONS FOR SECTION 2 CONTINUE ON PAGE 26 ◆
TWO DAY TESTING

DIRECTIONS FOR ADMINISTERING SECTION 1 AND SECTION 2 OF THE PAPER/PENCIL GRADE 3
MATHEMATICS TEST ON DIFFERENT DAYS

DAY ONE

Limited Assistance: When a student raises his/her hand indicating completion of the test, the Examiner/Proctor goes to the student’s workstation. Before accepting the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s answer document at the student’s workstation. If the Examiner/Proctor notices any questions left unanswered in the first section of the test, the Examiner/Proctor may

SAY: “You have not answered all the questions. Would you like to finish the questions?”

If the student wants to finish the questions in the first section, do not accept the answer document but permit the student to complete any unanswered items. Examiners/Proctors must not prompt the student to go back to any specific questions. Once the student’s answer document has been collected it may not be returned to the student. When a student has completed the first section of the test, collect the student’s test booklet, answer document, ruler, and scratch paper. You may have students place their answer documents and scratch paper inside their test booklets so that the materials will be together when you redistribute them for the second section of the test. All materials should be collected from each individual student. Ensure that you have accounted for all of the scratch paper distributed to students.

All test materials must be kept secure as instructed by the STC.

When most students have finished,

SAY We will continue the test on [Date].

Allow those students who have not finished to continue working. Be prepared for the possibility of moving these students to an alternate test site. Should this become necessary, be sure to maintain the security of the test booklets, answer documents, and scratch paper for those students yet to complete the test. Students should not be allowed to discuss the test in any way during this move.

Examiners must collect all materials used in testing. Be sure to account for all test materials, including test booklets, answer documents, audios, and all scratch paper before students are moved to an alternate test site or dismissed from the test session. Test materials must be kept in a secure location.

DAY TWO

When you are ready to resume testing,

SAY You will now begin the second section of the Grade 3 Mathematics test. I will give you your test booklet, answer document, ruler, and scratch paper. Make sure that your name is on your test booklet and answer document. (Demonstrate.) Do not open your test booklet until I tell you to. Do NOT go back to questions in the first section.

Return each student’s test booklet, answer document, ruler, and scratch paper. Make sure that each student receives the correct materials. Make sure all students have sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

➤ DIRECTIONS FOR SECTION 2 CONTINUE ON PAGE 26 ➤
SUPPLEMENT TO THE EXAMINER’S MANUAL

GRADE 3

NON-WRITING TESTS

̴ DIRECTIONS FOR SECTION 2 OF THE GRADE 3 MATHEMATICS TEST CONTINUE HERE ̴

SAY Now open your test booklet and turn to page _____. (Say the page number. Demonstrate, using a student’s test booklet.)

Make sure all students have their test booklets open to the correct page.

Beginning on this page, you should answer all questions in this section. Keep working until you come to the stop sign. (Demonstrate, using a student’s test booklet.)

You may have as much time as you need to complete this section. You may write in your test booklet or on your scratch paper. But be sure to fill in the answers on your answer document. (Point out to students the first test item for this section on the answer document.) When you finish, you may check your work in this section of the test only. Do NOT go back to questions in the first section. Are there any questions?

Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY When you have finished raise your hand and I will collect your materials. Then [you may sit quietly or read if you wish or you will be dismissed to class].

Remember, you must not talk about the test at any time with anyone, including your classmates and teachers.

AUDIO TESTS ONLY

Make sure the audio is set to start on the first test item of the second section. Assist students as necessary.

SAY Listen to the test items as they are read and follow along in your test booklet. You may start, stop, advance, or replay the audio as necessary.

SAY You may start working now.
5.3.1 Monitoring the test and answering student questions

- During the test administration, Examiners/Proctors must monitor the testing process by moving as unobtrusively as possible about the room. Examiners/Proctors must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. They should ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Students must not be left unattended for any length of time.

- Before, during, or after testing, Examiners/Proctors must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (Examiners/Proctors may report a problem with a test item to their STC. Refer to the Examiner’s Manual for guidelines.)

- Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student’s answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or LEP Student Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.

- Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to any educational materials or electronic devices.

- If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move and redistributed only after the students are settled in the new location. While in transit, students must not be allowed to discuss the test with anyone or have access to cell phones, electronic devices, or educational materials.

- If a student needs assistance with the mechanics of selecting a response, the Examiner/Proctor may provide directions to the student, such as: “Fill in the circle on your answer document for the letter you have chosen.”

- Examiners/Proctors must not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test booklet accommodation may not be issued an answer document and be directed to circle their answers in their test booklet.

- Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. If an Examiner/Proctor notices the student has questions multiple-marked, the Examiner/Proctor may only tell the student, “Review your answer document carefully.” For guidance regarding questions left “Unanswered,” refer to Section 5.3.2. Once the student’s answer document has been collected it may not be returned to the student.

- If a student asks a question during the test about a test item, the student should be told, “Read it carefully and choose the best answer.” Help must not be given on any test items. Refer to the bullet above regarding prohibited help.

5.3.2 Collecting students’ test materials

- When a student raises his/her hand indicating completion of the test, the Examiner/Proctor goes to the student’s workstation. Before accepting the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s
answer document at the student’s workstation. If the Examiner/Proctor notices any questions left unanswered in the second section of the test only, the Examiner/Proctor may

**SAY:** You have not answered all the questions in the second section. Would you like to finish the questions?

If the student wants to finish the questions in the second section, do not accept the answer document but permit the student to complete any unanswered items in the second section only. Examiners/Proctors must not prompt the student to go back to any specific questions. Once the student’s answer document has been collected it may not be returned to the student.

- Be sure to account for all test materials including test booklets, answer documents, scratch paper, rulers, audios, and audio equipment. The test Examiner must be sure that all sheets of scratch paper distributed to each student are collected and accounted for before students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

- All test materials must be kept in a secure location until they are returned to the STC.
5.4 Specific Directions for Administering the Paper/Pencil Grade 3 Science Test

Once students and the test Examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

Note: The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or LEP Student Participation Plans. The Examiner then enters the student’s choices into the answer document.

The Examiner may omit the test directions pertaining to the student completing the information in Fields A, F, and G on the answer document and writing his/her name on the test booklet. Before or after testing, the Examiner should complete Fields A, F, and G, and write the student’s name on his/her test booklet.

Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to “circle the answer in your test booklet,” “say your answer,” or “point to the answer.” Refer to Appendix B in the Examiner’s Manual for the requirements for administering tests with accommodations.

Before distributing the answer documents,

**SAY** Today you will be taking the SOL Grade 3 Science test.

I will give each of you an answer document. When you receive it, leave it on your desk. Do not write anything on it until I tell you what to do.

Distribute the answer documents with the Section 1 side facing up. Make sure all students have two sharpened No. 2 pencils with erasers.

Ensure that students also have any needed materials or supplies required for accommodations.

**SAY** We will complete some of the information on the front page. In Field A, find the line labeled “Student Name.” Carefully print your last name, then your first name, and then your middle initial.

Give help as needed and answer students’ questions.

**ADDITIONAL TEST DIRECTIONS (OPTIONAL)**

If instructed by the STC to complete the remaining information in Field A:

**SAY** Now, on the other lines, fill in the rest of the information requested—teacher, school, school division, gender, grade, your date of birth, and today’s date as the test date. (Provide students with the month, day, and year). Are there any questions?

NOTE: You may expand on this instruction to clarify the information students are to complete in Field of the answer document.

Answer students’ questions. Refer them to the dry-erase board or chalkboard if you have written identification information there. While students are completing the information, walk around the room to see that they are following instructions. Give help as needed.

**SAY** Now look at the back page of your answer document. (Demonstrate.) Find the top two boxes labeled “Last Name” and “First Name.” (Point.) Print your last name in the first box. Print your first name in the second box.

Give help as needed.
SAY I am going to give each of you a test booklet, ruler, and scratch paper. Do not open your test booklet until I tell you to do so.

Distribute scratch paper as directed by your STC. Then distribute rulers. Remember, all scratch paper distributed whether used or not used must be returned to the STC at the end of testing.

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distributing to students.

Distribute test booklets.

SAY Look at the front cover of your test booklet for the form number of the test you are taking. Find the “S” followed by four numbers. (Demonstrate using a student’s test booklet.) Now look at the back page of your answer document. Find Field F, Form. (Point.) The letter “S” has been written for you. In the empty boxes, write the four numbers that appear after the “S” from the front cover of your test booklet. Beneath each box in which you wrote a number fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level (3), subject test code (3-digit numbers), followed by a dash (-), an “S” and four numbers. However, only the last four numbers must be entered on the answer document.

As the Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is on the top right corner of the test booklet’s front cover. The form number for a braille test booklet is on its front cover at the bottom center. Correct completion of the form number is essential for accurate scoring.

SAY Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Specify the month.)

After students have finished,

SAY The next area is labeled “Day.” In the two boxes, write the test date, entering one number in each box. (Specify the test date.) For example, if the test date is between the 1st and the 9th of the month, you would write “0” in the first box and the correct number in the second box.

Assist students as necessary. When everyone has finished,

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

After students have finished,

SAY The next area is labeled “Year.” In the last two boxes, write “__.” (Examiner should state the last two digits of the current year.)

Assist students as necessary. When everyone has finished,

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

Assist students as necessary. When everyone has finished,

SAY Now look at your test booklet. On the front cover find the box labeled “Student Name.” (Point using a student’s test booklet.) Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Assist students as necessary.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

SAY Open your test booklet to page 3. (Demonstrate using a student’s test booklet.)
If you are administering a braille or large-print test form: Check your examiner’s copy of the braille test or large-print test to verify the starting page number.

Make sure all students have their test booklet open to the correct page.

**SAY** Look at the directions at the top of page 3 in your test booklet. Read them to yourself as I read them aloud.

**SAY** Now look at the sample. Point to the sample question using a student’s test booklet.

**SAY** Read the sample question and each answer choice to yourself as I read aloud. “When Earth is seen from outer space, it looks mainly blue. This is because most of Earth is covered with— (A) ice ... (B) mountains ... (C) oceans ... (D) deserts.” (Pause.) Which answer did you choose?

Pause for replies.

**SAY** The best answer is “C.”

Turn your answer document over to the back page and look at the bottom section. (Demonstrate.) **Now find the shaded box labeled “Sample.”** (Point to this section.)

Make sure all students have found the correct section of the answer document.

**SAY** In the shaded box, for Sample A, fill in the circle for the letter “C” because “C” is the letter for the best answer. Are there any questions?

Pause. Answer only questions related to the mechanics of completing the answer document. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

**SAY** Read each question and choose the best answer. You may have as much time as you need to complete this test. Work until you come to the stop sign. (Demonstrate using a student’s test booklet.)

You may use the ruler anytime you want. You may write in your test booklet or on your scratch paper, but be sure to fill in the answers on your answer document. (Point to this section.)

**SAY** Notice that odd-numbered questions have answer choices labeled “A,” “B,” “C,” and “D,” and even-numbered questions are labeled “F,” “G,” “H,” and “J.” Fill in only one answer for each question. If you decide to change your answer to a question, make sure you erase your first answer completely. When you have finished, you may check your work on the Science test. Are there any questions?

Answer only questions related to the mechanics of completing the answer document. Examiners/Proctors must not answer any questions pertaining to the content of test questions.
Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of completing the answer document.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

**SAY** When you have finished, raise your hand and I will collect your test materials. After I have collected your materials, [you may sit quietly or read if you wish or you will be dismissed to class].

Remember, you must not talk about the test at any time with anyone, including your classmates and teachers.

**AUDIO TESTS ONLY**

Make sure the students know how to start, stop, advance, or replay the audio and understand they may do this as necessary during the test.

If students are using a CD, they can begin playing the CD at the first track when told to turn on the recording and start working.

**SAY** Listen to the test items as they are read and follow along in your test booklet. You may start, stop, advance, or replay the audio as necessary.

Pause. Before actual testing starts, make sure the test procedures are very clear to the students. Your comments must be confined to answering student questions about the mechanics of completing the answer document and operating the audio equipment. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

**SAY** You may start working now.

### 5.4.1 Monitoring the test and answering student questions

- During the test administration, Examiners/Proctors must monitor the testing process by moving as unobtrusively as possible about the room. Examiners/Proctors must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. They should ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Students must not be left unattended for any length of time.

- Before, during, or after testing, Examiners/Proctors must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (Examiners/Proctors may report a problem with a test item to their STC. Refer to the Examiner’s Manual for guidelines.)

- **Help must not be given on specific test items.** Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student’s answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or LEP Student Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.

- Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone.
Students must not be allowed to interact with each other or any other students in any way, or have access to any educational materials or electronic devices.

- If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move and redistributed only after the students are settled in the new location. While in transit, students must not be allowed to discuss the test with anyone or have access to cell phones, electronic devices, or educational materials.

- If a student needs assistance with the mechanics of selecting a response, the Examiner/Proctor may provide directions to the student, such as; “Fill in the circle on your answer document for the letter you have chosen.”

- Examiners/Proctors must not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test booklet accommodation may not be issued an answer document and be directed to circle their answers in their test booklet.

- Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. If an Examiner/Proctor notices the student has questions multiple-marked the Examiner/Proctor may only tell the student, “Review your answer document carefully.” For guidance regarding questions left unanswered,” refer to Section 5.4.2. Once the student’s answer document has been collected it may not be returned to the student.

- If a student asks a question during the test about a test item, the student should be told, “Read it carefully and choose the best answer.” Help must not be given on any test items. Refer to the bullet above regarding prohibited help.

5.4.2 Collecting students’ test materials

- When a student raises his/her hand indicating completion of the test, the Examiner/Proctor goes to the student’s workstation. Before accepting the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s answer document at the student’s workstation. If the Examiner/Proctor notices any questions left unanswered, the Examiner/Proctor may

  SAY: You have not answered all the questions. Would you like to finish the questions?

  If the student wants to finish the questions, do not accept the answer document but permit the student to complete any unanswered items. Examiners/Proctors must not prompt the student to go back to any specific questions. Once the student’s answer document has been collected it may not be returned to the student.

- Be sure to account for all test materials including test booklets, answer documents, scratch paper, rulers, audios, and audio equipment. The test examiner must be sure that all sheets of scratch paper distributed to each student are collected and accounted for before students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

- All test materials must be kept in a secure location until they are returned to the STC.
5.5 Specific Directions for Administering the Paper/Pencil Grade 3 History and Social Science Test

Once students and the test Examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

Note: The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or LEP Student Participation Plans. The Examiner then enters the student’s choices into the answer document.

The Examiner may omit the test directions pertaining to the student completing the information in Fields A, F, and G on the answer document and writing his/her name on the test booklet. Before or after testing, the Examiner should complete Fields A, F, and G, and write the student’s name on his/her test booklet.

Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to “circle the answer in your test booklet,” “say your answer,” or “point to the answer.” Refer to Appendix B in the Examiner’s Manual for the requirements for administering tests with accommodations.

SAY Today you will be taking the SOL Grade 3 History and Social Science test.

I will give each of you an answer document. When you receive it, leave it on your desk. Do not write anything on it until I tell you what to do.

Distribute the answer documents with the Section 1 side facing up. Make sure all students have two sharpened No. 2 pencils with erasers.

Ensure that students also have any materials or supplies required for accommodations.

SAY We will complete some of the information on this page. In Field A, find the line labeled “Student Name.” Carefully print your last name, then your first name, and then your middle initial.

Give help as needed.

ADDITIONAL TEST DIRECTIONS (OPTIONAL)

If instructed by the STC to complete the remaining information in Field A:

SAY Now, on the other lines, fill in the rest of the information requested—teacher, school, school division, gender, grade, your date of birth, and today’s date as the test date. (Provide students with the month, day, and year). Are there any questions?

NOTE: You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

Answer students’ questions. Refer them to the dry-erase board or chalkboard if you have written identification information there. While students are completing the information, walk around the room to see that they are following instructions. Give help as needed.

SAY Now look at the back page of your answer document. (Demonstrate.) Find the top two boxes labeled “Last Name” and “First Name.” (Point) Print your last name in the first box. Print your first name in the second box.

Give help as needed and answer students’ questions.
SAY I am going to give each of you a test booklet and scratch paper. Do not open your test booklet until I tell you to do so.

Distribute scratch paper as directed by your STC. Remember all scratch paper distributed whether used or not used must be returned to the STC at the end of testing.

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distributing to students. Distribute test booklets.

SAY Look at the front cover of your test booklet for the form number of the test you are taking. Find the “H” followed by four numbers. (Demonstrate using a student’s test booklet.) Now look at the back page of your answer document. Find Field F, Form. (Point.) The letter “H” has been written for you. In the empty boxes, write the four numbers that appear after the “H” from the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level (3), subject test code (3-digit numbers), followed by a dash (-), an “H” and four numbers. However, only the last four numbers must be entered on the answer document.

As the Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is in the top right corner of the test booklet’s front cover. The form number for a braille test booklet is on its front cover at the bottom center. Correct completion of the form number is essential for accurate scoring.

SAY Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Specify the month.)

After students have finished,

SAY The next area is labeled “Day.” In the two boxes, write the test date, entering one number in each box. (Specify the test date.) For example, if the test date is between the 1st and the 9th of the month, you would write “0” in the first box and the correct number in the second box.

Assist students as necessary. When everyone has finished,

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

After students have finished,

SAY The next area is labeled “Year.” In the last two boxes, write “__.” (Examiner should state the last two digits of the current year.)

Assist students as necessary. When everyone has finished,

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

Assist students as necessary. When everyone has finished,

SAY Now look at your test booklet. On the front cover find the box labeled “Student Name.” (Point using a student’s test booklet.) Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Assist students as necessary.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

SAY Open your test booklet to page 3.

If you are administering a braille or large-print test form, check your examiner’s copy of the braille test or large-print test to verify the starting page number.
Make sure all students have their test booklet open to the correct page.

SAY Look at the directions at the top of page 3 of your test booklet. Read them to yourself as I read them aloud.

DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY

SAY “Directions: Read each question and choose the best answer.”

DIRECTIONS FOR ALL OTHER GRADE 3 HISTORY/SOCIAL SCIENCE TESTS

SAY “Directions: Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen.”

SAY Now look at the sample.

Point to the sample question using a student’s test booklet.

SAY Read the sample question and each answer choice to yourself as I read aloud. “The word ancient means something that—(A) will happen in the future ... (B) happened long, long ago ... (C) is happening now ... (D) happened last week.” (Pause.) Which answer did you choose?

Pause for replies.

SAY The best answer is “B.”

Turn your answer document over to the back page and look at the bottom section. (Demonstrate.) Now find the shaded box labeled “Sample.” (Point to this section.)

Make sure all students have found the correct section of the answer document.

SAY In the shaded box, for “Sample A,” fill in the circle for the letter “B” because “B” is the letter for the best answer. Are there any questions?

Pause. Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

SAY Read each question and choose the best answer. You may have as much time as you need to complete this test. Work until you come to the stop sign. (Demonstrate using a student’s test booklet.)

You may write in your test booklet or on your scratch paper, but be sure to fill in the answers on your answer document. (Point to this section.)

SAY Notice that odd-numbered questions have answer choices labeled “A,” “B,” “C,” and “D,” and even-numbered questions are labeled “F,” “G,” “H,” and “J.” Fill in only one answer for each question. If you decide to change your answer to a question, make sure you erase your first answer completely. When you have finished, you may check your work on the History and Social Science test. Are there any questions?

Answer only questions related to the mechanics of completing the answer document. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of completing the answer document.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.
SAY When you have finished, raise your hand and I will collect your test materials. After I have collected your materials, [you may sit quietly or read if you wish or you will be dismissed to class].

Remember, you must not talk about the test at any time with anyone, including your classmates and teachers.

### AUDIO TESTS ONLY

Make sure the students know how to start, stop, advance, or replay the audio and understand they may do this as necessary during the test.

If students are using a CD, they can begin playing the CD at the first track when told to turn on the recording and start working.

SAY Listen to the test items as they are read and follow along in your test booklet.

You may start, stop, advance, or replay the audio as necessary during the test. Are there any questions?

Pause. Before actual testing starts, make sure the test procedures are very clear to the students. Your comments must be confined to answering student questions about the mechanics of completing the answer document and operating the audio equipment. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

SAY You may start working now.

#### 5.5.1 Monitoring the test and answering student questions

- During the test administration, Examiners/Proctors must monitor the testing process by moving as unobtrusively as possible about the room. Examiners/Proctors must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. They should ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Students must not be left unattended for any length of time.

- Before, during, or after testing, Examiners/Proctors must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (Examiners/Proctors may report a problem with a test item to their STC. Refer to the Examiner’s Manual for guidelines.)

- Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student’s answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or LEP Student Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.

- Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to any educational materials or electronic devices.

- If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move and redistributed only after the students are settled in the new location. While in transit, students must not be
allowed to discuss the test with anyone or have access to cell phones, electronic devices, or educational materials.

- If a student needs assistance with the mechanics of selecting a response, the Examiner/Proctor may provide directions to the student, such as: “Fill in the circle on your answer document for the letter you have chosen.”

- Examiners/Proctors must not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test booklet accommodation may not be issued an answer document and be directed to circle their answers in their test booklet.

- Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. If an Examiner/Proctor notices the student has questions multiple-marked the Examiner/Proctor may only tell the student, “Review your answer document carefully.” For guidance regarding questions left “Unanswered,” refer to Section 5.5.2. Once the student’s answer document has been collected it may not be returned to the student.

- If a student asks a question during the test about a test item, the student should be told, “Read it carefully and choose the best answer.” Help must not be given on any test items. Refer to the bullet above regarding prohibited help.

5.5.2 Collecting students’ test materials

- When a student raises his/her hand indicating completion of the test, the Examiner/Proctor goes to the student’s workstation. Before accepting the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s answer document at the student’s workstation. If the Examiner/Proctor notices any questions left unanswered, the Examiner/Proctor may

  SAY: You have not answered all the questions. Would you like to finish the questions?

  If the student wants to finish the questions, do not accept the answer document but permit the student to complete any unanswered items. Examiners/Proctors must not prompt the student to go back to any specific questions. Once the student’s answer document has been collected it may not be returned to the student.

- Be sure to account for all test materials including test booklets, answer documents, scratch paper, audios, and audio equipment. The test Examiner must be sure that all sheets of scratch paper distributed to each student are collected and accounted for before students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

- All test materials must be kept in a secure location until they are returned to the STC.
6. SPECIFIC DUTIES OF EXAMINERS: AFTER TESTING

6.1 Inspect Answer Documents

Remember that the students’ completed answer documents are secure test materials. They must be returned to your STC no later than the end of the school day on which the test was administered. Examiners should check the answer document to ensure:

- Box A is correctly completed. If Pre-ID labels are used, the student’s name in Box A must match the student’s name on the Pre-ID label.
- The form number in Box F matches the form number on the student’s test booklet.
- If a Pre-ID label was not used, Boxes B, C, D, and E must be correctly completed.

The student’s answer choices must not be altered in any way.

6.2 Organize Test Materials for Return to the STC

As directed by your STC, assemble the following materials for return to the STC:

**Prepare Scorable Test Materials (Answer Documents)**

Verify the following:

- There is a completed or partially completed answer document for each student that was administered the test, including answer documents for irregularities that required retesting.
- The number of students tested, the number of completed answer documents, and the number of test booklets (identified with students’ names) match the testing/classroom attendance roster.

**Prepare Non-Scorable Test Materials**

Verify that the number of test booklets and the Special Test Form Kits returned match the number you received initially and recorded on the Assembly ID Sheet. Include:

- regular test booklets
- if applicable, Special Test Forms Kits including
  - students’ test booklets
  - accompanying examiner’s copy of braille or large-print test booklets
  - accompanying audio copies of regular, braille, or large-print tests

Check test booklets to ensure students’ answer documents are not included.

Separate these items from answer documents and test booklets:

- unused answer documents
- all scratch paper
- damaged and/or “VOID” answer documents
- unused Pre-ID Labels
- student paper, audio, or electronic responses used for transcriptions
- audio/electronic copies of testing sessions (e.g., read-aloud)
- completed Assembly ID Sheets
6.3 Return All Test Materials to the STC After Testing

After all materials are inspected and verified, return them to your STC. Return three separate groups of materials as follows:

- **Group 1—Scorable Secure Answer Documents:**
  - All completed and partially completed answer documents. **NOTE:** No loose scratch paper should be included with the scorable answer documents.

- **Group 2—Non-Scorable Secure Test Materials:**
  - all test booklets issued to you for the test session (include braille and large-print Examiner’s copies and accompanying audios)
  - damaged and/or “VOID” answer documents
  - unused Pre-ID Labels
  - used scratch paper written on by students
  - student paper, audio, or electronic responses used for transcriptions
  - audio/electronic copies of testing sessions (e.g., read-aloud)

The STC will verify that you have returned all test materials and initial the “IN” column on the Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors or the Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors, or other document.

- **Group 3—Remaining Non-Scorable, Non-Secure Materials:**
  - completed Assembly ID Sheets
  - unused and/or unmarked answer documents
  - unused scratch paper
  - this *Supplement to the Examiner’s Manual*
  - the *Examiner’s Manual*

6.4 Sign the Examiner’s/Proctor’s Affidavit

After the SOL Grade 3 tests have been administered and materials returned to your STC, you are required to certify the following:

I administered the Standards of Learning Assessment(s) according to the *School Division Personnel Test Security Agreement*.

For this certification, the STC may provide the *Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors* or *Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors* or another such transmittal/affidavit to sign (located in the Appendix of the *Supplement to the Writing and Non-Writing Test Implementation Manuals*).
7. MAKE-UP TESTING

Every student who is absent on the regular test date must be given an opportunity to take the missed test, provided the make-up sessions are within the testing window.

Your STC will provide you with information regarding the schedule for make-up testing sessions.

- Students will use a test booklet from the school’s original distribution of main materials. However, for irregularities that require retesting use the alternate multiple-choice form as directed by the Virginia Department of Education.
- The STC must provide you with the appropriate test booklets.
- The STC will provide you with information regarding the schedule for make-up testing sessions.
- Consult with your STC if you have any questions about make-up testing.

THANK YOU

The Virginia Department of Education appreciates your time and effort in participating in the SOL Assessments for Grade 3.
Section 2: Fields F and G must be completed. Fields H and I should be completed as needed.
APPENDIX B
SAMPLE TEST BOOKLET PACKAGE ASSEMBLY ID SHEET

VIRGINIA STANDARDS OF LEARNING
SPRING NON-WRITING SECURE
TEST MATERIALS
Assembly ID Sheet

AFTER OPENING THIS PACKAGE BUT BEFORE DISTRIBUTING ITS CONTENTS TO STUDENTS:

1. Count the number of test materials contained in this package.
2. Check the one that is applicable and explain any discrepancy.

   The number of test materials in this package matches the number indicated in the description.
   ___

   The number of test materials in this package DOES NOT match the number indicated in the description.
   Discrepancy: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. Signature ___________________________ Date _________________________

4. Return this Assembly ID sheet to the STC along with all enclosed test materials immediately after the testing session has concluded.

Assembly Number: VA00000161
Assembly Name: 3 READ [R3053] PK 10

Beginning Serial Range: 006921 821
Ending Serial Range: 006921 830
Quantity: 10

For Internal Use Only.
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