TAKS EXIT LEVEL TEST ADMINISTRATION DIRECTIONS SUPPLEMENT

October 2009 TAKS Exit Level Retest
for TAAS-Eligible Examinees

Exit Level Writing

Exit Level Reading

TAKS
Texas Assessment
of Knowledge and Skills

October 20–21, 2009

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TAKS EXIT LEVEL TEST ADMINISTRATION DIRECTIONS SUPPLEMENT: OVERVIEW

General Information

Due to a law passed by the Texas Legislature in June 2009, the TAAS tests will no longer be administered. Beginning with the 2009 October administration, TAAS-eligible examinees (former TAAS and TEAMS examinees) will take the TAKS exit level mathematics and/or English language arts (ELA) tests. TAKS scores will be matched to the appropriate TAAS passing standard.

All TAAS-eligible examinees will need to complete the student information on the answer document before they complete the first subject-area test. Directions for completing this section begin on page 3 of this supplement. Examinees who need to complete more than one subject-area test do not need to complete this information again. TAAS-eligible examinees who have not met the standard for the mathematics test will take the complete TAKS mathematics test. For examinees taking the mathematics test, follow the directions in the 2009 TAKS Exit Level Test Administration Directions. TAAS-eligible examinees may take the TAKS exit level mathematics test in the same room as TAKS examinees. TAAS-eligible examinees who have not met the standard for the writing or reading tests will take the appropriate portion of the TAKS ELA test. For TAAS-eligible examinees taking either the writing or the reading part of the ELA test, follow the directions in this supplement; do **NOT** follow the ELA directions in the TAKS Exit Level Test Administration Directions.

TAAS-eligible examinees will **NOT** take the TAKS science or social studies tests. Caution examinees that the seals on the science and social studies sections of the test booklet should **NOT** be broken.

Information Regarding TAAS-Eligible Examinees

If TAAS-eligible examinees need to take the TAAS writing test, they will now be required to take the written composition section and the revising and editing section of the TAKS ELA test. If they need to take the TAAS reading test, they will now be required to take only the multiple choice items in the reading section of the TAKS English Language Arts (ELA) test. TAAS eligible examinees will not be required to complete the open-ended reading questions on the TAKS ELA test. TAAS-eligible examinees will have access to the same tools that TAKS examinees can use. Please see the table below.

Old Test	New Test	Date	Tools Allowed for the TAKS Test
TAAS Writing	TAKS Exit Level ELA (written composition and revising and editing section only)	Tuesday, October 20, 2009	Dictionary and Thesaurus (for the composition section only)
TAAS Mathematics	TAKS Exit Level Mathematics	Wednesday, October 21, 2009	Graphing Calculator
TAAS Reading	TAKS Exit Level ELA (reading only)	Thursday, October 22, 2009	Dictionary and Thesaurus

These test administration directions are intended to be used in conjunction with the *2009 TAKS General Test Administrator Manual*. Maintain test security and confidentiality at all times. Report any irregularities to your campus testing coordinator immediately.

TAAS-eligible examinees may be tested in the same room as regular TAKS examinees, but there are some critical differences in the directions. All TAAS-eligible examinees will need to complete the student information section of the answer document cover, including information that is unique to TAAS-eligible examinees. It is also vital that your testing roster indicates which subjects these students need to take. The TAKS ELA directions do **NOT** apply for TAAS-eligible examinees. These students must be read the writing and/or reading directions in this supplement.

COMPLETING STUDENT IDENTIFICATION INFORMATION

No precoded answer documents will be sent to the district for TAAS-eligible examinees. Examinees should grid the student identification information before testing begins, following the directions below. These directions must be read to examinees before the **first** subject they take. If an examinee takes other subjects as well, it is not necessary to read these directions again.

Read aloud the material printed in **bold** type and preceded by the word **"SAY."** The material in *italics* is information meant for you and should not be read aloud to examinees.

SAY **Today you will be taking the Texas Assessment of Knowledge and Skills, or TAKS, test. Before you take the test, we are going to fill out the front of the answer document that you will use. It is important that you pay attention and follow directions. Use only a No. 2 pencil to mark your answer document. If you do not have a No. 2 pencil, please raise your hand.**

Give a pencil to each examinee who needs one.

SAY **I am going to give each of you an answer document. Do not write on it until I ask you to do so.**

Give an answer document to each examinee. When every examinee has an answer document, continue.

SAY **Find the words "LAST-NAME" at the top of your answer document. Print your last name in the row of boxes in this section, starting with the first box on the left. Print only one letter in a box. If there are not enough boxes for all the letters in your last name, print as many letters of your last name as you can. If you have any questions, please raise your hand.**

Check that examinees are printing their last names in the appropriate section, one letter to a box. When examinees are ready, continue.

SAY **Find the section labeled "FIRST-NAME." Print your first name in the row of boxes in this section. Print only one letter in a box. If there are not enough boxes for all the letters in your first name, print as many letters as you can.**

When you are finished, find the column labeled "MI" to the right of the section where you printed your first name. In this box, print the first letter of your middle name. If you do not have a middle name, do not print anything in this box.

Check that examinees are printing their first names and middle initials in the appropriate sections, one letter at a time. When examinees are ready, continue.

SAY **Below the boxes where you printed your name are columns of circles with letters in them. In the first column find the circle with the first letter of your last name. Fill in that circle. Make sure that the mark you make is dark and neat. Be sure to fill in the circle completely. If you make a mistake, completely erase the mark you made and fill in the correct circle. Now do the same thing for the rest of the letters in your last name.**

Check to see that examinees are gridding the letters correctly. If an examinee is having difficulty, it may be necessary to help him or her fill in the first few columns. When examinees are ready, continue.

SAY **Some of you may not have used all the boxes to print your last name. Directly under each of these boxes is a circle without a letter in it. For each empty box following your last name, fill in the empty circle below it.**

When examinees are ready, continue.

SAY **Now fill in the circles for your first name and middle initial the same way you did for your last name. If you do not have a middle initial, fill in the empty circle in the "MI" column.**

Monitor examinees as they grid their first names and middle initials. When examinees are ready, continue.

SAY **At the bottom of your answer document, print the name of your school district in the space under the words "DISTRICT-NAME." You should write the name of the district you last attended.**

Check that examinees are printing this information in the appropriate space on the answer document. When examinees are ready, continue.

SAY **Now print the name of your campus in the space under the words "CAMPUS-NAME." You should write the name of the campus you last attended.**

Check that examinees are printing this information in the appropriate space on the answer document. When examinees are ready, continue.

SAY **Now find the section marked "SEX CODE." If you are a male, fill in the circle next to the "M." If you are a female, fill in the circle next to the "F."**

When examinees are ready, continue.

SAY **Find the section labeled "ENROLLED GRADE." Fill in the circle with "O.O.S." printed beside it. Does anyone have any questions?**

When examinees are ready, continue.

SAY **Now find the section labeled "DATE-OF-BIRTH." In the space labeled "MONTH," fill in the circle next to the month in which you were born.**

Before continuing, draw the following example on the board.

DAY		YEAR	
0	3	9	2

SAY **Print the day of your birth and the last two digits of the year in which you were born in the boxes labeled "DAY" and "YEAR." If you were born before the tenth day of the month, you will need to put a zero in front of the day of your birth, as shown in the example that I have drawn on the board. Now fill in the circles below the numbers you have printed. If you have any questions, please raise your hand.**

When examinees are ready, continue.

SAY **Now find the section labeled "STUDENT-ID (As Used for PEIMS)." Print your social security number in the row of boxes in this section. Print only one digit in a box.**

Look at the diagram of this completed section on the next page. Hold up a TAKS answer document and point to the STUDENT-ID section. Check that examinees are printing their appropriate STUDENT-ID number in the correct section, one digit at a time. When examinees are ready, continue.

SAY **Below the boxes where you printed your STUDENT-ID number are columns of circles with numbers in them. In the first column find the circle with the first digit of your social security number. Fill in that circle. Make sure that the mark you make is dark and neat. Be sure to fill in the circle completely. If you make a mistake, completely erase the mark you made and fill in the correct circle. Now do the same thing for the rest of the digits in your STUDENT-ID number.**

Check to see that examinees are gridding the numbers correctly. If an examinee is having difficulty, it may be necessary to help him or her fill in the first few columns. When examinees are ready, continue.

SAY **Find the section labeled "AGENCY USE." If you are a former TAAS examinee, print the code number "99999" in the row of boxes in this section. If you are a former TEAMS examinee, print the code number "88888" in the row of boxes in this section. Print only one digit in each box.**

Look at the diagram of this completed section on the next page. Hold up a TAKS answer document and point to the AGENCY USE field. Check that examinees are printing the correct code number in the appropriate section, one digit at a time. When examinees are ready, continue.

SAY **Below the boxes where you printed the code number are columns of circles with numbers in them. In the first column find the circle with the first digit of your code number. Fill in that circle. Make sure that the mark you make is dark and neat. Be sure to fill in the circle completely. If you make a mistake, completely erase the mark you made and fill in the correct circle. Now do the same thing for the rest of the digits in your code number.**

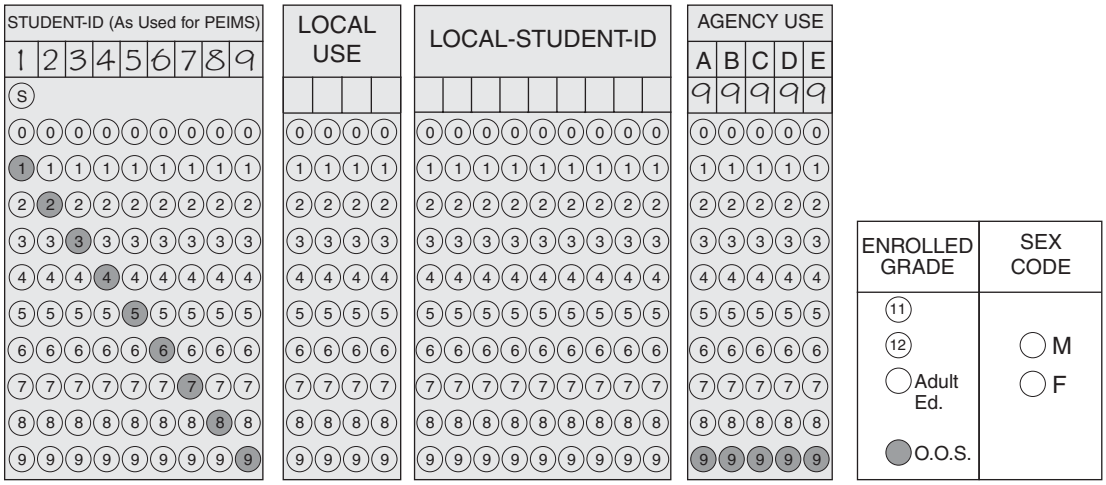
Check to see that examinees are gridding the numbers correctly. If an examinee is having difficulty, it may be necessary to help him or her fill in the first few columns. Then refer to the specific directions for each test administration.

English Language Arts (ELA)–Writing.....Page 7

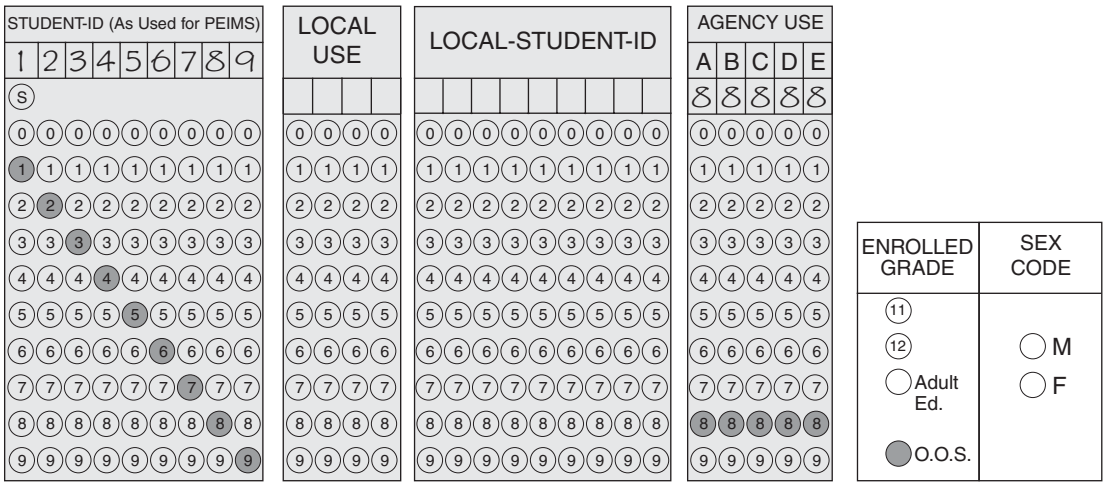
Mathematics .....TAKS Exit Level Test Administrator Directions Page 15

English Language Arts (ELA)–Reading.....Page 15

Former TAAS Examinees



Former TEAMS Examinees



ADMINISTRATION DIRECTIONS— ENGLISH LANGUAGE ARTS (ELA) WRITING

The TAKS and TAKS (Accommodated) tests are untimed. Give examinees all the time they need to respond to each test item.

TAAS-eligible examinees must take the **written composition** and **revising and editing** section of the ELA test if they have not met the passing standard for writing.

Examinees must use a No. 2 pencil to mark their answer document. They are not allowed to use scratch paper but instead may write in their test booklet if necessary.

Examinees must have access to an English-language dictionary and a thesaurus when taking the written composition section of the ELA test. There must be at least one dictionary for every five examinees testing. It is also recommended that there be one thesaurus provided for every five examinees, if possible. Examinees are also permitted to use a combination dictionary/thesaurus. Examinees are **NOT** allowed to use dictionaries or other reference materials when taking the revising and editing section of the ELA test. The use of foreign-language reference materials is **NOT** permitted, but an English as a second language (ESL) dictionary, which uses simple English and pictures to define words, may be provided for limited English proficient (LEP) examinees taking TAKS or TAKS (Accommodated) tests only when reference materials must be provided. Examinees taking a braille version of a test may use electronic dictionaries and thesauruses only when reference materials must be provided.

Before reading the administration directions aloud, distribute the following materials to your examinees if they do not already have them:

- two No. 2 pencils with erasers per examinee
- answer documents

Read aloud **WORD FOR WORD** the material printed in **bold** type and preceded by the word "**SAY**." You may repeat the directions as many times as needed. The material in italics is information meant for you and should not be read aloud to examinees.

SAY **Today you will be taking the written composition and the revising and editing section of the English language arts test of the Texas Assessment of Knowledge and Skills, or TAKS. Now I am going to give each of you a test booklet. When you get your booklet, do not open it or write on it until I ask you to do so.**

Give a test booklet to each examinee who does not have one. Examinees must write their first and last names on their test booklet and complete the "TEST BOOKLET #" field on their answer documents at this time. Directions for completing this information follow.

SAY **Print your first and last name in the space marked "STUDENT NAME" at the top of your test booklet.**

When all examinees have finished, continue.

SAY **On the back of each test booklet, there is a printed number. Each booklet has a different number. This number has nine digits followed by a hyphen and another number. You need to look at only the first nine digits of the number.**

Hold up one of your examinees' test booklets and point to the security number on the back.

SAY **Now find the words "TEST BOOKLET #" at the top of your answer document.**

Point to "TEST BOOKLET #" on the answer documents given to you for demonstration purposes. When everyone has located this section, continue.

SAY **Copy the nine-digit number from the back of your test booklet into the boxes beside the words "TEST BOOKLET #" on your answer document. Be sure to copy this number exactly as it appears. Do not copy the hyphen or the digit to the right of the hyphen. If you have any questions, please raise your hand.**

Monitor examinees closely while they copy the security number. When all examinees have finished, continue.

SAY **Now open your answer document to page 2. Look at the honor statement located at the bottom of the page. This statement says that you will not give or receive unauthorized assistance during the test. There is a difference between unauthorized assistance and authorized assistance.**

Some forms of assistance are permitted because they are part of the procedures the person giving the test has to follow. An example of authorized assistance might be that the person giving the test repeats or explains the directions to an examinee. That kind of assistance is allowed because it is part of the process for giving the test.

An example of unauthorized assistance is receiving answers to test questions from someone else. Another example of unauthorized assistance is giving other examinees help or answers to test questions. If you cheat on the test, your test may be invalidated, which means that your test will not be scored.

Now please read and sign the honor statement.

If an examinee asks if he or she must sign the honor statement, tell the examinee, ***"That decision is up to you. Signing the honor statement is not required, but I want you to know that you are expected to follow the testing rules even if you do not sign it."***

It is not the responsibility of the test administrator to check to see if examinees have signed the honor statement.

SAY **Look at your test booklet. It has two sections. Each section is closed by a seal on the right side. Find the first sealed section, which is the reading and written composition section.**

Pick up one of your examinees' test booklets and, without actually breaking the seal, demonstrate as you read the following.

SAY **Use either your hand or the eraser of your pencil to break the seal along its edge. If you have any questions or need any help, raise your hand.**

Assist any examinee who is having difficulty. When examinees are ready, continue.

SAY **Now turn to page 21 in your test booklet, which is titled "WRITTEN COMPOSITION." The writing prompt is in a box at the top of the page. Read the prompt to yourself. If you would like me to read it to you, raise your hand.**

Only at the request of an examinee may the writing prompt be read aloud or signed. Using the examinee's test booklet, read aloud the writing prompt to that examinee. You must read the prompt word for word without making any changes, additions, or suggestions. You may read the prompt more than once. No elaboration on the prompt may be provided. You must not translate the writing prompt or any of this information into another language (except sign language).

SAY **Are there any questions?**

Answer all questions before continuing.

SAY **The next few pages in your test booklet are blank and can be used to plan your composition. You may make notes here to help you decide what to write. In addition, you may write an outline to help you arrange your ideas in an order that makes sense, or you may write a rough draft. Remember that the more planning you do, the clearer and more complete your composition is likely to be. Now look at pages 5 and 6 of your answer document. When you are ready to write your composition, be sure to write on these two lined pages in your answer document. Your composition does not have to completely fill these two lined pages, but it must not be longer than the two pages. Do not write outside the boxes on the two lined pages. Be sure to write neatly so that others can read your writing. You may print or write in cursive, whichever is easier for you. Remember that you must write in English, and you must use a No. 2 pencil. Are there any questions?**

Answer all questions before continuing.

SAY **Be sure to write your composition on the appropriate pages in the answer document. You will have all the time you need to complete the writing section of the English language arts test. Be sure to erase any stray marks that you might have accidentally made on your answer document. When you have finished the written composition section, close your test booklet and raise your hand. If you have a dictionary or thesaurus, I will collect it at that time. When your dictionary or thesaurus has been collected, you may break the second seal on your test booklet and begin answering questions in the revising and editing section. Are there any questions?**

Answer all questions before continuing.

SAY **Now turn to the last page of the reading and written composition section in your test booklet. At this time I will read the directions for the second sealed section of the test: revising and editing. Dictionaries and thesauruses may not be used in this second section. You may write in your test booklet if you would like to make notes. Follow along as I read aloud the directions at the top of the page. "Read the introduction and the passage that follows. Then read each question and fill in the correct answer on page 2 of your answer document." Notice that in the passage there is a number before each sentence. The questions that follow will refer to those numbered sentences in the passage.**

Open your answer document to page 2 and find the section marked "REVISING AND EDITING." In a box directly below these words, there are some rows of circles labeled "S-1" through "S-3." Does everyone see where these are?

Using your answer document, point to this box.

SAY **Now read the sample passage and mark your answers for questions S-1 through S-3 on your answer document.**

The sample passage and items that appear in examinees' test booklets are shown on the next page.

Revising and Editing Sample

DIRECTIONS
Read the introduction and the passage that follows. Then read each question and fill in the correct answer on page 2 of your answer document.

Lydia has written this report for her U.S. history class. As part of a peer conference, you have been asked to read the report and think about what suggestions you would make. When you finish reading the report, answer the questions that follow.

The American Red Cross

(1) The American Red Cross is an organization that aids people all around the world. (2) It started as a result of the efforts of a dedicated woman. (3) That woman was named Clara Barton. (4) It was during the Civil War that Barton began the work that lead to the establishment of the American Red Cross. (5) She assisted on the battlefield by nursing injured soldiers and helping transport supplies. (6) Eventually the Government of the United States selected her to serve as superintendent of nurses for the army.

S-1 What is the most effective way to combine sentences 2 and 3?

A It started as a result of the efforts of a dedicated woman, that woman was named Clara Barton.

B It started as a result of the efforts of a woman who was dedicated and named Clara Barton.

C It started as a result of the efforts of a dedicated woman named Clara Barton.

D It started as a result of the efforts of a dedicated woman she was named Clara Barton.

S-2 What change, if any, should be made in sentence 4?

F Change ***was*** to **is**

G Insert a comma after ***Civil War***

H Change ***lead*** to **led**

J Make no change

S-3 What change, if any, should be made in sentence 6?

A Change ***Government*** to **government**

B Change ***selected*** to **sellected**

C Change ***her*** to **herself**

D Make no change

Check to make sure that examinees have found the correct page in their test booklets and are marking their answers in the right place on their answer documents. When examinees are ready, continue.

SAY **Is everyone finished with the sample questions?**

The answer to S-1 is choice C, because that is the best way to combine sentences 2 and 3. The answer to S-2 is choice H, because in sentence 4 the final verb should be in the past tense, "led." The answer to S-3 is choice A, because "government" should not be capitalized in sentence 6. Does anyone have any questions about how to record an answer on the answer document?

Answer all questions. When examinees are ready, continue.

SAY **You are going to read the rest of the passages and answer the questions by yourself. You will see questions like those shown in the samples, as well as other kinds of questions. I cannot help you answer any test questions. I will be able to help you only with questions about the directions. Be sure to mark only one answer on your answer document for each question. You may not know the answers to all the questions. If you do not know the answer to a question, choose the answer you think might be correct. Remember that you may write in your test booklet if you would like to make notes. While you are working on the test, I will be quietly moving around the room to make sure you are following the directions and working independently.**

You will have all the time you need to answer the questions in the revising and editing section. You may check your answers in the section after you have finished. Be sure to erase any stray marks that you might have accidentally made on your answer document. You may also go back to the first section of the test to review your composition. However, you may not use a dictionary or thesaurus again.

When you have finished looking over your work, close your test booklet and raise your hand. I will come to your desk to collect your answer document and test booklet. Please sit quietly so that you do not disturb others who are still working. Do not talk to one another while others are still taking the test. Are there any questions?

You are not allowed to answer any questions related to the content of the test itself. If an examinee asks a question that you are not permitted to answer, you may say, for example, ***"I can't answer that for you; just do the best you can."***

When all examinees are ready, continue.

SAY **If there are no more questions, then you may turn back to the first section of your test booklet and begin.**

Be sure to give examinees all the time they need to complete the English language arts test. While the examinees are working, move around the room to see that they are following directions and recording all their answers in the appropriate section of the answer document. Check to make sure examinees are taking the appropriate sections of the test.

Test administrators must be actively engaged while examinees are working on the test, moving about the room so they can be more aware of examinees' actions. Test administrators should confirm that examinees are working only on the subject-area test being administered that day and that they do not have materials available that are not allowed, such as ballpoint pens or cell phones. Examinees should also be reminded periodically, either as a group or individually, to record their responses on the answer document and to write their compositions on the two lined pages of the answer document. However, test administrators may not view or discuss individual test items or responses with examinees or with other adults unless specifically instructed to do so by the procedures outlined in the test administration materials. Principals and campus coordinators must confirm that test administrators are actively monitoring in each testing room.

Remember that you may give examinees brief breaks in the testing room, if necessary. Refer to Activity 6 in the TAKS General Test Administrator Manual *for more information about breaks.*

If at any point an examinee's test booklet or answer document becomes unusable, obtain a replacement from your campus coordinator. Instruct the examinee to begin marking answers at the exact point where he or she stopped in the unusable answer document. After the examinee has finished the test, you must transcribe the contents of the original answer document onto the new one without making any changes and write "Transcribed by (NAME) because (REASON)" at the top of the new answer document. Transcription must be done in No. 2 pencil. Refer to Activity 6 of the TAKS General Test Administrator Manual *for further directions regarding transcription.*

All unusable answer documents must be marked "VOID" in ***large, bold*** *letters across the front and returned to the campus coordinator.*

Place each examinee's answer document inside his or her test booklet when you collect it. If you notice that an examinee's answers are not recorded for the appropriate test sections on the answer document, say, **"You have not recorded all of your responses on the answer document. Please go back and fill in your answer document now."** *The testing materials should then be returned so that the examinee may record his or her responses. You may look at answer documents only to see whether responses are recorded; you may not examine or comment on individual responses.*

Make sure that the name of each examinee is written on his or her test booklet before you collect it. Before examinees leave the testing room, count the test booklets to make sure you have all of them. If an examinee is taking the reading portion of the ELA test later in the week, you must use a paper clip or piece of tape to reseal both the reading and written composition section and the revising and editing section of the test booklet.

Examinees may read books or be allowed to leave the room after they have finished testing. If they remain in the testing room, they should be reminded not to talk while others are still working.

For each examinee's answer document, test administrators or other campus personnel must complete the TEST TAKEN INFO field to indicate that the examinee tested using a TAKS form of the ELA test. Test administrators or other campus personnel also will need to complete the SCORE CODE field for each examinee's ELA test. The score code for TAAS-eligible examinees will be either "S" for Score or "O" for Other (such as a testing irregularity or illness during testing). Do ***NOT*** *fill in a score code for any subject the examinee did not test in. Use only a No. 2 pencil.*

Return your test materials to the campus coordinator after the test session has been completed. (For instructions, see Activity 8 in the TAKS General Test Administrator Manual.*) He or she will verify that you have returned all test booklets assigned to you, as recorded on the Materials Control Form, and will initial the "In" box for the appropriate day.*

At no time should you erase stray marks or darken answer-choice circles on examinees' answer documents.

UNAUTHORIZED VIEWING, DISCUSSION, OR SCORING OF SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME. TESTING PERSONNEL MUST NOT DUPLICATE WRITTEN COMPOSITIONS OR RESPONSES TO OPEN-ENDED ITEMS WITHOUT SPECIFIC AUTHORIZATION.

ADMINISTRATION DIRECTIONS— ENGLISH LANGUAGE ARTS (ELA) READING

The TAKS and TAKS (Accommodated) tests are untimed. Give examinees all the time they need to respond to each test item.

TAAS-eligible examinees must take the **reading** section of the TAKS ELA test if they have not met the passing standard for reading.

- Examinees who have not met the passing standard for reading will take the multiple-choice portion of the **reading** section of the ELA test. These examinees will **NOT** answer the three open-ended questions (29–31). Their reading test ends with question 28. They should **NOT** proceed to the writing prompt. They should close their test booklets after they have answered questions 1 through 28.

Examinees must use a No. 2 pencil to mark their answer document. They are not allowed to use scratch paper but instead may write in their test booklet if necessary.

Examinees must have access to an English-language dictionary and a thesaurus when taking the reading section of the ELA test. There must be at least one dictionary for every five examinees testing. It is also recommended that there be one thesaurus provided for every five examinees, if possible. Examinees are also permitted to use a combination dictionary/thesaurus. The use of foreign-language reference materials is **NOT** permitted, but an English as a second language (ESL) dictionary, which uses simple English and pictures to define words, may be provided for limited English proficient (LEP) examinees taking TAKS or TAKS (Accommodated) tests only when reference materials must be provided. Examinees taking a braille version of a test may use electronic dictionaries and thesauruses only when reference materials must be provided.

Before reading the administration directions aloud, distribute the following materials to your examinees if they do not already have them:

- two No. 2 pencils with erasers per examinee
- answer documents (Ensure that examinees who tested earlier in the week receive the same answer documents they used previously.)

Read aloud **WORD FOR WORD** the material printed in **bold** type and preceded by the word **"SAY."** You may repeat the directions as many times as needed. The material in *italics* is information meant for you and should not be read aloud to examinees.

SAY **Today you will be taking the reading portion of the English language arts test of the Texas Assessment of Knowledge and Skills, or TAKS. Now I am going to give each of you a test booklet. When you get your booklet, do not open it or write on it until I ask you to do so.**

Give a test booklet to each examinee. If an examinee has taken another subject-area test earlier in the week, be sure that examinee gets the same test booklet and proceed to the end of the boxed text. If an examinee has not tested earlier in the week, read the boxed text on the next page before proceeding.

Examinees must write their first and last names on their test booklet and complete the "TEST BOOKLET #" field on their answer documents at this time. Directions for completing this information follow.

SAY **Print your first and last name in the space marked "STUDENT NAME" at the top of your test booklet.**

When all examinees have finished, continue.

SAY **On the back of each test booklet, there is a printed number. Each booklet has a different number. This number has nine digits followed by a hyphen and another number. You need to look at only the first nine digits of the number.**

Hold up one of your examinees' test booklets and point to the security number on the back.

SAY **Now find the words "TEST BOOKLET #" at the top of your answer document.**

Point to "TEST BOOKLET #" on the answer documents given to you for demonstration purposes. When everyone has located this section, continue.

SAY **Copy the nine-digit number from the back of your test booklet into the boxes beside the words "TEST BOOKLET #" on your answer document. Be sure to copy this number exactly as it appears. Do not copy the hyphen or the digit to the right of the hyphen. If you have any questions, please raise your hand.**

Monitor examinees closely while they copy the security number. When all examinees have finished, continue.

SAY **Now open your answer document to page 2. Look at the honor statement located at the bottom of the page. This statement says that you will not give or receive unauthorized assistance during the test. There is a difference between unauthorized assistance and authorized assistance.**

Some forms of assistance are permitted because they are part of the procedures the person giving the test has to follow. An example of authorized assistance might be that the person giving the test repeats or explains the directions to an examinee. That kind of assistance is allowed because it is part of the process for giving the test.

An example of unauthorized assistance is receiving answers to test questions from someone else. Another example of unauthorized assistance is giving other examinees help or answers to test questions. If you cheat on the test, your test may be invalidated, which means that your test will not be scored.

Now please read and sign the honor statement.

If an examinee asks if he or she must sign the honor statement, tell the examinee, **"That decision is up to you. Signing the honor statement is not required, but I want you to know that you are expected to follow the testing rules even if you do not sign it."**

It is not the responsibility of the test administrator to check to see if examinees have signed the honor statement.

When examinees have had time to complete the honor statement, continue.

Directions for breaking the first seal on the ELA test booklet follow. Monitor examinees carefully while they are breaking the seal in order to prevent damage to the test booklets. Examinees who took the writing test earlier in the week will have a paper clip or tape on the first section, not a seal.

SAY **Look at your test booklet. It has two sections. Each section is closed by a seal on the right side. Find the first sealed section, which is the reading and written composition section.**

Pick up one of your examinees' test booklets and, without actually breaking the seal, demonstrate as you read the following.

SAY **Use either your hand or the eraser of your pencil to break the seal along its edge. If you have any questions or need any help, raise your hand.**

Assist any examinee who is having difficulty. When examinees are ready, continue.

SAY **At this time I will read the directions for the reading section. Dictionaries and thesauruses are allowed for this section.**

Turn to the beginning of the reading and written composition section of your test booklet. Now turn to the next page and follow along as I read the directions aloud. "Read the two selections and the viewing and representing piece. Then answer the questions that follow."

Now open your answer document to page 2 and find the section marked "READING AND WRITTEN COMPOSITION." You will mark your answers to the multiple-choice reading items in this section. Are there any questions about answering the multiple-choice items?

Answer all questions before continuing.

SAY **Remember that you are taking only the reading test. You will stop after answering question 28. You will not complete the open-ended responses, questions 29 through 31.**

Are there any questions?

Answer all questions before continuing.

SAY **You will have all the time you need to complete the reading test. You may check your answers after you have finished these questions. Be sure to erase any stray marks that you might have accidentally made on your answer document. When you have finished the 28 questions, close your test booklet and raise your hand. Are there any questions?**

Answer all questions before continuing.

SAY **I cannot help you answer any test questions. I will be able to help you only with questions about the directions. Be sure to mark only one answer on your answer document for each question. You may not know the answers to all the questions. If you do not know the answer to a question, choose the answer you think might be correct. Remember that you may write in your test booklet if you would like to make notes. While you are working on the test, I will be quietly moving around the room to make sure you are following the directions and working independently. You will have all the time you need to answer the**

questions in the reading section. You may check your answers in the section after you have finished. Be sure to erase any stray marks that you might have accidentally made on your answer document. When you have finished looking over your work, close your test booklet and raise your hand. Please sit quietly so that you do not disturb others who are still working. Do not talk to one another while others are still taking the test. Are there any questions?

When all examinees are ready, continue.

SAY **If there are no more questions, then you may turn back to the first section of your test booklet and begin.**

Be sure to give examinees all the time they need to complete the reading test. While the examinees are working, move around the room to see that they are following directions and recording all their answers in the appropriate section of the answer document. Check to make sure examinees are taking the appropriate section of the test.

Test administrators must be actively engaged while examinees are working on the test, moving about the room so they can be more aware of examinees' actions. Test administrators should confirm that examinees are working only on the subject-area test being administered that day and that they do not have materials available that are not allowed, such as ballpoint pens or cell phones. Examinees should also be reminded periodically, either as a group or individually, to record their responses on the answer document. However, test administrators may not view or discuss individual test items or responses with examinees or with other adults unless specifically instructed to do so by the procedures outlined in the test administration materials. Principals and campus coordinators must confirm that test administrators are actively monitoring in each testing room.

Remember that you may give examinees brief breaks in the testing room, if necessary. Refer to Activity 6 in the TAKS General Test Administrator Manual *for more information about breaks.*

If at any point an examinee's test booklet or answer document becomes unusable, obtain a replacement from your campus coordinator. Instruct the examinee to begin marking answers at the exact point where he or she stopped in the unusable answer document. After the examinee has finished the reading test, you must transcribe the contents of the original answer document onto the new one without making any changes and write "Transcribed by (NAME) because (REASON)" at the top of the new answer document. Transcription must be done in No. 2 pencil. Refer to Activity 6 of the TAKS General Test Administrator Manual *for further directions regarding transcription.*

All unusable answer documents must be marked "VOID" in ***large, bold*** *letters across the front and returned to the campus coordinator.*

*Place each examinee's answer document inside his or her test booklet when you collect it. If you notice that an examinee's answers are not recorded for the appropriate test sections on the answer document, say, "****You have not recorded all of your responses on the answer document. Please go back and fill in your answer document now.****" The testing materials should then be returned so that the examinee may record his or her responses. You may look at answer documents only to see whether responses are recorded; you may not examine or comment on individual responses.*

Make sure that the name of each examinee is written on his or her test booklet before you collect it. Before examinees leave the testing room, count the test booklets to make sure you have all of them.

Examinees may read books or be allowed to leave the room after they have finished testing. If they remain in the testing room, they should be reminded not to talk while others are still working.

For each examinee's answer document, test administrators or other campus personnel must complete the TEST TAKEN INFO field to indicate that the examinee tested using a TAKS form of the ELA test. Test administrators or other campus personnel also will need to complete the SCORE CODE field for each examinee's ELA test. The score code for TAAS-eligible examinees will be either "S" for Score or "O" for Other (such as a testing irregularity or illness during testing). Do ***NOT*** *fill in a score code for any subject the examinee did not test in. Use only a No. 2 pencil.*

Return your test materials to the campus coordinator after the test session has been completed. (For instructions, see Activity 8 in the TAKS General Test Administrator Manual.*) He or she will verify that you have returned all test booklets assigned to you, as recorded on the Materials Control Form, and will initial the "In" box for the appropriate day.*

At no time should you erase stray marks or darken answer-choice circles on examinees' answer documents.

UNAUTHORIZED VIEWING, DISCUSSION, OR SCORING OF SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME. TESTING PERSONNEL MUST NOT DUPLICATE WRITTEN COMPOSITIONS OR RESPONSES TO OPEN-ENDED ITEMS WITHOUT SPECIFIC AUTHORIZATION.