

absent and provide this information to the SAC after the testing session to arrange for make-up testing. Answer any questions before continuing.

SAY Look at the front of your test book and source book. Does everyone see “Grade 4 Social Studies” on the front of their book?

Assist any students who do not have the correct test book and source book.

SAY Print your first and last name in the space marked “Name” at the top of your test book and source book.

When all students are ready, continue. Directions for breaking the seal follow. Pick up one of your students’ test books and, without breaking the seal, demonstrate as you read the following.

SAY Your test book is closed by three seals on the right side. The first seal on the edge of your test book needs to be broken. First watch me do it. To break the seal, hold your test book in one hand. Then use your other hand to pull and remove the red tab on the edge of the test book. Break only the first seal on your test book in the same way as I have demonstrated. After you have broken the seal on your test book, break the first seal on your source book. Raise your hand if you need help.

Monitor the students to ensure that they are breaking the correct seals, and are not opening their test books prior to being instructed to do so. Move around the testing room to collect the detached tabs and to assist any student who may be having difficulty. Dispose of the tabs that detached while breaking so that they are not returned with the test books. When all students are ready, continue.

SAY Open your test book to page 3 and follow along as I read the directions.

Wait for students to open their test books.

SAY The test is divided into three sections. As you work through the test you will see icons at the bottom of each page indicating “Go On” or “Stop” at the end of each test section. When you finish each test section you may go back and review your answers within that test section only.

For specific items within each test section you will refer to your Source Book. This book contains the information necessary for you to answer the questions associated with these sources.

Read each question, then mark the space for your answer in your test booklet. Do NOT make additional marks or notes in your test booklet; use the scratch paper provided. If you mark an answer and then want to change it, be sure to erase your first answer completely.

Pause.

SAY Does anybody have any questions about the directions?

Pause to answer any questions.

SAY Now you will see a set of three sample questions, starting with Sample A. The sample questions show examples of items like the ones that will be on the test.

Check to make sure students are on the correct page.

SAY Look at Sample A. This is a multiple choice item. Read the question and answer options. Then fill in the bubble next to the best answer choice. It is important to completely fill the bubbles whenever you answer this type of question. It is also important to completely erase any mark you want to change. When you have finished Sample A, put your pencil down and look up.

When all students have stopped working,

SAY Are there any questions about how to mark your answer?

Pause to answer any questions about marking answers.

SAY Look at Sample B on page 4. This is a matching item. Study the information. Draw a line to connect the empty box to the correct effect. When you have finished Sample B, put your pencil down and look up.

When all students have stopped working,

SAY Are there any questions about how to complete matching items?

Pause to answer any questions.

SAY Look at Sample C on page 5. This is a constructed response item. It will require you to write your answer in the box. Your answers to constructed response items will not be scored for spelling or grammar. Be sure to answer every part of the question. Read the information and then write your answer in the box. Make sure that your response does not go outside of the box surrounding the blank answer lines. When you have finished Sample C, put your pencil down and look up.

When all students have stopped working,

SAY Are there any questions about how to complete constructed response items?

Pause to answer any questions.

SAY You will take the assessment by yourself. You may not use materials from class. You may not look at another student's test or answers, or show another student your test or answers. You may not talk or write about the test with other students during or after the test.

Pause.

SAY I will not be able to help you with test questions during the test. If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this section only. Do not go past the STOP icon.

Pause.

SAY You may use the scratch paper that has been provided to you. If you need a clean piece of scratch paper during the test, raise your hand and I will bring one to you. You may not share your scratch paper with other students. Answers written on scratch paper will not be scored.

Students may exchange for a new piece of scratch paper during the section, but may only have one piece at a time.

SAY Turn to page 7. The directions in your test book will let you know when to use your source book.

Pause.

SAY After the last question, you will come to a STOP icon. You must stop when you come to a STOP icon. You will see text below the STOP icon that reads: "You have finished this section. Check that you have answered every question in this section." You must not go beyond this page. You will not be allowed to record answers in your test books after the time limit has expired. When you finish checking your work, close your test book and source book, raise