Script from the Fall 2026/Winter 2027 PBT TAM for Administering the High School Science Tests

Part IX

Administering Session 1 of the High School Science Tests

Administering Session 1 of the High School Science Tests

If you are administering the Spanish/English edition of the Biology or Introductory Physics test, please turn to page 106 in Appendix A.

A Materials Needed for Session 1

1. Prior to testing, you will receive the following materials for students assigned to you:[8]
   - this manual
   - a roster of testing students
   - **FOR BIOLOGY**
     - › Session 1 Biology test & answer booklets
   - **FOR INTRODUCTORY PHYSICS**
     - › Session 1 Introductory Physics test & answer booklets
     - › Introductory Physics reference sheets
   - scratch paper (blank, lined, or graph)
   - a list of students' SASIDs, if applicable
   - Student ID Labels, if labels were not previously applied to booklets
   - optional: Student Responsibilities during MCAS Testing forms

     If your principal has instructed you, have the students read the statement, sign the document, and return it to you.
   - a tracking form to assist you and your principal in maintaining the security of test materials
   - "MCAS Testing—Do Not Disturb" sign
   - "Examples of Prohibited Materials During MCAS Testing" sign (optional)
   - scientific or graphing calculators for students who did not bring their own

     Each student must have sole access to a scientific or graphing calculator for the Biology and Introductory Physics tests. Students may use their own calculators, including graphing calculators. Schools must provide a calculator to each student who does not already have one. Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers).
   - authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
   - #2 pencils

[8] If applicable for any student in your assigned group, you will also receive braille test materials or large-print test materials.

2. You may receive more materials than needed for your group of students. Notify your principal immediately if you need additional materials. Set aside unassigned materials and **keep them secure** until you return them to your principal.

Remember that all test & answer booklets (including large-print booklets, braille booklets, and Braille Administrator's Copies) are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

B Before Students Arrive

1. Make sure the testing space has been appropriately prepared (refer to "Prepare the Testing Space" on page 26).
2. Post the "MCAS Testing—Do Not Disturb" sign on the outside of the door of the testing space.
3. Apply Student ID Labels to booklets if this has not already been done. If you are missing labels for some students, these students will need to fill in additional information on the front covers of their booklets as described in step 10 on page 82 of the Session 1 script.
4. Write your name on the board.
5. Write the name of your school and district on the board.
6. If you are administering

   BIOLOGY, write on the board:

   "You will answer questions 1–29 during this session."

   INTRODUCTORY PHYSICS, write on the board:

   "You will answer questions 1–30 during the session."

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Based on the guidelines in Appendix H, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

   All other dictionaries are prohibited.
3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and their use for any purpose may result in the invalidation of test results.

4. Say to the students:

   "Before we begin the test, you need to know that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you turn in your materials. Results may be invalidated for students with any of these devices during testing or after turning in test materials."

5. If your principal has instructed you to do so, read the following recommended script:

   "If you have a cell phone or other electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You may not access it until you are dismissed from the testing room."

   Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.

6. If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**

7. Make sure that students' desks are clear except for #2 pencils and calculators (for all students) and authorized bilingual dictionaries (for students who are currently or were ever reported as ELs). Students may also have colored pencils and yellow highlighters (refer to "Materials PERMITTED for Student Use" on page 16).

8. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's booklets.

D Administer Session 1

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your principal has instructed you to do so, you will need to turn to section E at appropriate points during the session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "We are about to begin the MCAS _____ (say the name of the test) **test. This is the first of two sessions that you will take. You will take Session 2** _____ (announce the date and time for Session 2)**.**

   The results of this test will be used to help track your academic progress, and will be sent to your parents or guardians as well as your teachers. It is important that you try to do your best work during this and every test session."

2. Say to the students:

   "I will now hand out the test & answer booklets and your scratch paper. Do not open your booklet until I tell you to do so."

   Distribute the Session 1 test & answer booklets. Make sure that you give all students their assigned booklets. Distribute one sheet of scratch paper to each student.

3. Then say:

   "You may use your scratch paper at any time during this test. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper.

   Now pick up your test & answer booklet and QUICKLY flip through the pages to see if there are any missing pages, completely blank pages, or pages that were printed upside down.

   Please raise your hand if you have a test & answer booklet with missing pages, blank pages, or upside-down pages."

4. Collect any defective booklets and fill in the VOID circle on the back cover of each. Then write "VOID" in large letters across the front cover of each. Set aside these booklets to be returned to the principal. Give new booklets to those students who had defective materials (refer to "Damaged or Defective Booklets" on page 20).

5. Say to the students:

   "Before beginning this test session, you will write some information on the front cover of your test & answer booklet. It is important that you complete all of this information CORRECTLY, and that you use ONLY a #2 pencil. You may NOT use a pen or any other writing instrument."

6. Then say:

   "Near the top of the front cover is the heading for the Test Administrator name. Print my name on the line provided for this session. My name is on the board for you to copy."

   Pause and check that students are completing the information correctly on the front covers of their booklets.

7. Then say:

   "Print the school name and the district name on the lines provided. I have written the school and district names on the board for you to copy."

   Pause and check that students are completing the information correctly on the front covers of their booklets.

8. Then say:

   "Below the information you just printed is the title 'Student Name Grid.'

   Print the letters of your LAST name in the boxes below that title. Write one letter in each box, starting in the first box on the left. Between the printed words 'Last Name' and 'First Name,' you will see a dividing line. If your last name is longer than the space provided, fill in as much as will fit in front of the dividing line. If your last name has a hyphen or space, write the two names together as one word, without the hyphen or space."

   Pause for students to complete this section.

9. Then say:

   "Print the letters of your FIRST name, starting with the box to the right of the dividing line. Do NOT write your nickname or use a different spelling of your name than usual. If your first name has a hyphen, write the two names together as one word, without the hyphen. Print your middle initial in the last box, under 'MI.'"

   Pause for students to complete this section.

10. If **all** of the students in your assigned group are using test & answer booklets with Student ID Labels, skip to step 11. Otherwise, continue with this step.

    Say to the students:

    "If your test & answer booklet does not have a Student ID Label on the lower right corner, you will now fill in the circles under each letter that you printed under the 'STUDENT NAME GRID.'"

    Pause and check that students are completing this task correctly.

    Say:

    "On the upper right side of the page, there is a section labeled 'BIRTHDATE,' with abbreviations for the months of the year. Fill in the circle to the right of the MONTH in which you were born. For example, if your birthday is in August, you will fill in the '8' circle to the right of A-U-G.

    Next, print the two numbers for the DAY on which you were born, one in each box underneath the word 'DAY.' If your birthdate is a single number, print a zero first. For example, if your birthday is on the second of the month, you will print the numbers 'zero, two' in the boxes underneath 'DAY.'

    Now print the numbers of the YEAR in which you were born in the boxes underneath 'YEAR.'

    Last, underneath each number you printed, fill in the circle that contains the same number."

Pause and check that students are completing this task correctly. If students will be filling in their own SASIDs, say:

"Locate the box labeled 'STATE-ASSIGNED STUDENT IDENTIFIER.' I will provide each of you with your State-Assigned Student Identifier number so you can write the information and fill in the appropriate circles."

Provide students with their SASIDs. Check that students are completing this task correctly.

11. If you are administering

BIOLOGY, say:

"I will now hand out calculators to any students who did not bring their own. You may use your calculator to help you answer questions at any time during this test."



Distribute calculators to any students who did not bring their own.

INTRODUCTORY PHYSICS, say:

"I will now hand out reference sheets and calculators for students who did not bring their own."



Distribute reference sheets to the students. Distribute calculators to any students who did not bring their own.

Then say:

"You may use the Introductory Physics reference sheet and your calculator to help you answer questions at any time during this test. Please write your name in the upper right corner of your reference sheet. Otherwise, do not write on your reference sheet. Instead, use your scratch paper or booklet for any figuring you need to do during the test. You may not use any reference sheets other than what I give you."

12. Say to the students:

"Now I am going to tell you some information about the types of questions you will be answering.

During this test session you will answer questions _____ (say the question numbers that you wrote on the board at the start of the session)**.**

Read each question carefully and then answer it as well as you can.

For some questions, you will mark your answers by filling in the circles in your test & answer booklet. Make certain you darken the circles completely. Do not make any marks outside the circles. If you need to change an answer, be sure to erase your first answer completely."

13. Say to the students:

    "If a question asks you to show or explain your work, you must do so to receive full credit. Write your response in the space provided. Only responses written within the provided space will be scored.

    If you do not know the answer to a question, you may go on to the next question. Later, you should review your responses and go back to any questions you did not answer in this session.

    Be sure at the end of the test session that you have responded to every question and not left anything blank or unanswered."

14. Say to the students:

    "Next, I am going to tell you about some things that are allowed and some that are not allowed during this session.

    You must write all your responses in your test & answer booklet, using a #2 pencil ONLY. You may use a yellow highlighter in your booklet if you like, however you must write all your answers in your booklet using a #2 pencil ONLY.

    It is also important for you to know that any figures, diagrams, or illustrations in your test & answer booklet are not necessarily drawn to scale."

15. Say to the students:

    "It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone, ear buds, or any other electronic device with you during testing. All students are expected to be honest, do their best, and not cheat in any way.

    At any time during the session, you may raise your hand if you would like me to read aloud a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But I will not be able to tell you what the word means, and I cannot give you any other help or assistance during this session. Please raise your hand if you have any questions about this."

    Pause to answer any questions students may have.

16. Say to the students:

    "This test session is scheduled to be _____ (state length of test session) **long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.**

    Once you begin the test, each test & answer booklet page for this session will say 'GO ON' at the bottom right corner of the page. Keep answering questions until you have answered the last question in Session 1 on the page that says 'STOP' at the bottom."

    (Optional) Pause to show students a sample page of a test & answer booklet that says "STOP" at the bottom.

    "If you finish answering the questions before the end of the test session, you should review your work."

17. Then say:

    "Now open your test & answer booklet to page 2, which says 'High School _____ (say the name of the test) **Session 1' at the top. Be sure to read all the directions. You may begin working now."**

18. If you are administering the test to any students with disabilities using accommodation A12 (Typed Responses), turn to "During Test Administration" on page 143 for the script to read to these students at this time.

19. It is your responsibility to ensure a secure testing environment.

    Circulate among the students while they take the test to confirm that they are working steadily and are not using cell phones or other electronic devices.

    Remember that you may view students' booklets for the sole purpose of confirming that students are working in the correct session. A test administrator may not review booklets to confirm whether students have marked all their responses.

20. When the session time is half over, say to the students:

    "The scheduled session time is half over. Make sure that you answer every question in this session. When you are finished answering all of the questions in Session 1 and reviewing your work, you may hand in your test materials to me. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test."

21. (Optional) Then say to students:

    "You may now have a short break during which you may stand up and stretch. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) **minutes long. Please place your scratch paper and your pencil inside your booklet at the page you are working on, and close your booklet."**

    The break may be scheduled for 3–5 minutes, at the test administrator's discretion. When the break is completed, say to the students:

    "The break is now over. You should begin working again."

    Resume monitoring the testing room.

22. Say to **ANY STUDENT WHO FINISHES EARLY**:

    "Before you hand me your booklet, I want to remind you that

    - **during this session you were supposed to answer questions** _____ (Say the question numbers that you wrote on the board at the start of the session)**.**
    - **you should make sure you have answered every question and not left anything blank or unanswered.**

    Remember, once you turn in your test, you will not be permitted to go back to Session 1.

    I want to remind you that cell phones, smartwatches, ear buds, and other electronic devices are still not allowed until you are dismissed from the testing room."

    Permit students to check whether they have answered every question.

23. At the **END OF THE SESSION**, say:

    "This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that

    - **during this session you were supposed to answer questions** _____ (Say the question numbers that you wrote on the board at the start of the session)**.**
    - **you should make sure you have answered every question and not left anything blank or unanswered.**

    Remember, once you turn in your test, you will not be permitted to go back to Session 1."

    Pause to allow students to check whether they have answered every question.

24. If you are administering

BIOLOGY, say:

> **"Please put your pencil down and close your booklet. If you need more time to answer any questions, raise your hand."**

Note which students need more time and then pick up each student's materials, keeping the materials of students who need more time separate from the others. Verify that you have a used test & answer booklet and scratch paper from each student. Remind students of when they will take Session 2.

INTRODUCTORY PHYSICS, say:

> **"Please put your pencil down and close your booklet. Place your reference sheet on your desk. If you need more time to answer any questions, raise your hand."**

Note which students need more time and then pick up each student's materials, keeping the materials of students who need more time separate from the others. Verify that you have a used test & answer booklet, a reference sheet, and scratch paper from each student. Remind students of when they will take Session 2.

25. If you are administering the test to any students using accommodation A12 (Typed Responses), ask students to review their printed typed responses. **Do not dismiss students until they have confirmed that their printed typed responses are ready to submit.** After these students have completed testing, refer to "After Test Administration" on page 145 for further instructions.

26. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

> **"If you have not yet finished your work in this session, you will be moved to** _____ (location) **to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.**
>
> **Your test materials will be brought there for you. Your cell phone and any other electronic devices must remain off, and you may not access them until you are dismissed from the test completion room."**

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for students in a test completion room.

27. Make a list of all students in your assigned group who were not tested. These students must complete Session 1 by the end of the testing window listed on page ii, unless an extension is granted. If all the students assigned to you took Session 1, notify your principal of this. It is important to keep accurate records of who has been tested, as it is not permissible to look through assigned test & answer booklets to check whether students have completed testing.
28. Verify that any students who filled in circles for their names, dates of birth, and SASIDs on the front covers of test & answer booklets have done so correctly. If not, correct the information on the front covers at this time.
29. Group test materials into the following separate piles:
    - used test & answer booklets
    - reference sheets, if applicable
    - used scratch paper
    - unused scratch paper
    - void test & answer booklets
    - unused test materials
    - Student Responsibilities during MCAS Testing forms, if applicable
    - contaminated test materials, if applicable (Remember to notify your principal or test coordinator.)
30. Complete appropriate tracking documents, as instructed by your principal.
31. Immediately return **all** test materials and the list of students who were not tested to your principal.

Remember that all test & answer booklets (including large-print booklets, braille booklets, and Braille Administrator's Copies) are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your principal has instructed you to do so, read the following recommended script to students:

   "It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

   You will be going to _____ (location) **after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break."**

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your principal has instructed you to do so, read or point to this recommended script:

   "You may not retrieve or access your cell phone or any prohibited materials while you are out of the room."

   If your principal has directed you to follow a different procedure, do so at this time.

Part X

Administering Session 2 of the High School Science Tests

Administering Session 2 of the High School Science Tests

If you are administering the Spanish/English edition of the Biology or Introductory Physics test, please turn to page 119 in Appendix A.

A Materials Needed for Session 2

1. Prior to testing, you will receive the following materials for students assigned to you:[9]
   - this manual
   - a roster of testing students
   - **FOR BIOLOGY**
     - › Session 2 Biology test & answer booklets
   - **FOR INTRODUCTORY PHYSICS**
     - › Session 2 Introductory Physics test & answer booklets
     - › Introductory Physics reference sheets from Session 1
   - scratch paper (blank, lined, or graph)
   - a list of students' SASIDs, if applicable
   - Student ID Labels, if labels were not previously applied to booklets
   - a tracking form to assist you and your principal in maintaining the security of test materials
   - "MCAS Testing—Do Not Disturb" sign
   - "Examples of Prohibited Materials During MCAS Testing" sign (optional)
   - scientific or graphing calculators for students who did not bring their own

     Each student must have sole access to a scientific or graphing calculator for the Biology and Introductory Physics tests. Students may use their own calculators, including graphing calculators. Schools must provide a calculator to each student who does not already have one. Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers).
   - authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
   - #2 pencils

[9] If applicable for any student in your assigned group, you will also receive braille test materials or large-print test materials.

2. You may receive more materials than needed for your group of students. Notify your principal immediately if you need additional materials. Set aside unassigned materials and **keep them secure** until you return them to your principal.

Remember that all test & answer booklets (including large-print booklets, braille booklets, and Braille Administrator's Copies) are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

B Before Students Arrive

1. Make sure the testing space has been appropriately prepared (refer to "Prepare the Testing Space" on page 26).
2. Post the "MCAS Testing—Do Not Disturb" sign on the outside of the door of the testing space.
3. Apply Student ID Labels to booklets if this has not already been done. If you are missing labels for some students, these students will need to fill in additional information on the front covers of their booklets as described in step 10 on page 96 of the Session 2 script.
4. Write your name on the board.
5. Write the name of your school and district on the board.
6. If you are administering
   BIOLOGY, write on the board:

   "You will answer questions 30–58 during this session."

   INTRODUCTORY PHYSICS, write on the board:

   "You will answer questions 31–60 during the session."

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Based on the guidelines in Appendix H, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.
   All other dictionaries are prohibited.
3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and their use for any purpose may result in the invalidation of test results.

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4. Say to the students:

   "Before we begin the test, I want to remind you that cell phones and other electronic devices are not allowed for any reason during this session."

5. If your principal has instructed you to do so, read the following recommended script:

   "If you have a cell phone or other electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You may not access it until you are dismissed from the testing room."

   Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.

6. If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**

7. Make sure that students' desks are clear except for #2 pencils and calculators (for all students) and authorized bilingual dictionaries (for students who are currently or were ever reported as ELs). Students may also have colored pencils and yellow highlighters (refer to "Materials PERMITTED for Student Use" on page 16).

8. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's booklets.

D Administer Session 2

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your principal has instructed you to do so, you will need to turn to section E at appropriate points during the session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "We are about to begin Session 2 of the MCAS _____ (say the name of the test) **test. This is the second of two sessions that you will take."**

2. If you are administering

BIOLOGY, say:

> **"I will now hand out test & answer booklets, scratch paper, and calculators for students who did not bring their own. Do not open your booklet until I tell you to do so."**

Distribute the Session 2 test & answer booklets and one sheet of scratch paper to each student. Make sure that each student receives the correct assigned booklet. Distribute calculators to any students who did not bring their own.

INTRODUCTORY PHYSICS, say:

> **"I will now hand out test & answer booklets, scratch paper, reference sheets, and calculators for students who did not bring their own. Do not open your booklet until I tell you to do so."**

Distribute the Session 2 test & answer booklets and one sheet of scratch paper to each student. Make sure that each student receives the correct assigned booklet. Give students their reference sheets from Session 1 (with their names written on them). Distribute calculators to any students who did not bring their own.

3. Then say:

> **"You may use your scratch paper at any time during this test. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper."**

4. Say:

> **"Now pick up your test & answer booklet and QUICKLY flip through the pages to see if there are any missing pages, completely blank pages, or pages that were printed upside down.**
>
> **Please raise your hand if you have a test & answer booklet with missing pages, blank pages, or upside-down pages."**

Collect any defective booklets and fill in the VOID circle on the back cover of each. Then write "VOID" in large letters across the front cover of each. Set aside these booklets to be returned to the principal. Give new booklets to those students who had defective materials (refer to "Damaged or Defective Booklets" on page 20).

5. Say to the students:

> **"Before beginning this test session, you will write some information on the front cover of your test & answer booklet. It is important that you complete all of this information CORRECTLY, and that you use ONLY a #2 pencil in your test & answer booklet. You may NOT use a pen or any other writing instrument."**

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6. Then say:

   "At the top of the front cover is the heading for the Test Administrator name. Print my name on the line provided for this session. My name is on the board for you to copy."

   Pause and check that students are completing the information correctly on the front covers of their test & answer booklets.

7. Then say:

   "Print the school name and the district name on the lines provided. I have written the school and district names on the board for you to copy."

   Pause and check that students are completing the information correctly on the front covers of their test & answer booklets.

8. Then say:

   "Below the information you just printed is the title 'Student Name Grid.'

   Print the letters of your LAST name in the boxes below that title. Write one letter in each box, starting in the first box on the left. Between the printed words 'Last Name' and 'First Name,' you will see a dividing line. If your last name is longer than the space provided, fill in as much as will fit in front of the dividing line. If your last name has a hyphen or space, write the two names together as one word, without the hyphen or space."

   Pause for students to complete this section.

9. Then say:

   "Print the letters of your FIRST name, starting with the box to the right of the dividing line. Do NOT write your nickname or use a different spelling of your name than usual. If your first name has a hyphen, write the two names together as one word, without the hyphen. Print your middle initial in the last box, under 'MI.'"

   Pause for students to complete this section.

10. If **all** of the students in your assigned group are using test & answer booklets with Student ID Labels, skip to step 11. Otherwise, continue with this step.

    Say to the students:

    "If your test & answer booklet does not have a Student ID Label on the lower right corner, you will now fill in the circles under each letter that you printed under the 'STUDENT NAME GRID.'"

    Pause and check that students are completing this task correctly.

Say:

"On the upper right side of the page, there is a section labeled 'BIRTHDATE,' with abbreviations for the months of the year. Fill in the circle to the right of the MONTH in which you were born. For example, if your birthday is in August, you will fill in the '8' circle to the right of A-U-G.

Next, print the two numbers for the DAY on which you were born, one in each box underneath the word 'DAY.' If your birthdate is a single number, print a zero first. For example, if your birthday is on the second of the month, you will print the numbers 'zero, two' in the boxes underneath 'DAY.'

Now print the numbers of the YEAR in which you were born in the boxes underneath 'YEAR.'

Last, underneath each number you printed, fill in the circle that contains the same number."

Pause and check that students are completing this task correctly. If students will be filling in their own SASIDs, say:

"Locate the box labeled 'STATE-ASSIGNED STUDENT IDENTIFIER.' I will provide each of you with your State-Assigned Student Identifier number so you can write the information and fill in the appropriate circles."

Provide students with their SASIDs. Check that students are completing this task correctly.

11. If everyone in your group took Session 1 on the scheduled day, skip to step 12. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, say:

    "Now I am going to tell you some information about the types of questions you will be answering.

    During this test session you will answer questions _____. (Say the question numbers that you wrote on the board at the start of the session.)

    Read each question carefully and then answer it as well as you can.

    For some questions, you will mark your answers by filling in the circles in your test & answer booklet. Make certain you darken the circles completely. Do not make any marks outside the circles. If you need to change an answer, be sure to erase your first answer completely.

    If a question asks you to show or explain your work, you must do so to receive full credit. Write your response in the space provided. Only responses written within the provided space will be scored.

    If you do not know the answer to a question, you may go on to the next question. Later, you should review your responses and go back to any questions you did not answer in this session.

Be sure at the end of the test session that you have responded to every question and not left anything blank or unanswered."

12. Say to the students:

"Next, I am going to tell you about some things that are allowed and some that are not allowed during this session.

You must write all your responses in your test & answer booklet using a #2 pencil ONLY. You may use a yellow highlighter in your booklet if you like, however you must write all your answers in your booklet using a #2 pencil ONLY.

It is also important for you to know that any figures, diagrams, or illustrations in your test & answer booklet are not necessarily drawn to scale."

13. If you are administering

BIOLOGY, say:

"You may use your calculator to help you answer questions at any time during this session."

INTRODUCTORY PHYSICS, say:

"You may use the Introductory Physics reference sheet and your calculator to answer questions at any time during this test. Do not write on your reference sheet. Instead, use your scratch paper or booklet for any figuring you need to do. You may not use any reference sheets other than what I give you."

14. Say to the students:

"It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone, ear buds, or any other electronic device with you during testing. All students are expected to be honest, do their best, and not cheat in any way.

At any time during the session, you may raise your hand if you would like me to read aloud a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But I will not be able to tell you what the word means, and I cannot give you any other help or assistance during this session. Please raise your hand if you have any questions about this."

Pause to answer any questions students may have.

15. Say to the students:

    "This test session is scheduled to be _____ (state length of test session) **long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively."**

16. Say to the students:

    "If you finish answering the questions before the end of the test session, you should review your work."

17. Then say:

    "Now open your test & answer booklet to page 2, which says '_____ (say the name of the test) **Session 2' at the top. Be sure to read all the directions. You may begin working now."**

18. If you are administering the test to any students with disabilities using accommodation A12 (Typed Responses), turn to "During Test Administration" on page 143 for the script to read to these students at this time.

19. It is your responsibility to ensure a secure testing environment.

    Circulate among the students while they take the test to confirm that they are working steadily and are not using cell phones or other electronic devices.

    Remember that you may view students' booklets for the sole purpose of confirming that students are working in the correct session. A test administrator may not review booklets to confirm whether students have marked all their responses.

20. When the session time is half over, say to the students:

    "The scheduled session time is half over. Make sure that you answer every question in this session. When you are finished answering all of the questions in Session 2 and reviewing your work, you may hand in your test materials to me. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test."

Administering Session 2 of the High School Science Tests

21. (Optional) Then say to students:

    "You may now have a short break during which you may stand up and stretch. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) **minutes long. Please place your scratch paper and your pencil inside your booklet at the page you are working on, and close your booklet."**

    The break may be scheduled for 3–5 minutes, at the test administrator's discretion. When the break is completed, say to the students:

    "The break is now over. You should begin working again."

    Resume monitoring the testing room.

22. Say to **ANY STUDENT WHO FINISHES EARLY**:

    "Before you hand me your booklet, I want to remind you that

    - **during this session you were supposed to answer questions _____.** (Say the question numbers that you wrote on the board at the start of the session.)
    - **you should make sure you have answered every question and not left anything blank or unanswered.**

    Remember, once you turn in your test, you will not be permitted to go back to Session 2.

    I want to remind you that cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed until you are dismissed from the testing room."

    Permit students to check whether they have answered every question.

23. At the **END OF THE SESSION**, say:

    "This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that

    - **during this session you were supposed to answer questions _____.** (Say the question numbers that you wrote on the board at the start of the session.)
    - **you should make sure you have answered every question and not left anything blank or unanswered.**

    Remember, once you turn in your test, you will not be permitted to go back to Session 2."

    Pause to allow students to check whether they have answered every question.

24. If you are administering

BIOLOGY, say:

> **"Please put your pencil down and close your booklet. If you need more time to answer any questions, raise your hand."**

Note which students need more time and then pick up each student's materials, keeping the materials of students who need more time separate from the others. Verify that you have a used test & answer booklet and scratch paper from each student.

INTRODUCTORY PHYSICS, say:

> **"Please put your pencil down and close your booklet. Place your reference sheet on your desk. If you need more time to answer any questions, raise your hand."**

Note which students need more time and then pick up each student's materials, keeping the materials of students who need more time separate from the others. Verify that you have a used test & answer booklet, a reference sheet, and scratch paper from each student.

25. If you are administering the test to any students using accommodation A12 (Typed Responses), ask students to review their printed typed responses. **Do not dismiss students until they have confirmed that their printed typed responses are ready to submit.** After these students have completed testing, refer to "After Test Administration" on page 145 for further instructions.

26. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

> **"If you have not yet finished your work in this session, you will be moved to** _____ (location) **to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.**
>
> **Your test materials will be brought there for you. Your cell phone and any other electronic devices must remain off, and you may not access them until you are dismissed from the test completion room."**

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for students in a test completion room.

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27. Make a list of all students in your assigned group who were not tested. These students must complete Session 2 by the end of the testing window listed on page ii, unless an extension is granted. If all the students assigned to you took Session 2, notify your principal of this. It is important to keep accurate records of who has been tested, as it is not permissible to look through assigned test & answer booklets to check whether students have completed testing.
28. Verify that any students who filled in circles for their names, dates of birth, and SASIDs on the front covers of test & answer booklets have done so correctly. If not, correct the information on the front covers at this time.
29. Group test materials into the following separate piles:
    - used test & answer booklets
    - reference sheets, if applicable
    - used scratch paper
    - unused scratch paper
    - void test & answer booklets
    - unused test materials
    - contaminated test materials, if applicable (Remember to notify your principal or test coordinator.)
30. Complete appropriate tracking documents, as instructed by your principal.
31. Immediately return **all** test materials and the list of students who were not tested to your principal.

Remember that all test & answer booklets (including large-print booklets, braille booklets, and Braille Administrator's Copies) are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your principal has instructed you to do so, read the following recommended script to students:

   "It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

   You will be going to _____ (location) **after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break."**

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your principal has instructed you to do so, read or point to this recommended script:

   "You may not retrieve or access your cell phone or any prohibited materials while you are out of the room."

   If your principal has directed you to follow a different procedure, do so at this time.