Script from the spring 2021 MCAS PBT TAM for Grades 3–8 Mathematics, Session 1 of Grade 10 Mathematics, and Grades 5 and 8 STE
Part VII

Administering Grades 3–8 Mathematics, Grades 5 and 8 STE, and Session 1 of Grade 10 Mathematics
Administering Grades 3–8 Mathematics, Grades 5 and 8 STE, and Session 1 of Grade 10 Mathematics

If you are administering the Spanish/English edition of the grade 10 Mathematics test, please turn to page 100 in Appendix A.

A Materials Needed for this Test Session

1. Prior to testing, you will receive the following materials for students assigned to you:4
   • this manual
   • scratch paper (blank, lined, or graph)
   • a list of students’ SASIDs, if applicable
   • Student ID Labels, if labels were not previously applied to booklets
     If your principal has instructed you to apply Student ID Labels to test & answer booklets before testing, do so before the students arrive for testing.
   • a tracking form to assist you and your principal in maintaining the security of test materials
   • optional: Mathematics or Science and Technology/Engineering practice tests, if not previously administered
   • FOR THE MATHEMATICS TESTS
     › GRADES 3 AND 4
       – test & answer booklets, half with the Session 1 pages paper-clipped, and half with the Session 2 pages paper-clipped
       – MCAS rulers
     › GRADES 5 AND 6
       – test & answer booklets, half with the Session 1 pages paper-clipped, and half with the Session 2 pages paper-clipped
       – MCAS rulers
       – reference sheets
     › GRADES 7 AND 8
       – test & answer booklets, half with the Session 1 pages paper-clipped, and half with the Session 2 pages paper-clipped
       – MCAS rulers
       – reference sheets
       – a list of which students have been assigned Mathematics Session 1 and which have been assigned Mathematics Session 2
       – calculators for those students who will be taking Session 2, and who did not bring their own
         Each student taking Session 2 must have sole access to a calculator. Students taking Session 2 may use their own calculators, including graphing calculators. Schools must provide a calculator for each student taking Session 2 who does not already have one, as follows:

4 If applicable for any student in your assigned group, you will also receive Braille test materials or large-print test materials.
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- grade 7 Mathematics **Session 2 only**
  - recommended: a five-function calculator or scientific calculator
  - minimum: a five-function calculator
- grade 8 Mathematics **Session 2 only**
  - recommended: a scientific calculator or graphing calculator
  - minimum: a five-function calculator

Test administrators must ensure that students taking Session 2 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).

**GRADE 10**
- Session 1 test & answer booklets
- reference sheets

**FOR THE GRADES 5 AND 8 STE TESTS**
- test & answer booklets
- MCAS rulers
- calculators for students who do not provide their own

Each student must have sole access to a calculator for the grades 5 and 8 STE tests. Students may use their own calculators, including graphing calculators. Schools must provide a calculator for each student who does not already have one.
- grade 5: a five-function calculator or scientific calculator
- grade 8: a scientific calculator

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).

2. You will also need the following materials available in your testing space prior to testing:
   - “MCAS Testing—Do Not Disturb” sign
   - printed copies of authorized bilingual word-to-word dictionaries for current and former EL students
   - #2 pencils

3. You will likely 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.
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B Before Students Arrive
1. Make sure the testing space has been appropriately prepared (see page 24).
2. Post the “MCAS Testing—Do Not Disturb” sign on the outside of the door of the testing space.
3. Write your name on the board.
4. Write the name of your school and district on the board.

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. Approve any bilingual dictionaries brought by current and former EL students to use during the 
   test session according to the guidelines in Appendix G.
   All other dictionaries are prohibited during this session.
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, music players, 
e-book readers, or 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:
   “Remember you were given instructions recently at a student meeting about 
appropriate activities you can do when you finish testing and those you will not 
be allowed to do. Raise your hand if you have any questions about appropriate 
things you can do during this session when you finish testing.”
   Answer any questions students have. Then say:
   “If you have an 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 will be able to 
access it again when I give you permission to do so.”
   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 authorized bilingual dictionaries for current 
and former EL students and #2 pencils. Students may also have colored pencils and yellow 
highlighters (see page 13).
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.
Administer the Test Session

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 this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. If you are administering **GRADES 3–8 MATHEMATICS** or **GRADE 5 OR 8 STE**, say to the students:

   “We are about to begin the MCAS __________ (say the grade and name of the test) test. The session you take today is the only session you will take for __________ (say the name of the subject) this year. This is different from previous years when students took two sessions of each MCAS test.

   **GRADE 10 MATHEMATICS**, say to the students:

   “We are about to begin the MCAS Mathematics 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 partially determine whether you receive a high school diploma. 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. If your booklet has the year 2020 listed on the cover, do not be concerned. This is the correct booklet.”

   Distribute the test & answer booklets. If Student ID Labels have already been applied to the test & answer booklets, make sure that you give each student the correct assigned booklet. Distribute one sheet of scratch paper to each student.

3. If you are administering **GRADES 3–8 MATHEMATICS** or **GRADE 5 OR 8 STE**, say to the students:

   “Your test & answer booklet contains two test sessions, Session 1 and Session 2, but as previously mentioned, you will only be taking one of these sessions. Whichever session has not been paper-clipped is the session you will take. Do not remove the paper clips from your test & answer booklet. Please raise your hand if you have any questions.”

   Answer any questions that students have, and make sure that they know which session they will be taking.

4. 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.”
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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.”

5. 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, making sure that the same session is paper-clipped as in the original booklet (see section D on page 19).

6. If students will apply their own Student ID Labels, distribute the labels now. Instruct students to verify that the information on their labels is correct before they apply them. Any student who has a Student ID Label with incorrect information should return the label or prelabeled test & answer booklet to you. If the student’s SASID is correct on the label, the student may use the labeled booklet. If the SASID is incorrect or the student does not have a label, additional information must be completed on the front cover of an unlabeled booklet, according to the instructions in step 12 of this section.

7. When all Student ID Labels have been applied, say:

“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.”

8. If you are administering Grades 3–8 Mathematics or Grade 5 or 8 STE, say:

“At the top of the front cover, under the heading ‘Test Administrator Name(s),’ print my name on the line provided for Session 1. Even if you will be taking Session 2 in your test & answer booklet, you should use the line provided for Session 1 on the front cover of your booklet. 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.

Grade 10 Mathematics, say:

“At the top of the front cover, under the heading ‘Test Administrator Name(s),’ print my name on the line provided for Session 1. 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.

9. 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.
10. 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.

11. 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.

12. If all of the students in your assigned group are using test & answer booklets with Student ID Labels, skip to step 13. 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.
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13. If you are administering **MATHEMATICS**, say:

   “I will now hand out the ____________.” (fill in from the table below)

<table>
<thead>
<tr>
<th>Grade(s)</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 and 4</td>
<td>MCAS rulers</td>
</tr>
<tr>
<td>5, 6, 7, 8</td>
<td>MCAS rulers and Mathematics reference sheets</td>
</tr>
<tr>
<td>10</td>
<td>Mathematics reference sheets</td>
</tr>
</tbody>
</table>

   Distribute the appropriate materials to the students, according to the chart.

   **GRADE 5 OR 8 STE**, say:

   “I will now hand out the MCAS rulers, as well as a calculator for any of you who did not bring your own.”

   Distribute the MCAS rulers to the students. Distribute calculators to those students who did not bring their own.

14. If you are administering **GRADE 7 OR 8 MATHEMATICS**, say:

   “If you are taking Session 1 in your test & answer booklet, this is a noncalculator session. The Session 1 questions have been designed to be answered without the use of a calculator. You may not use a calculator to answer any of the questions if you are taking Session 1.

   If you are taking Session 2 in your test & answer booklet, this is a calculator session. You may use a calculator to answer any of the questions in Session 2. If you do not have a calculator with you, please raise your hand and I will provide one for you.”

   Distribute calculators to any students who do not have their own. Verify that these students are taking Session 2 by checking to see whether Session 1 in their booklets is paper-clipped.

   Then say:

   “Neither Session 1 nor Session 2 is easier or more difficult than the other, so do not be concerned about which session you are taking or whether you are allowed to use a calculator or not. Just do your best on each question.”

15. If you are administering **GRADE 5, 6, 7, 8, OR 10 MATHEMATICS**, say:

   “Print 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.”

16. Say to the students:

   “Now I am going to tell you some information about the types of questions you will be answering.”
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, erase your first answer completely.”

17. If you are administering **MATHEMATICS**, say:

“For other questions, you will fill in an answer grid. To do so, you must enter your answer in the answer boxes at the top of the answer grid AND completely fill the matching circles below. Additional directions for completing questions with answer grids are provided in your test & answer booklet.”

18. 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 answers 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.”

19. 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.”

20. If you are administering **GRADES 3–6 OR 10 MATHEMATICS**, say:

“You may use your ___________ (fill in from the table below) to help you answer questions at any time during this session. 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. You may NOT use a calculator at any time during this session.”

<table>
<thead>
<tr>
<th>Grade(s)</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 and 4</td>
<td>MCAS ruler</td>
</tr>
<tr>
<td>5 and 6</td>
<td>MCAS ruler and Mathematics reference sheet</td>
</tr>
<tr>
<td>10</td>
<td>Mathematics reference sheet</td>
</tr>
</tbody>
</table>
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**GRADES 7 OR 8 MATHEMATICS**, say:

“You may use your MCAS ruler and Mathematics reference sheet to help you answer questions at any time during this session. 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.”

**GRADE 5 OR 8 STE**, say:

“You may use your calculator and MCAS ruler to answer questions at any time during this session. 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.”

21. 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 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.

22. 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.

23. If you are administering

**GRADES 3–8 MATHEMATICS** or **GRADE 5 OR 8 STE**, say:

“If you finish answering the questions before the end of the test session, you should review your work for this session only.

Now open your test & answer booklet to the first page of the session that you will be taking, either Session 1 or Session 2. Be sure to read all the directions. You may begin working now.”
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GRADE 10 MATHEMATICS, say:

“If you finish answering the questions before the end of the test session, you should review your work for this session.”

“Now open your test & answer booklet to page 2, which says Grade 10 Mathematics Session 1’ at the top. Be sure to read all the directions. You may begin working now.”

24. If you are administering the test to any students with disabilities using accommodation A12 (Typed Responses), turn to page 129 in Appendix D for the script to read to these students at this time.

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

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, are not using cell phones or other electronic devices, and are in the correct session of their test & answer booklets.

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.

26. (Optional) Approximately midway through the session, 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 complete, say to the students:

“The break is over. Please open your test & answer booklet and begin working again now.”

27. 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 this session 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.”

28. Say to ANY STUDENT WHO FINISHES EARLY:

“Before you hand me your booklet, I want to remind you that you should make sure you have answered every question in your assigned session and not left anything blank or unanswered.

Remember, once you turn in your test, you will not be permitted to go back to this session.
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I want to remind you that cell phones, music players, e-book readers, and other electronic devices are still not allowed until I give you permission.

Permit students to check whether they have answered every question.

29. 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 you should make sure you have answered every question in your assigned session and not left anything blank or unanswered.

Remember, once you turn in your test, you will not be permitted to go back to this session.”

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

30. If you are administering

GRADE 3 OR 4 MATHEMATICS, say:

“Please put your pencil down and close your booklet. Place your ruler 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 ruler, and scratch paper from each student.

GRADE 5, 6, 7, OR 8 MATHEMATICS, say:

“Please put your pencil down and close your booklet. Place your reference sheet and ruler 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 ruler, a reference sheet, and scratch paper from each student.

GRADE 10 MATHEMATICS, 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.

GRADE 5 OR 8 STE, say:

“Please put your pencil down and close your booklet. Place your ruler 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 ruler, and scratch paper from each student.

31. 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, see page 130 in Appendix D for further instructions.
32. 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 I or another test administrator gives you permission to do so.”

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.

33. Make a list of all students in your assigned group who were not tested. These students will need to take this session during the make-up period. If all the students assigned to you took this session, 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.

34. 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.

35. Group test materials into the following separate piles:
   • used test & answer booklets
   • used scratch paper
   • unused scratch paper
   • void test & answer booklets
   • reference sheets (if applicable)
   • MCAS rulers (if applicable)
   • unused test materials
   • practice tests (if applicable)
   • contaminated test materials, if applicable (Remember to notify your principal or designee.)

36. Complete appropriate tracking documents, as instructed by your principal.

37. Immediately return all test materials and the list of students 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.
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 or other electronic devices must remain off during lunch, and you may not access them until the test administrator gives you permission to do so. Also, you may not discuss the test 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.