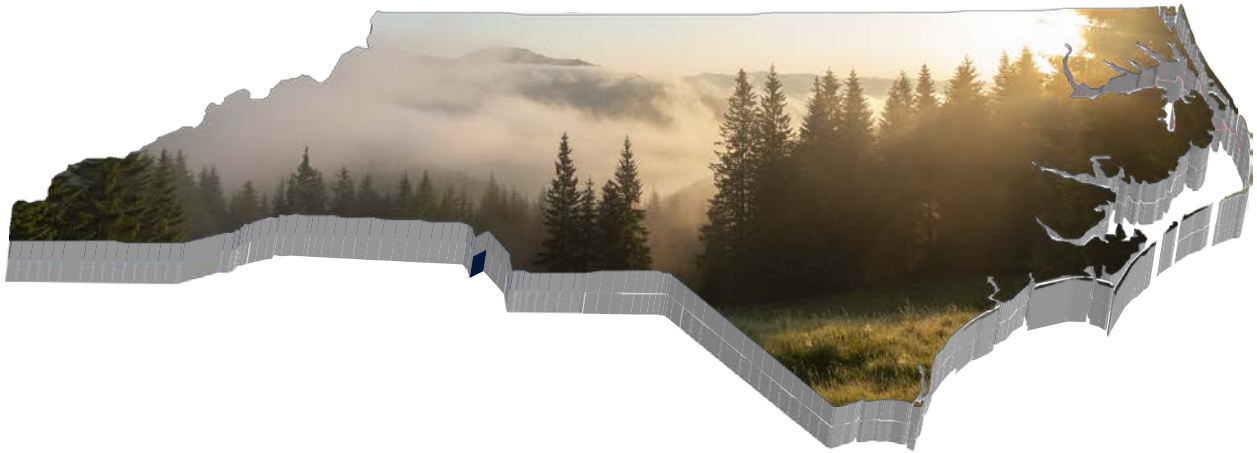


The 2024–25 End-of-Course Test Administration Guide is to be used for all EOC test administrations during the 2024–25 school year. This version of the guide has been provided to Department of Juvenile Justice and nonpublic school test coordinators with key points and specific changes highlighted and does not replace a thorough review and understanding of the entire publication.

# –North Carolina End-of-Course Test– ADMINISTRATION GUIDE



**Biology**  
**English II**  
**NC Math 1**  
**NC Math 3**

**2024–25**



North Carolina Department of  
**PUBLIC INSTRUCTION**

Copyright © 2024 by the North Carolina Department of Public Instruction. All rights reserved.

Stock No. 23848

In compliance with federal law, the NC Department of Public Instruction administers all state-operated educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

**Inquiries or complaints regarding discrimination issues should be directed to:**

Dr. Thomas Tomberlin, Senior Director, Office of Educator Preparation and Teacher Licensure, NCDPI,  
6301 Mail Service Center, Raleigh, NC 27699-6301 / Phone: (984) 236-2114 / Fax: (984) 236-2099

**Visit us on the web:** [www.dpi.nc.gov](http://www.dpi.nc.gov)

## **Contents**

<b><u>GENERAL INFORMATION</u></b>	<b>1</b>
Overview of the End-of-Course (EOC) Tests	1
Testing Format	1
Administration Information	1
<b><u>ONLINE TESTING INFORMATION</u></b>	<b>3</b>
<u>Before Test Day</u>	4
Prepare Students for Testing	4
Review Testing Security	4
Review and Plan for Accommodations	4
Review and Enter Student Interface Questions (SIQs)	5
<u>On Test Day</u>	6
Testing Room	6
Duties of Test Administrators	6
Use of Prohibited Device During Testing	7
Test Day Reminders	7
Receive Required Testing Materials	8
Breaks for Students with the <i>Multiple Testing Sessions</i>	
Accommodation	9
Unexpected Pauses during Standard Test Sessions	10
Procedures for Students Who Complete the Test before the Scheduled Testing Time Is Over	11
<u>Online Test Administration Overview and Procedures</u>	12
Important Test Day Reminders	12
Steps to Complete Before Beginning Online Testing	13
Online Biology Test Administration Directions	16
Online English II Test Administration Directions	25
Online NC Math 1 Test Administration Directions	33
Online NC Math 3 Test Administration Directions	43
<u>After Testing</u>	52
Count, Return, and Secure All Test Materials	52
Report Testing Irregularities	52
Complete the Review of Accommodations Used During Testing Form	52
Complete Accommodations Used during Testing in NCTest Admin	52
Complete Special Codes in NCTest Admin	53
<b><u>PAPER TESTING INFORMATION</u></b>	<b>54</b>
<u>Before Test Day</u>	55
Prepare Students for Testing	55
Paper Test Transcription Requirements	55

Review Testing Security	55
Review and Plan for Accommodations	56
Student Interface Questions (SIQs) for Paper Administrations	56
<u>On Test Day</u>	57
Testing Room	57
Duties of Test Administrators	57
Test Day Reminders	58
Receive Required Test Materials	59
Verify Exact Number of Test Materials upon Receipt	59
Review and Plan for Accommodations	59
Breaks for Students with the <i>Multiple Testing Sessions</i>	
Accommodation	59
Providing Extended Breaks during the Test	60
Unexpected Pauses during Standard Test Sessions	60
Procedures for Students Who Complete the Test before the Scheduled Testing Time Is Over	60
<u>Paper Test Administration Directions</u>	62
<u>Section 1</u> : Paper Test Administration Directions	63
<u>Section 2</u> : Paper Biology Test Administration Directions	67
<u>Section 3</u> : Paper English II Test Administration Directions	74
<u>Section 4</u> : Paper NC Math 1 Test Administration Directions	82
<u>Section 5</u> : Paper NC Math 3 Test Administrations Directions	91
<u>After Testing</u>	99
Count, Return, and Secure All Test Materials	99
Report Testing Irregularities	99
Complete <i>Review of Accommodations Used During Testing</i> Form	99
Complete Accommodations Used During Testing in NCTest Admin	99
Complete the Special Codes in NCTest Admin	100
Transcription Instructions	100
Complete the School Transcription Tracking Form	101
Test Book Return	101
<b><u>APPENDIXES</u></b>	<b>102</b>
<u>Appendix A</u> : Testing Violations, Irregularities, and Misadministrations	103
<u>Appendix B</u> : School Transcription Tracking Form	106
<u>Appendix C</u> : Calculator Use	107
<u>Appendix C1</u> : TI-84 Plus Family	110
<u>Appendix C2</u> : TI-83 Plus Family	113
<u>Appendix C3</u> : TI-Nspire Handhelds	114
<u>Appendix C4</u> : Casio fx-9750GII	115
<u>Appendix C5</u> : Casio fx-9860GII	116
<u>Appendix C6</u> : Casio PRISM/fx-CG10	119
<u>Appendix C7</u> : Casio PRIZM Exam Mode	122



<a href="#">Appendix C8</a> : NumWorks	125
<a href="#">Appendix C9</a> : TI-84 CE Family	127
<a href="#">Appendix D</a> : <i>Testing Code of Ethics</i>	130

## General Information

### Overview of the End-of-Course (EOC) Tests

The EOC tests are used to sample a student's knowledge of subject-related concepts as specified in the *North Carolina Standard Course of Study* (NCSCOS) for Biology, English II, NC Math 1, and NC Math 3 to provide a global estimate of the student's mastery of the material in the content area.

### Testing Format

All standard administrations of the EOC test must be completed online in NCTest. A paper format is available for students with a documented accessibility need. This guide contains the administrative procedures that apply to both the online and the paper administrations. Any information that is specific to either the online or the paper format is clearly labeled in this guide.

### Administration Information

The following chart includes test administration information. No test administration may exceed the maximum time (except for students with a documented accommodation, such as *Scheduled Extended Time*). The administration time does not include time for general instructions and breaks. The tests must be administered in one school day (except for students with a documented accommodation, such as *Multiple Testing Sessions*).

Test Information		Times (minutes)
Biology	Biology	120 (180 maximum)
	2 Two-Minute Breaks	4
	General Instructions	12
	<b>Total</b>	136
English II	English II	150 (240 maximum)
	2 Two-Minute Breaks	4
	General Instructions	12
	<b>Total</b>	166
NC Math 1	NC Math 1	180 (240 maximum)
	2 Two-Minute Breaks	4
	General Instructions	12
	<b>Total</b>	196

Test Information		Times (minutes)
NC Math 3	NC Math 3	180 (240 maximum)
	2 Two-Minute Breaks	4
	General Instructions	12
	<b>Total</b>	196

# Online Testing Information

## Before Test Day

### Prepare Students for Testing

Test administrators are expected to review the following information before administering an end-of-course (EOC) test. Though many of these processes and procedures ensure a standardized testing experience for all students, it is also important to note such efforts should not create a stressful environment for students.

With that in mind, the following suggestions are meant to help students feel comfortable with the test and the testing process.

- Share with students that they have been learning the content of the tests all year.
- Review test-taking strategies that have been used throughout the school year.
- Complete the Online Assessment Tutorial (required at least once a year before the test administration).
- Review the appropriate released test form for the associated test with students.
- Most importantly, affirm with students that this is just one test score and not the only measure of their skills and abilities. Educators should remind students of their many successes during the school year and that the test is only one part of their school experience.

### Review Testing Security

To ensure a secure and ethical testing experience for all students, test administrators are required to review the following information before the test administration:

- Online Test Administrations—Policies and Procedures Training Course,
- Testing Violations, Irregularities, and Misadministrations,
- Testing Code of Ethics, and
- Testing Security Protocol and Procedures for School Personnel.

Reviewing this information will minimize the occurrence of irregularities or misadministrations and may prevent students from retesting unnecessarily.

### Review and Plan for Accommodations

Some students are approved to have access to accommodations as written in their Individualized Education Programs (IEPs), Section 504 Plans, English Learner (EL) Plans, or transitory impairment documentation. On days before the test administration, the *Review of Accommodations Used During Testing Form* is completed to ensure students receive the appropriate accommodations. If a student is not provided a required accommodation, the result may be a misadministration.

**Review and Enter Student Interface Questions (SIQs)**

On days before an online test administration, designated school personnel must review and possibly edit the SIQs in NCTest Admin for students who need the following interface options or documented accommodations.

- Student Interface Options
  - alternate background color
  - large font
  - test read aloud (in English)
- Accommodations Required by the Student
  - *Multiple Testing Sessions*
  - *Test Read Aloud (in English)*
  - Other accommodations (i.e., other accommodations besides *Multiple Testing Sessions* and *Test Read Aloud [in English]*)

## On Test Day

Test administrators are responsible for ensuring students are provided with an appropriate testing environment. The following information will assist in preparing the testing room, understanding the testing processes, accounting for secure test materials, and completing procedures that are part of the test administration. Understanding and application of the following information will minimize the possibility of a testing irregularity or misadministration and will provide students with an appropriate testing experience.

### Testing Room

Test administrators are required to ensure:

- all devices work properly and can access the internet.
- a “Testing—Do Not Disturb” sign is posted outside the testing room.
- bulletin boards, instructional displays, and reference materials (printed or attached) on student desks or devices are covered or removed.
- all desks or workstations are cleared of books and other materials that are not required for the test.
- A clock must be visible for students to manage their work time during testing. A projected, digital clock is permitted, as long as it makes no noise and has no alarms. The clock must display the time and cannot be a countdown timer.
- Each student must have enough space in which to work.

### Duties of Test Administrators

The test administrators’ primary responsibilities include:

- Reading and studying thoroughly the *Testing Code of Ethics* before the test administration.
- Maintaining test security at all times.
- Ensuring students’ personal belongings are not accessed during testing.
- Ensuring students only have an electronic device approved by the test administrator and that they do not have any additional electronic devices in their possession during testing.
- Monitoring the test administration by moving quietly and frequently throughout the room and scanning the students’ work areas to ensure students follow the test directions, perform the required tasks, do not share responses, and those eligible have access to required accommodations.
- Not, at any time, reading test questions from students’ tests or taking notes or photographs of secure items or posting them on the internet or social media.
- Avoiding distracting behaviors (e.g., reading, conducting other personal or professional duties, talking or texting on cell phones, working on any other electronic device).

- Immediately, on the day of the occurrence, documenting and reporting testing irregularities to the school test coordinator, who will ensure the irregularities are submitted in the Online Testing Irregularity Submission System (OTISS).

### **Use of a Prohibited Device During Testing**

Beginning with the 2024–25 school year, after students click the **Start** button to begin the test, they will see a screen that reads, “While taking this test I will only use electronic devices approved by the test administrator. If I am in possession of any other electronic device not approved by the test administrator during testing, my test will be declared a misadministration.” PSUs and schools are expected to have a plan in place to remove students from testing, with the least amount of distraction to other students, if they are found with an electronic device. PSUs must follow test misadministration policies and procedures cited in the *North Carolina Test Coordinator’s Policies and Procedures Handbook*.

### **Test Day Reminders**

- Except for the electronic device students will use to take the test, they are not permitted to have any other electronic device in their possession during testing.
- A trained test administrator is required to be present in the testing room for the entire test administration.
- Student access codes:
  - are considered secure test materials and are checked out on test day. They must be accounted for before, during, and after each test administration.
  - are unique for each student’s specified EOC test and only permitted for in-school test administrations.
  - can only be used once. After initial use, student access codes no longer work.
- Test administrators are not to engage in any activity other than monitoring the test administration to ensure there are no misadministrations or irregularities.
- Test administrators cannot give students any assistance on the test, verbally or nonverbally.
- Each student in the room has access to the appropriate test materials as specified in this test administration guide.
- Only test materials specified in this test administration guide (or published supplements or updates) may be used during the test administration.
  - Beginning with the 2024–25 school year, schools are no longer required to hand out scratch paper and a writing utensil at the beginning of testing; however, students can request these items and



test administrators must have them available in the room. Used scratch paper is considered secure and must be handled in the same manner as all secure test materials.

- Test administrators may not place test materials on students' desks or workstations before the beginning of the test administration.
- When necessary, students may be excused to use the restroom. While the student is out of the room, the test must be paused. The test administrator must note the amount of time the student is out of the room so the student may receive the accurate testing time allowed. It is best practice not to allow more than one student to visit the restroom at the same time.
- Visitors are not allowed in the classroom during the test administration except when required for state or local monitoring of test administrations or under extreme circumstances (i.e., emergency situations).
- Seating is arranged to discourage students from sharing responses.
- Ensure spare devices and power sources are available.
- Verify that the test administrator's NC Education username and password are working correctly. NC Education passwords are never shared, and if compromised, the school test coordinator must be notified immediately.
- Study carrels or privacy shields are permitted only under the following circumstances:
  - the students' assigned seats are multi-student desks (i.e., desks that seat two or more students), or
  - the student has the *Testing in a Separate Room* accommodation (i.e., in a one-on-one or small group setting).

### **Receive Required Testing Materials**

The morning of the test administration, the school test coordinator will provide each test administrator with the required test materials (e.g., access codes [if used], scratch paper, writing utensils). To maintain security of test materials, the test administrator will count and record the number of secure materials when they are first received from the school test coordinator. Any discrepancies in the counts should be reported before the test administrator leaves the distribution site. The test administrator must return all materials at the end of testing and the counts must be verified by the school test coordinator.

The following materials are needed to administer the EOC tests:

- this administration guide,
- devices meeting all technical requirements (For technical updates, periodically review the [technical requirements](#) for NCTest.),
- access codes (if applicable for each student in the assigned testing session),
- writing utensils,

- a supply of scratch paper (blank, colored, lined paper), and
- NC Math 1 and NC Math 3 only:
  - a supply of graph paper issued by the Annual Testing Program
  - a graphing calculator (online or handheld)
    - NC Math 1: Calculators are permitted only during the calculator active portion of the test.
    - NC Math 3: Calculators are permitted for the entire test. All test questions are calculator active.

An online calculator is available for students to use on all online test questions (when applicable). The online calculator meets the minimum calculator requirements for the specific test.

A handheld calculator is not required for online test administrations; however, students who routinely use a handheld calculator during classroom instruction and on similar classroom assessments or have not had enough practice using the online calculator, should be provided a handheld calculator during the test administration. A student may also require a handheld calculator for accessibility purposes, when appropriate. See [Appendixes C–C9](#) for more information regarding calculators.

### **Breaks for Students with the *Multiple Testing Sessions* Accommodation**

If a student receives the *Multiple Testing Sessions* accommodation, he or she may require more frequent breaks, or longer breaks, than the standard work and break times. The test administrator should replace the standard timing information in the test administration script with the timing information documented in the student's IEP, Section 504 Plan, EL Plan, or transitory impairment documentation.

Only students with the *Multiple Testing Sessions* accommodation should need to stop testing for an extended break.

**Extended breaks within the school building.** When a student takes an extended break and will remain within the school building, the student must not communicate with others or access personal belongings.

The test administrator should instruct the student to click the **Pause** button to prevent others from seeing the test questions on the screen and to ensure test materials remain secure. The **Pause** button pauses the test for sixty minutes.

If a student is taking a break that is longer than sixty minutes the test administrator must close NCTest by clicking the **Save and Exit** button on the review or pause page. The exit logout screen will display for the test administrator to enter his or her username and password to exit the test without completing it. The student's responses to test questions will be saved.

**Testing over multiple days.** If a student has completed testing for the day, the test administrator must advise the student he or she:

- is not allowed to discuss specific test questions or information contained in the test.
- must complete the current reading or biology selection and the associated test questions before leaving the room.
- will not be permitted to review or answer any test questions in the section of the test they completed before leaving for the day.
  - While the testing platform will not lock down test questions the student completed the previous day, and there is a possibility that a student could return to previous information, the test administrator should attempt to ensure this does not occur. It is best practice for the test administrator to record the question number where the student stopped to ensure the test begins at the correct starting point during the next test session and that the student does not return to questions that were or were not answered before the break.

When a student has completed testing for the day, the test administrator must close NCTest by clicking the **Save and Exit** button on the review or pause page. The exit logout screen will display for the test administrator to enter his or her username and password to exit the test without completing it. The student's responses to test questions will be saved.

When the student returns to testing the next day, the test administrator must log back in to NCTest and click the **Start** button so the student can continue testing from his or her previous stopping point. Clicking the **Start** button will launch the test again to allow the student to continue working. The test administrator should ensure the test begins at the point the student previously stopped.

Once the student finishes testing, the **End Test** button must be clicked, and the test will automatically be finalized at 7:00 p.m.

### **Unexpected Pauses during Standard Test Sessions**

Students testing without the *Multiple Testing Sessions* accommodation should not take breaks outside of the ones built into the test administration

script. However, when an unexpected pause in testing occurs (e.g., temporary internet outage), students may not communicate with anyone or access any personal belongings.

### **Procedures for Students Who Complete the Test before the Scheduled Testing Time Is Over**

In some test settings, there may be students who complete the test before the scheduled time is over. The following local options are available to these students.

- Students may remain in the testing room and read non-instructional reading materials (e.g., magazines) while the other students continue working to complete the test. Students are not permitted to use electronic reading devices while there are students still testing in the same room.
- Students may be dismissed from the testing room when they complete the test if authorized by the appropriate school staff (e.g., principal).

Before dismissing a student, who has completed the test early, or allowing the student to remain in the room to read, the test administrator must complete the following steps.

- Verify that the student has clicked the **End Test** button to close the test. Once the student has clicked the **End Test** button, the student will not be able to return to the test questions. A stop sign will appear on the student's screen after the second **End Test** button has been clicked and the test has been closed.
- Collect all ancillary materials (e.g., used and unused papers).

## Online Test Administration Overview and Procedures

### Important Test Day Reminders

Test administrators must read and review the following policies and procedures before starting the online test administration:

- To ensure the validity of the test, students receiving the *Test Read Aloud (in English)* accommodation or designated feature via device audio must also receive the *Testing in a Separate Room* accommodation (one-on-one) unless using headphones.
- Follow and present the directions and script as written in this guide. Failure to do so may constitute a misadministration.
  - Read aloud only the material in **boldface** print that is preceded by the word "SAY."
  - The text printed in standard type is information for the test administrator only and is not to be read aloud to students.
    - An exception to this policy is administrations that include the use of tablets. The word "click" may be replaced with the word "touch" in these instances.
  - Test administrators can read test directions aloud to students as many times as necessary for students to understand the directions.
- For English II—Reading aloud or signing/cueing the selections, test questions, or answer choices from the English II test for any students, including students with disabilities and students identified as ELs, invalidates test results because the test measures reading comprehension skills. Only the test directions may be read aloud or signed/cued to students during the online English II test.
- For NC Math 1—The NC Math 1 test consists of two parts.
  - The first part of the test is calculator inactive. Students are not allowed to use a calculator for this part of the test.
  - The second part of the test is calculator active.
    - Students testing online will have access to an online calculator for the calculator active portion of this test.
    - If students will be provided a handheld calculator as referenced in the [Receive Required Testing Materials](#) subsection of this guide, the test administrator is not to give any student a calculator until the student has completed the calculator inactive questions.
    - When students complete the calculator inactive part of the test, the directions on the screen instruct them to raise their hand if they would like to receive a handheld calculator in addition to the online calculator.
    - When a student raises his or her hand to indicate completion of the calculator inactive section, the test administrator, in the least disruptive manner possible, gives the student a calculator and

ensures the student has moved into the calculator active section of the test.

- The number of handheld calculators distributed should be counted and recorded.
- For NC Math 3—The NC Math 3 test consists of only calculator active questions. Students will have access to an online calculator for this test. If students will be provided a handheld calculator as referenced in the [Receive Required Testing Materials](#) subsection of this guide, the test administrator should provide the handheld calculator at the beginning of the test session.
- For NC Math 1 and NC Math 3—Before beginning and immediately following the test administrations, the test administrator or the principal's designee clears the calculator memory and all applications (including preloaded) of all handheld calculators, including personal calculators students may use for calculator active questions.
- No one is to leave the testing room except in an emergency (e.g., illness, necessary restroom break). Test security must be maintained at all times.
- Test administrators and students are not permitted to discuss with others specific questions from the test or information contained within the test or to write about them on the internet or on social media.
- For those students who complete the test before the scheduled testing time is over, follow directives as outlined in the [Procedures for Students Who Complete the Test before the Scheduled Testing Time is Over](#) subsection of this guide.

### **Steps to Complete Before Beginning Online Testing**

The Annual Testing Program recommends test administrators begin setting up devices used to deliver the online test thirty to forty minutes before the students are to begin testing. **The test administrator must perform the following steps before testing begins.**

1. Ensure Chromebooks are managed with settings and login processes that restrict a student's ability to access additional resources during the test administration (kiosk mode). Directions for Chromebooks can be found in the [technical requirements](#) for NCTest.
2. Launch the NCTest Secure Browser, NCTest Chrome App. (Android app., if available), or the NCTest iPad app. and click on the **NCTest Login** button.
  - If using iPads, ensure they are in Automatic Assessment Configuration by clicking on the **Yes** button in the pop-up window to Confirm App Self-Lock.
3. The test administrator should follow local procedures to log in each student to a device or have the students log themselves in using the directions below.

- If the *test administrator* logs into the test:
    - enter a valid NC Education username and password and click **Login**,
    - choose EOC from the Test Type drop-down menu,
    - choose the appropriate EOC test from the Test Name drop-down menu and click **Continue**,
    - select the course (if applicable) from the drop-down menu and then click **Select Course**, and
    - select the student to be tested from the list presented on the screen and click **Select Student**.
  - If the *student* logs into the test:
    - the test administrator securely distributes each student's unique access code, and
    - the student enters the student ID number and access code (case sensitive) provided by the teacher and clicks **Login**.
4. After logging in is complete, the test administrator ensures the screen is set to the start page with the correct student's name, PowerSchool or NC Student Information System number, school name, and test name displayed on the screen.
  5. Confirm the screen on each student's device is still set to the start page—students must not click the **Start** button and begin using their devices until they are told to do so.
  6. Collect and count access codes (if used) from each student and ensure the collected count matches the distributed count.
  7. Upon direction from the test administrator, the student clicks **Start**. After the **Start** button is clicked, a pop-up box will appear. The student confirms the information in the pop-up box and then clicks **OK** to begin. If students experience an unexpected exit during testing, they must be logged back in to the test by the test administrator.

Devices that are (1) open, (2) displaying the students' start screens or test material, or (3) paused, must not be left unattended by the test administrator at any time.

Clicking the **Save and Exit** button will result in a caution message. If the **Save and Exit** button is clicked accidentally during testing, click **Cancel** to continue the online test.

- If any Annual Testing Program-approved supplemental materials (e.g., headphones) will be used, the test administrator may give students these items at this time.
- If a student receives the *Multiple Testing Sessions* accommodation, he or she may require more frequent or longer breaks than the standard work and break times. The test administrator should replace the standard timing information in the test administration script with the timing information documented in the student's IEP, Section 504 Plan, EL Plan, or transitory impairment documentation. The total testing time must not exceed the maximum time allotted for the test as outlined in this test administration guide unless the student also has the *Scheduled Extended Time* accommodation.

When ready, turn to the appropriate subject specific online test administration directions.

<b>Online Test Administration Directions</b>	<b>Page Number</b>
<a href="#">Biology</a>	16
<a href="#">English II</a>	25
<a href="#">NC Math 1</a>	33
<a href="#">NC Math 3</a>	43



## Online Biology Test Administration Directions

When ready, the test administrator begins the testing session by reading the test administrator script.

**SAY: Today, you will take the Biology end-of-course online test. Please do not begin testing until I tell you to do so. During testing you are not allowed to have any electronic devices in your possession except for the device you are using to complete this test. I will now pause and give you the opportunity to turn off and appropriately store any electronic devices.**

The test administrator pauses to allow students time to turn off and appropriately store electronic devices.

**SAY: Before you begin, you must clear your work area.**

The test administrator pauses for students to clear their work area. When ready, the test administrator continues reading the script.

**SAY: Look at the information on the screen. You should see your name, your student ID number, the school's name, the name of the test, a button labeled Start, and a button labeled Exit. Please do not click the Exit button; it will log you out of the test. Do not click Start until I tell you to do so. If the information on the screen is not correct, raise your hand.**

Before continuing, the test administrator helps students who have raised their hand.

**SAY: If you would like a piece of scratch paper and writing utensil, I can give these items to you now or I can give them to you during the test. Please raise your hand if you would like scratch paper and a writing utensil now.**

The test administrator pauses to distribute scratch paper and writing utensils to students who request these materials.

**SAY: Most of you will take about two hours to complete the test, but if you need additional time, it will be provided. During the test**

**SAY: you will take 2 two-minute breaks. I will tell you when it is time for the breaks. You should try to answer all of the test questions.**

The test administrator may adjust the following “read aloud” directions accordingly for students whose IEPs, Section 504 Plans, EL Plans, or transitory impairment documentation indicates they are to receive the accommodation from both a human reader and an electronic device.

To ensure the validity of the test, students receiving the *Test Read Aloud (in English)* accommodation or designated feature via device audio must also receive the *Testing in a Separate Room* accommodation (one-on-one) unless using headphones.

Read the following for students receiving the *Test Read Aloud (in English)* accommodation or designated feature via device audio:

**SAY: If you were provided headphones, you may control which portions of the online test are read aloud by clicking an audio button beside the block of text. Each test question and answer choice has an audio button. When you click the audio button, the audio will play. Some parts of the test questions and answer choices cannot be read aloud by your device. When you click on the audio button for one of these test questions, the audio will indicate what cannot be read aloud.**

Read the following for students receiving the *Test Read Aloud (in English)* accommodation via human reader:

Read if the entire test is to be read aloud:

**SAY: I will read aloud all the test questions and answer choices for you. I will repeat this information if you ask me to do so.**

Read if student requires read aloud by request:

**SAY: I can read aloud any information from the test questions and answer choices if you ask me to. I can reread any information you need repeated.**

**SAY: Do you have any questions about the test?**

The test administrator pauses to answer any student questions and then continues reading the script.

**SAY: Click Start now. A pop-up box will display asking you to confirm the test you are taking before you begin. You should see Biology, your name, your student ID number, and your school's name in the box. You may click OK now to begin the test.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time: _____ (Record the start time.)
Work Time: <u>+50</u> (Add fifty minutes.)
Break Time: _____ (Record the time for the first break.)

After the start time, work time, and break time are recorded on the board, the test administrator is expected to:

- walk quietly and frequently throughout the room,
- ensure students do not access any prohibited items during the test session,
- provide an appropriate test-taking environment,
- assist students with device problems or procedural questions (All time lost because of technical problems is documented and credited to the student at the end of the test administration, if needed.),
- avoid distracting behaviors,
- monitor students' screens to ensure students are not using additional resources, questions are displaying properly, and students have not prematurely ended the online test,
- remain in the room throughout the test administration unless an emergency arises (A trained test administrator must be present for the duration of testing.), and
- if necessary, complete the [Review of Accommodations Used During Testing Form](#) for each student who requires a testing accommodation and return the completed form(s) to the school test coordinator after testing.

After the appropriate time has elapsed, the test administrator should read the following to announce the first break.

**SAY: Stop working. You will take a two-minute break. Click the Pause button at the bottom of your screen.**

The test administrator ensures each student has clicked the Pause button, and the online test questions are not visible on devices.

**SAY: You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish the test early. If you do, please stay quietly in your seat and raise your hand; I will help you. If you need additional time to complete the test when the testing session ends, time will be provided.**

**Now click the Continue button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time: _____	(Record the start time after the break.)
Work Time: <u>+50</u>	(Add fifty minutes.)
Break Time: _____	(Record the time for the second break.)

After the appropriate time has elapsed, the test administrator should read the following to announce the second break.

**SAY: Stop working. You will take a two-minute break. Click the Pause button at the bottom of your screen.**

The test administrator ensures each student has clicked the Pause button, and the online test questions are not visible on devices.

**SAY: You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish the test early. If you do, please stay quietly in your seat and raise your hand; I will help you.**

**If you need additional time to complete the test when the testing session ends, time will be provided.**

SAY: **Now click the Continue button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+15</u>	(Add fifteen minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

If all students finish the test, review their responses, and are ready to end their test before the standard test administration is over, the test administrator may end the testing session early by reading the information under the words *Read to announce the end of the standard testing administration session*. Follow local procedures for returning students to the regular school schedule.

Read to announce the end of the standard testing administration session:

SAY: **Stop working and sit quietly.**

**If you have not finished the test and need additional time, click the Pause button at the bottom of your screen and raise your hand.**

The test administrator makes note of students who need additional time and ensures their Pause buttons have been clicked.

SAY: **If you have finished the test and reviewed your answers, click the End Test button. A caution box will pop up on your screen.**

**If you are sure you are finished with this test, click the second End Test button. You have now finished this test and will not be able to return to it.**

The test administrator continues by following the appropriate test administration directions (i.e., number 1, 2, or 3):

1. If all students are finished testing, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*.

2. If the test session has a combination of students who are finished testing and students who need additional time, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*;
  - ensures students who need additional time have clicked the **Pause** button;
  - follows local procedures to assist those students who need additional time to complete the test; and
  - follows instructions and SAY statements for *Directions for Students Who Need Additional Time* once students are ready to finish testing.
3. If all students need additional time for testing,
  - the test administrator follows instructions and SAY statements for *Directions for Students Who Need Additional Time*.

### **Directions for Students Who Have Finished Testing**

The test administrator ensures that students who are finished with the test have clicked the second **End Test** button to close the test. A stop sign will appear on the students' screens after the **End Test** button has been clicked and the test has been closed. Clicking the **Exit** button on the stop sign screen closes the test.

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the Biology end-of-course test.**

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received.

Report to the school test coordinator or principal any irregularities that occurred during testing.

### **Directions for Students Who Need Additional Time**

The test administrator ensures students have clicked the **Pause** button and follows local procedures to assist those students who need additional time to complete the test.

As long as students are engaged and working, they can be provided up to the maximum time allowed to complete the test. However, no administration of the test may exceed the maximum time allowed (except for students with documented accommodations, such as *Scheduled Extended Time*).

When ready, the test administrator continues.

Read to announce the break:

**SAY: You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats. You have sixty additional minutes to complete the test. When you finish, raise your hand, and I will help you.**

**Now click the **Continue** button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+55</u>	(Add fifty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

All students must have the remainder of the script read at the conclusion of the testing session (i.e., up to maximum time).

After sixty minutes the test administrator announces the end of the test session:

SAY: **Stop working. This is the end of the testing session.**  
Click the **Review** button on your screen. Now, click the **End Test** button.

**A caution box will pop up on your screen. Click the second End Test button.**

The test administrator ensures that students have clicked the second **End Test** button to close the test. A stop sign will appear on the students' screens after the **End Test** button has been clicked and the test has been closed. Clicking the **Exit** button on the stop sign screen closes the test.

When ready, the test administrator continues.

Read to collect test materials:

SAY: **I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

SAY: **Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained**



**SAY: within the test or to write about them on the internet or on social media.**

**You have completed the Biology end-of-course test.**

It is a local decision how students will be dismissed at the conclusion of additional testing time (e.g., all students dismissed at the same time, or students dismissed as they complete their test).

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received.

Report to the school test coordinator or principal any irregularities that occurred during testing.

## Online English II Test Administration Directions

When ready, the test administrator begins the testing session by reading the test administrator script.

**SAY: Today, you will take the English II end-of-course online test. Please do not begin testing until I tell you to do so. During testing you are not allowed to have any electronic devices in your possession except for the device you are using to complete this test. I will now pause and give you the opportunity to turn off and appropriately store any electronic devices.**

The test administrator pauses to allow students the time to turn off and appropriately store electronic devices.

**SAY: Before you begin, you must clear your work area.**

The test administrator pauses for students to clear their work area. When ready, the test administrator continues reading the script.

**SAY: Look at the information on the screen. You should see your name, your student ID number, the school's name, the name of the test, a button labeled Start, and a button labeled Exit. Please do not click the Exit button; it will log you out of the test. Do not click Start until I tell you to do so. If the information on the screen is not correct, raise your hand.**

Before continuing, the test administrator helps students who have raised their hand.

**SAY: If you would like a piece of scratch paper and writing utensil, I can give these items to you now or I can give them to you during the test. Please raise your hand if you would like scratch paper and a writing utensil now.**

The test administrator pauses to distribute scratch paper and writing utensils to students who request these materials.

**SAY: Most of you will take about two and one-half hours to complete the test, but if you need additional time, it will be provided. During the test, you will take 2 two-minute breaks.**

**SAY: I will tell you when it is time for the breaks. You should try to answer all of the test questions. I am not allowed to read any part of this test to you.**

**Do you have any questions about the test?**

The test administrator pauses to answer any student questions and then continues reading the script.

**SAY: Click Start now. A pop-up box will display asking you to confirm the test you are taking before you begin. You should see English II, your name, your student ID number, and your school's name in the box. You may click OK now to begin the test.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time.)
Work Time:	<u>+50</u>	(Add fifty minutes.)
Break Time:	_____	(Record the time for the first break.)

After the start time, work time, and break time are recorded on the board, the test administrator is expected to:

- walk quietly and frequently throughout the room,
- ensure students do not access any prohibited items during the test session,
- provide an appropriate test-taking environment,
- assist students with device problems or procedural questions (All time lost because of technical problems is documented and credited to the student at the end of the test administration, if needed.),
- avoid distracting behaviors,
- monitor students' screens to ensure students are not using additional resources, questions are displaying properly, and students have not prematurely ended the online test,
- remain in the room throughout the test administration unless an emergency arises (A trained test administrator must be present for the duration of testing.), and
- if necessary, complete the [Review of Accommodations Used During Testing Form](#) for each student who requires a testing accommodation and return the completed form(s) to the school test coordinator after testing.

After the appropriate time has elapsed, the test administrator should read the following to announce the first break.

SAY: **Stop working. You will take a two-minute break. Click the Pause button at the bottom of your screen.**

The test administrator ensures each student has clicked the Pause button, and the online test questions are not visible on devices.

SAY: **You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

SAY: **The break has now ended. Return to your seats.**

**Some of you may finish the test early. If you do, please stay quietly in your seat, and raise your hand; I will help you. If you need additional time to complete the test when the testing session ends, time will be provided.**

**Now click the Continue button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	+50	(Add fifty minutes.)
Break Time:	_____	(Record the time for the second break.)

After the appropriate time has elapsed, the test administrator should read the following to announce the second break.

SAY: **Stop working. You will take a two-minute break. Click the Pause button at the bottom of your screen.**

The test administrator ensures each student has clicked the Pause button, and the online test questions are not visible on devices.

SAY: **You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish the test early. If you do, please stay quietly in your seat, and raise your hand; I will help you. If you need additional time to complete the test when the testing session ends, time will be provided.**

**Now click the Continue button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+45</u>	(Add forty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

If all students finish the test, review their responses, and are ready to end their test before the standard test administration is over, the test administrator may end the testing session early by reading the information under the words *Read to announce the end of the standard testing administration session*. Follow local procedures for returning students to the regular school schedule.

Read to announce the end of the standard testing administration session:

**SAY: Stop working and sit quietly.**

**If you have not finished the test and need additional time, click the Pause button at the bottom of your screen and raise your hand.**

The test administrator makes note of students who need additional time and ensures their Pause buttons have been clicked.

**SAY: If you have finished the test and reviewed your answers, click the End Test button. A caution box will pop up on your screen. If you are sure you are finished with this test, click the second End Test button. You have now finished this test and will not be able to return to it.**

The test administrator continues by following the appropriate test administration directions (i.e., number 1, 2, or 3):

1. If all students are finished testing, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*.
2. If the test session has a combination of students who are finished testing and students who need additional time, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*;
  - ensures students who need additional time have clicked the **Pause** button;
  - follows local procedures to assist those students who need additional time to complete the test; and
  - follows instructions and SAY statements for *Directions for Students Who Need Additional Time* once students are ready to finish testing.
3. If all students need additional time for testing,
  - the test administrator follows instructions and SAY statements for *Directions for Students Who Need Additional Time*.

### **Directions for Students Who Have Finished Testing**

The test administrator ensures that students who are finished with the test have clicked the second **End Test** button to close the test. A stop sign will appear on the students' screens after the **End Test** button has been clicked and the test has been closed. Clicking the **Exit** button on the stop sign screen closes the test.

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**SAY: You have completed the English II end-of-course test.**

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received.

Report to the school test coordinator or principal any irregularities that occurred during testing.

<b>Directions for Students Who Need Additional Time</b>
---

The test administrator ensures students have clicked the **Pause** button and follows local procedures to assist those students who need additional time to complete the test.

As long as students are engaged and working, they can be provided up to the maximum time allowed to complete the test. However, no administration of the test may exceed the maximum time allowed (except for students with documented accommodations, such as *Scheduled Extended Time*).

When ready, the test administrator continues.

Read to announce the break:

**SAY: You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats. You have ninety additional minutes to complete the test.**

**During the additional testing time, you will take a two-minute break. I will tell you when it is time for the break.**

**If you finish before the break, raise your hand, and I will help you. Now click the **Continue** button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+60</u>	(Add sixty minutes.)
Break Time:	_____	(Record the time for the break.)

After sixty minutes the test administrator announces the final break.

Read to announce the break:

**SAY: Stop working. You will take a two-minute break. Click the Pause button at the bottom of your screen. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats. You have thirty additional minutes to complete the test. When you finish, raise your hand, and I will help you. Now click the Continue button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+25</u>	(Add twenty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

All students must have the remainder of the script read at the conclusion of the testing session (i.e., up to maximum time).

After thirty minutes, the test administrator reads to announce the end of the test session:

**SAY: Stop working. This is the end of the testing session. Click the Review button on your screen.**



**SAY: Now, click the **End Test** button. A caution box will pop up on your screen. Click the second **End Test** button.**

The test administrator ensures that students have clicked the second **End Test** button to close the test. A stop sign will appear on the students' screens after the **End Test** button has been clicked and the test has been closed. Clicking the **Exit** button on the stop sign screen closes the test.

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the English II end-of-course test.**

It is a local decision how students will be dismissed at the conclusion of additional testing time (e.g., all students dismissed at the same time, or students dismissed as they complete their test).

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received.

Report to the school test coordinator or principal any irregularities that occurred during testing.

**Online NC Math 1 Test Administration Directions**

When ready, the test administrator begins the testing session by reading the test administrator script.

**SAY: Today, you will take the NC Math 1 end-of-course online test. Please do not begin testing until I tell you to do so. During testing you are not allowed to have any electronic devices in your possession except for the device you are using to complete this test. I will now pause and give you the opportunity to turn off and appropriately store any electronic devices.**

The test administrator pauses to allow students the time to turn off and appropriately store electronic devices.

**SAY: Before you begin, you must clear your work area.**

The test administrator pauses for students to clear their work area. When ready, the test administrator continues reading the script.

**SAY: Look at the information on the screen. You should see your name, your student ID number, the school's name, the name of the test, a button labeled Start, and a button labeled Exit. Please do not click the Exit button; it will log you out of the test. Do not click Start until I tell you to do so. If the information on the screen is not correct, raise your hand.**

Before continuing, the test administrator helps students who have raised their hand.

**SAY: If you would like a piece of scratch paper and writing utensil, I can give these items to you now or I can give them to you during the test. Please raise your hand if you would like scratch paper and a writing utensil now.**

The test administrator pauses to distribute scratch paper and writing utensils to students who request these materials.

**SAY: I am going to give you a sheet of graph paper. You may use this paper to help you work out problems. I will collect this paper at the end of the testing session.**

**SAY: If you need more scratch or graph paper during the test, raise your hand, and I will give you more paper.**

The test administrator pauses to distribute graph paper.

**SAY: The NC Math 1 test consists of two parts. The first part of the test is calculator inactive. For this part of the test, you are not allowed to use a calculator. The second part of the test is calculator active. When you are ready to begin the calculator active part of the test, follow the directions on your screen.**

**When you are ready to move on to the calculator active section of the test, an online calculator is available in the test for your use. After you begin the calculator active section, you will not be able to return to the calculator inactive section.**

**Are there any questions?**

The test administrator pauses to answer questions.

**SAY: Most of you will take about three hours to complete the test, but if you need additional time, it will be provided. During the test, you will take 2 two-minute breaks. I will tell you when it is time for the breaks.**

**You should try to answer all of the test questions.**

The test administrator may adjust the following “read aloud” directions accordingly for students whose IEPs, Section 504 Plans, EL Plans, or transitory impairment documentation indicates they are to receive the accommodation from both a human reader and an electronic device.

To ensure the validity of the test, students receiving the *Test Read Aloud (in English)* accommodation or designated feature via device audio must also receive the *Testing in a Separate Room* accommodation (one-on-one) unless using headphones.

Read the following for students receiving the *Test Read Aloud (in English)* accommodation or designated feature via device audio:

**SAY: If you were provided headphones, you may control which portions of the online test are read aloud by clicking an audio button beside the block of text. Each test question and answer choice has an audio button. When you click the audio button, the audio will play. Some parts of the test questions and answer choices cannot be read aloud by your device. When you click on the audio button for one of these test questions, the audio will indicate what cannot be read aloud.**

Read the following for students receiving the *Test Read Aloud (in English)* accommodation via human reader:

Read if the entire test is to be read aloud:

**SAY: I will read aloud all the test questions and answer choices for you. I will repeat this information if you ask me to do so.**

Read if student requires read aloud by request:

**SAY: I can read aloud any information from the test questions and answer choices if you ask me to. I can reread any information you need repeated.**

**SAY: Do you have any questions about the test?**

The test administrator pauses to answer any student questions and then continues reading the script.

**SAY: Click Start now. A pop-up box will display asking you to confirm the test you are taking before you begin. You should see NC Math 1, your name, your student ID number, and your school's name in the box. You may click OK now to begin the test.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time.)
Work Time:	+60	(Add sixty minutes.)
Break Time:	_____	(Record the time for the first break.)

After the start time, work time, and break time are recorded on the board, the test administrator is expected to:

- walk quietly and frequently throughout the room,
- ensure students do not access any prohibited items during the test session,
- provide an appropriate test-taking environment,
- assist students with device problems or procedural questions (All time lost because of technical problems is documented and credited to the student at the end of the test administration, if needed.),
- avoid distracting behaviors,
- monitor students' screens to ensure students are not using additional resources, questions are displaying properly, and students have not prematurely ended the online test,
- remain in the room throughout the test administration unless an emergency arises (A trained test administrator must be present for the duration of testing.), and
- if necessary, complete the [Review of Accommodations Used During Testing Form](#) for each student who requires a testing accommodation and return the completed form(s) to the school test coordinator after testing.

When students complete the calculator inactive part of the test, the directions on their screens instruct them to raise their hand if they would like to receive a calculator.

When a student raises his or her hand to indicate completion of the calculator inactive section, the test administrator, in the least disruptive manner possible, gives the student a calculator and ensures the student has moved into the calculator active section of the test. Students may use the online calculator, a handheld calculator, or both during the test. The number of calculators distributed must be counted and the number recorded.

After the appropriate time has elapsed, the test administrator should read the following to announce the first break.

SAY: **Stop working. You will take a two-minute break. Click the Pause button at the bottom of your screen.**

The test administrator ensures each student has clicked the Pause button, and the online test questions are not visible on devices.

SAY: **You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish the test early. If you do, please stay quietly in your seat, and raise your hand; I will help you. If you need additional time to complete the test when the testing session ends, time will be provided.**

**Now click the Continue button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	+60	(Add sixty minutes.)
Break Time:	_____	(Record the time for the second break.)

After the appropriate time has elapsed, the test administrator should read the following to announce the second break.

**SAY: Stop working. You will take a two-minute break. Click the Pause button at the bottom of your screen.**

The test administrator ensures each student has clicked the Pause button, and the online test questions are not visible on devices.

**SAY: You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish the test early. If you do, please stay quietly in your seat and raise your hand; I will help you. If you need additional time to complete the test when the testing session ends, time will be provided.**

**Now click the Continue button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+55</u>	(Add fifty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

If all students finish the test, review their responses, and are ready to end their test before the standard test administration is over, the test administrator may end the testing session early by reading the information under the words *Read to announce the end of the standard testing administration session*. Follow local procedures for returning students to the regular school schedule.

Read to announce the end of the standard testing administration session:

SAY: **Stop working and sit quietly.**

**If you have not finished the test and need additional time, click the Pause button at the bottom of your screen and raise your hand.**

The test administrator makes note of students who need additional time and ensures their Pause buttons have been clicked.

SAY: **If you have finished the test and reviewed your answers, click the End Test button. A caution box will pop up on your screen.**

**If you are sure you are finished with this test, click the second End Test button. You have now finished this test and will not be able to return to it.**

The test administrator continues by following the appropriate test administration directions (i.e., number 1, 2, or 3):

1. If all students are finished testing, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*.
2. If the test session has a combination of students who are finished testing and students who need additional time, the test administrator

- follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*;
  - ensures students who need additional time have clicked the **Pause** button;
  - follows local procedures to assist those students who need additional time to complete the test; and
  - follows instructions and SAY statements for *Directions for Students Who Need Additional Time* once students are ready to finish testing.
3. If all students need additional time for testing,
- the test administrator follows instructions and SAY statements for *Directions for Students Who Need Additional Time*.

### **Directions for Students Who Have Finished Testing**

The test administrator ensures that students who are finished with the test have clicked the second **End Test** button to close the test. A stop sign will appear on the students' screens after the **End Test** button has been clicked and the test has been closed. Clicking the **Exit** button on the stop sign screen closes the test.

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the NC Math 1 end-of-course test.**

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are



counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received.

Report to the school test coordinator or principal any irregularities that occurred during testing.

### Directions for Students Who Need Additional Time

The test administrator ensures students have clicked the **Pause** button and follows local procedures to assist those students who need additional time to complete the test.

As long as students are engaged and working, they can be provided up to the maximum time allowed to complete the test. However, no administration of the test may exceed the maximum time allowed (except for students with documented accommodations, such as *Scheduled Extended Time*).

When ready, the test administrator continues.

Read to announce the break:

**SAY: You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats. You have sixty additional minutes to complete the test. When you finish, raise your hand, and I will help you.**

**Now click the **Continue** button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+55</u>	(Add fifty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

All students must have the remainder of the script read at the conclusion of the testing session (i.e., up to maximum time).

After sixty minutes the test administrator announces the end of the test session:

SAY: **Stop working. This is the end of the testing session.**  
**Click the Review button on your screen. Now, click the End Test button.**

**A caution box will pop up on your screen. Click the second End Test button.**

The test administrator ensures that students have clicked the second End Test button to close the test. A stop sign will appear on the students' screens after the End Test button has been clicked and the test has been closed. Clicking the Exit button on the stop sign screen closes the test.

When ready, the test administrator continues.

Read to collect test materials:

SAY: **I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

SAY: **Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the NC Math 1 end-of-course test.**

It is a local decision how students will be dismissed at the conclusion of additional testing time (e.g., all students dismissed at the same time, or students dismissed as they complete their test).

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received.

Report to the school test coordinator or principal any irregularities that occurred during testing.

**Online NC Math 3 Test Administration Directions**

When ready, the test administrator begins the testing session by reading the test administrator script.

**SAY: Today, you will take the NC Math 3 end-of-course online test. Please do not begin testing until I tell you to do so. During testing you are not allowed to have any electronic devices in your possession except for the device you are using to complete this test. I will now pause and give you the opportunity to turn off and appropriately store any electronic devices.**

The test administrator pauses to allow students the time to turn off and appropriately store electronic devices.

**SAY: Before you begin, you must clear your work area.**

The test administrator pauses for students to clear their work area. When ready, the test administrator continues reading the script.

**SAY: Look at the information on the screen. You should see your name, your student ID number, the school's name, the name of the test, a button labeled Start, and a button labeled Exit. Please do not click the Exit button; it will log you out of the test. Do not start the test until I tell you to do so. If the information on the screen is not correct, raise your hand.**

Before continuing, the test administrator helps students who have raised their hand.

**SAY: If you would like a piece of scratch paper and writing utensil, I can give these items to you now or I can give them to you during the test. Please raise your hand if you would like scratch paper and a writing utensil now.**

The test administrator pauses to distribute scratch paper and writing utensils to students who request these materials.

**SAY: I am going to give you a sheet of graph paper. You may use this paper to help you work out problems. I will collect this paper at the end of the testing session.**

**SAY: If you need more scratch or graph paper during the test, raise your hand, and I will give you more paper.**

The test administrator pauses to distribute graph paper.

**SAY: An online calculator is available within the test for your use. Are there any questions?**

The test administrator pauses to answer questions. Students may be provided a handheld calculator as specified in the materials section of this test administration guide.

**SAY: Most of you will take about three hours to complete the test, but if you need additional time, it will be provided. During the test, you will take 2 two-minute breaks. I will tell you when it is time for the breaks. You should try to answer all the test questions.**

The test administrator may adjust the following “read aloud” directions accordingly for students whose IEPs, Section 504 Plans, EL Plans, or transitory impairment documentation indicates they are to receive the accommodation from both a human reader and an electronic device.

To ensure the validity of the test, students receiving the *Test Read Aloud (in English)* accommodation or designated feature via device audio must also receive the *Testing in a Separate Room* accommodation (one-on-one) unless using headphones.

Read the following for students receiving the *Test Read Aloud (in English)* accommodation or designated feature via device audio:

**SAY: If you were provided headphones, you may control which portions of the online test are read aloud by clicking an audio button beside the block of text. Each test question and answer choice has an audio button. When you click the audio button, the audio will play. Some parts of the test questions and answer choices cannot be read aloud by your device. When you click on the audio button for one of these test questions, the audio will indicate what cannot be read aloud.**

Read the following for students receiving the <i>Test Read Aloud (in English)</i> accommodation via human reader:	
<p>Read if the entire test is to be read aloud:</p> <p><b>SAY: I will read aloud all the test questions and answer choices for you. I will repeat this information if you ask me to do so.</b></p>	<p>Read if student requires read aloud by request:</p> <p><b>SAY: I can read aloud any information from the test questions and answer choices if you ask me to. I can reread any information you need repeated.</b></p>

**SAY: Do you have any questions about the test?**

The test administrator pauses to answer any student questions and then continues reading the script.

**SAY: Click Start now. A pop-up box will display asking you to confirm the test you are taking before you begin. You should see NC Math 3, your name, your student ID number, and your school's name in the box. You may click OK now to begin the test.**

To assist students with budgeting time, record the following on the board for all students to see:

<p>Start Time: _____ (Record the start time.)</p> <p>Work Time: <u>+60</u> (Add sixty minutes.)</p> <p>Break Time: _____ (Record the time for the first break.)</p>
---

After the start time, work time, and break time are recorded on the board, the test administrator is expected to:

- walk quietly and frequently throughout the room,
- ensure students do not access any prohibited items during the test session,
- provide an appropriate test-taking environment,
- assist students with device problems or procedural questions (All time lost because of technical problems is documented and credited to the student at the end of the test administration, if needed.),
- avoid distracting behaviors,
- monitor students' screens to ensure students are not using additional resources, questions are displaying properly, and students have not

- prematurely ended the online test,
- remain in the room throughout the test administration unless an emergency arises (A trained test administrator must be present for the duration of testing.), and
- if necessary, complete the [Review of Accommodations Used During Testing Form](#) for each student who requires a testing accommodation and return the completed form(s) to the school test coordinator after testing.

After the appropriate time has elapsed, the test administrator should read the following to announce the first break.

SAY: **Stop working. You will take a two-minute break. Click the Pause button at the bottom of your screen.**

The test administrator ensures each student has clicked the Pause button and the online test questions are not visible on devices.

SAY: **You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

SAY: **The break has now ended. Return to your seats.**

**Some of you may finish the test early. If you do, please stay quietly in your seat, and raise your hand; I will help you. If you need additional time to complete the test when the testing session ends, time will be provided.**

**Now click the Continue button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	+60	(Add sixty minutes.)
Break Time:	_____	(Record the time for the second break.)

After the appropriate time has elapsed, the test administrator should read the following to announce the second break.

SAY: **Stop working. You will take a two-minute break. Click the Pause button at the bottom of your screen.**

The test administrator ensures each student has clicked the **Pause** button and the online test questions are not visible on devices.

**SAY: You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish the test early. If you do, please stay quietly in your seat and raise your hand; I will help you. If you need additional time to complete the test when the testing session ends, time will be provided.**

**Now click the **Continue** button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+55</u>	(Add fifty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

If all students finish the test, review their responses, and are ready to end their test before the standard test administration is over, the test administrator may end the testing session early by reading the information under the words *Read to announce the end of the standard testing administration session*. Follow local procedures for returning students to the regular school schedule.

Read to announce the end of the standard testing administration session:

**SAY: Stop working and sit quietly.**

**If you have not finished the test and need additional time, click the **Pause** button at the bottom of your screen and raise your hand.**



The test administrator makes note of students who need additional time and ensures their **Pause** buttons have been clicked.

**SAY: If you have finished the test and reviewed your answers, click the **End Test** button. A caution box will pop up on your screen.**

**If you are sure you are finished with this test, click the second **End Test** button. You have now finished this test and will not be able to return to it.**

The test administrator continues by following the appropriate test administration directions (i.e., number 1, 2, or 3):

1. If all students are finished testing, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*.
2. If the test session has a combination of students who are finished testing and students who need additional time, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*;
  - ensures students who need additional time have clicked the **Pause** button;
  - follows local procedures to assist those students who need additional time to complete the test; and
  - follows instructions and SAY statements for *Directions for Students Who Need Additional Time* once students are ready to finish testing.
3. If all students need additional time for testing,
  - the test administrator follows instructions and SAY statements for *Directions for Students Who Need Additional Time*.

### **Directions for Students Who Have Finished Testing**

The test administrator ensures that students who are finished with the test have clicked the second **End Test** button to close the test. A stop sign will appear on the students' screens after the **End Test** button has been clicked and the test has been closed. Clicking the **Exit** button on the stop sign screen closes the test.

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the NC Math 3 end-of-course test.**

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received.

Report to the school test coordinator or principal any irregularities that occurred during testing.

<b>Directions for Students Who Need Additional Time</b>
---

The test administrator ensures students have clicked the **Pause** button and follows local procedures to assist those students who need additional time to complete the test.

As long as students are engaged and working, they can be provided up to the maximum time allowed to complete the test. However, no administration of the test may exceed the maximum time allowed (except for students with documented accommodations, such as *Scheduled Extended Time*).

When ready, the test administrator continues.

Read to announce the break:

**SAY: You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats. You have sixty additional minutes to complete the test. When you finish, raise your hand, and I will help you.**

**Now click the Continue button and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+55</u>	(Add fifty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

All students must have the remainder of the script read at the conclusion of the testing session (i.e., up to maximum time).

After sixty minutes the test administrator announces the end of the test session:

**SAY: Stop working. This is the end of the testing session. Click the Review button on your screen. Now, click the End Test button.**

**A caution box will pop up on your screen. Click the second End Test button.**

The test administrator ensures that students have clicked the second End Test button to close the test. A stop sign will appear on the students' screens after the End Test button has been clicked and the test has been closed. Clicking the Exit button on the stop sign screen closes the test.

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the NC Math 3 end-of-course test.**

It is a local decision how students will be dismissed at the conclusion of additional testing time (e.g., all students dismissed at the same time, or students dismissed as they complete their test).

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received.

Report to the school test coordinator or principal any irregularities that occurred during testing.

## After Testing

At the end of the testing session, the test administrator reviews the following to affirm all tasks have been completed as specified in this guide.

### Count, Return, and Secure All Test Materials

Test administrators follow local procedures for the return of all test materials to the school test coordinator immediately after each test administration.

Additionally, immediately following the completion of the test administration, the test administrator or principal's designee must:

- purge or delete saved or cached test information on any network appliance (e.g., server) or device, and
- clear the calculator memory and all applications (including preloaded) of all handheld calculators, including students' personal calculators, used during the test administration.

### Report Testing Irregularities

On the day of the occurrence, document and report any testing irregularities to the school test coordinator who will ensure the irregularities are submitted in the *Online Testing Irregularity Submission System*.

### Complete the Review of Accommodations Used During Testing Form

The test administrator completes the [Review of Accommodations Used During Testing Form](#) for each student who received accommodations during the test administration. The test administrator uses the form to:

- indicate if the accommodation was provided to the student during testing.
- describe how the accommodation was provided to the student.
- record if the student used the accommodation.
- explain how the accommodation was used.

Completed forms are returned to the school test coordinator to be kept with the students' IEP, Section 504 Plan, EL Plan, or transitory impairment documentation to ensure they are accessible for future reference.

### Complete Accommodations Used during Testing in NCTest Admin

To complete the entry of accommodations used by students during testing, test administrators or other designated school personnel may receive confidential lists from the appropriate school personnel.

Following the test administration for all students requiring accommodations, test administrators or other designated school personnel complete the accommodation information using the Accommodations tab in [NCTest Admin](#)

on test day by 7:00 p.m. The school test coordinator should be contacted if there are questions while entering this information.

**Complete the Special Codes in NCTest Admin**

Designated school personnel complete the special codes in NCTest Admin under the Special Codes tab on test day before 7:00 p.m. Students without a coded reason for blank responses to test questions will receive the lowest possible score.

- **Absent from Makeup**

- If a student is absent from both the initial test administration and the makeup test administration, the Absent from Makeup special code may be selected.

# Paper Testing Information

## Before Test Day

### Prepare Students for Testing

Test administrators are expected to review the following information before administering an end-of-course (EOC) test. Though many of these processes and procedures ensure a standardized testing experience for all students, it is also important to note such efforts should not create a stressful environment for students.

With that in mind, the following suggestions are meant to help students feel comfortable with the test and the testing process.

- Share with students that they have been learning the content of the tests all year.
- Review test-taking strategies that have been used optimally throughout the school year.
- Review [the appropriate released test form](#) for the associated test with students.
- Most importantly, affirm with students that this is just one test score and not the only measure of their skills and abilities. Educators should remind students of their many successes during the school year, and that the test is only one part of their school experience.

### Paper Test Transcription Requirements

All students with a documented need for a paper format will mark their answers in the test book. When testing is complete, the test administrator or principal's designee will transcribe the student's answers from the test book to the online testing system. Additional information about the process is located in the [Transcription Instructions](#) section of this test administration guide.

### Review Testing Security

To ensure a secure and ethical testing experience for all students, test administrators are required to review the following information before the test administration:

- [Paper Test Administrations—Policies and Procedures Training Course](#),
- [Testing Violations, Irregularities, and Misadministrations](#),
- [Testing Code of Ethics](#), and
- [Testing Security Protocol and Procedures for School Personnel](#).

Reviewing this information will minimize the occurrence of irregularities or misadministrations and may prevent students from retesting unnecessarily.



**Review and Plan for Accommodations**

Some students are approved to have access to accommodations as written in their Individualized Education Programs (IEPs), Section 504 Plans, English Learner (EL) Plans, or transitory impairment documentation. On days before the test administration, the *Review of Accommodations Used During Testing Form* is completed to ensure students receive the appropriate accommodations. If a student is not provided a required accommodation, the result may be a misadministration.

**Student Interface Questions (SIQs) for Paper Administrations**

On days before a paper test administration, designated school personnel must review and possibly edit the SIQs in *NCTest Admin* for students who need the following documented accommodations.

- Transcribe Online
- *Multiple Testing Sessions*
- Other accommodations (e.g., other accommodations besides *Multiple Testing Sessions*)

Selecting the Transcribe Online SIQ assigns the student the same test form for both paper and online administrations. If the Transcribe Online SIQ is not selected, the student will not be assigned the same online and paper form; therefore, the transcriber will not be able to transcribe the student's answers from the test book to the online test.

## On Test Day

Test administrators are responsible for ensuring students are provided with an appropriate testing environment. The following information will assist in preparing the testing room, understanding the testing processes, accounting for secure test materials, and completing procedures that are part of the test administration. Understanding and application of the following information will minimize the possibility of a testing irregularity or misadministration and will provide students with an appropriate testing experience.

### Testing Room

Test administrators are required to ensure:

- a “Testing—Do Not Disturb” sign is posted outside the testing room.
- bulletin boards, instructional displays, and reference materials (printed or attached) on student desks or devices are covered or removed.
- all desks or workstations are cleared of books and other materials that are not required for the test.
- A clock must be visible for students to manage their work time during testing. A projected, digital clock is permitted, as long as it makes no noise and has no alarms. The clock must display the time and cannot be a countdown timer.
- Each student must have enough space in which to work.

### Duties of Test Administrators

The test administrators’ primary responsibilities include:

- Reading and studying thoroughly the *Testing Code of Ethics* before the test administration.
- Maintaining test security at all times.
- Ensuring students’ personal belongings are not accessed during testing.
- Ensuring students do not have any electronic devices in their possession during testing.
- Monitoring the test administration by moving quietly and frequently throughout the room and scanning the students’ work areas to ensure students follow the test directions, perform the required tasks, do not share responses, and those eligible have access to required accommodations.
- Not, at any time, reading test questions from students’ tests or taking notes or photographs of secure items or posting them on the internet or social media.
- Avoiding distracting behaviors (e.g., reading, conducting other personal or professional duties, talking or texting on cell phones, working on any other electronic device).
- Immediately, on the day of the occurrence, documenting and reporting testing irregularities to the school test coordinator, who will ensure the

irregularities are submitted in the Online Testing Irregularity Submission System (OTISS).

### **Test Day Reminders**

- Students must turn off and appropriately store all electronic devices during the test administration.
- A trained test administrator is required to be present in the testing room for the entire test administration.
- Test administrators are not to engage in any activity other than monitoring the test administration to ensure there are no misadministrations or irregularities.
- Test administrators cannot give students any assistance on the test, verbally or nonverbally.
- Each student in the room has access to the appropriate test materials as specified in this test administration guide.
- Only test materials specified in this test administration guide (or published supplements and/or updates) may be used during the test administration.
  - Beginning with the 2024–25 school year, schools are no longer required to hand out scratch paper at the beginning of testing; however, students can request scratch paper and test administrators must have it available in the room. Used scratch paper is considered secure and must be handled in the same manner as all secure test materials.
- Test administrators may not place test materials on students' desks or workstations before the beginning of the test administration.
- When necessary, students may be excused to use the restroom. The test administrator must note the amount of time the student is out of the room so the student may receive the accurate testing time allowed. It is best practice not to allow more than one student to use the restroom at the same time.
- Visitors are not allowed in the classroom during the test administration except when required for state or local monitoring of test administrations or under extreme circumstances (i.e., emergency situations).
- Seating is arranged to discourage students from sharing responses.
- Study carrels or privacy shields are permitted only under the following circumstances:
  - the students' assigned seats are multi-student desks (i.e., desks that seat two or more students), or
  - the student has the *Testing in a Separate Room* accommodation (i.e., one-on-one or small group setting).

### Receive Required Test Materials

The following materials are needed to administer the EOC tests:

- this test administration guide,
- the appropriate number of test books for the students to be tested (Count and record the number of test books received.),
- pencils with erasers,
- a supply of scratch paper (blank, colored, lined paper),
- sufficient vinyl bags for repackaging the test materials,
- jumbo paper clips,
- a supply of graph paper (NC Math 1 and NC Math 3) issued by the Annual Testing Program,
- a handheld graphing calculator
  - NC Math 1: Calculators are permitted only during the calculator active portion of the test.
  - NC Math 3: Calculators are permitted for the entire test. All test questions are calculator active.
    - See [Appendix C](#) for more information regarding calculators.

### Verify Exact Number of Test Materials upon Receipt

Immediately before the test administration, the school test coordinator will provide each test administrator with the required test materials (e.g., correct number of test books, scratch paper, pencils). To maintain security of test materials, the test administrator will count and record the number of secure test materials, including supplemental materials, when the materials are first received from the school test coordinator. Any discrepancies in the counts should be reported before the test administrator leaves the distribution site. The test administrator must return all materials at the end of testing, and the school test coordinator must count and re-verify the return of all test materials.

### Review and Plan for Accommodations

Some students are approved to have access to accommodations as written in their Individualized Education Programs (IEPs), Section 504 Plans, English Learner (EL) Plans, or transitory impairment documentation. On days before the test administration, the *Review of Accommodations Used During Testing Form* is completed to ensure students receive the appropriate accommodations. If a student is not provided a required accommodation, the result may be a misadministration.

### Breaks for Students with the Multiple Testing Sessions Accommodation

If a student receives the *Multiple Testing Sessions* accommodation, he or she may require more frequent breaks or longer breaks than the standard work and break times. The test administrator should replace the standard

timing information in the test administration script with the timing information documented in the student's IEP, Section 504 Plan, EL Plan, or transitory impairment documentation.

### **Providing Extended Breaks during the Test**

Only students with the *Multiple Testing Sessions* accommodation should need to stop testing for an extended break.

If the student will stop for an extended break during testing and will have the opportunity to communicate with others or access personal belongings the test administrator must:

- alert the student when there are five minutes remaining before the break and let the student know that his or her test book will be attached with a paper clip on the page where he or she stopped working.
  - The student must have the opportunity to complete questions in the test book that were not already answered on pages that will be attached with paper clips.
  - If the student is taking a biology or reading test, ensure the student has completed the test selection and associated questions.
- at the appropriate time, instruct the student to put his or her scratch paper(s) (if used) inside the test book and close the test book.
- attach a paper clip to the test book before the breaks to prevent the student from returning to previously attempted questions.
- secure all test materials during the break.

If students will not have the opportunity to communicate with others or access electronic devices during the break, they may return to any previously attempted questions.

### **Unexpected Pauses during Standard Test Sessions**

Students testing without the *Multiple Testing Sessions* accommodation should not take breaks outside of the ones built into the test administration script. However, when an unexpected pause in testing occurs (e.g., fire alarm), students may not communicate with anyone or access any personal belongings.

### **Procedures for Students Who Complete the Test before the Scheduled Testing Time Is Over**

In some test settings, there may be students who complete the test before the scheduled time is over. The following local options are available to these students.

- Students may remain in the testing room and read non-instructional reading materials (e.g., magazines) while the other students continue working to complete the test. Students are not permitted to use

electronic reading devices while there are students still testing in the same room.

- Students may be dismissed from the testing room when they complete the test if authorized by the appropriate school staff (e.g., principal).

Before dismissing a student who has completed the test early or allowing the student to remain in the room to read, the test administrator must complete the following.

- Verify with the student that the test is completed and that all answers are clearly marked in the test book.
- Collect the student's test book and all ancillary materials (e.g., used and unused papers, borrowed pencils). Ensure the student's first and last name are written on all used scratch papers, and these papers are placed inside the student's test book.
- Stack the student's test materials on the teacher's or test administrator's desk and ensure the test book remains closed and secure.

## Paper Test Administration Directions

This section of the test administration guide contains the paper test administration directions that are read aloud or signed/cued to students.

Test administrators complete [Section 1: Paper Test Administration Directions](#) with students before continuing to the appropriate section of the test directions.

- [Section 2](#) contains directions for the administration of the Biology test.
- [Section 3](#) contains directions for the administration of the English II test.
- [Section 4](#) contains directions for the administration of the NC Math 1 test.
- [Section 5](#) contains directions for the administration of the NC Math 3 test.

## Section 1: Paper Test Administration Directions

Test administrators begin each test session by completing *Section 1: Paper Test Administration Directions* with students before continuing to the appropriate section of the test directions.

Important: Test administrators must read and review the following policies and procedures before starting the paper test administration:

- There are no sample questions in the EOC tests.
- Follow and present the directions and script as written in this guide. Failure to do so may constitute a misadministration. Read aloud only the material in **boldface** print that is preceded by the word “SAY.” The text printed in standard type is information for the test administrator only and is not to be read aloud to students. Test administrators can read test directions aloud to students as many times as necessary for students to understand the directions.
- For English II—Reading aloud or signing/cueing the selections, test questions, or answer choices from the English II test for any students, including students with disabilities and students identified as ELs, invalidates test results because the test measures reading comprehension skills. Only the test directions may be read aloud or signed/cued to students during the English II test.
- NC Math 1—The NC Math 1 test consists of two parts. The first part of the test is calculator inactive. Students are not allowed to use a calculator for this part of the test. The second part of the test is calculator active. The test administrator is not to give any student a calculator until the student has completed the calculator inactive questions. When students complete the calculator inactive part of the test, the directions will instruct them to raise their hand to receive a calculator. When a student raises his or her hand to indicate he or she has completed the calculator inactive test questions, the test administrator must:
  1. Collect used papers. Ensure the student’s first and last name are printed on his or her used scratch and graph papers before collecting them. Students may keep clean scratch paper and clean graph paper only. Used papers collected from the student must be replaced with a clean sheet of scratch and/or graph paper. At the end of the test administration after all materials have been collected, the used scratch and graph papers from the calculator inactive portion of the test must be inserted in the student’s test book.
  2. Secure the student’s test book with paper clips so he or she will not be able to go back and work on questions in the calculator inactive part of the test.
  3. Give a calculator to the student.



4. Ensure the student begins work in the calculator active part of the test.
  5. Keep a count of the number of calculators distributed.
- For NC Math 3—Calculators are used for the entire test. All test questions are calculator active.
  - For NC Math 1 and NC Math 3—Before beginning and immediately following the test administrations, the test administrator or the principal's designee clears the calculator memory and all applications (including preloaded) of all calculators, including personal calculators, students may use for calculator active questions.
  - No one is to leave the testing room except in an emergency (e.g., illness, necessary restroom break). Test security must be maintained at all times.
  - Test administrators and students are not permitted to discuss with others specific questions from the test or information contained within the test or to write about them on the internet or on social media.
  - For those students who complete the test before the scheduled testing time is over, follow the directives outlined in the [Procedures for Students Who Complete the Test before the Scheduled Testing Time is Over](#) subsection of this guide.
- If any Annual Testing Program-approved supplemental materials (e.g., color acetate overlay) will be used, the test administrator may give students these items at this time.
  - If a student receives the *Multiple Testing Sessions* accommodation, he or she may require more frequent or longer breaks than the standard work and break times. The test administrator should replace the standard timing information in the test administration script with the timing information documented in the student's IEP, Section 504 Plan, EL Plan, or transitory impairment documentation. The total testing time must not exceed the maximum time allotted for the test as outlined in this test administration guide unless the student also has the *Scheduled Extended Time* accommodation.

When ready, the test administrator begins the testing session by reading the test administration script.

**SAY: Today you will take the (insert course name) end-of-course test. Please do not begin testing until I tell you to do so. During testing, you are not allowed to have in your possession any electronic devices. I will now pause and give you the opportunity to turn off and appropriately store your electronic devices.**

The test administrator pauses to allow students the time to turn off and appropriately store electronic devices.

**SAY: Before you begin, clear your work area of any materials except for a pencil. If you do not have a pencil, raise your hand, and I will give you one.**

The test administrator pauses for students to clear their work areas and distributes pencils to those students who raise their hands.

**SAY: If you would like a piece of scratch paper, I can give this to you now or I can give it to you during the test. Please raise your hand if you would like scratch paper now.**

The test administrator pauses to distribute scratch paper to students who request it.

**SAY: If you received scratch paper, please print your first and last name on it.**

The test administrator pauses and ensures students are printing their first and last name on scratch paper (if requested) and then continues reading the script.

**SAY: I am now going to give you a test book. Do not open or mark on the test book until I tell you to do so.**

**Raise your hand if you did not receive a test book.**

The test administrator pauses to give a test book to students who raise their hands.

**SAY: Look at the cover of your test book. Find the line near the top of the test book that says student name and print your first and last name on this line.**

The test administrator pauses and ensures students are following directions correctly.

When ready, the test administrator turns to the appropriate *Paper Test Administration Directions* section to continue the test session.

<b>Paper Test Administration Directions</b>	<b>Page Number</b>
<a href="#">Section 2</a> : Biology	67
<a href="#">Section 3</a> : English II	74
<a href="#">Section 4</a> : NC Math 1	82
<a href="#">Section 5</a> : NC Math 3	91

## Section 2: Paper Biology Test Administration Directions

Important: Test administrators must complete [Section 1: Paper Test Administration Directions](#) with students before continuing with this section.

**SAY: Most of you will take about two hours to complete the test, but if you need additional time, it will be provided. During the test, you will take 2 two-minute breaks. I will tell you when it is time for the breaks.**

**All of the test questions are multiple-choice questions that require you to read each question and choose the best answer. Choose only one answer for each question. To record your answer, circle the answer in your test book. If you change your answer, completely erase the circle you made and make a new circle. You should try to answer all of the test questions.**

**Are there any questions?**

The test administrator pauses to answer questions and then continues.

Read the following for students receiving the <i>Test Read Aloud (in English)</i> accommodation via human reader:	
Read if the entire test is to be read aloud:	Read if student requires read aloud by request:
<b>SAY: I will read aloud all the test questions and answer choices for you. I will repeat this information if you ask me to do so.</b>	<b>SAY: I can read aloud any information from the test questions and answer choices if you ask me to. I can reread any information you need repeated.</b>

The test administrator continues reading the script.

**SAY: When you complete the test, look back over your answers, place any scratch paper in your test book and close your test book. Raise your hand when you are finished with the test, and I will help you.**

**Now turn to page one of your test book.**

The test administrator pauses and ensures all students are on the correct page in the test book.

SAY: **You may begin.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time.)
Work Time:	+50	(Add fifty minutes.)
Break Time:	_____	(Record the time for the first break.)

After the start time, work time, and break time are recorded on the board, the test administrator is expected to:

- walk quietly and frequently throughout the room,
- ensure students do not access any prohibited items during the test session,
- provide an appropriate test-taking environment,
- avoid distracting behaviors,
- remain in the room throughout the test administration unless an emergency arises (A trained test administrator must be present for the duration of testing.), and
- if necessary, complete the [Review of Accommodations Used During Testing Form](#) for each student who requires a testing accommodation and return the completed form(s) to the school test coordinator after testing.

After the appropriate time has elapsed, the test administrator should read the following to announce the first break.

SAY: **Stop working. If you have scratch paper put it inside your test book and close your test book. You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

SAY: **The break has now ended. Return to your seats.**

**Some of you may finish early. If you do, look back over your answers, place any scratch paper in your test book, and then close your test book. Raise your hand when you are finished, and I will help you.**

**SAY: If you need more time to complete the test when the testing session ends, time will be provided.**

**Now open your test book to the last question you have answered and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time.)
Work Time:	+50	(Add fifty minutes.)
Break Time:	_____	(Record the time for the second break.)

After the appropriate time has elapsed, the test administrator should read the following to announce the second break.

**SAY: Stop working. If you have scratch paper put it inside your test book and close your test book. You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish early. If you do, look back over your answers, place any scratch paper inside your test book, and then close your test book. Raise your hand when you are finished, and I will help you.**

**If you need more time to complete the test when the testing session ends, time will be provided.**

**Now open your test book to the last question you have answered and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+15</u>	(Add fifteen minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

If all students finish the test, review their responses, and are ready to turn in their tests before the scheduled time period is over, the test administrator may end the testing session early by reading the information under the words *Read to announce the end of the standard testing administration session*. Follow local procedures for returning students to the regular school schedule.

Read to announce the end of the standard testing administration session:

**SAY: Stop working and close your test book. If you have not finished the test and need more time, raise your hand.**

The test administrator ensures test books are closed and makes note of student who need additional time.

**SAY: Make sure your first and last name are on the front cover of your test book and on any scratch paper. Place scratch paper inside your test book and sit quietly.**

The test administrator ensures test books are closed and scratch paper is placed inside of closed test books.

The test administrator continues by following the appropriate test administration directions (i.e., number 1, 2, or 3):

1. If all students are finished testing,
  - the test administrator follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*.
2. If the test session has a combination of students who are finished testing and students who need additional time, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*;
  - follows local procedures to assist those students who need additional time to complete the test; and

- follows instructions and SAY statements for *Directions for Students Who Need Additional Time* once students are ready to finish testing.
3. If all students need additional time for testing,
- the test administrator follows instructions and SAY statements for *Directions for Students Who Need Additional Time*.

### **Directions for Students Who Have Finished Testing**

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials and ensures scratch paper is placed inside each student's test book.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the Biology end-of-course test.**

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received. All used scratch paper must be labeled with the student's first and last name and placed inside the student's test book.

Report to the school test coordinator or principal any irregularities that occurred during testing.

### **Directions for Students Who Need Additional Time**

As long as students are engaged and working, they can be provided up to the maximum time allowed to complete the test. No administration of the



test may exceed the maximum time allowed (except for students with documented accommodations, such as *Scheduled Extended Time*).

Before continuing, the test administrator must ensure students' scratch paper has been placed inside their test books and test books are closed.

When ready, the test administrator continues.

Read to announce the break:

**SAY: Please leave any scratch paper inside your test book and keep your test book closed.**

**You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats. You have sixty minutes to complete the test.**

**Now open your test book to the last question you have answered and continue working. When you finish, raise your hand and I will help you.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+55</u>	(Add fifty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

All students must have the remainder of the script read at the conclusion of the testing session (i.e., up to maximum time).

After sixty minutes, the test administrator reads to announce the end of the testing session:

**SAY: Stop working. Close your test book.**

**SAY: This is the end of the testing session. Make sure your first and last name are printed on the front cover of your test book and any scratch paper.**

**Place all scratch paper inside your test book.**

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the Biology end-of-course test.**

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received. All used scratch papers must be labeled with the student's first and last name and placed inside the student's test book.

Report to the school test coordinator or principal any irregularities that occurred during testing.

### Section 3: Paper English II Test Administration Directions

Important: Test administrators must complete [Section 1: Paper Test Administration Directions](#) with students before continuing with this section.

**SAY: Most of you will take about two and one-half hours to complete the test, but if you need additional time, it will be provided. During the test, you will take 2 two-minute breaks. I will tell you when it is time for the breaks.**

**This test has multiple-choice questions and questions that require you to write a short answer. For the multiple-choice questions, read each question and choose the best answer. Choose only one answer for each question. To record your answer, circle the answer in your test book.**

**For the short answer questions, you will write your responses on the lines provided in your test book. Use the lines in your test book as a guideline for your response. Each short answer response can be up to 1000 characters in length. A character is defined as one letter, number, punctuation symbol or a space between letters, numbers, and punctuation symbols.**

**You should try to answer all of the test questions. To help you answer them, you may write on the scratch paper and in the test book, but your answers must be recorded in the test book in order for them to be scored. If you change your answer, completely erase it and then record the correct answer.**

**Are there any questions?**

The test administrator pauses to answer questions and then continues reading the script.

**SAY: When you complete the test, look back over your answers, place any scratch paper in your test book and close your test book. Raise your hand when you are finished with the test, and I will help you.**

**Now turn to page one of your test book.**

The test administrator pauses and ensures all students are on the correct page in the test book.

SAY: **You may begin.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time.)
Work Time:	<u>+50</u>	(Add fifty minutes.)
Break Time:	_____	(Record the time for the first break.)

After the start time, work time, and break time are recorded on the board, the test administrator is expected to:

- walk quietly and frequently throughout the room,
- ensure students do not access any prohibited items during the test session,
- provide an appropriate test-taking environment,
- avoid distracting behaviors,
- remain in the room throughout the test administration unless an emergency arises (A trained test administrator must be present for the duration of testing.), and
- if necessary, complete the [Review of Accommodations Used During Testing Form](#) for each student who requires a testing accommodation and return the completed form(s) to the school test coordinator after testing.

After the appropriate time has elapsed, the test administrator should read the following to announce the first break.

SAY: **Stop working. If you have scratch paper put it inside your test book and close your test book. You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

SAY: **The break has now ended. Return to your seats.**

**Some of you may finish early. If you do, look back over your answers, place any scratch paper inside your test book, and then close your test book. Raise your hand when you are finished, and I will help you.**

**If you need more time to complete the test when the testing session ends, time will be provided.**

**SAY: Now open your test book to the last question you have answered and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time.)
Work Time:	<u>+50</u>	(Add fifty minutes.)
Break Time:	_____	(Record the time for the second break.)

After the appropriate time has elapsed, the test administrator should read the following to announce the second break.

**SAY: Stop working. If you have scratch paper put it inside your test book and close your test book. You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish early. If you do, look back over your answers, place any scratch paper inside your test book, and then close your test book. Raise your hand when you are finished, and I will help you.**

**If you need more time to complete the test when the testing session ends, time will be provided.**

**Now open your test book to the last question you have answered and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+45</u>	(Add forty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

If all students finish the test, review their responses, and are ready to turn in their tests before the scheduled time period is over, the test administrator may end the testing session early by reading the information under the words *Read to announce the end of the standard testing administration session*. Follow local procedures for returning students to the regular school schedule.

Read to announce the end of the standard testing administration session:

**SAY: Stop working and close your test book. If you have not finished the test and need more time, raise your hand.**

The test administrator ensures test books are closed and makes note of student who need additional time.

**SAY: Make sure your first and last name are on the front cover of your test book and on any scratch paper. Place scratch paper inside your test book and sit quietly.**

The test administrator ensures test books are closed and scratch paper is placed inside of closed test books.

The test administrator continues by following the appropriate test administration directions (i.e., number 1, 2, or 3):

1. If all students are finished testing, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*.
2. If the test session has a combination of students who are finished testing and students who need additional time, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*;
  - follows local procedures to assist those students who need additional time to complete the test; and
  - follows instructions and SAY statements for *Directions for Students Who Need Additional Time* once students are ready to finish testing.
3. If all students need additional time for testing,
  - the test administrator follows instructions and SAY statements for *Directions for Students Who Need Additional Time*.

<b>Directions for Students Who Have Finished Testing</b>
--

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials and ensures scratch paper is placed inside each student's test book.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the English II end-of-course test.**

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received. All used scratch paper must be labeled with the student's first and last name and placed inside the student's test book.

Report to the school test coordinator or principal any irregularities that occurred during testing.

<b>Directions for Students Who Need Additional Time</b>
---

As long as students are engaged and working, they can be provided up to the maximum time allowed to complete the test. No administration of the test may exceed the maximum time allowed (except for students with documented accommodations, such as *Scheduled Extended Time*).

Before continuing, the test administrator must ensure students' scratch paper has been placed inside their test books and test books are closed.

When ready, the test administrator continues.

Read to announce the break:

**SAY: Please leave any scratch paper inside your test book and keep your test book closed.**

**You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats. You have ninety minutes to complete the test.**

**During the additional testing time, you will take a two-minute break. I will tell you when it is time for the break.**

**Now open your test book to the last question you have answered and continue working. When you finish, raise your hand and I will help you.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+60</u>	(Add sixty minutes.)
Break Time:	_____	(Record the time for the break.)

After sixty minutes, the test administrator announces the final break.

Read to announce the break:

**SAY: Stop working. If you have scratch paper put it inside your test book and close your test book. You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats. You have thirty additional minutes to complete the test.**



**SAY: Now open your test book to the last question you have answered and continue working. When you finish, raise your hand and I will help you.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+25</u>	(Add twenty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

All students must have the remainder of the script read at the conclusion of the testing session (i.e., up to maximum time).

After thirty minutes, the test administrator reads to announce the end of the testing session:

**SAY: Stop working. Close your test book.**

**This is the end of the testing session. Make sure your first and last name are printed on the front cover of your test book and any scratch paper.**

**Place all scratch paper inside your test book.**

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**SAY: You have completed the English II end-of-course test.**

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received. All used scratch papers must be labeled with the student's first and last name and placed inside the student's test book.

Report to the school test coordinator or principal any irregularities that occurred during testing.

## Section 4: Paper NC Math 1 Test Administration Directions

Important: Test administrators must complete [Section 1: Paper Test Administration Directions](#) with students before continuing with this section.

**SAY: I am going to give you a sheet of graph paper. This paper may be used to cover your work or to work out problems on the test. I will collect all graph and scratch paper at the end of the testing session. If you need more graph or scratch paper during the test, raise your hand, and it will be provided.**

The test administrator distributes graph paper to the students.

**SAY: Please print your first and last name on your graph paper.**

The test administrator pauses and ensures students are printing their first and last name on graph paper and then continues reading the script.

**SAY: This test has multiple-choice questions and gridded response questions. For the multiple-choice questions, read each question and choose the best answer. Choose only one answer for each question. To record your answer, circle the answer in your test book.**

**The gridded response questions will require you to record a numeric answer into boxes in your test book. To record your answer, you must write only one digit or symbol in each box. Spaces are permitted only within an answer that is a mixed number. Do not use symbols such as commas or dollar signs. Mixed numbers are entered by adding a space after the whole number.**

**You should try to answer all of the test questions. You may write on scratch paper, graph paper, and in the test book, but your answers must be recorded in the test book in order for them to be scored. If you change an answer, completely erase it and then record the correct answer.**

**Are there any questions?**

The test administrator pauses to answer questions and then continues reading the script.

**SAY: The NC Math 1 test consists of two parts. The first part of the test is calculator inactive. For this part of the test, you are not allowed to use a calculator. The second part of the test is calculator active. You may use a handheld calculator for the calculator active test questions.**

**When you finish the calculator inactive part of the test, you will see a STOP sign and some directions. Carefully read and follow the directions in your test book. The directions will tell you not to begin the calculator active part of the test until you have raised your hand and been given a calculator.**

**When you raise your hand, I will collect all of the papers you have written on. You may keep only clean scratch paper and clean graph paper. If I take papers from you, I will give you another sheet of clean scratch paper and clean graph paper to use. I will also give you a calculator and will paper clip your test book so that you will not be able to go back and work on questions in the calculator inactive part of the test.**

**When you complete the calculator active part of the test, look back over your answers for the calculator active section only and then close your test book.**

**Most of you will take about three hours to complete the test, but if you need additional time, it will be provided. During the test, you will take 2 two-minute breaks. I will tell you when it is time for the breaks.**

**Are there any questions before you begin?**

The test administrator pauses to answer questions and then continues.

Read the following for students receiving the <i>Test Read Aloud (in English)</i> accommodation via human reader:	
Read if the entire test is to be read aloud:	Read if student requires read aloud by request:
SAY: <b>I will read aloud all the test questions and answer choices for you. I will repeat this information if you ask me to do so.</b>	SAY: <b>I can read aloud any information from the test questions and answer choices if you ask me to. I can reread any information you need repeated.</b>

The test administrator continues reading the script.

SAY: **When you complete the test, look back over your answers, place any papers inside your test book and close your test book. Raise your hand when you are finished with the test, and I will help you.**

**Now turn to page one of your test book.**

The test administrator pauses and ensures all students are on the correct page in the test book.

SAY: **You may begin.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time.)
Work Time:	+60	(Add sixty minutes.)
Break Time:	_____	(Record the time for the first break.)

After the start time, work time, and break time are recorded on the board, the test administrator is expected to:

- walk quietly and frequently throughout the room,
- ensure students do not access any prohibited items during the test session,
- provide an appropriate test-taking environment,
- avoid distracting behaviors,
- remain in the room throughout the test administration unless an emergency arises (A trained test administrator must be present for the duration of testing.), and

- if necessary, complete the [Review of Accommodations Used During Testing Form](#) for each student who requires a testing accommodation and return the completed form(s) to the school test coordinator after testing.

When a student raises his or her hand to indicate completion of the calculator inactive section, the test administrator must, in the least disruptive manner possible, give the student a calculator, attach a paper clip to the student's test book, collect the student's used papers (i.e., students may keep only clean scratch paper and clean graph paper), and ensure the student has begun working in the calculator active section of the test. Used papers must be labeled with the student's first and last name. After materials are collected at the end of the test session, used scratch and graph papers should be placed inside the student's test book. The number of calculators distributed is counted and recorded.

After the appropriate time has elapsed, the test administrator should read the following to announce the first break.

**SAY: Stop working. Put any papers inside your test book and close your test book. You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish early. If you do, look back over your answers, place any papers inside your test book, and then close your test book. Raise your hand when you are finished, and I will help you.**

**If you need more time to complete the test when the testing session ends, time will be provided.**

**Now open your test book to the last question you have answered and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	+60	(Add sixty minutes.)
Break Time:	_____	(Record the time for the second break.)

After the appropriate time has elapsed, the test administrator should read the following to announce the second break.

**SAY: Stop working. Put any papers inside your test book and close your test book. You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish early. If you do, look back over your answers, place any papers inside your test book, and then close your test book. Raise your hand when you are finished, and I will help you. If you need more time to complete the test when the testing session ends, time will be provided.**

**Now open your test book to the last question you have answered and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+55</u>	(Add fifty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

If all students finish the test, review their responses, and are ready to turn in their tests before the scheduled time period is over, the test administrator may end the testing session early by reading the information under the words *Read to Announce the End of the Standard Testing Administration Session*. Follow local procedures for returning students to the regular school schedule.

Read to announce the end of the standard testing administration session:

**SAY: Stop working, make sure your first and last name are on the front cover of your test book and any papers. Place your papers inside your test book, close your test book and sit quietly.**

**SAY: If you have not finished the test and need more time, raise your hand.**

The test administrator ensures student papers are placed inside of closed test books and makes note of any students who need additional time.

The test administrator continues by following the appropriate test administration directions (i.e., number 1, 2, or 3):

1. If all students are finished testing, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*.
2. If the test session has a combination of students who are finished testing and students who need additional time, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*;
  - follows local procedures to assist those students who need additional time to complete the test; and
  - follows instructions and SAY statements for *Directions for Students Who Need Additional Time* once students are ready to finish testing.
3. If all students need additional time for testing,
  - the test administrator follows instructions and SAY statements for *Directions for Students Who Need Additional Time*.

<b>Directions for Students Who Have Finished Testing</b>
--

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials and ensures scratch paper is placed inside each student's test book.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the NC Math 1 end-of-course test.**



Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received. All used scratch and graph paper must be labeled with the student's first and last name and placed inside the student's test book.

Report to the school test coordinator or principal any irregularities that occurred during testing.

### **Directions for Students Who Need Additional Time**

As long as students are engaged and working, they can be provided up to the maximum time allowed to complete the test. No administration of the test may exceed the maximum time allowed (except for students with documented accommodations, such as *Scheduled Extended Time*).

Before continuing, the test administrator must ensure students' papers have been placed inside their test books and test books are closed.

When ready, the test administrator continues read to announce the break:

**SAY: Please leave any papers inside your test book and keep your test book closed.**

**You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats. You have sixty minutes to complete the test.**

**Now open your test book to the last question you have answered and continue working. When you finish, raise your hand and I will help you.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+55</u>	(Add fifty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

All students must have the remainder of the script read at the conclusion of the testing session (i.e., up to maximum time).

After sixty minutes, the test administrator reads to announce the end of the testing session:

**SAY: Stop working. Close your test book.**

**This is the end of the testing session. Make sure your first and last name are printed on the front cover of your test book and any papers.**

**Place your papers inside your test book.**

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the NC Math 1 end-of-course test.**

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received. All used scratch and graph papers must be labeled with the student's first and last name and placed inside the student's test book.

Report to the school test coordinator or principal any irregularities that occurred during testing.

## Section 5: Paper NC Math 3 Test Administration Directions

Important: Test administrators must complete [Section 1: Paper Test Administration Directions](#) with students before continuing with this section.

**SAY: I am going to give you a sheet of graph paper. This paper may be used to cover your work or to work out problems. I will collect all graph and scratch paper at the end of the testing session. If you need more graph or scratch paper during the test, raise your hand, and it will be provided.**

The test administrator distributes graph paper to the students.

**SAY: Please print your first and last name on your graph paper.**

The test administrator pauses and ensures students are printing their first and last name on graph paper and then continues reading the script.

**SAY: I am going to give each of you a calculator. You may use the calculator to answer all of the test questions.**

The test administrator distributes calculators to the students.

**SAY: This test has multiple-choice questions and gridded response questions. For the multiple-choice questions, read each question and choose the best answer. Choose only one answer for each question. To record your answer, circle the answer in your test book.**

**The gridded response questions will require you to enter a numeric answer into boxes in your test book. To record your answer, you must write only one digit or symbol in each box. Spaces are permitted only within an answer that is a mixed number. Do not use symbols such as commas or dollar signs. Mixed numbers are entered by adding a space after the whole number.**

**You should try to answer all of the test questions.**

**You may write on scratch paper, graph paper, and in the test book, but your answers must be recorded in the test book in order for them to be scored. If you change an answer, completely erase it and then record the correct answer.**

SAY: **Are there any questions?**

The test administrator pauses to answer questions and then continues reading the script.

SAY: **Most of you will take about three hours to complete the test, but if you need additional time, it will be provided. During the test, you will take 2 two-minute breaks. I will tell you when it is time for the breaks.**

**Are there any questions before you begin?**

The test administrator pauses to answer questions and then continues.

Read the following for students receiving the <i>Test Read Aloud (in English)</i> accommodation via human reader:	
Read if the entire test is to be read aloud:	Read if student requires read aloud by request:
SAY: <b>I will read aloud all the test questions and answer choices for you. I will repeat this information if you ask me to do so.</b>	SAY: <b>I can read aloud any information from the test questions and answer choices if you ask me to. I can reread any information you need repeated.</b>

The test administrator continues reading the script.

SAY: **When you complete the test, look back over your answers, place any papers inside your test book and close your test book. Raise your hand when you are finished with the test, and I will help you.**

**Now turn to page one of your test book.**

The test administrator pauses and ensures all students are on the correct page in the test book.

SAY: **You may begin.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time.)
Work Time:	+60	(Add sixty minutes.)
Break Time:	_____	(Record the time for the first break.)

After the start time, work time, and break time are recorded on the board, the test administrator is expected to:

- walk quietly and frequently throughout the room,
- ensure students do not access any prohibited items during the test session,
- provide an appropriate test-taking environment,
- avoid distracting behaviors,
- remain in the room throughout the test administration unless an emergency arises (A trained test administrator must be present for the duration of testing.), and
- if necessary, complete the [Review of Accommodations Used During Testing Form](#) for each student who requires a testing accommodation and return the completed form(s) to the school test coordinator after testing.

After the appropriate time has elapsed, the test administrator should read the following to announce the first break.

**SAY: Stop working. Put any papers inside your test book and close your test book. You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish early. If you do, look back over your answers, place any papers inside your test book, and then close your test book. Raise your hand when you are finished, and I will help you.**

**If you need more time to complete the test when the testing session ends, time will be provided.**

**Now open your test book to the last question you have answered and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+60</u>	(Add sixty minutes.)
Break Time:	_____	(Record the time for the second break.)

After the appropriate time has elapsed, the test administrator should read the following to announce the second break.

**SAY: Stop working. Put any papers inside your test book and close your test book. You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats.**

**Some of you may finish early. If you do, look back over your answers, place any papers inside your test book, and then close your test book. Raise your hand when you are finished, and I will help you.**

**If you need more time to complete the test when the testing session ends, time will be provided.**

**Now open your test book to the last question you have answered and continue working.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+55</u>	(Add fifty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

If all students finish the test, review their responses, and are ready to turn in their tests before the scheduled time period is over, the test administrator may end the testing session early by reading the information under the words *Read to Announce the End of the Standard Testing Administration*

*Session.* Follow local procedures for returning students to the regular school schedule.

Read to announce the end of the standard testing administration session:

**SAY: Stop working, make sure your first and last name are on the front cover of your test book and any papers. Place your papers inside your test book, close your test book and sit quietly. If you have not finished the test and need more time, raise your hand.**

The test administrator ensures student papers are placed inside of closed test books and makes note of any students who need additional time.

The test administrator continues by following the appropriate test administration directions (i.e., number 1, 2, or 3):

1. If all students are finished testing, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*.
2. If the test session has a combination of students who are finished testing and students who need additional time, the test administrator
  - follows instructions and SAY statements for *Directions for Students Who Have Finished Testing*;
  - follows local procedures to assist those students who need additional time to complete the test; and
  - follows instructions and SAY statements for *Directions for Students Who Need Additional Time* once students are ready to finish testing.
3. If all students need additional time for testing,
  - the test administrator follows instructions and SAY statements for *Directions for Students Who Need Additional Time*.

<b>Directions for Students Who Have Finished Testing</b>
--

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials and ensures scratch paper is placed inside each student's test book.

Read after all materials have been collected:



**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**You have completed the NC Math 3 end-of-course test.**

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received. All used scratch and graph paper must be labeled with the student's first and last name and placed inside the student's test book.

Report to the school test coordinator or principal any irregularities that occurred during testing.

<b>Directions for Students Who Need Additional Time</b>
---

As long as students are engaged and working, they can be provided up to the maximum time allowed to complete the test. No administration of the test may exceed the maximum time allowed (except for students with documented accommodations, such as *Scheduled Extended Time*).

Before continuing, the test administrator must ensure students' papers have been placed inside their test books and test books are closed.

When ready, the test administrator continues read to announce the break:

**SAY: Please leave any papers inside your test book and keep your test book closed.**

**You will take a two-minute break. You may stand beside your desk and stretch or just relax, but you cannot talk during the break.**

After two minutes, the test administrator continues reading the script.

**SAY: The break has now ended. Return to your seats. You have sixty minutes to complete the test.**

**SAY: Now open your test book to the last question you have answered and continue working. When you finish, raise your hand and I will help you.**

To assist students with budgeting time, record the following on the board for all students to see:

Start Time:	_____	(Record the start time after the break.)
Work Time:	<u>+55</u>	(Add fifty-five minutes.)
Five-Minute Warning Time:	_____	(Record the five-minute warning time.)
Add Five Minutes:	<u>+5</u>	(Add five minutes.)
End Time:	_____	(Record the end time for the test administration.)

All students must have the remainder of the script read at the conclusion of the testing session (i.e., up to maximum time).

After sixty minutes, the test administrator reads to announce the end of the testing session:

**SAY: Stop working. Close your test book.**

**This is the end of the testing session. Make sure your first and last name are printed on the front cover of your test book and any papers.**

**Place your papers inside your test book.**

When ready, the test administrator continues.

Read to collect test materials:

**SAY: I will now collect your test materials.**

The test administrator collects all test materials.

Read after all materials have been collected:

**SAY: Please remember teachers are not allowed to discuss questions from the test with you, and you are not allowed to discuss with others any of the test questions or information contained within the test or to write about them on the internet or on social media.**

**SAY: You have completed the NC Math 3 end-of-course test.**

Students are dismissed according to procedures developed for the school by the principal or school test coordinator.

All secure test materials (including supplemental materials) are counted and returned to the school test coordinator. The school test coordinator and test administrator verify that the count of test materials returned matches the count taken when the materials were first received. All used scratch and graph papers must be labeled with the student's first and last name and placed inside the student's test book.

Report to the school test coordinator or principal any irregularities that occurred during testing.

## After Testing

At the end of the testing session, the test administrator reviews the following to affirm all tasks have been completed as specified in this guide.

### Count, Return, and Secure All Test Materials

Test administrators follow local procedures for the return of all test materials to the school test coordinator immediately after each test administration. All used scratch and graph papers must have the individual student's first and last name written on it and be placed inside the student's test book.

Additionally, immediately following the test administration, the test administrator or principal's designee must clear the calculator memory and all applications (including preloaded) of all calculators, including students' personal calculators, used during the test administration.

### Report Testing Irregularities

On the day of the occurrence, document and report any testing irregularities to the school test coordinator, who will ensure the irregularities are submitted in the *Online Testing Irregularity Submission System*.

### Complete Review of Accommodations Used During Testing Form

The test administrator completes the [Review of Accommodations Used During Testing Form](#) for each student who received accommodations for the test administration. The test administrator uses the form to

- indicate if the accommodation was provided to the student during testing.
- describe how the accommodation was provided to the student.
- record if the student used the accommodation.
- explain how the accommodation was used.

Completed forms are returned to the school test coordinator to be kept with the students' IEP, Section 504 Plan, EL Plan, or transitory impairment documentation so they are accessible for future reference.

### Complete Accommodations Used during Testing in NCTest Admin

To complete the entry of accommodations used by students during testing, the test administrators or other designated school personnel may receive confidential lists from the appropriate school personnel.

Following the test administration for all students requiring accommodations, test administrators or other designated school personnel complete the accommodation information using the Accommodations tab in NCTest Admin on test day before 7:00 p.m. The school test coordinator should be contacted if there are questions while entering this information.

## Complete the Special Codes in NCTest Admin

Designated school personnel complete the special codes in NCTest Admin under the Special Codes tab on test day before 7:00 p.m. Students without a coded reason for blank responses to test questions will receive the lowest possible score.

- **Absent from Makeup**

- If a student is absent from both the initial test administration and the makeup test administration, the Absent from Makeup special code should be completed.

## Transcription Instructions

After completion of a paper test administration, test administrators or other designated school personnel must transcribe the student's answers from the test book into the online testing system. If the responses are not transcribed into the online system, the student will not receive a score. Test administrators or other designated school personnel may transcribe student's responses if they have completed all training elements that are required for the test.

Transcription and verification must occur under secure conditions in a group setting (i.e., three or more designated school personnel):

- one individual transcribes the student's responses,
- a second individual verifies the transcription, and
- a third individual acts as an objective observer of the process.

When transcribing a student's answers from the test book to the online testing system, the following steps must be followed:

- **Step 1.** Ensure the SIQ is set for Transcribe Online in NCTest Admin.
- **Step 2.** Launch the NCTest secure browser or app. and click on the **NCTest Login** button.
- **Step 3.** Enter an NC Education username and password and click **LOGIN**. (Staff may not use student access codes when transcribing student responses).
- **Step 4.** Choose EOC from the Test Type drop-down menu.
- **Step 5.** Choose the appropriate test name from the Test Name drop-down menu and click **Continue**.
- **Step 6.** Select the Course (if applicable) from the drop-down menu and click **Select Course**.
- **Step 7.** Select the appropriate student from the list presented on the screen and click **Select Student**.
- **Step 8.** Ensure the screen is set to the start page with the correct student's name, student's ID, test name, and school name near the top of the screen.

- **Step 9.** Click the **Start** button.
- **Step 10.** Confirm the student information on the screen in the pop-up box and click **OK**.
- **Step 11.** Begin transcribing the student's responses.
  - The individual verifying responses checks each response as it is entered in the system by the transcriber, while the third individual observes the process.
- **Step 12.** After all responses are transcribed and verified, click the **End Test** button. A stop sign will appear on the screen after the second **End Test** button has been clicked and the test has been closed.
- **Step 13.** All three individuals completing the secure transcription process must sign the transcription box on the front cover of the student's test book. Ensure that all scratch and graph papers are labeled with the student's first and last name and are inserted in the student's test book, if applicable.
- **Step 14.** The test administrator or principal's designee must purge any electronic files associated with the test administration immediately following the completion of the transcription process.
- **Step 15.** Return the student's test book with scratch and graph papers (inserted inside) to the school test coordinator.

### **Complete the School Transcription Tracking Form**

Designated school personnel complete the *School Transcription Tracking Form* to account for all paper test(s) transcribed into the online testing system. After all paper test(s) have been transcribed, the school test coordinator must return the *School Transcription Tracking Form* to the public school unit test coordinator. Before returning test materials to Technical Outreach for Public Schools, the public unit test coordinator should make a copy of the completed *School Transcription Tracking Form* and place it on top of the test book(s) from each school.

### **Test Book Return**

Test administrators follow local procedures for the return of all EOC test books and test materials to the school test coordinator immediately following the test administration. All test books and used materials must be returned to Technical Outreach for Public Schools upon completion of testing.

# Appendixes

## Appendix A: Testing Violations, Irregularities, and Misadministrations

The use of the following items in the testing room may constitute a misadministration, an irregularity, or violation of the [Testing Code of Ethics](#). On days before testing, teachers are expected to announce to students which items cannot be accessed in the testing room.

- **Electronic devices.** Students are not allowed to use or have in their possession cell phones or any other electronic recording, listening, scanning, communication, or photographic devices at any time during testing, including breaks. Any student found or observed with a cell phone or electronic device during testing time must be dismissed from testing and a misadministration declared for that student.
  - If a student must be removed from testing because he or she has a cell phone or electronic device during testing, the test administrator must not leave the testing room unattended but must notify the school test coordinator so that the student can be removed from the testing room in the least disruptive manner possible.
  - Before testing begins, test administrators and proctors must turn off their personal cell phones and electronic devices and ensure these devices are neither used nor visible during testing, including breaks.
- **Personal belongings.** Personal belongings are allowed in the testing room. However, students must not be permitted to access them at any time during testing, including breaks.
  - Students who complete the test before the scheduled time is over and will remain in the testing room shall be provided with the opportunity to read novels or any other reading materials that are not a textbook or contain instructional content (e.g., magazines) while waiting for other students to finish the test.
  - For online tests, test administrators must ensure students have clicked the end test **End Test** button to close the test and collect all ancillary materials (e.g., used papers) before students can take out their reading materials.
  - For paper administrations, test administrators must collect student test books and all ancillary materials (e.g., used paper) before students can take out their reading materials.
- **Testing aids.** Textbooks, reference books, thesauruses, smartwatches, smart glasses, wearable activity trackers, smart pens, music, notes, bookmarks, personal learning devices, or any unapproved testing aids shall be stored where students cannot access them during testing.



Test administrators must remain attentive to their testing responsibilities throughout the entire test administration. Reading (except for the test administration guide or supplemental testing policy information); grading papers; using a computer, cell phone, or other electronic device; talking casually with a proctor or other staff; or engaging in any activity in the testing room not related to the test administration is not allowed.

Details regarding what constitutes a misadministration, irregularity, or violation of the [Testing Code of Ethics](#) and information concerning how to report incidents should be discussed during training. Test administrators must report any alleged testing violation or testing irregularity to the school test coordinator on the day of the occurrence. Examples of testing irregularities include, but are not limited to, the following:

#### Eligibility

- Eligible students not tested
- Ineligible students tested

#### Accommodation

- Approved accommodation not provided
- Approved accommodation not provided appropriately
- Accommodation provided but not approved or documented
- Accommodation/Designated Feature *Test Read Aloud (in English)* or *Interpreter/Transliterators/Signs/Cues Test* provided during a test that measures reading skills (e.g., end-of-course English II, end-of-grade reading)

#### Security

- Allowing staff access to a test who do not have a verified need (e.g., *Test Read Aloud [in English]* accommodation)
- Allowing students access to secure test materials before the test administration
- Missing test materials
- Secure test materials not properly returned
- For online testing, failing to maintain security of NC Education username and password
- Failing to store secure test materials in a secure, locked facility.
- Failing to cover or remove bulletin board materials, classroom displays, or reference materials (printed or attached) on students' desks that provide information regarding test-taking strategies or content.
- Reproducing questions from secure test(s) in any manner or form
- Using questions from secure tests for instruction
- Failing to return the originally distributed number of test materials to designated school personnel

- Discussing with others any of the test questions or information contained in the tests, or writing about or posting them on the internet or on social media

#### Monitoring

- Failing to prevent students from cheating by copying, using cheat sheets, or asking for information
- Failing to prevent students from gaining an unfair advantage by using cell phones, text messages, or other means
- Allowing students to remove secure materials from the testing site
- Failing to monitor students and secure test materials during breaks
- For online testing, leaving devices unsupervised when secure online tests are paused or open and visible
- Leaving the testing room unmonitored when students and secure materials are present

#### Procedural

- Paraphrasing, omitting, revising, interpreting, explaining, or rewriting the script, directions, or the test questions, including answer choices.
- Reading or tampering with (e.g., altering, changing, modifying, erasing, deleting, or scoring) student responses to the test questions
- Failing to administer tests on the approved date or during the testing window designated by the North Carolina General Assembly.
- Providing students with additional time beyond the designated time specified in this test administration guide (except for students requiring accommodations, such as *Scheduled Extended Time*)
- Test administrator or proctor giving improper assistance or providing instruction related to the concepts measured by the test before the test administration or during the test administration session

#### Technical

- Online test connectivity and technical problems
  - Schools must report online test connectivity and technical problems that occur during the administration of online tests only when students are unable to successfully complete the test. Reports do not need to be entered for students who successfully complete the test despite a technical issue.
- Online test questions did not display properly

## Appendix B: School Transcription Tracking Form

[illegible]

## Appendix C: Calculator Use

Students should use calculators that are routinely used during classroom instruction and on classroom tests during the school year when taking state tests. Students who routinely use more than one calculator during classroom activities may be permitted to use more than one calculator during the test administration. Students may use calculators with more than the minimum requirements (e.g., fraction keys, graphing capabilities), if those additional features are not prohibited. School systems should be cautioned that the use of these features without prior training may confuse students and adversely affect their performance during the test administration.

An online calculator is available for students testing online. The online calculator meets the minimum calculator requirements for the specific test. Both a scientific calculator and a graphing calculator are available for grade 8 mathematics. A handheld calculator is not required for online test administrations; however, students who routinely use a handheld calculator during classroom instruction and on similar classroom tests or have not had enough practice using the online calculator, should be provided a handheld calculator during the test administration. A student may also require a handheld calculator for accessibility purposes, when appropriate.

The online calculators available during state testing can be found at the links provided below.

- [four-function calculator](#)
- [scientific calculator](#)
- [graphing calculator](#)
- [calculator practice environment](#)

All online calculators are free to use and are accessible for students who are visually impaired and blind. For more information, visit <https://www.desmos.com/accessibility>.

**Calculator restrictions.** Students are not allowed to share calculators during test administrations, nor are they allowed to use calculators with the following functionalities:

- Calculators with wireless communication technologies (e.g., Bluetooth, Infrared, or Wi-Fi)
- Calculators with built-in computer algebraic systems (CAS) capable of doing symbolic algebra (e.g., factoring, expanding, or simplifying given variable output) or symbolic calculus
- Pocket organizers

- Handheld, tablet, laptop, or notebook computers, unless specifically approved
- Calculators built into cell phones or other electronic communication devices (Cell phones and electronic devices are not permitted during state test administrations.)
- Calculators in pen input or stylus-driven devices (e.g., palm-based devices, tablets, laptops, notebooks, and computers)
- Calculators requiring access to an electrical outlet (except for students needing special accommodations)
- Calculators that make noises of any kind that cannot be disabled (except for students needing special accommodations)
- Calculators that use a QWERTY (typewriter-style) keyboard
- Calculators that use paper tape.

Students requiring the use of a calculator via a handheld device (e.g., tablet or notebook computer) or laptop must be approved via an Accommodation Request Form. Pocket organizers with a calculator function are not permitted.

The following list includes calculators not permitted for use on North Carolina tests. The list is not all-inclusive. If the PSU or school test coordinator believes calculator brands other than those listed below may need to be restricted, then the RAC must be contacted for confirmation before excluding them.

- Texas Instruments: All model numbers that begin with TI-89 or TI-92, Voyage 200, Nspire CAS (TI-Nspire CX CAS and TI-Nspire CAS with touchpad)
- Hewlett-Packard: HP 48GII and all models that begin with HP 40G, HP 49G, or HP 50G
- Casio: Algebra fx 2.0, ClassPad 300, and all models that begin with CFX-9970G
- Virtual calculators, downloaded calculators, and calculator apps
- Calculators accessible by desktop, laptop, or other devices (e.g., iPad and Chromebook)

Texas Instruments TI-Nspire calculators without CAS are allowed only in the following two cases:

1. with the TI-84 Plus keypad or
2. with the Nspire keypad using operating system 1.7 or higher with both "limit geometry functions" and "disable function grab and move" invoked in Press-to-Test mode.

NumWorks calculators are allowed if using operating system 21.1.0 or higher with "Exact results," "Equation solver," and "Grapher details" disabled in Press-to-Test mode.

Before beginning and immediately following a test administration that requires calculator use, the test administrator or principal's designee must clear the calculator memory and all applications (including preloaded) from all handheld calculators that will be used during each administration of the test. Only the test administrator or principal's designee is permitted to carry out this procedure. Procedures for clearing the calculator memory (including standard memory, ROM, and Flash ROM) that are appropriate for the specific calculator model(s) must be used. The test administrator or principal's designee should use caution when clearing calculators because different calculators require different procedures. In some cases, the calculator's memory and applications are cleared or disabled and in others, they are permanently deleted.

Because the memory and all applications must be cleared and all data stored in the calculator erased, students who wish to use their own calculators must be told before the test day to back up all data and programs that they wish to save. After the test administration, the test administrator or principal's designee should enable the memory and applications of the students' calculators.

Comprehensive clearing procedures for calculators most frequently used in the Annual Testing Program are available in Appendixes B1–B6 of this guide. In addition, major calculator vendors have support teams who assist test administrators clearing calculators. Vendor contact information can be obtained through the public school unit test coordinator.

## Appendix C1: TI-84 Plus Family



TI-84 Plus family of graphing calculators

### Test preparation: Press-to-Test

Use this method when exams require calculator clearing but allow programs and applications (apps) to be disabled, rather than deleted. Calculator memory will be cleared. Access to programs and apps will be blocked. Programs and apps can be recovered after the exam.

*Press-to-Test will ensure that no user saved data, programs, applications or pictures are available during the exam.*

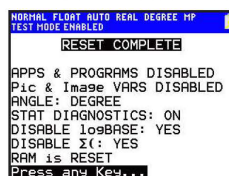
*Screens may vary slightly by model and Operating System (OS).*

#### Before the exam – Put the calculator in Press-to-Test mode:

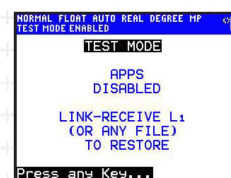
- 1) Ensure the calculator is turned off [2nd] [off].
- 2) Press and hold down [4] [5] and [on] keys simultaneously.
- 3) Release all three keys and the RESET OPTIONS screen will open.
- 4) Press OK (ZOOM) to enable your selections.
- 5) When the RESET COMPLETE screen appears, press any key to continue.



By default: ANGLE is set to DEGREE, STAT DIAGNOSTICS is set to ON, and



- 6) To confirm Press-to-Test mode: Press [APPS] key; APPS HAVE BEEN DISABLED.



Press [PRGM] key; PROGRAMS HAVE BEEN DISABLED.



#### After each exam – Reset Press-to-Test mode:

- 1) Turn off the calculator while in Press-to-Test mode [2nd] [off].
- 2) Press and hold down [4] [5] and [on] keys simultaneously.
- 3) When the RESET COMPLETE screen appears, press any key to continue.

The calculator is now ready for the next test.



#### After the exam – Exit Press-to-Test mode:

- 1) Connect the calculator to another TI-84 Plus family calculator with the I/O unit-to-unit cable or USB cable.
- 2) On the RECEIVING unit: Press [2nd] [LINK] to go to SEND RECEIVE screen. Press [5] to highlight RECEIVE and Press [ENTER]. Calculator will show WAITING...
- 3) On the SENDING unit: Press [2nd] [LINK] to go to SEND RECEIVE screen. SEND will be highlighted. Select 4: LIST. Press [ENTER] to select L1. Press [5] to select TRANSMIT. Press [ENTER].
- 4) On the RECEIVING unit: Select 2: OVERWRITE. Press [ENTER].

DONE will appear on both screens; devices are restored and have full access to previous APPS and PROGRAMS.

*If the handheld is in Press-to-Test mode and is to be used in subsequent exams, you can reset Press-to-Test to clear all data and files created during the previous exam.*

*If the calculator will not be used in subsequent exams, exiting Press-to-Test will return user access to any programs, applications, variables, or images that were stored on the calculator prior to testing.*



## Appendix C1: (continued)



TI-84 Plus family of graphing calculators

### Test preparation: Clearing calculator memory and selected applications (apps)

This method is ideal for exams that require clearing calculator memory and programs prior to the exam and removing selected calculator applications (apps) that are not permitted. The following instructions give an overview of how to prepare TI-84 Plus family graphing calculators to meet these conditions.

**IMPORTANT:** These steps permanently delete apps and other data. Prior to proceeding, you may consider backing up your calculator using TI Connect™ or TI Connect™ CE computer software and restoring it afterwards. If preparing multiple calculators, back up at least one “master”. Visit [education.ti.com/software](http://education.ti.com/software) to download the free computer software and guidebook.

#### Before the exam: Clear all memory and delete prohibited apps

*Clearing calculator memory prior to the exam will ensure that no user-saved data is available during the exam.*

Memory on TI-84 Plus family calculators is stored in two places; RAM and ARCHIVE. Preparing calculators for exams using this method requires 3 steps.

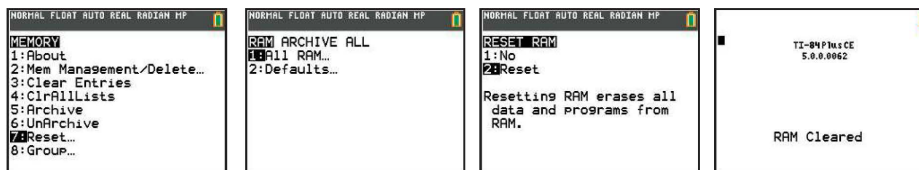
##### Step 1: Clear RAM

This will delete programs that you may have stored, and all data in RAM memory:

- 1) Press **[2nd] [mem] 7: Reset**, to highlight the RAM menu
- 2) Select **1: All RAM...**
- 3) At the RESET RAM screen, select **2: Reset**
- 4) When complete, the display will show **RAM Cleared**

Screens may vary slightly by model and Operating System (OS).

Models in the TI-84 Plus family include:  
TI-84 Plus  
TI-84 Plus Silver Edition  
TI-84 Plus C Silver Edition  
TI-84 Plus CE



##### Step 2: Clear ARCHIVE

These steps will delete archived variables (vars) and archived programs, but not apps:

- 1) Press **[2nd] [mem] 7: Reset**, and press **[right arrow]** to highlight the ARCHIVE menu
- 2) Select **1: Vars...**
- 3) At the RESET ARC VARS screen, select **2: Reset**
- 4) When complete, the display will show **Arc Vars Cleared**



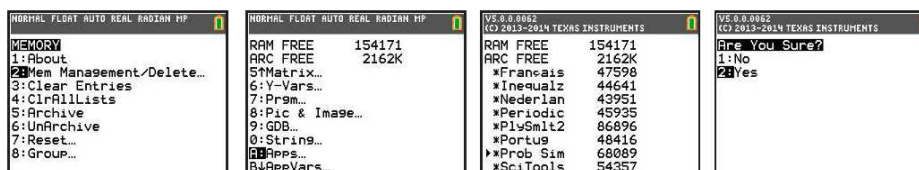


## Appendix C1: (continued)

### Before the exam: Clear all memory and delete prohibited apps (continued)

#### Step 3: Delete selected apps

- 1) Press **[2nd]** **[mem]** and select **2: Mem Management/Delete**
- 2) Select **A: Apps...**
- 3) Scroll to an App title you would like to delete, and press the **[del]** key
- 4) When prompted with "Are You Sure?", select **2: Yes**
- 5) Repeat steps 3 and 4 for each app you would like to delete.



### After each exam: Re-clear

*Resetting calculator memory after the exam ensures that information entered or saved during the exam is permanently deleted.*

This step is required by some exams.

- 1) Press **[2nd]** **[mem]** and select **7: Reset** to highlight the RAM menu
- 2) Select **1: All RAM...**
- 3) At the RESET RAM screen, select **2: Reset**
- 4) When complete, the display will show **RAM Cleared**



### Restoring apps that were deleted during calculator preparation

Restoring apps that were deleted during calculator preparation can be accomplished in multiple ways:

- 1) Link the apps from a comparable TI-84 Plus model via calculator-to-calculator linking.
- 2) Send the app files from a computer using TI Connect™ and a computer-to-calculator USB cable.
- 3) Restore the calculator using a backup file (if one was created prior to calculator preparation).

If you have questions or need assistance, contact **800-TI-CARES (800.842.2737)**, [ti-cares@ti.com](mailto:ti-cares@ti.com) or chat through online service at <http://support.education.ti.com>

## Appendix C2: TI-83 Plus Family



TI-83 Plus graphing calculators

### Test preparation: Resetting all memory

Use this method when exams require clearing all calculator memory. Clearing all memory deletes all programs and deletes all calculator applications (apps).

**IMPORTANT:** Resetting all memory permanently deletes all applications (apps) from the calculator. Back up your TI-83 Plus to a computer before resetting so they can be restored after the exam.\* (Note: The Finance app is built-in functionality and will remain in place after a reset.)

#### Resetting all memory

##### Before the exam

Resetting all memory prior to exams will ensure that no user saved information is available during the exam.

##### After each exam

Repeating all of the steps will reset all memory again and ensure that any information entered or saved during the exam is permanently deleted.

\* Use TI-Connect™ software to back up your TI-83 Plus graphing calculator prior to preparing it for an exam (resetting all memory) and to restore applications after the exam.

Screens may vary slightly by model and Operating System (OS).

1) Press **2nd** **[mem]** to display the MEMORY menu.

```
MEMORY
1:About
2:Mem Mgmt/Del...
3:Clear Entries
4:ClrAllLists
5:Archive
6:UnArchive
7:Reset...
```

4) Select **2: Reset** to erase all data and programs.

Factory defaults are reset.

```
RESET MEMORY
1:No
2:Reset
Resetting ALL
will delete all
data, programs &
Apps from RAM &
Archive.
```

2) Select **7: Reset** to display the RESET menu.

```
RAM ARCHIVE ALL
1:All RAM...
2:Defaults...
```

**Mem cleared** is displayed on the screen to confirm all non-system variables and programs have been deleted.

```
TI-83 Plus
1.19

Mem cleared
```

3) Press **▸** **▸** and select **1: All Memory**

```
RAM ARCHIVE ALL
1:All Memory...
```

If you have questions or need assistance, contact **800-TI-CARES (800.842.2737)**, [ti-cares@ti.com](mailto:ti-cares@ti.com) or chat through online service at <http://support.education.ti.com>

## Appendix C3: TI-NSpire Handhelds



TI-Nspire™ handhelds

### Test preparation: Press-to-Test

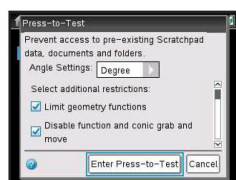
Use this method when exams require calculator clearing but allow documents and programs to be disabled, rather than deleted. This method also allows the option of disabling selected built-in functionality. Documents and programs can be recovered after the exam.

Enabling Press-to-Test will block access during the exam to pre-existing programs, documents, files, applications, data and pictures.

Screens may vary slightly by model and Operating System (OS).

#### Before the exam – Put the calculator in Press-to-Test mode:

- 1) Ensure the handheld is turned off. Press **[off]** keys.
- 2) Press and hold down **[esc]** and **[on]** keys simultaneously until Press-to-Test screen is displayed.

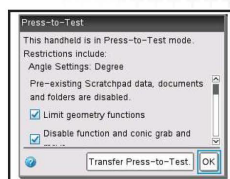


- 3) Select restrictions: By default, all restrictions are selected. To change default restrictions, use arrow keys or **[tab]** key to scroll through list of restrictions. When a restriction is

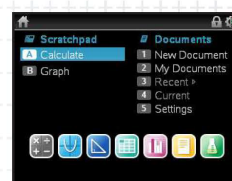
highlighted, press **[2]** to deselect the restriction. (Do not press the **[enter]** key.) To deselect all restrictions press **[ctrl]** **[A]** keys.

- 4) Enable Press-to-Test by pressing **[tab]** to select **Enter Press-to-Test** then pressing **[enter]**.

- 5) The handheld will reboot and confirm restrictions. Select **OK** to continue to home screen.



- 6) When Press-to-Test is enabled, a lock icon will display in the upper right corner of the home screen.

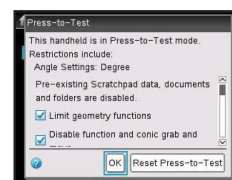


An LED near the handheld's mini USB port will:

- » Flash green to indicate all restrictions (default) are selected.
- » Flash amber to indicate one or more restrictions were disabled.

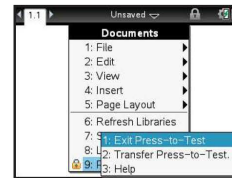
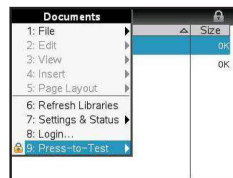
#### After each exam – Reset Press-to-Test mode:

- 1) Ensure the handheld is turned off Press **[off]** keys.
- 2) Press and hold down **[esc]** and **[on]** keys simultaneously until Press-to-Test screen is displayed.
- 3) Select **Reset Press-to-Test** and then **OK**.



#### After the exam – Exit Press-to-Test mode:

- 1) Connect the handheld to another TI-Nspire™ handheld using the USB unit-to-unit cable.
- 2) Press **[on]** for HOME screen. Press **[2]** to select **My Documents**
- 3) Press **[esc]** and select **9: Press-to-Test**. Press **[ENTER]**.
- 4) Select **1: Exit Press-to-Test** Press **[ENTER]**.



The handheld will reboot out of Press-to-Test mode

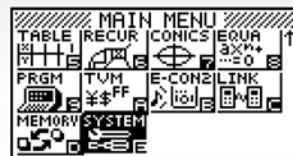
If the handheld is in Press-to-Test mode and is to be used in subsequent exams, you can reset Press-to-Test to clear all data and files created during the previous exam.

If the calculator will not be used in subsequent exams, exiting Press-to-Test restores system settings and files that were restricted and clears all data and files created while in Press-to-Test mode.

## Appendix C4: Casio fx-9750GII

### Resetting the CASIO fx-9750GII for testing purposes

1. From the Main Menu, highlight the SYSTEM icon and press **EXE** or press **COS**.
2. Press **F5** (RSET) to reset the memory. If your screen does not match the one shown, press **EXIT** until it does.
3. Select **F2** (MAIN) to reset the main memories, for testing purposes.
4. Press **F1** (Yes) to reset the memory on the calculator.
5. Press **EXIT** when the calculator is complete.
6. To return to the Main Menu, press **MENU**.



**CASIO®**

**Simply Calculate The Difference!**

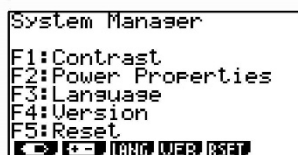


## Appendix C5: Casio fx-9860GII

### Resetting the CASIO fx-9860GII for testing purposes

*This will delete all RAM, Archive Memory, Programs, List and Spreadsheet Data (resetting the calculator to factory default), which meets the reset requirements for standardized testing.*

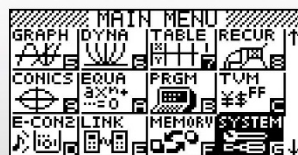
1. From the Main Menu, highlight the SYSTEM icon and press **EXE** or press **ab**.
2. Press **F5** (RSET) to reset the memory. If your screen does not match the one shown, press **EXIT** until it does.
3. Select **F2** (MAIN) to reset the main memories.
4. Press **F1** (Yes) to reset the memory on the calculator.
5. Press **EXIT** when the calculator is complete.
6. To return to the Main Menu, press **MENU**.



### To Disable Add-in Applications, if necessary:

*This will disable the Geometry functionality.*

1. From the Main Menu, highlight the SYSTEM icon and press **EXE** or press **ab**.



# CASIO®

**Simply Calculate The Difference!**

## Appendix C5: (continued)

- Press **F5** (RESET) to reset the memory. If your screen does not match the one shown, press **EXIT** until it does.
- Select **F3** (Add-In) to disable Add-In Applications.  
Select **F4** (STRGMEM) to delete storage memory data.  
Select **F5** (A&S) to disable Add-In Applications and delete storage memory data.

```
System Manager
F1: Contrast
F2: Power Properties
F3: Language
F4: Version
F5: Reset
F6: LANG, VER, RSET
```

```
***** RESET *****
F1: Setup Data
F2: Main Memories
F3: Add-In
F4: Storage Memories
F5: Add-In&Storage
F6: Next Page
STOP MAIN ADD, S MEM A&S
```

### To Restore Add-In Applications, Programs and List and Spreadsheet Data:

- Using an I/O unit-to-unit cable (which comes with the fx-9860GII models), connect together the two graphing calculators- at least one of the two units must be “temporarily disabled”.
- On both calculators, from the Main Menu, highlight the LINK icon and press **EXE** or press **COS**.
- Press **F4** (CABLE) to select the type of cable.
- Select **F2** (3PIN) as the cable type.

```
MAIN MENU
GRAPH DYNA TABLE RECUR ↑
CONICS EQUA PRGM TVM
E-CONS LINK MEMOVS SYSTEM
```

```
Communication
Cable Type : USB
Wakeup : On
Capture : S.Recv
TRAN RECU CABLE WAKE CAPT
```

```
Select Cable Type
F1: USB cable
F2: 3Pin cable
USB 3PIN
```

# CASIO®

**Simply Calculate The Difference!**

## Appendix C5: (continued)

5. On the receiving calculator, press **F2** (RECV) to set up the calculator to receive data.

The calculator is now ready to receive data.

6. On the sending calculator, press **F1** (TRANSMIT) to set up the calculator to transmit data.

Press **F1** (MAIN) to send data from the Main Memory.

Press **F1** (SELECT) to select what data to send.

Press **F1** (SELECT) to select specific data to send.

Press **F2** (ALL) to select all data.

Once the data has been selected, press **F6** (TRANSMIT) to transmit the selected data.

Press **F1** (Yes) to transmit the data.

```

Communication
Cable Type :3pin
Wakeup    :On
Capture   :S.Recv
TRAN/RECV  CAB/ WAKE/ CAPT
  
```

```

Receiving...
AC :Cancel
  
```

```

Communication
Cable Type :3pin
Wakeup    :On
Capture   :S.Recv
TRAN/RECV  CAB/ WAKE/ CAPT
  
```

```

Select Data Type
F1:Main Memory
F2:Storage Memory
MAIN/SMEM
  
```

```

Select Trans Type
F1:Select
F2:Current
SEL/ CANT
  
```

```

Main Mem
<ALL> : 152
ALPHA MEM : 696
CONICS : 24
EQUATION : 284
SETUP : 100↓
58936 Bytes Free
SEL/ALL TRAN
  
```

```

Main Mem
Transmit OK?
Yes:[F1]
No:[F6]
SEL/ALL TRAN
  
```

```

Transmitting...
AC :Cancel
  
```

# CASIO®

**Simply Calculate The Difference!**

## Appendix C6: Casio PRIZM/fx-CG10

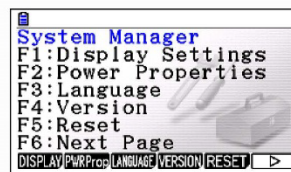
### Resetting the CASIO PRIZM/fx-CG10 for testing purposes

*This will delete all RAM, Archive Memory, Programs, List and Spreadsheet Data (resetting the calculator to factory default), which meets the reset requirements for standardized testing.*

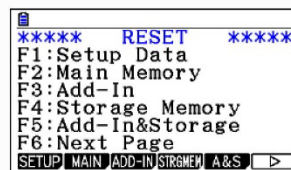
1. From the Main Menu, highlight the SYSTEM icon and press **EXE** or press **ab**.



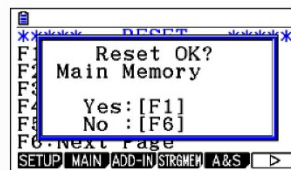
2. Press **F5** (RESET) to reset the memory. If your screen does not match the one shown, press **EXIT** until it does.



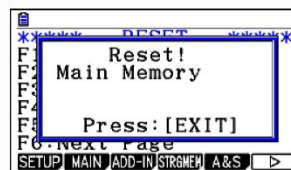
3. Select **F2** (MAIN) to reset the main memories.



4. Press **F1** (Yes) to reset the memory on the calculator.



5. Press **EXIT** when the calculator is complete.



6. To return to the Main Menu, press **MENU**.

#### To Disable Add-in Applications, if necessary:

*This will disable the Geometry and Picture Plot functionalities.*

1. From the Main Menu, highlight the SYSTEM icon and press **EXE** or press **ab**.



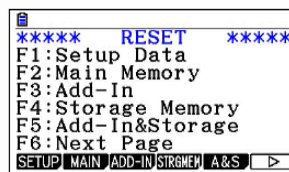
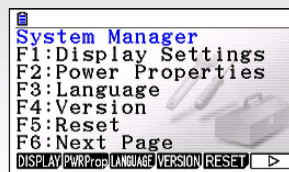
# CASIO®

**Simply Calculate The Difference!**



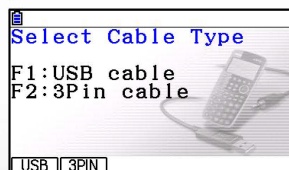
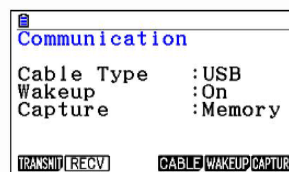
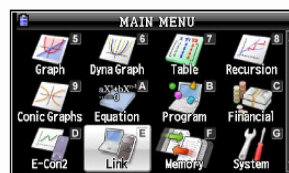
## Appendix C6: (continued)

- Press **F5** (RESET) to reset the memory. If your screen does not match the one shown, press **EXIT** until it does.
- Select **F3** (Add-In) to disable Add-In Applications.  
Select **F4** (STRGMEM) to delete storage memory data.  
Select **F5** (A&S) to disable Add-In Applications and delete storage memory data.



### To Restore Add-in Applications, Programs and List and Spreadsheet Data:

- Using an I/O unit-to-unit cable (which comes with the PRIZM/fx-CG10 models), connect together the two graphing calculators- at least one of the two units must be “temporarily disabled”.
- On both calculators, from the Main Menu, highlight the LINK icon and press **EXE** or press **COS**.
- Press **F4** (CABLE) to select the type of cable.
- Select **F2** (3PIN) as the cable type.



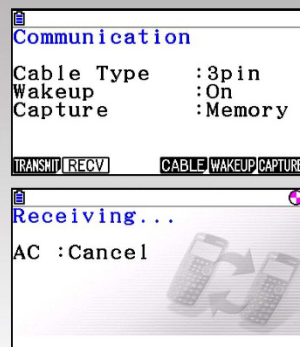
# CASIO®

**Simply Calculate The Difference!**

## Appendix C6: (continued)

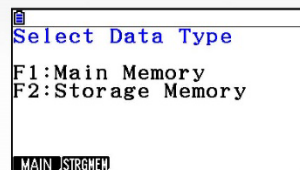
5. On the receiving calculator, press **F2** (RECV) to set up the calculator to receive data.

The calculator is now ready to receive data.

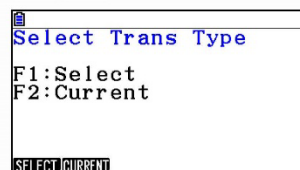


6. On the sending calculator, press **F1** (TRANSMIT) to set up the calculator to transmit data.

Press **F1** (MAIN) to send data from the Main Memory.

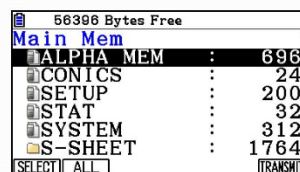


Press **F1** (SELECT) to select what data to send.



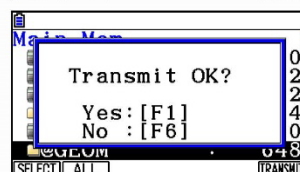
Press **F1** (SELECT) to select specific data to send.

Press **F2** (ALL) to select all data.

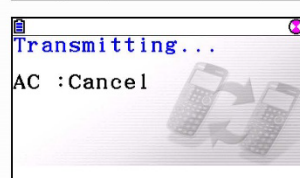


Once the data has been selected, press

**F6** (TRANSMIT) to transmit the selected data.



Press **F1** (Yes) to transmit the data.



# CASIO®

**Simply Calculate The Difference!**

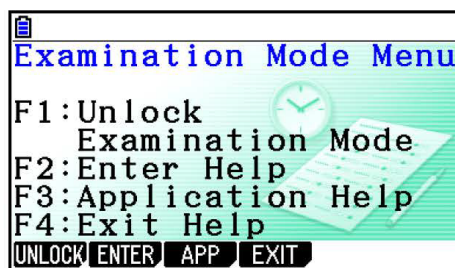
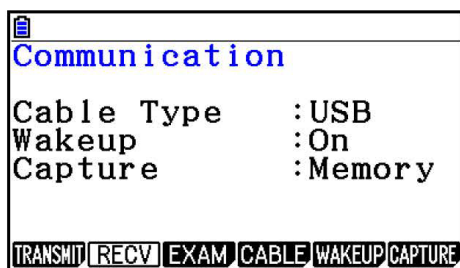
## Appendix C7: Casio PRIZM Exam Mode

How to set the PRIZM to "Exam" Mode:

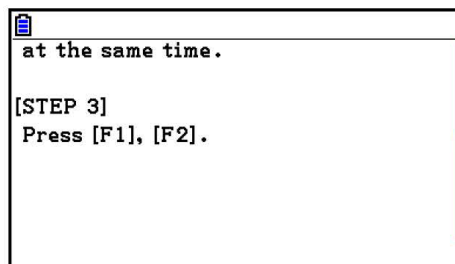
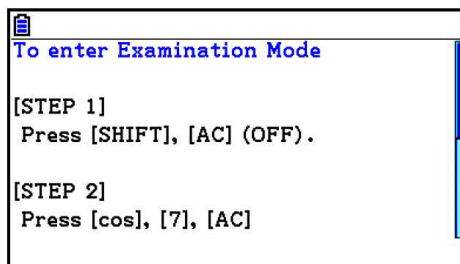
1. From the Main Menu, press **[COS]** (Link).



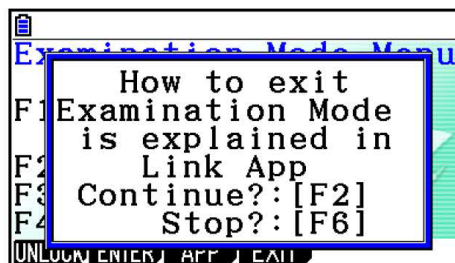
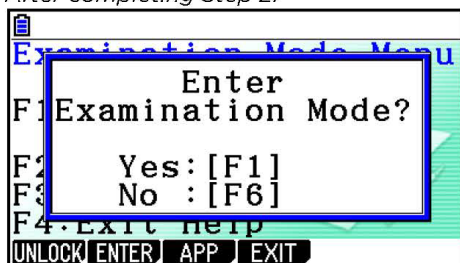
2. Press **[F3]** (EXAM) to view the Examination Mode Menu.



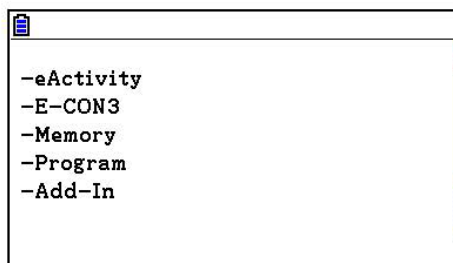
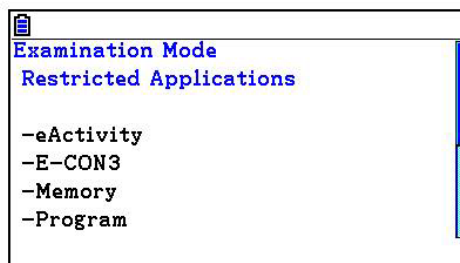
3. Press **[F2]** (ENTER) to view the required steps to enter Examination Mode.



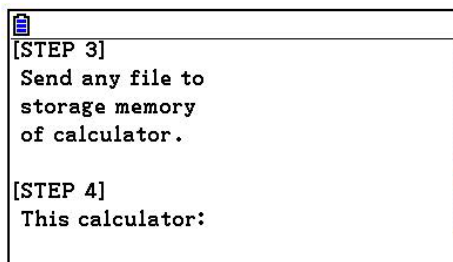
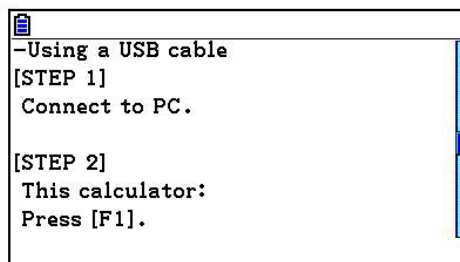
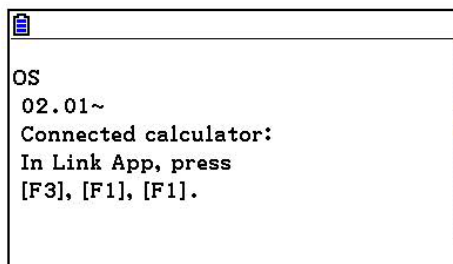
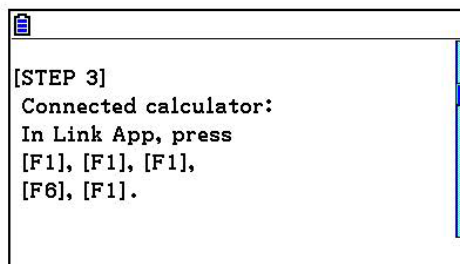
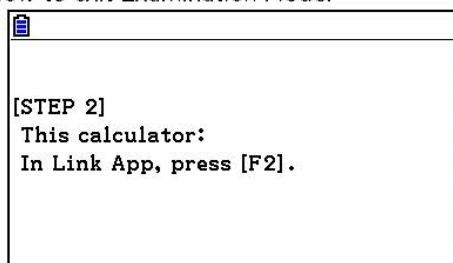
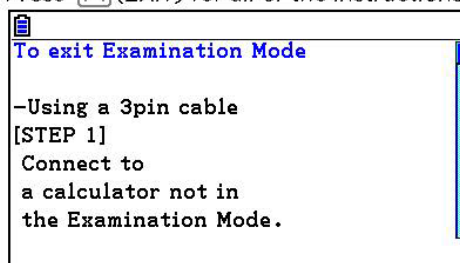
After completing Step 2:




4. Press **[F3]** (APP) to see what applications are restricted in Exam mode.

**Appendix C7: (continued)**


5. Press **[F4]** (EXIT) for all of the instructions on how to exit Examination Mode.



**Appendix C7: (continued)**


storage memory  
of calculator.

[STEP 4]  
This calculator:  
Press [AC].



-On time expiration

[STEP 1]  
12 hours elapsed  
after entering  
Examination Mode.



[STEP 2]  
The next time the  
calculator is turned ON,  
a message appears  
and Examination Mode  
is exited.

## Appendix C8: NumWorks

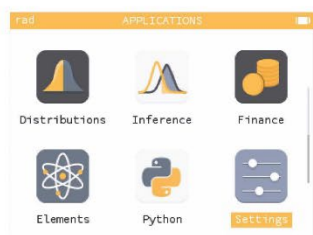
### NUMWORKS

## NumWorks NC Exam Mode

Note: the operating system must be greater than or equal to 22.2.0

NumWorks has a special mode that students and teachers can initiate to prepare a calculator for testing in North Carolina. This feature is called “NC exam mode”. This feature temporarily disables specific applications and features. It also clears all memory, data, and unofficial applications.

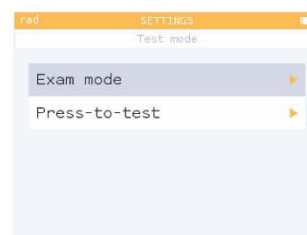
### Before testing - Enabling NC exam mode



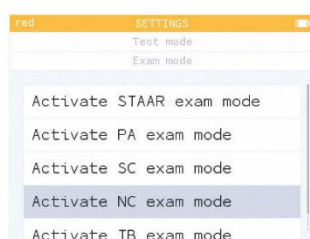
1. Navigate to the last application, Settings.



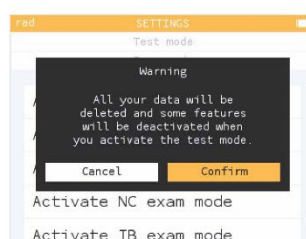
2. Navigate down and press the right arrow or OK to enter Test mode.



3. Select Exam mode.



4. Press OK on “Activate NC exam mode”.



5. Select Confirm to clear your calculator and deactivate the necessary features.

Good to know: The “NC” symbol appears on the screen when exam mode is active.



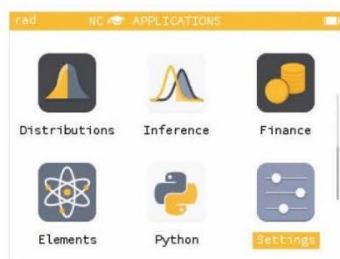


**Appendix C8: (continued)****NUMWORKS**

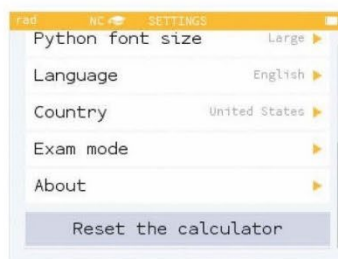
## NumWorks NC Exam Mode

Note: the operating system must be greater than or equal to 22.2.0

### After each test - Reset



1. Go back to Settings.



2. Go all the way down to  
Reset the calculator



3. A warning message appears,  
select Confirm.

### After testing - Exit NC exam mode



1. Plug the calculator into a computer.



2. A warning message appears,  
select Confirm.

numworks.com

## Appendix C9: TI-84 CE Family

### Using Press-to-Test

Use Press-to-Test to manage exams using TI graphing calculators in your classroom.

The teacher will tell you when to set your calculator in exam mode.

#### Setting Up Test Mode

1. Turn the calculator OFF.
2. Press and hold down the  $\blacktriangleright$ ,  $\blacktriangleleft$  and **on** keys, and then release.
3. The RESET OPTIONS screen displays.
4. To change the default settings, move the cursor over the desired setting and press [enter].

By default:

- ANGLE is set to DEGREE
  - STAT DIAGNOSTICS is set to ON
  - DISABLE logBASE and DISABLE  $\Sigma($  are set to YES
  - DISABLE Numeric Solver is set to NO
5. Press **OK** to first validate any loaded TI Apps and then set up the exam mode. When validation and test mode setup is complete, the confirmation screen will display.



6. Press any key to place the calculator in test mode.

#### Note:

- The status bar is blue when in TEST MODE and TEST MODE ENABLED.
  - Pic & Image Vars are disabled.
  - All variables stored in RAM and in archived memory are deleted.
7. On the exam calculator, press **apps** to verify that applications are disabled. The following screen displays:



## Appendix C9: (continued)



8. On the exam calculator, press **[prgm]** to verify that programs have been disabled. The following screen displays:



9. On the exam calculator, Pic and Image Vars are shown as disabled. The following screen displays:



10. In memory management (**[2nd]** **[mem]**, **2:Mem Management/Delete...**), disabled files will display with the not equal sign.



## Appendix C9: (continued)

### *Bringing a Calculator Out of Test Mode*

You can re-enable all disabled calculator files by using one of the following methods:

- Link two TI-84 Plus CE graphing calculators using a unit-to-unit USB cable and then transfer a file by using **2nd** **[link]**, **SEND RECEIVE**.
- Use TI Connect™ CE **Actions > Quit Exam Mode on Connected CE Calculators** to quit the exam mode on any connected CE calculator. You may also send a calculator file to the connected CE calculator to quit from exam mode.
- Use TI Connect™ CE to send a calculator file to the calculator.

To clear a calculator of files created during an exam:

1. Turn off the calculator while in test mode.
2. "Re-Press-to-Test" - press and hold down the **[▶]**, **[◀]**, and **[on]** keys, and then release.
3. Select **OK** when you see the Reset Verification Screen. The calculator is now "clean."

---

**Tip:** To preserve battery life, take your calculator out of Press-to-Test mode after the exam.

---

## Appendix D: Testing Code of Ethics

### Introduction to the Testing Code of Ethics

In North Carolina, standardized testing is an integral part of the educational experience of all students. When properly administered and interpreted, test results provide an independent, uniform source of reliable and valid information, which enables:

- *students* to know the extent to which they have mastered expected knowledge and skills and how they compare to others,
- *parents and legal guardians* to know if their children are acquiring the knowledge and skills needed to succeed in a highly competitive job market,
- *teachers* to know if their students have mastered grade or course-level knowledge and skills in the curriculum, and if not, what weaknesses need to be addressed,
- *community leaders and lawmakers* to know if students in North Carolina schools are improving their performance over time and how the students compare with students from other states or the nation; and
- *citizens* to assess the performance of the public schools.

In order to achieve those objectives, teachers and administrators must conduct testing in a fair and ethical manner, which includes:

#### *Security*

- assuring adequate security of the testing materials before, during, and after testing and during scoring
- assuring student confidentiality

#### *Preparation*

- teaching the tested curriculum and test-preparation skills
- training staff in appropriate testing practices and procedures
- providing an appropriate atmosphere

#### *Administration*

- developing a local policy for the implementation of fair and ethical testing practices and for resolving questions concerning those practices
- assuring all students who should be tested are tested
- utilizing tests which are developmentally appropriate
- utilizing tests only for the purposes for which they were designed

#### *Scoring, Analysis, and Reporting*

- interpreting test results to the appropriate audience
- providing adequate data analyses to guide curriculum implementation and improvement

Standardized test scores are only one of the many indicators of how well the student is learning. Test scores should be used in conjunction with all other available information about a student to understand student progress and improve student learning. When administering tests, school administrators and teachers must comply with applicable statutes, rules, and policies. In particular, administrators and teachers must comply with the *Testing Code of Ethics* ([16 N.C. Admin. Code 6D .0311](#)), which is printed on the following pages.

**16 NCAC 06D .0311 TESTING CODE OF ETHICS**

- (a) This Rule shall apply to all public school unit (PSU) employees or agents while they are administering the Annual Testing Program defined in Rule .0307(c) of this Section.
- (b) The PSU shall develop local policies and procedures to ensure maximum test security in coordination with the policies and procedures developed by the test publisher.
- (c) The PSU shall require all testing coordinators, school test coordinators, test administrators and proctors to be trained as required in Rule .0308 of this Section.
- (d) The PSU shall designate the personnel who are authorized to have access to secure test materials. "Access" to test materials by school personnel means handling the materials but does not include reviewing tests or analyzing test items.
  - (1) Persons who have access to secure test materials shall not use those materials for any purpose other than test administration.
  - (2) No person shall copy, reproduce, or paraphrase the test materials without the express written consent of the test publisher.
- (e) The principal shall store test materials in a locked facility to which only the principal has access. The principal shall not allow anyone access to the test materials except as necessary for administration.
- (f) When PSU personnel discover loss of materials, failure to account for materials, or any evidence of unauthorized access to the materials, they shall report the discovery without delay to the principal, school test coordinator, school system (LEA) test coordinator, or charter school director.
- (g) PSUs shall ensure that test coordinators:
  - (1) plan and implement training for school test coordinators, test administrators, and proctors;
  - (2) ensure each school test coordinator and test administrator is trained in accordance with Rule .0308 of this Section; and
  - (3) in conjunction with program administrators, ensure test accommodations to students entitled to testing accommodations as defined in 16 NCAC 06G .0315; are documented and provided.
- (h) The principal or the principal's designee shall serve as school test coordinator.
- (i) The principal shall ensure the school test coordinator maintains test security and accountability of test materials, including taking the following actions:
  - (1) before each test administration, the school test coordinator shall count and distribute test materials;
  - (2) after each test administration, the school test coordinator shall without delay collect, count, and return all test materials to the locked storage facility;
  - (3) establishes procedures to assure all students participating in the Annual Testing Program have an equal opportunity to demonstrate their knowledge on the test; and
  - (4) identifies and trains personnel, proctors, and backup personnel for test administrations.
- (j) Teachers may help students improve test-taking skills by:
  - (1) helping students become familiar with test formats using curricular content;
  - (2) teaching students test-taking strategies and providing practice sessions;
  - (3) helping students learn ways of preparing to take tests; and
  - (4) using resource materials such as test questions from test item banks and linking documents in instruction and test preparation.
- (k) With respect to test administration, PSUs shall:
  - (1) assure each school establishes procedures to ensure all test administrators comply with test publisher guidelines;
  - (2) inform the local board of education of any breach of this code of ethics; and
  - (3) inform test coordinators and principals of their responsibilities.
- (l) The school test coordinator shall:

- (1) assure school personnel know the content of rules in this Section and local testing policies;
  - (2) implement the school system and local testing policies and procedures to assure all students participating in the Annual Testing Program have an equal opportunity to demonstrate their knowledge on the test;
  - (3) ensure proctors are trained; and
  - (4) ensure all violations of rules in this Section and local testing policies are reported to the school system (LEA) test coordinator.
- (m) Test administrators shall:
- (1) administer tests according to the directions in the assessment guide and any subsequent updates developed by the test publisher;
  - (2) administer tests to all students enrolled in a grade or course that requires a test in the Annual Testing Program;
  - (3) report all violations of rules in this Section and local testing policies to the school test coordinator; and
- (n) Proctors shall serve as additional monitors to help the test administrator assure that students have an equal opportunity to demonstrate their knowledge on the test.
- (o) Scoring. The school system test coordinator shall:
- (1) ensure each test is scored according to the procedures and guidelines defined for the test by the test publisher;
  - (2) maintain quality control during the entire scoring process, which consists of handling and editing documents, scanning answer documents, and producing electronic files and reports. Quality control shall address scoring accuracy and scoring consistency.
  - (3) maintain security of tests and data files at all times, including;
    - (A) protecting the confidentiality of students at all times when publicizing test results; and
    - (B) maintaining test security of answer keys and item-specific scoring rubrics.
- (p) Educators shall use test scores as one piece of information to be interpreted together with other scores and indicators when determining a student's grade. The PSU shall ensure that school personnel analyze and report test data within the limitations described in this Paragraph.
- (1) Educators shall maintain the confidentiality of individual students. PSU personnel shall not publicize test scores or any written material containing personally identifiable information from the student's educational records except as permitted under the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g and regulations adopted pursuant thereto.
  - (2) Staff development relating to testing must enable school personnel to respond knowledgeably to questions related to testing, including the tests, scores, scoring procedures, and other interpretive materials.
- (q) Unethical testing practices include the following practices:
- (1) encouraging students to be absent the day of testing;
  - (2) encouraging students not to do their best;
  - (3) using secure test items or modified secure test items for instruction;
  - (4) changing student responses at any time;
  - (5) interpreting, explaining, or paraphrasing the test directions or the test items;
  - (6) classifying students for the purpose of avoiding State testing;
  - (7) not testing all students enrolled in a grade or course that requires a test in the Annual Testing Program;
  - (8) failing to provide required accommodations during testing to students entitled to testing accommodations as defined in 16 NCAC 06G .0315;
  - (9) modifying scoring programs including answer keys, equating files, and lookup tables;
  - (10) modifying student records for the purpose of raising test scores;

- (11) using a single test score to place a student in a grade or a course; and
- (12) providing inaccurate test results and interpretations to the public.
- (r) In the event of a violation of this Rule, the State Board of Education may impose any one or more of the following sanctions:
  - (1) withhold any monetary incentive awards;
  - (2) file a civil action against the person or persons responsible for the violation for copyright infringement or for any other available cause of action;
  - (3) seek criminal prosecution of the person or persons responsible for the violation; and
  - (4) in accordance with the provisions of 16 NCAC 06C .0312, suspend or revoke the professional license of the person or persons responsible for the violation.

*History Note: Authority G.S. 115C-12(9); 115C-174.11; 115C-174.12; 115C-218.85(a)(3);  
Emergency Adoption Eff. August 20, 2019;  
Eff. August 23, 2022.*

This publication and the information contained within must not be used for personal or financial gain. North Carolina public school units, school officials, and teachers may download and duplicate this publication for instructional and educational purposes only.