PARCC Instruction Packet
Elementary Schools

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Administering the PARCC Assessments
Checklist

Prior to entering the testing session:

❏ Obtain student tickets and any other test materials from the office.

❏ Manage test sessions (see PARCC Pre Testing Instructions pg. 3)

    ❏ Log in http://pearsonaccessnext.com/

    ❏ Start test session(s)

    ❏ Unlock applicable unit

During Testing Session:

❏ Make sure computers are ready.

❏ Distribute test materials to students using the appropriate administration script.

❏ Keep time.

❏ Fill out Absence Form. (Supplied/shared by the building BTA if applicable)

❏ Supervise test administration and provide breaks (if applicable).

❏ Instruct Students in logging out.

After Testing:

❏ Collect student tickets and any other test materials from students and return them to the office.

❏ Return Absence Form to BTA (if applicable).

❏ Report any test irregularities or security issues to your Principal.

❏ Lock the Unit.

❏ After **ALL** students have completed **ALL** units in a session, make sure your test sessions have been stopped.

    ❏ BTA will help if you have students that will not be completing all units.

PARCC Pre Testing Instructions

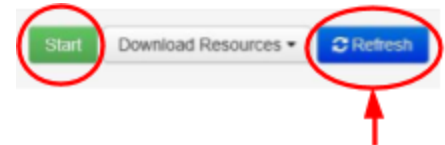| Managing Sessions/Units	Screenshot

Start Session(s)
Login:
● Use Firefox (Safari and Chrome are not supported by Pearson) Go to PearsonAccessNext at: http://il.pearsonaccessnext.com/
    ○ Or use the link on the District website
 	
● Select the green Sign In button
● Login with the following credentials:
    ○ Username: *e-mail address*
    ○ Password: self created
        ■ Make sure you have setup your password following the email sent from Pearson. If you do not remember your password, please click **forgot password** to reset.	
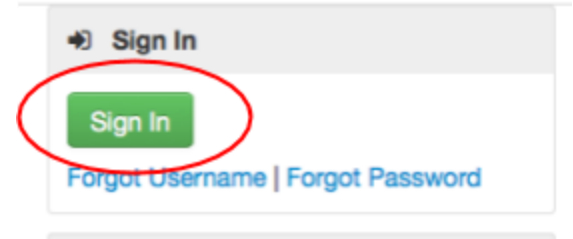
● In the black bar at the top of the page, be sure you have selected: PARCC>2017-2018>2018 Spring PARCC	
Search for your Sessions: ● Select the drop down menu below Testing ● Select **Students in Sessions**. *Troubleshoot*: Make sure you have the correct login information and are at http://il.pearsonaccessnext.com/.	

● Type the last name in the search box under Session List to find and add the session(s) you are able to proctor to your **Session List**. Use the following search formula for your session:
    ○ ex. **SMITHELA04** or **SMITHMAT04**
        ■ This is teacher's last name subject being tested and the 2 digit grade level.
● Scroll down to select your Session(s) and add them to your Session List.	
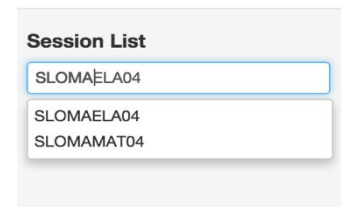
● Select the session from the Session List that you are ready to administer.	
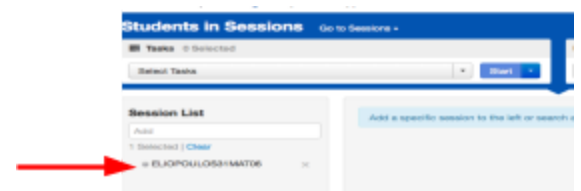
|	
Start your Session(s): ● Select the green Start button. ● Use the Download Resources then Student Testing Tickets, if you are missing any tickets. *Note*: Refresh often or the site will log you out after 15 minutes of inactivity. *Scrolling does not constitute activity.*	 Note: Select the Refresh button so that you are not logged off. You will be logged off after 15 minutes of inactivity.

● Unlock or lock a unit for all the students in a session once you have started the session.
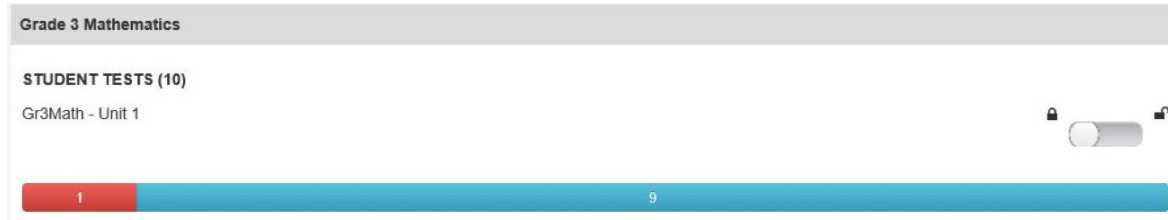
Grade 3 Mathematics

STUDENT TESTS (10)

Gr3Math - Unit 1

● Click on Student Status button to: ○ Monitor Student Progress ○ Resume Test ○ Lock/Unlock students on an individual basis (for makeups only)	🔒 Exited ▼ 🔒 Ready ▼ 🔒 Completed 🔒 Completed

PARCC Day of Testing: Teacher

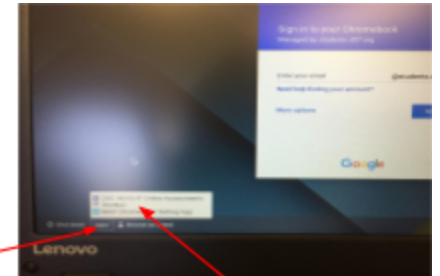| Teacher Procedure	Screenshot
Note: These are Testing Sessions Directions. Before entering your session(s), you should have already picked up your student tickets and materials, started your session and unlocked the correct unit.	

<table>
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● **Make sure computers are ready**. Make sure all machines are open to TestNav and are ready for a student to login.

Troubleshoot:

If a student has logged into their account, have them sign out and enter testing through the App menu in the lower left of the sign in screen. Select TestNav from the drop down menu.

Contact your building BTA for further assistance.

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<td>

1.Select Apps   2.Select TestNav

</td>
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● **Read the Script.** Once you are ready to test, read through the teacher script for a step-by-step of proctoring cues. Students should follow along as the teacher reads the script, which includes the following:
  1. Test Audio.
  2. Teacher distributes student tickets and scratch paper.
  3. Students enters login information (be sure in Illinois).
  4. Student selects **Sign In.**
  5. Student should check in right hand corner for **his/her correct name.**
  6. Student sees units and selects unlocked unit.
  7. Student then sees a summary of the unit and a "Start Test Now" button.

All scripts are attached to the end of this document.

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</tr>
</table>

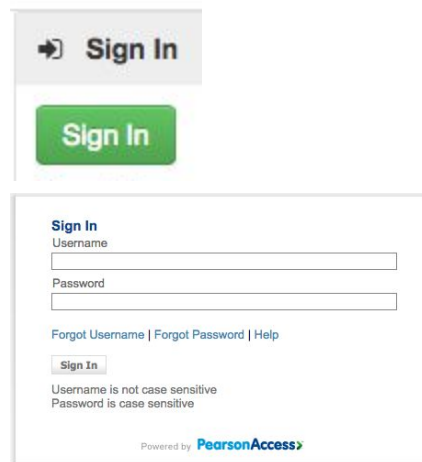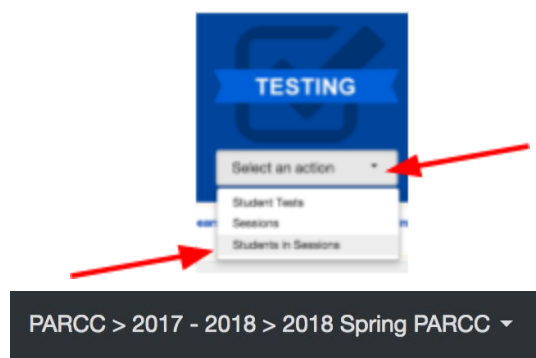|	
- Student should keep tickets at their desk for possible troubleshooting. - The student tickets, contain: ○ Test Session ○ Username ○ Password ○ **IGNORE** (Optional) Local Testing Device ID:_____) **Tickets MUST** be collected at the end of the testing session. *Troubleshoot:* Look under Download Resources in your session if you cannot find a student's ticket.	**STUDENT TESTING TICKETS** **SESSION:** CAT TEST SES WES GRADE 5 ELA **TEST:** Grade 5 ELA/Literacy **Student:** CATLAST1, CATFIRST1 **Date of Birth:** 2003-11-03 **Username:** 5485424794 **Password:** d71e6e IF TESTING IN A BROWSER: Go to http://uat-parcc.testnav.com IF TESTING IN THE APP: Select **Not Defined** on the home page (OPTIONAL) Local Testing Device ID:_____
Track student's progress. Once students are logged in, you are able to track their progress using PearsonAccessNext at: http://il.pearsonaccessnext.com/. From this site you will login using the following credentials: - Username: *e-mail address* - Password: self created *Troubleshoot:* **Username: your email address** Make sure you have setup your password following the email sent from Pearson. If you do not remember your password, please click **forgot password** to reset.	➡ **Sign In** **Sign In** **Sign In** Username Password Forgot Username | Forgot Password | Help Sign In Username is not case sensitive Password is case sensitive Powered by **PearsonAccess>**
Search for your Sessions: ○ Select the drop down menu below Testing ○ Select **Students in Sessions**. *Troubleshoot:* In the black bar at the top of the page, be sure you have selected: PARCC>2017-2018>2018 Spring PARCC	**TESTING** Select an action ▾ Student Tests Sessions Students in Sessions PARCC > 2017 - 2018 > 2018 Spring PARCC ▾
If you do not have the session already listed: - Type the last name in the search box under Session List to find and add the session(s) you are able to proctor to your **Session List**. Use the following search formula for your session: ○ ex. **SMITHELA04** or **SMITHMAT04** ■ This is teacher's last name subject being tested and the 2 digit grade level. - Scroll down to select your Session(s) and add them to your Session List.	**Session List** SLOMAELA04 SLOMAELA04 SLOMAMAT04
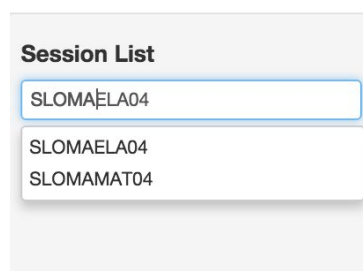
|	
● Select the session from the Session List that you are administering.	
● Check the status of the students testing using the testing progress bar. The bar should be colored **green**, meaning they are currently testing. **Ready** = Student has not logged into the unit **Resumed** = Exited student can now log back into test **Active** = Student is testing in the unit **Exited** = Student is no longer logged in, needs to be "Resumed" **Completed** = Student has submitted responses for the unit **Marked Complete** = An adult has marked the unit complete (i.e., student won't return, student not able to exit "normally") ● Refresh your screen to update the progress of your class. Use the blue Refresh button towards the top of your screen.	
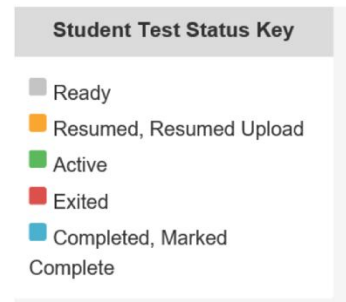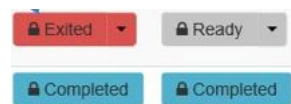
● Click on Student Status button to:
  ○ Monitor Student Progress
  ○ Resume Test
  ○ Lock/Unlock students on an individual basis (for makeups only)	
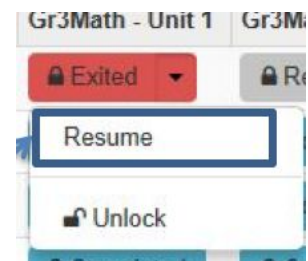
Finally:
- Collect and return all secure testing items to office
- Be sure you have filled out Absence Form and return to BTA (if applicable for your building)
- Lock the session

4.12 Script for Administering English Language Arts/Literacy (ELA/L)

The administration script under Section 4.12.1 will be used for all units for the ELA/L Test. On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the PARCC assessment. Read word-for-word the bold instructions in each SAY box to students. You may not modify or paraphrase the wording in the SAY boxes. Some of the SAY boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. Some directions may differ slightly by unit and are noted within the administration script.

4.12.1 Grades 3 – High School ELA/Literacy – All Units

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Unit 1	Grade 3: 75 Minutes Grades 4–11: 90 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Unit 1 – Students **Submit Final Answers**				
Unit 2	Grade 3: 75 Minutes Grades 4–11: 90 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Unit 2 – Students **Submit Final Answers**				
Unit 3	Grade 3: 75 Minutes Grades 4–11: 90 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Unit 3 – Students **Submit Final Answers**				
Unit 4 (if applicable)	Grade 3: 75 Minutes Grades 4–11: 90 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Unit 4 – Students **Submit Final Answers**				

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations.

Before students can begin testing, the test session must be started in PearsonAccess^next. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the parcc.testnav.com site (or follow your school/LEA instructions for accessing the **Sign-In** page). Make sure all testing devices display the **Sign-In** screen as shown below (under the Checking Audio Section). Make sure all headphones are plugged in prior to launching TestNav.
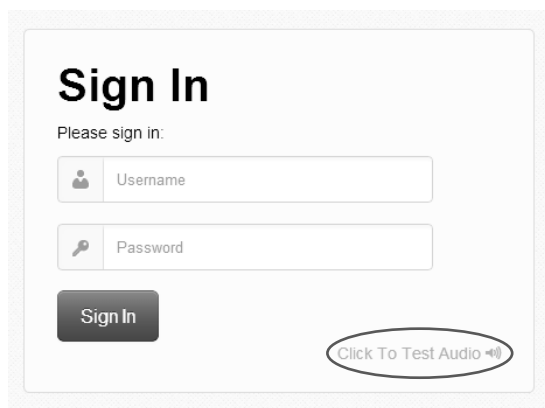
> **Say**
>
> **Today, you will take the English Language Arts/Literacy Assessment.**
>
> **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.**

If a student raises his or her hand, collect the electronic device (or follow your school/LEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio

Say	**Make sure your headphones are plugged in and put them on. On your screen below the "Sign In" button is a link called "Click To Test Audio." Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

Instructions for Logging In

Say	**Please sit quietly while I distribute your student testing tickets and scratch paper.** **Do NOT log in until I tell you to do so.**

Distribute scratch paper and student testing tickets. Make sure students have pencils.

Say	**Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.**

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.

STUDENT TESTING TICKET

Student: LastName, FirstName
State ID#: XXXXXXXX A
Session: SessionName
Date of Birth: 20YY-MM-DD
Test: Test Name

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

Select **Your State** in the application or go to **https://parcc.testnav.com**

Username: 9088286671   **Password:** 77fb77

(OPTIONAL) Local Testing Device ID: _____

Say	**Now, enter your Username as shown on the bottom of your ticket.** (Pause.) **Next, enter the Password as shown on your ticket.** (Pause.) **Now, select the "Sign In" button.** (Pause.) **Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the "Available Tests" screen. Select the "Start" button for Unit __** (fill in the appropriate unit number)**. You should see a "Welcome" screen.**

Circulate throughout the room to make sure all students have successfully logged in. Retype the username and password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, close the browser, open a new browser window, and log the student back in with the correct student testing ticket.

Instructions for Administering Each Unit

| **Say** | **Select the "Start Test Now" box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the "Start Section" button until I tell you to do so.**

Today, you will take Unit __ (fill in the appropriate unit number) **of the Grade __** (fill in the appropriate grade) **English Language Arts/Literacy Test.**

Read each passage and question. Then, follow the directions to answer each question.

One of the questions will ask you to write a response. Enter your response in the box provided on your screen. There will be enough space for you to complete your response. If your response is longer than the space provided, a scroll bar will appear. You will be able to use the scroll bar to review your entire response. Only responses entered in the box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked. |

| **Say** | **This is the end of the directions on your screen. Do not go on until you are told to do so.**

Some words or phrases will be underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that will provide you with the definition of the word or phrase.

During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.

Once you have checked your work in this unit, raise your hand and I will instruct you to log out of the test. I will then collect your student testing ticket and scratch paper. Once you have exited the test, you may not log back in. |

Read from OPTION A, B, or C below based on your state or local policy (refer to your School Test Coordinator).

| **Say** | OPTION A

After you have logged out of the test, sit quietly until the unit has ended. |
| | OPTION B

After you have logged out of the test, I will dismiss you. |
| | OPTION C

After you have logged out of the test, you may read a book or other allowable materials until the unit has ended. |

| **Say** | **Do you have any questions?** |

Answer any questions.

Instructions for Starting the Test

Say	**Scroll to the bottom of the screen.** (Pause.) **Select the "Start Section" button.** (Pause.) **You should now be in the test.**

Pause to make sure all students are in the correct unit.

Say **Grade 3**	**You will have . . .** (Select the unit being administered) Grade 3 Unit 1: **75 minutes** Grade 3 Unit 2: **75 minutes** Grade 3 Unit 3: **75 minutes** (Grade 3 Unit 4: **75 minutes,** if applicable) **. . . to complete this unit. I will let you know when you have 10 minutes of testing time left.**

Say **Grades 4–11**	**You will have . . .** (Select the unit being administered) Grades 4–11 Unit 1: **90 minutes** Grades 4–11 Unit 2: **90 minutes** Grades 4–11 Unit 3: **90 minutes** (Grades 4–11 Unit 4: **90 minutes,** if applicable) **. . . to complete this unit. I will let you know when you have 10 minutes of testing time left.**

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Assist students in logging out of TestNav as they complete the unit (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.
- Ensure that any absent students are locked out of the unit (Section 4.3).

Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are **not permitted to talk to each other** during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the unit:

> **Say** **Please stop and cover or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.**

After taking a classroom break, be sure students are seated and device screens are visible:

> **Say** **You may now resume testing.**

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

> **Say** **You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished, read the following optional SAY box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

Say

Stop working. Testing time has now ended.

Select the "Review" drop-down menu at the top left corner of your test.

From the "Review" menu, scroll to the bottom and select "End of Section."

Select the "Submit Final Answers" button. You will then see a message that asks "Are you sure you want to submit final answers?" Select the "Yes, Submit Final Answers" button.

Select the "Yes" button to exit the unit.

I will now collect your student testing ticket and scratch paper.

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess[next] at the end of the unit.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If you are administering more than one unit in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.

4.11 Script for Administering Mathematics

4.11.1 Grades 3, 4, and 5 Mathematics – All Units
The administration script under Section 4.11.1 will be used for all units of the Grades 3-5 mathematics test.

On the first read through, Test Administrators are required to adhere to the scripts provided in this manual for administering the PARCC assessment. Read word-for-word the bold instructions in each SAY box to students. You may not modify or paraphrase the wording in the SAY boxes. Some of the SAY boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. Some directions may differ slightly by unit and are noted within the administration script.

Unit	Unit Testing Time	Required Materials	Start Time	Stop Time
Units 1–4	Grades 3–5 (each unit): 60 Minutes	• Student testing tickets • Pencils • Scratch paper		
End of Unit 1 – Students **Submit Final Answers**				

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.3 for further instructions on how to check accessibility features and accommodations. Before students can begin testing, the test session must be started in PearsonAccess[next]. Additionally, the unit must be unlocked (refer to Section 4.3 for more information). Speak to your School Test Coordinator to determine who will complete these two tasks prior to testing. Test Administrators must make sure all testing devices are turned on and logged on to the parcc.testnav.com site (or follow your school/LEA instructions for accessing the **Sign-In** page. Make sure all testing devices display the **Sign-In** screen as shown under the Checking Audio Section). **If headphones are needed for accessibility purposes, make sure they are plugged in prior to launching TestNav (except for headphones that are used as noise buffers).**
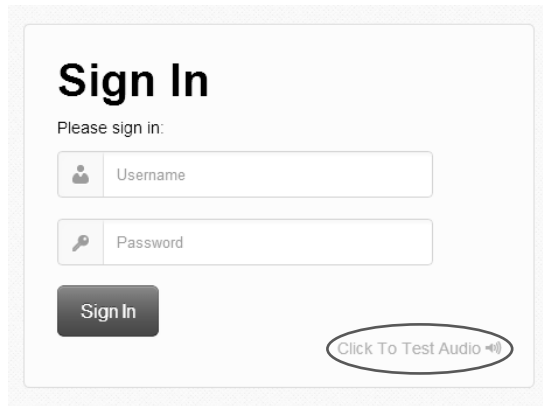
> **Say**
>
> **Today, you will take the Mathematics Assessment.**
>
> **You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.**

If a student raises his or her hand, collect the electronic device (or follow your school/LEA policy) and store it until the unit is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your Test Coordinator if you have questions regarding electronic devices.

Checking Audio (for Mathematics Accessibility Features only)

> **Say**
>
> **Make sure your headphones are plugged in and put them on. On your screen below the "Sign In" button is a link called "Click To Test Audio." Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.**

See below for a screenshot of the **Test Audio** function. Test Administrators should assist students with audio adjustments as needed.

Instructions for Logging In

Say	**Please sit quietly while I distribute your student testing tickets and scratch paper.** **Do NOT log in until I tell you to do so.**

Distribute scratch paper, mathematics reference sheets (Grade 5 only, if locally printed), and student testing tickets as well as optional mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in his or her IEP or 504 plan, make sure the student receives the appropriate device.

Say	**Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do not have your ticket.**

If a student has the wrong ticket, provide the correct student testing ticket to the student. If you do not have the correct student testing ticket, contact the School Test Coordinator.

Grades 3, 4, and 5 Mathematics All Units

Say	**Now, enter your Username as shown on the bottom of your ticket.** (Pause.) **Next, enter the Password as shown on your ticket.** (Pause.) **Now, select the "Sign In" button.** (Pause.) **Find your name in the upper right corner of the screen. If the name you see is not yours, please raise your hand. You should now be on the "Available Tests" screen. Select the "Start" button for Unit __** (fill in the appropriate unit)**. You should see a "Welcome" screen.**

Circulate throughout the room to make sure all students have successfully logged in. Retype the Username and Password for a student, if necessary. Passwords are not case sensitive. If the student does not see his or her correct name on the login screen, close the browser, open a new browser window, and log the student back in with the correct student testing ticket.

Instructions for Administering All Units

Say	**Select the "Start Test Now" box in the middle of the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the "Start Section" button until I tell you to do so.** **Today, you will take Unit __** (fill in the appropriate unit) **of the Grade __** (grade 3, 4, or 5 — select the appropriate grade level) **Mathematics Test. You will not be able to use a calculator.** **Read each question. Then, follow the directions to answer each question. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.** **If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.** **If a drawing box is provided with the question, you may use it to add a drawing to help (**Grade 3: **explain) (**Grades 4 & 5: **support) your answer(s). Any work or drawing that is entered in the drawing box will be scored.**

Say	**This is the end of the testing directions. Do not go on until you are told to do so.** **During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will not be able to help you with test questions or the online tools during the test.**

Read from OPTION A, B, or C below based on your state or local policy (refer to your School Test Coordinator).

Say	OPTION A **After you have logged out of the test, sit quietly until the unit has ended.**
	OPTION B **After you have logged out of the test, I will dismiss you.**
	OPTION C **After you have logged out of the test, you may read a book or other allowable materials until the unit has ended.**

Say	**Do you have any questions?**

Answer any questions.

Instructions for Starting the Test

Say	**Scroll to the bottom of the screen.** (Pause.) **Select the "Start Section" button.** (Pause.) **You should now be in the test.**

Pause to make sure all students are in the correct unit.

Say	**You will have 60 minutes to complete this unit. I will also let you know when you have 10 minutes of testing time left.** **You may begin working now.**

Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Ensure students are logging out of TestNav as they complete the unit (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- If students have questions about an item, tell them, "Do the best you can."
- If students indicate that a test item is not functioning appropriately, refer to Section 4.7.5.
- Ensure that any absent students are locked out of the unit (Section 4.3).

Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the Test Administrator:

- One stretch break of up to three minutes for the entire classroom during testing for each unit. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do not adjust stop time).

The following security measures must be followed:

- Students must be supervised.
- Student screens must not be visible to other students.
- Students are not permitted to talk to each other during testing or breaks during testing.
- Students are not permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the unit:

> **Say** **Please stop and cover or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.**

After taking a classroom break, be sure students are seated and device screens are visible:

> **Say** **You may now resume testing.**

Instructions for When 10 Minutes of Unit Time Remain

When 10 minutes of unit time remain,

> **Say** **You have 10 minutes remaining.**

Continue to actively proctor while students are testing.

Instructions for Ending the Unit

When the unit time is finished, read the following optional SAY box if there are students still actively testing. If a second unit will be administered after a short break, stop the directions after exiting the unit. (Do not have students log out of TestNav.)

> **Say** **Stop working. Testing time has now ended.**
>
> **Select the "Review" drop-down menu at the top left corner of your test.**
>
> **From the "Review" menu, scroll to the bottom and select "End of Section."**
>
> **Select the "Submit Final Answers" button.**
>
> **Select the "Yes" button to exit the unit.**
>
> **I will now collect your student testing ticket and scratch paper.**

- Circulate throughout the room to make sure all students have successfully logged off. Then, collect student testing tickets and scratch paper.
- Ensure all students are in **Completed** status for the unit in PearsonAccess[next] at the end of the unit.
- Return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

If you are administering more than one unit in the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). Once students have returned and are seated, read the script to move on to the next unit.

Grades 3, 4, and 5
Mathematics
All Units