



**Missouri**

DEPARTMENT OF ELEMENTARY & SECONDARY

**EDUCATION**™

**End-of-Course Assessments**

**Directions for Administration**  
**2018–2019**



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# About This Test

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The End-of-Course (EOC) Assessments are based on the Missouri Learning Standards. When the content associated with a particular course is covered, the associated EOC Assessment can be administered regardless of the student's grade level. The responsibility and authority for testing students belongs to the school district.

## General Information

The Missouri State Board of Education identified the following purposes for the Missouri Assessment Program (MAP) EOC Assessments:

- Measuring and reflecting student mastery toward post-secondary readiness
- Identifying students' strengths and weaknesses
- Communicating expectations for all students
- Serving as the basis for state and national accountability plans
- Evaluating programs
- Providing professional development for teachers

The EOC Assessments were created by the Missouri Department of Elementary and Secondary Education (DESE) in an effort to adapt testing to the needs of Missouri districts, schools, teachers, and students, while meeting state and federal requirements.

DESE uses the information obtained through the EOC Assessments to monitor the progress of Missouri's students in meeting the state and national standards, to inform the public and the state legislature about students' performance, and to help make informed decisions about educational issues.

## Security of Test Materials

The MO EOC *Directions for Administration* (DFA) is non-secure material, whereas the MO EOC Assessments are secure materials. No information about the content of specific items may be shared by the Test Administrator with other teachers or the public.

## Test Administrators

The person responsible for administering the EOC Assessments should be a staff member who can carry out standard examination procedures and who has experience administering standardized assessments.

A Test Administrator for the EOC Assessments must participate in the training for the assessments. Test Administrators should also read through this manual prior to the testing session to become familiar with the procedures for administering the test using the online testing system via the secure browser.

## **Capturing Student Responses**

The EOC Assessments are 100% online. The tests use Questar's Nextera® Admin for Test Administrators to complete necessary administrative preparations prior to testing. The Nextera® Test Delivery System will be used for students to complete the test. The Nextera® Test Delivery System is the online system that administers the test. All student responses are captured in that system; for a standard test administration, no responses are written on paper and submitted, spoken to the Test Administrator, or otherwise captured. For accommodated tests, follow the transcription instructions in the *Test Coordinator's Manual*.

# General Directions for Administration

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The Test Administrator should follow the script provided in this manual to administer the test. The scripts in this manual apply to both the pre-test administrations and the operational test administrations. In this script:

- Text that is in **bold font** is what the Test Administrator says out loud. In this DFA, it will include both verbatim speech and suggested language to use with the student who is testing.
- Regular (non-bold) text provides additional directions to the Test Administrator.

The following pages outline the test in detail. Beginning on page 5, you will find the scripts for logging students into the system, followed by specific scripts for each assessment. Use the content specific script as applicable for each pre-test and operational test that you administer.

## Test Administrator Checklist

Prior to administering the assessment, the Test Administrator should:

- Review this manual in its entirety before administering the test.
- Make sure the physical conditions in the testing room are satisfactory. All students should have a well-lit and well-ventilated workspace and should be seated so that there is enough space between them.
- Cover any posted material that could provide help during the test.
- Post a “Testing—Secure Environment, Do Not Disturb” sign on the door to avoid interruptions.
- Make sure all desks or tables are cleared of books and other materials. Students should be advised not to bring cell phones into the testing room.
- Devices used for testing should be 100% charged before testing or plugged into a power source during the test, as applicable.

## Materials Required

- This manual (one for each Test Administrator).
- Student login tickets, which will be securely distributed, then collected and destroyed following test administration.
- Silent work for students who complete the test early. (For security reasons, students must not have access to these materials while they are testing.)
- If using a tablet, an external keyboard.
- Access to a mouse (if students normally use one for online testing).

## **Secure Student Identification Number (SSID)**

Students will need a Secure Student Identification number (SSID) to be able to participate in the MO EOC Assessments. Follow your district and state procedures regarding SSIDs for students who don't yet have one in your state. If you are unsure, do not schedule any testing until you have contacted your District Test Coordinator (DTC) for more information about the SSID process.

## **EOC Administrative Considerations**

Some students may need additional support in their testing environment. Examples include:

- Adaptive furniture
- Study carrel
- Individual administration
- Light/acoustics
- Minimal distractions
- Non-embedded amplification
- Repeated/re-read directions
- Seat location/proximity
- Separate room
- Slant board/wedge
- Small group
- Student's home/hospital/incarceration
- Breaks (length to be determined by the structure of the test)
- Headphones or earbuds, if the student is receiving accommodations



# Student Test Login

Before you begin administrating the test, make sure you have all of your student login tickets and the access code(s) for the session(s) that are being administered. If you do not have the student login tickets, please refer to the “Print Student Login Tickets” section of the *Test Coordinator’s Manual* or speak with your School or District Test Coordinator. If you do not have the access codes, go to the Test Administrations page on Nextera® Admin. Locate the testing group, and select the VIEW button to the right. The access codes for the test sessions are listed on the middle of the page.

Pass out the secure student login tickets prior to directing the students to log in:

1. *Students will select the testing icon on their screens to launch the application.*

**SAY**

**On your computer screen, locate the icon titled “Questar Secure Browser.”**

**Double-click this icon and the program will launch. Once the program has opened, you will see the login page.**

**Do not enter anything until you have been instructed to do so.**

**Can everyone see the login page?**



**Schultz, Alison**  
User ID: FA100181  
Password: CPS3VMR  
MO EOC

2. *Students will enter their case-sensitive user ID and password exactly as they appear on their student login ticket and select SIGN IN. Students will have the same password for each session of a two-session test.*

**SAY**

**Look at the user ID on your student login ticket. Type that user ID in the field titled “User ID.”**

**Now select the Password field. Your password is on your student login ticket. Type in your password. Does anyone have any questions or need help finding the information you need to enter?**

Once all questions have been answered,

**SAY**

**Select SIGN IN to start the test.**

3. *On the next screen, students will confirm the information is correct, then select YES. (If corrections are required, contact the School or District Test Coordinator before the students begin the test. The Test Coordinator can then edit the student information in Nextera® Admin.)*

### Check your information

---

Name	Date of birth
Grade	Gender
School name	Student number
Teacher name	

Is everything here correct?

**SAY**

**Now you should see a screen with your name on it. Do you see your name on the screen? If you do not see your own name, raise your hand. If your name is not spelled correctly, raise your hand.**

**Now look at the rest of the information on the screen. Make sure the following are correct:**

- **Date of birth**
- **Grade**
- **Gender**
- **School name**
- **Student number**
- **Teacher name**

**If any of the information is not correct, please raise your hand.**

**If all of the information is correct, select YES at the bottom of the screen. Do not go past the next screen.**

*Make sure the students have all logged in and are at the “Choose your test” screen.*

4. *On the next screen, students will see links for the sessions they will be taking (Algebra I, Biology, English I, Government, etc.). Instruct them to select the link for the part of the test they are taking during the current session.*

**SAY**

**Now we are going to begin the test. Select START TEST next to [insert Algebra I, Biology, English I, etc.].**

*An example of the “Choose your test” screen:*

**Choose your test**

---

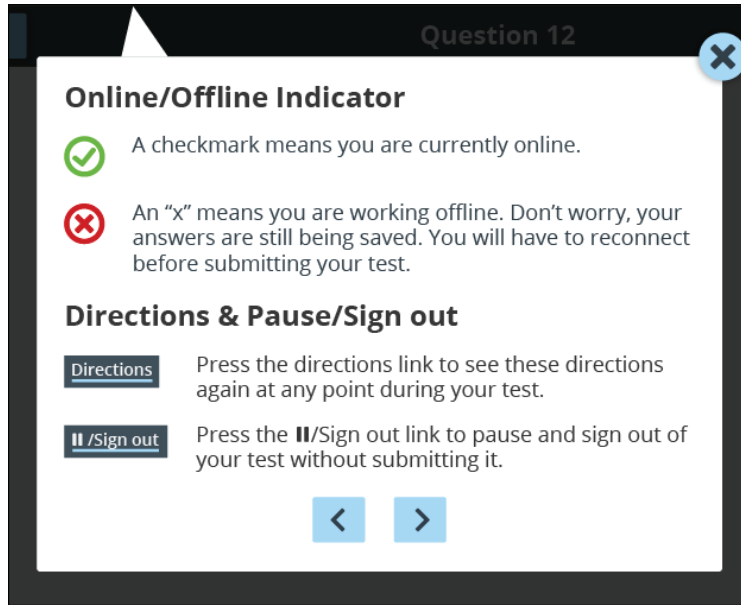
English II | Session 1 Start test

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*Select the appropriate assessment.*

# Preparing Students for Testing

1. *After logging in, students will see testing directions. Instruct them to read along while you read the directions out loud.*



**SAY**

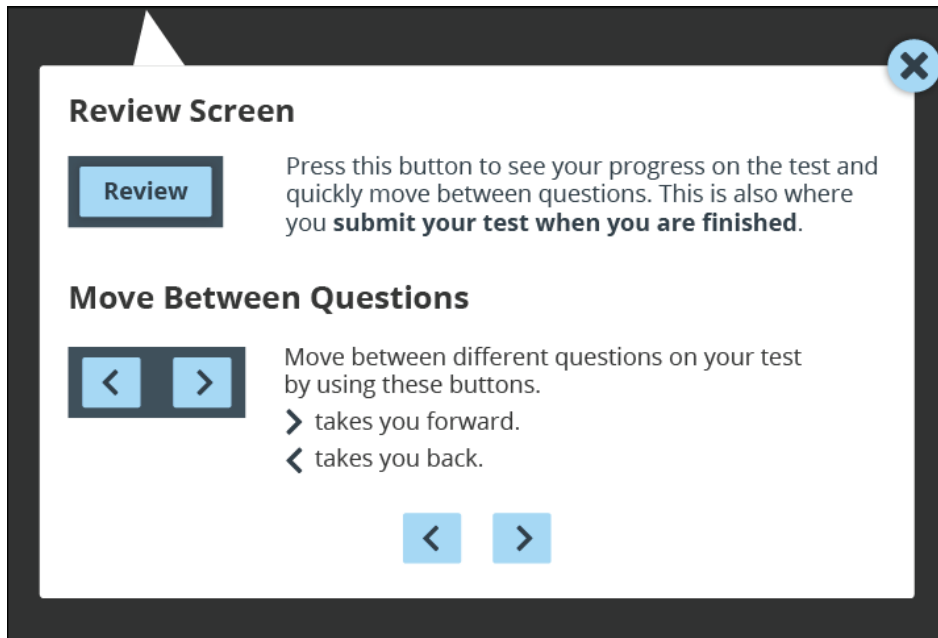
The directions will help you learn about how to take your test.

The **Online/Offline Indicator** can be found in the upper left corner of the screen during the test. A checkmark means you are currently online. An “x” means you are working offline. Don’t worry, your answers are still being saved. You will have to reconnect before submitting your test. If you need help getting back online or reconnecting, raise your hand.

**Directions & Pause/Sign out** can be found in the upper right corner of the screen during the test. Press the **DIRECTIONS** link to see these directions again at any point during your test. Press the **PAUSE/SIGN OUT** link to pause and sign out of your test without submitting it.

*Instruct the students to select the right arrow button at the bottom of the window to continue reading the directions.*

2. *Instruct students to continue to follow along while you read the directions out loud.*



**SAY**

The REVIEW button will be located in the upper left corner of the screen during testing. Press this button to see your progress on the test and quickly move between questions. This is also where you submit your test when you are finished.

The right and left arrow buttons will be located in the upper right corner of the screen during testing. Move between different questions on your test by using these buttons.


The right arrow takes you forward. The left arrow takes you back.

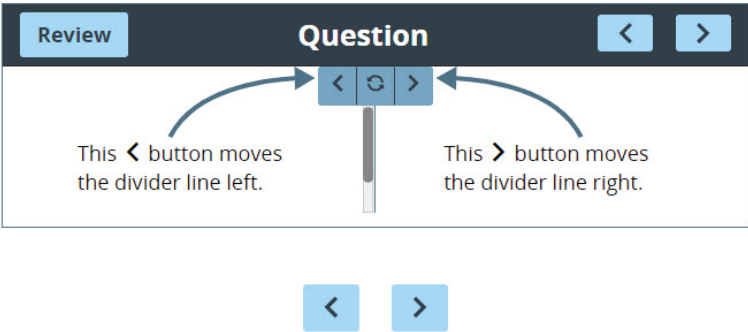
Select the right arrow button at the bottom of the directions window to move to the next screen.

### Split Screen Controls

Some items on your test may be split into side by side areas. This is so you can easily go back and forth between the two sides while you answer questions.

If you want to focus more on one side you can move the dividing line left or right by using the arrow buttons at the top.

The reset button  will move the dividing line to its original position.

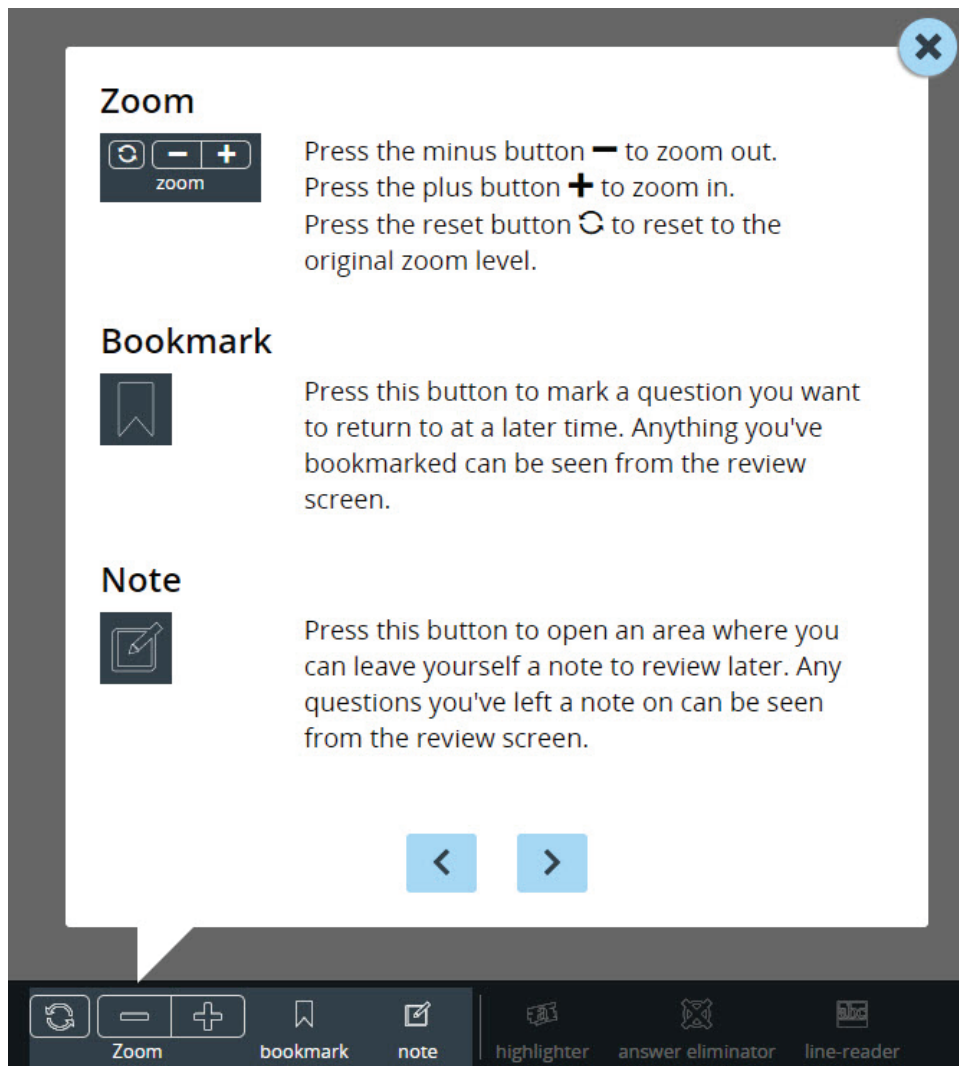


**SAY**

**Some items on your test may be split into side-by-side areas. This is so you can easily go back and forth between the two sides while you answer questions.**

**If you want to focus more on one side you can move the dividing line left or right by using the arrow buttons at the top.**

**The reset button will move the dividing line to its original position.**



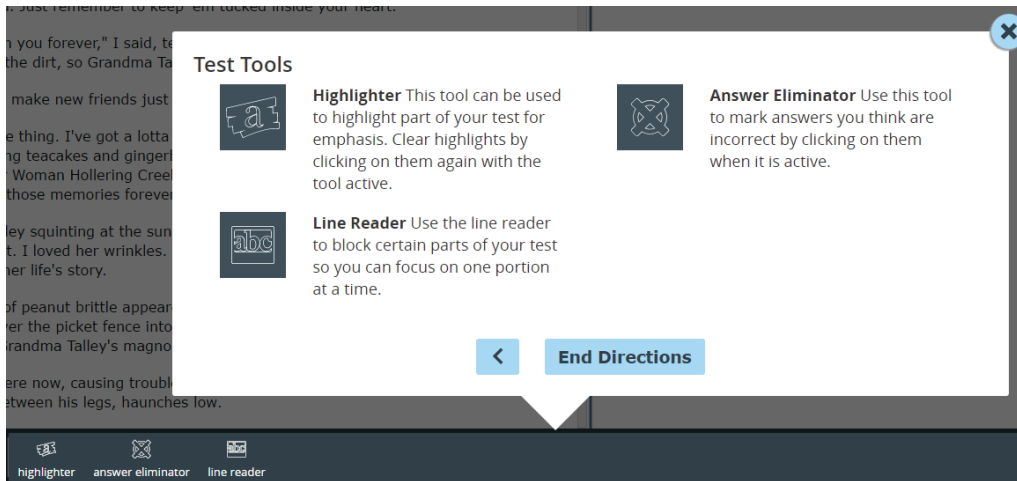
**SAY**

There are also some tools that are an option for you to use that you may find helpful.

**ZOOM** can be used to make words and pictures on the screen bigger or smaller. Press the minus button to zoom out. Press the plus button to zoom in. Press the reset button to reset to the original zoom level.

You may select **BOOKMARK** to mark a question you want to return to at a later time. Anything you've bookmarked can be seen from the "Review" screen.

You may select **NOTE** to open an area where you can leave yourself a note to review later. Any question for which you've left a note can be seen from the "Review" screen.



**SAY**

**The HIGHLIGHTER can be used to highlight part of your test for emphasis. Clear highlights by selecting them again with the tool active.**

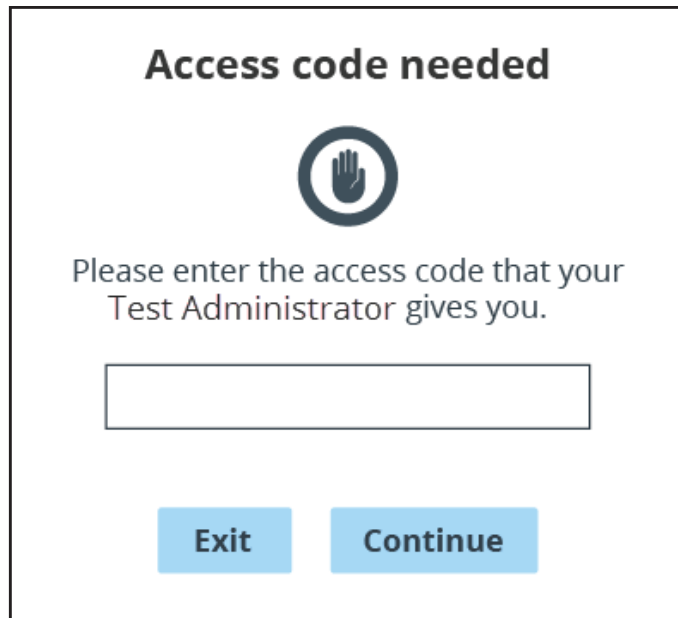
**The ANSWER ELIMINATOR can be used to mark answers you think are incorrect by selecting them.**

**Use the LINE READER to block certain parts of your test so you can focus on one portion at a time.**

**When you are testing, you will select the tool button to turn the tool on or off. Tools that are active will be highlighted in blue. Select the END DIRECTIONS button.**

*Additional tools are available for students with a Personal Needs Profile. Please refer to the Test Coordinator's Manual for designated features that are available to students.*





*When the directions are complete, the “Access Code Needed” screen will display.*

**SAY**

**I will provide the access code to begin the test once we have finished reviewing the directions. Listen to these directions to complete the test:** *(See the following pages for content- and session-specific directions.)*

*NOTE: The PAUSE/SIGN OUT button is located in the upper right corner of the screen during testing. If students pause the test for a break, the break must be less than 20 minutes. Any time a test is paused, students must sign back in using their user IDs/ passwords and submit the test once they are finished. Any test that is paused longer than 24 hours will require a Proctor Password to log back into the test. Contact your School or District Test Coordinator to obtain the Proctor Password.*

# Algebra I Directions—Session I

---

The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student log-in page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices or type your answers in the space provided. Remember to check that you have correctly identified the answer choice after you select it. Your score on these questions will depend on how well you follow directions and show your understanding of Algebra I. You may use a calculator and scratch paper to work through the questions. The Mathematics Reference Sheet is available during testing by selecting the REFERENCE SHEET icon. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the reference sheets to be securely destroyed.*

# Algebra I Directions—Session II

---

The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student log-in page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices or type your answers in the space provided. Your score on these questions will depend on how well you show your understanding of Algebra I. You may use a calculator and scratch paper to work through the questions. The Mathematics Reference Sheet is available during testing by selecting the REFERENCE SHEET icon. Be sure to explain your thinking and organize your work. Your writing, spelling, and grammar will not be evaluated. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read the performance event carefully and think about how to answer the questions.**
- 2. Each performance event is worth more than one point and consists of multiple tasks. Since you can receive partial credit, it is important to show all of the work that you did to answer the questions on the screen that state to show your work or explain.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the reference sheets to be securely destroyed.*

# Algebra II Directions—Session I

---

The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student log-in page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices or type your answers in the space provided. Remember to check that you have correctly identified the answer choice after you select it. Your score on these questions will depend on how well you follow directions and show your understanding of Algebra II. You may use a calculator and scratch paper to work through the questions. The Mathematics Reference Sheet is available during testing by selecting the REFERENCE SHEET icon. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the reference sheets to be securely destroyed.*

# Algebra II Directions—Session II

---

The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student log-in page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices or type your answers in the space provided. Your score on these questions will depend on how well you show your understanding of Algebra II. You may use a calculator and scratch paper to work through the questions. The Mathematics Reference Sheet is available during testing by selecting the REFERENCE SHEET icon. Be sure to explain your thinking and organize your work. Your writing, spelling, and grammar will not be evaluated. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read the performance event carefully and think about how to answer the questions.**
- 2. Each performance event is worth more than one point and consists of multiple tasks. Since you can receive partial credit, it is important to show all of the work that you did to answer the questions on the screen that state to show your work or explain.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*



*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the reference sheets to be securely destroyed.*

# Geometry Directions–Session I

---

The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student log-in page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices or type your answers in the space provided. Remember to check that you have correctly identified the answer choice after you select it. Your score on these questions will depend on how well you follow directions and show your understanding of Geometry. You may use a calculator and scratch paper to work through the questions. The Mathematics Reference Sheet is available during testing by selecting the REFERENCE SHEET icon. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the reference sheets to be securely destroyed.*

# Geometry Directions–Session II

---

The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student log-in page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices or type your answers in the space provided. Your score on these questions will depend on how well you show your understanding of Geometry. You may use a calculator and scratch paper to work through the questions. The Mathematics Reference Sheet is available during testing by selecting the REFERENCE SHEET icon. Be sure to explain your thinking and organize your work. Your writing, spelling, and grammar will not be evaluated. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read the performance event carefully and think about how to answer the questions.**
- 2. Each performance event is worth more than one point and consists of multiple tasks. Since you can receive partial credit, it is important to show all of the work that you did to answer the questions on the screen that state to show your work or explain.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the reference sheets to be securely destroyed.*

# English I Directions–Session I

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The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student log-in page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices. Remember to check that you have correctly identified the answer choice after you select it. Your score on these questions will depend on how well you follow directions and show your understanding of what you read. Read the passage and then answer the questions. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

*Collect all scratch paper to be securely destroyed.*

# English I Directions—Session II

---

The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student log-in page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY** For this test you will compose a response to a writing prompt. First, read the prompt and any associated passages. Using paper given to you, spend a short amount of time on prewriting activities (such as brainstorming, listing, free writing, clustering, mapping, or drawing).

After you finish your prewriting activity, compose your response in the space provided on screen. Look back at your prewriting activity for ideas. Select the HELP button for instructions on how to use the system tools.

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY** You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY** Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.

*Collect all scratch paper to be securely destroyed.*



# English II Directions—Session I

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The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student login page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices. Remember to check that you have correctly identified the answer choice after you select it. Your score on these questions will depend on how well you follow directions and show your understanding of what you read. Read the passage and then answer the questions. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

*Collect all scratch paper to be securely destroyed.*

## English II Directions—Session II

---

The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student log-in page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY**

**For this test you will compose a response to a writing prompt. First, read the prompt and any associated passage. Using paper given to you, spend a short amount of time on prewriting activities (such as brainstorming, listing, free writing, clustering, mapping, or drawing).**

**After you finish your prewriting activity, compose your response in the space provided on screen. Look back at your prewriting activity for ideas. Select the HELP button for instructions on how to use the system tools.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

*Collect all scratch paper to be securely destroyed.*

# Biology Directions

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The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student log-in page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices or type your answers in the space provided. Remember to check that you have correctly identified the answer choice after you select it. Your score on these questions will depend on how well you follow directions and show your understanding of Biology. The Codon Wheel and Codon Table Reference Sheet is available during testing by selecting the REFERENCE SHEET icon. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

*Collect all scratch, graph, and grid paper to be securely destroyed.*

# Physical Science Directions

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The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator’s Manual*. On each student’s device, open the secure browser to the student log-in page.

These directions pick up from where the “Preparing Students for Testing” section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices or type your answers in the space provided. Remember to check that you have correctly identified the answer choice after you select it. Your score on these questions will depend on how well you follow directions and show your understanding of Physical Science. The Periodic Table Reference Sheet is available during testing by selecting the REFERENCE SHEET icon. You may use a calculator. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select “Continue” to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

*Collect all scratch, graph, and grid paper to be securely destroyed.*

# American History Directions

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The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator's Manual*. On each student's device, open the secure browser to the student log-in page.

These directions pick up from where the "Preparing Students for Testing" section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices or type your answers in the space provided. Remember to check that you have correctly identified the answer choice after you select it. Your score on these questions will depend on how well you follow directions and show your understanding of American History. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select "Continue" to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*



*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

# Government Directions

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The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator's Manual*. On each student's device, open the secure browser to the student login page.

These directions pick up from where the "Preparing Students for Testing" section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices or type your answers in the space provided. Remember to check that you have correctly identified the answer choice after you select it. Your score on these questions will depend on how well you follow directions and show your understanding of Government. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select "Continue" to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

# Personal Finance Directions

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The Test Administrator should use his/her computer or tablet to create a testing session, as outlined in the *Test Coordinator's Manual*. On each student's device, open the secure browser to the student login page.

These directions pick up from where the "Preparing Students for Testing" section ended (page 13).

**SAY**

**For the questions in this test, you will select an answer from the provided choices. Remember to check that you have correctly identified the answer choice after you select it. Your score on these questions will depend on how well you follow directions and show your understanding of Personal Finance. Select the HELP button for instructions on how to use the system tools.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. If you do not know the answer to a question, mark it for review, skip it, and go on. You may return to it later.**
- 3. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You should now see a screen asking for the Access Code. In the space provided, type in [insert your Access Code]. Then select "Continue" to begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*There is a separate Access Code for each session. Ensure the Access Code is used for the session being administered.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test. If you have not yet done so, select “Review and Submit” to review any unanswered questions, questions you have bookmarked, or questions for which you have left notes. Once you have completed your review select “Submit test” to submit your test for scoring. Select “Submit test” again in the window that pops up. You have completed the test.**

# Administering the Accommodated Versions of the EOC Assessments

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## General Information

The directions for administering the accommodated versions of the Missouri EOC Assessments differ from the directions for administering the online edition of the test. When testing is complete, the printed directions must be returned to the DTC/STC to be destroyed.

For more information on procedures for prior to and after testing, see the *Test Coordinator's Manual*.

The Paper/Pencil edition of the assessments must be printed by the DTC from Nextera® Admin prior to the district's content area testing window for any student requiring the Paper/Pencil edition of the test.

# Algebra I Directions—Session I

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*Distribute scratch, unlabeled grid, or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.*

**SAY**

**For the questions in this test, you will select an answer from the provided choices or write your answers in the space provided. Your score on these questions will depend on how well you follow directions and show your understanding of Algebra I. You may use a calculator and scratch paper to work through the questions. You have been provided the Mathematics Reference Sheet for use during the testing.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. Make sure you clearly mark the correct choice in your test book.**
- 3. If you do not know the answer to a question, skip it and go on. You may return to it later.**
- 4. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the reference sheets to be securely destroyed. When ready, administer Session II of the Algebra I Assessment.*

# Algebra I Directions—Session II

---

*Distribute scratch, unlabeled grid, or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.*

**SAY**

**For the questions in this test, you will select an answer from the provided choices or write your answers in the space provided. Your score on these questions will depend on how well you show your understanding of Algebra I. You may use a calculator and scratch paper to work through the questions. You have been provided the Mathematics Reference Sheet for use during the testing. Be sure to explain your thinking and organize your work. Your writing, spelling, and grammar will not be evaluated.**

**There are several important things to remember:**

- 1. Read the performance event carefully and think about how to answer the questions.**
- 2. Show all of the work that you did to answer the questions in the space provided.**
- 3. If you do not know the answer to a question, skip it and go on. You may return to it later.**
- 4. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the math reference sheets to be securely destroyed. Transcribe student responses into the secure browser.*



# Algebra II Directions—Session I

---

*Distribute scratch, unlabeled grid, or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.*

**SAY**

**For the questions in this test, you will select an answer from the provided choices or write your answers in the space provided. Your score on these questions will depend on how well you follow directions and show your understanding of Algebra II. You may use a calculator and scratch paper to work through the questions. You have been provided the Mathematics Reference Sheet for use during the testing.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. Make sure you clearly mark the correct choice in your test book.**
- 3. If you do not know the answer to a question, skip it and go on. You may return to it later.**
- 4. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the reference sheets to be securely destroyed. When ready, administer Session II of the Algebra II Assessment.*

## Algebra II Directions—Session II

---

*Distribute scratch, unlabeled grid, or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.*

**SAY**

**For the questions in this test, you will select an answer from the provided choices or write your answers in the space provided. Your score on these questions will depend on how well you show your understanding of Algebra II. You may use a calculator and scratch paper to work through the questions. You have been provided the Mathematics Reference Sheet for use during the testing. Be sure to explain your thinking and organize your work. Your writing, spelling, and grammar will not be evaluated.**

**There are several important things to remember:**

- 1. Read the performance event carefully and think about how to answer the questions.**
- 2. Show all of the work that you did to answer the questions in the space provided.**
- 3. If you do not know the answer to a question, skip it and go on. You may return to it later.**
- 4. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the math reference sheets to be securely destroyed. Transcribe student responses into the secure browser.*

# Geometry Directions—Session I

---

*Distribute scratch, unlabeled grid, or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.*

**SAY**

**For the questions in this test, you will select an answer from the provided choices or write your answers in the space provided. Your score on these questions will depend on how well you follow directions and show your understanding of Geometry. You may use a calculator and scratch paper to work through the questions. You have been provided the Mathematics Reference Sheet for use during the testing.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. Make sure you clearly mark the correct choice in your test book.**
- 3. If you do not know the answer to a question, skip it and go on. You may return to it later.**
- 4. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the reference sheets to be securely destroyed. When ready, administer Session II of the Geometry Assessment.*

# Geometry Directions—Session II

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*Distribute scratch, unlabeled grid, or graph paper. If you have decided the students should use calculators for this assessment, make sure all students have a working calculator. Hard copies of the Mathematics Reference Sheet may also be distributed.*

**SAY**

**For the questions in this test, you will select an answer from the provided choices or write your answers in the space provided. Your score on these questions will depend on how well you show your understanding of Geometry. You may use a calculator and scratch paper to work through the questions. You have been provided the Mathematics Reference Sheet for use during the testing. Be sure to explain your thinking and organize your work. Your writing, spelling, and grammar will not be evaluated.**

**There are several important things to remember:**

- 1. Read the performance event carefully and think about how to answer the questions.**
- 2. Show all of the work that you did to answer the questions in the space provided.**
- 3. If you do not know the answer to a question, skip it and go on. You may return to it later.**
- 4. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the math reference sheets to be securely destroyed. Transcribe student responses into the secure browser.*

# English I Directions—Session I

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**SAY**

For the questions in this test, you will select an answer from the provided choices. Your score on these questions will depend on how well you follow directions and show your understanding of what you read. Read the passage and then answer the questions.

There are several important things to remember:

1. Read each question carefully and think about the answer. Then choose the answer that you think is best.
2. Make sure you clearly mark the correct choice in your test book.
3. If you do not know the answer to a question, skip it and go on. You may return to it later.
4. When you finish the test, you may check your work.

Do you have any questions?

*Answer any questions the students may have.*

**SAY**

You may begin the test.

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

Stop. You have finished the test.

*When ready, administer Session II of the English I Assessment.*

# English I Directions—Session II

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*Distribute scratch paper. Make an English dictionary, a thesaurus, and a grammar handbook available to students.*

**SAY**

**For this test you will compose a response to a writing prompt. First, read the prompt and any associated passages. Using paper given to you, spend a short amount of time on prewriting activities (such as brainstorming, listing, free writing, clustering, mapping, or drawing).**

**After you finish your prewriting activity, compose your response in the space provided in your test book. Look back at your prewriting activity for ideas.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Collect all scratch paper to be securely destroyed. Transcribe student responses into the secure browser.*

## English II Directions—Session I

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**SAY**

For the questions in this test, you will select an answer from the provided choices. Your score on these questions will depend on how well you follow directions and show your understanding of what you read. Read the passage and then answer the questions.

There are several important things to remember:

1. Read each question carefully and think about the answer. Then choose the answer that you think is best.
2. Make sure you clearly mark the correct choice in your test book.
3. If you do not know the answer to a question, skip it and go on. You may return to it later.
4. When you finish the test, you may check your work.

Do you have any questions?

*Answer any questions the students may have.*

**SAY**

You may begin the test.

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

Stop. You have finished the test.

*When ready, administer Session II of the English II Assessment.*

## English II Directions—Session II

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*Distribute scratch paper. Make an English dictionary, a thesaurus, and a grammar handbook available to students.*

**SAY**

**For this test you will compose a response to a writing prompt. First, read the prompt and any associated passages. Using paper given to you, spend a short amount of time on prewriting activities (such as brainstorming, listing, free writing, clustering, mapping, or drawing).**

**After you finish your prewriting activity, compose your response in the space provided in your test book. Look back at your prewriting activity for ideas.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Collect all scratch paper to be securely destroyed. Transcribe student responses into the secure browser.*



# Biology Directions

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*Distribute scratch, unlabeled grid, or graph paper. Hard copies of the Codon Wheel and Codon Table Reference Sheet found on the Help tab of Nextera® Admin may also be distributed.*

**SAY**

**For the questions in this test, you will select an answer from the provided choices or write your answers in the space provided. Your score on these questions will depend on how well you follow directions and show your understanding of Biology. You may use a calculator.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. Make sure you clearly mark the correct choice in your test book.**
- 3. If you do not know the answer to a question, skip it and go on. You may return to it later.**
- 4. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the Codon Wheel and Codon Table Reference Sheet to be securely destroyed. Transcribe student responses into the secure browser.*

# Physical Science Directions

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*Distribute scratch, unlabeled grid, or graph paper. Hard copies of the Periodic Table of Elements found on the Help tab of Nextera® Admin may also be distributed.*

**SAY**

**For the questions in this test, you will select an answer from the provided choices or write your answers in the space provided. Your score on these questions will depend on how well you follow directions and show your understanding of Physical Science. You may use a calculator. You have been provided a Periodic Table of Elements for use during the testing.**

**There are several important things to remember:**

- 1. Read each question carefully and think about the answer. Then choose the answer that you think is best.**
- 2. Make sure you clearly mark the correct choice in your test book.**
- 3. If you do not know the answer to a question, skip it and go on. You may return to it later.**
- 4. When you finish the test, you may check your work.**

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Collect all scratch, graph, and grid paper, and any hard copies of the Periodic Table of Elements to be securely destroyed. Transcribe student responses into the secure browser.*

# American History Directions

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**SAY**

For the questions in this test, you will select an answer from the provided choices or write your answers in the space provided. Your score on these questions will depend on how well you follow directions and show your understanding of American History.

There are several important things to remember:

1. Read each question carefully and think about the answer. Then choose the answer that you think is best.
2. Make sure you clearly mark the correct choice in your test book.
3. If you do not know the answer to a question, skip it and go on. You may return to it later.
4. When you finish the test, you may check your work.

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Transcribe student responses into the secure browser.*

# Government Directions

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**SAY**

For the questions in this test, you will select an answer from the provided choices or write your answers in the space provided. Your score on these questions will depend on how well you follow directions and show your understanding of Government.

There are several important things to remember:

1. Read each question carefully and think about the answer. Then choose the answer that you think is best.
2. Make sure you clearly mark the correct choice in your test book.
3. If you do not know the answer to a question, skip it and go on. You may return to it later.
4. When you finish the test, you may check your work.

**Do you have any questions?**

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. Students must finish the test in one session. Students are not allowed to complete the test at a later time.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test.**

*Transcribe student responses into the secure browser.*

# Personal Finance Directions

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**SAY**

For the questions in this test, you will select an answer from the provided choices. Your score on these questions will depend on how well you follow directions and show your understanding of Personal Finance.

There are several important things to remember:

1. Read each question carefully and think about the answer. Then choose the answer that you think is best.
2. Make sure you clearly mark the correct choice in your test book.
3. If you do not know the answer to a question, skip it and go on. You may return to it later.
4. When you finish the test, you may check your work.

Do you have any questions?

*Answer any questions the students may have.*

**SAY**

**You may begin the test.**

*If a student does not understand a word, you may pronounce the word for the student but do not define, explain, or paraphrase it. You may pronounce only one word per sentence. Pronouncing several words or phrases is an oral reading accommodation. If a student has not finished in the allotted time and is making adequate progress, the student should be allowed to finish. It is highly encouraged that all students complete the test during one testing session. However, should a student be unable to finish, testing may resume the following day. Test Examiners must address the concern with their STC immediately for assistance.*

*When all students have finished and ended their test,*

**SAY**

**Stop. You have finished the test**

*Transcribe student responses into the secure browser.*







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