NEBRASKA STATE ACCOUNTABILITY

NeSA

2016 NeSA-READING, MATHEMATICS, AND SCIENCE PAPER/PENCIL MANUAL FOR TEST COORDINATORS AND ADMINISTRATORS

Nebraska State Accountability assessments are administered by the Nebraska Department of Education (NDE) – 301 Centennial Mall South – P.O. Box 94987 – Lincoln, Nebraska 68509 – (402) 471-2495. The assessment contractor is Data Recognition Corporation (DRC). DRC can be reached by calling toll-free (866) 342-6280, by emailing necustomerservice@datarecognitioncorp.com, or by faxing (763) 268-2540.

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PART 1 – GENERAL INFORMATION

INTRODUCTION

The Nebraska State Accountability (NeSA) tests are developed specifically for Nebraska to provide teachers, students, and parents with an assessment of student progress in mastering basic skills based on Nebraska's Academic Standards in reading, mathematics, and science. The 2016 NeSA operational tests for reading, mathematics, and science are comprised of items that were field tested during previous administration years. Additional items are field tested in each operational year to expand the number of available items for subsequent NeSA tests. In the 2015–2016 school year, the NeSA-Reading and NeSA-Mathematics tests are to be administered to all students in grades 3 through 8 and 11, and NeSA-Science tests are to be administered to students in grades 5, 8, and 11.

Data Recognition Corporation (DRC) is the provider of the printed versions of the NeSA-Reading, Mathematics, and Science tests and the NeSA-Alternate Assessment tests for these subjects. DRC also delivers the online versions of the NeSA-Reading, Mathematics, and Science tests through INSIGHT, DRC's test delivery engine.

This *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators* has been designed to help you administer the printed version of the NeSA tests and NeSA-Alternate Assessment tests accurately and efficiently. There are separate manuals for the online version of the NeSA and NeSA-Alternate Assessments. Please take the time to read this manual to become familiar with the administration of the NeSA tests. Completing the steps in administering the NeSA tests is essential to the success of the NeSA program.

Test Administrators are strongly urged to become thoroughly familiar with their responsibilities in the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators* before the first day of testing. However, test items in the test booklets and answer sheets are secure and may not be read by anyone before, during (except for the student testing), or after the test administration.

In 2016 all students designated to take NeSA-Reading, Mathematics, and Science tests should complete the tests online with only the exceptions listed below. The information in this manual is intended for districts and schools that have students that qualify for the listed exceptions. All students will be tested online – except those who:

- Have an IEP or 504 Plan that requires paper/pencil testing;
- Are English Language Learner (ELL) students with an accommodation that allows paper/pencil testing (not necessarily a Spanish translation of the test—as Spanish is also available online);
- Are contracted to an agency that does not allow internet access;
- Are administered the NeSA-Alternate Assessment for Reading, Mathematics, or Science.

WHO SHOULD READ THIS MANUAL?

The *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators* (this manual) is intended for use by District Assessment Contacts, School Test Coordinators, and Test Administrators and contains separate sections for each of these roles. District Assessment Contacts, School Test Coordinators, and Test Administrators should become familiar with *Part I – General Information* as well as the information presented in the specific sections of this manual that pertain to their responsibilities. A brief description of the responsibilities of each role follows.

- ***District Assessment Contacts*** are responsible for coordinating the testing activities of all schools within their districts. Responsibilities include central receipt of test materials from DRC, distribution of test materials to schools, coordinating the test schedules of the schools within the district, and returning test materials from all schools within the district to DRC for processing.

- ***School Test Coordinators*** serve as single points of contact at the schools for the District Assessment Contacts and are responsible for coordinating the testing activities within their schools. Responsibilities include secure handling of test materials, coordination of Test Administrators, and returning test materials to the District Assessment Contact for return shipment to DRC.
- ***Test Administrators*** are responsible for administering the tests to students.

IMPORTANT DATES FOR 2016

DATE	ACTIVITY
By February 22	Manuals and secure materials arrive at districts
March 21–May 6	**NeSA-Reading, Mathematics, and Science Testing Window**
May 10	Last day for districts to call UPS to pick up materials
By May 11	Last day for UPS to pick up materials from districts

STUDENT INFORMATION

The NeSA tests require the collection of specific student data at the time of testing. To ensure student privacy and data accuracy, much of the information to be provided on the answer sheet must be completed by school personnel **after** testing is complete. See the sections on *Barcode Labels* and *Completing Answer Sheets* in this manual.

STUDENT PARTICIPATION IN THE TEST

The purpose of the NeSA tests is to assess student progress in mastering basic skills based on Nebraska's Content Standards. Each district **must** return either a paper/pencil answer sheet or online student record for the 2016 NeSA-Reading and Mathematics tests for **all** grade 3–8 and 11 students enrolled in the district. The NeSA-Science tests must be administered to all students in grades 5, 8, and 11. If any student with paper/pencil materials is not tested, the reason the student was not tested should be indicated in the grid provided on page 1 of the answer sheet.

SCHEDULING THE TEST

The NeSA-Mathematics and NeSA-Science tests are to be administered in two independent sessions. Even though NeSA-Mathematics and Science are not timed tests and students are to be allowed as much time as necessary to complete, the recommended time scheduled for each session does not generally exceed 90 minutes.

However, the transition test for NeSA-Reading/NeSA-English Language Arts at grades 5–8 and 11 requires three 60-minute sessions. Please note that all three sessions are untimed.

- The NeSA-Reading operational test will be completed by students in the first two sessions. The items will all be multiple-choice and matched to the legacy standards and the revised College and Career Ready Nebraska Standards of English Language Arts.
- The NeSA-ELA field test will be completed in Session 3.
- The recommended time for each session is 60 minutes. Note that the recommended time has not been increased, but has been changed from two 90-minute sessions to three 60-minute sessions. Please be generous in scheduling Session 3 as students may need more than 60 minutes.
- Students must participate in all three sessions.

- Students must take all three sessions in the same mode, either online or, if allowed the accommodation, paper/pencil.
- Only students who are allowed paper/pencil accommodations due to their IEPs or 504 plans are allowed to participate in the NeSA-Reading/NeSA-English Language Arts testing with the paper/pencil accommodation.
- English Language Learners who may not be familiar with or have experience with technology may participate in the NeSA-Reading/NeSA-English Language Arts with the paper/pencil accommodation.

Grades 3 and 4 will participate in the NeSA-Reading/NeSA-English Language Arts in two 90-minute sessions. However, NDE offers a reminder of the optional TDA Pilot for grades 3 and 4, available April 18–May 6, 2016.

Please note the importance of field testing.

- It is very important that teachers, test administrators, and other staff encourage students to give their best efforts on the NeSA-English Language Arts field testing as the education of Nebraska students very much depends on having accurate field test results.
- Students' performance on the field test determines the items for the following year's operational test. States that are unable to gather accurate field test information from their own states' students usually have to buy items that are field tested by students in other states.
- Nebraska has never had to buy items field-tested in other states for the operational NeSA tests.
- NDE feels strongly that using only items field-tested in Nebraska on any operational NeSA tests assures all districts that the tests are accurately designed to fairly assess Nebraska students.

The two-session (or three-session) administration may be scheduled during the testing window in any of several ways:

1. Two-three consecutive days.
2. Two-three days in close proximity, preferably not Monday.
3. Two sessions within the same day with a break in between. It is not recommended to give Session 3 of NeSA-Reading/NESA-English Language Arts as a third consecutive session.
4. Other schedules as specified in a student's IEP or used for English Language Learners.

- Younger students will be more likely to need the two-day (or three-day) schedule than older students.
- Districts should not wait until the end of the testing window. The final week of each test window is a make-up week. No regular sessions should be scheduled in the make-up week.
- Mondays are not the best testing days.
- Districts should review the time taken to complete NeSA tests by students in their districts in the eDIRECT system and base scheduling needs on the information. Students who finish early should have other work or reading to do.
- Make-up sessions for testing must be scheduled within the testing window, as students will be scored on the items completed and will receive no credit for blank, incomplete, or missing items.
- Scheduling of NeSA testing should NOT wait until the last few days of the window. If that is the case, districts run the risk of not getting everyone scheduled because of illness, weather, breaks, or other disruptions.
- In each testing window, the final week of the window is included for make-up tests. Students who are not tested due to sickness during a regularly scheduled test that takes place in the final week of a test window will not be eligible for an Emergency Medical Waiver.
- The testing window runs through all days of the published timeline. That means the NSSRS system will expect a score for all students enrolled during the testing window. There is NOT a cutoff date prior to the end of the window where students are "exempt." When receiving students in the last few days of the window, schools may want to consult NDE.

- When students arrive at a new school, the receiving school should contact the previous school to determine what NeSA tests have already been completed. Students are to be enrolled at the time of their arrival. There is no "waiting" for the testing process to be over. It is not ethical or fair to delay or adjust an enrollment based upon the arrival of the student and testing schedule. That is absolutely not fair to the student and family.
- Regardless of the schedule used, the test administration must be consistent and standardized, and the scripted directions must be followed. This is true for both online and paper/pencil testing.
- Student benefit should be considered first with regard to scheduling, not adult convenience or logistical issues.

Whenever possible, it is recommended that the first half of the testing window be used for administering the test so that the remainder of the testing window may serve as a backup if unusual circumstances do not allow testing in the first half of the testing window. It may be advisable to postpone the test if a large percentage of the school population is absent on any selected day or days or if a disruption or event (such as a fire in the school, plumbing or heating problems, death of a classmate, bomb threat, etc.) may have caused a level of distress that could result in students performing below their capabilities. District personnel are urged to keep the best interests of the students in mind when making a determination to reschedule test dates. Early use of the testing window should eliminate most scheduling problems.

As a general guideline, when all students indicate that they have finished a session, that session should be closed. Students who finish early may read or sit quietly until the end of the test session. Under no circumstances should Test Administrators begin a test session unless there is enough time to complete it.

As noted, the NeSA tests are untimed. Students may be given additional time if needed, but additional time must be given as an extension of the same testing period, not at a different time. Students may request extended time if they indicate that they have not completed all the items in a session. Such requests should be granted if the Test Administrator finds the request to be educationally valid. Scheduled extended time can be arranged in advance for students who typically require additional time to complete similar tests. When such accommodations are made, school personnel must ensure that students are monitored at all times to prevent sharing of information. Students should not be permitted to continue a section of the test after a significant lapse of time from the original session.

STUDENT WITHDRAWAL/ENROLLMENT DURING TESTING WINDOW

If a student completes the NeSA tests during the scheduled testing sessions but withdraws prior to the end of the established testing window, the testing district should return the student's answer sheet for scoring with the secure materials for the rest of the district's students.

If a student enrolls during the established testing window, it is the new school's responsibility to determine if the student was tested at his or her previous school. If the new student has not yet taken the NeSA test for a required subject, it is the new school's responsibility to administer the test in its entirety to the student before the last day of the testing window (May 6, 2016). If the school has not yet completed testing, the newly enrolled student should participate in the regularly scheduled test sessions with the rest of the student population.

If the student was already administered the NeSA test for a required subject in its entirety at his/her previous school, but the new school has not completed its scheduled testing, it is appropriate to make other educational arrangements for the student while the rest of the student's classmates are testing. It is the new school's responsibility to complete the necessary research to avoid the unfair burden of re-testing a student who has already completed the test.

Note that DRC cannot combine scores from multiple answer sheets for a single student. If a student transfers to a new school after completing only part of the NeSA test for a required subject, the school the student is leaving should cover up the label on the student's answer sheet with a Do Not Score Label. It will be necessary for the new school to re-administer that section of the test in addition to any previously uncompleted section to the student so the student receives a score for the complete test. This scenario should be avoided whenever possible.

PARTICIPATION WITH ACCOMMODATIONS

All students with disabilities are expected to participate in the Nebraska State Accountability System (NeSA). No student, including students with disabilities, may be excluded from the state assessment and accountability system. All students are required to have access to grade-level content, instruction, and assessment.

Students with disabilities may be included in state assessment and accountability in the following ways:

- Students may be tested at grade level on the NeSA tests without accommodations online.
- Students may be tested at grade level on the NeSA tests with accommodations specified in the student's Individual Education Plan (IEP). Accommodations provided to students must be specified in the student's IEP and used during instruction throughout the year.
- Accommodations appropriate for the NeSA are found in the *Nebraska State Accountability Approved Accommodations Document* on the Nebraska Department of Education Assessment and Accountability website: http://www.education.ne.gov/Assessment.

Note that districts must be aware of the differences between accommodations and modifications. Accommodations provide adjustments and adaptations to the testing process that do not change the expectation, the grade level, the construct, or the content being measured. Accommodations should only be used if they are appropriate for the student and used during instruction throughout the year. Modifications are adjustments or changes in the test that affect test expectations, the grade level, or the construct of content being measured. **Modifications are not acceptable in the state testing process.**

PARTICIPATION IN THE NeSA-ALTERNATE ASSESSMENT

Students who qualify according to state and federal guidelines may be tested using an alternate assessment. The NeSA-Alternate Assessment (NeSA-AA) has been designed for students with severe cognitive disabilities or multi-handicapping conditions (generally less than 1% of the overall student population). This is a separate paper/pencil test that appropriately measures skills tied to the academic content standards as required by NCLB.

The NeSA-AAR, NeSA-AAM, and NeSA-AAS are tests of appropriate tasks, summative in nature, that provide a single snapshot of a student's performance. In order to be consistent with the NeSA-Reading, NeSA-Mathematics, and NeSA-Science tests for general education students and to meet federal requirements, NeSA-Alternate Assessments for reading, mathematics, and science (NeSA-AAR, NeSA-AAM, and NeSA-AAS) were developed alongside the tests for general education. The tests are a requirement for students with severe cognitive disabilities or multi-handicapping conditions and must be specified as requirements in a student's IEP.

If the IEP team determines that a student is to take the NeSA-Alternate Assessment, a statement of why the student cannot participate in the regular NeSA and the rationale for selecting the NeSA-Alternate Assessment shall be included in the IEP (Rule 51 007.07A6). Guidelines for determining which students are to take the NeSA-Alternate Assessment must be followed by the IEP team. These guidelines are found in the documents entitled: *Alternate Assessment Criteria/Checklist* and *IEP Team Decision Making Guidelines for NeSA Assessments* found on the Nebraska Department of Education Assessment and Accountability website: http://www.education.ne.gov/Assessment.

Districts may access NeSA-Alternate Assessment practice tests, Tables of Specification, Performance Level Descriptors, and Extended Indicators on the Nebraska Department of Education Assessment and Accountability website: http://www.education.ne.gov/Assessment.

PARTICIPATION OF ENGLISH LANGUAGE LEARNERS

According to NCLB, English Language Learners (ELL) are those students who have a native language other than English, **or** who come from an environment where a language other than English has had a significant impact on their level of English proficiency, **and** whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual (i) the ability to meet the state's proficient level of achievement on state assessments, (ii) the ability to successfully achieve in classrooms where the language of instruction is English, or, (iii) the opportunity to participate fully in society.

Each district with ELL students should have a written operational definition used for determining services and meeting Office of Civil Rights requirements.

Note: Foreign exchange students are NOT considered ELL students and should be included in the state assessment process.

Both state and federal laws require the inclusion of all students in the state testing process. ELL students must be tested in NeSA. Districts should review the following guidelines:

- NCLB requirements allow appropriate testing accommodations for all ELL students.
- In determining appropriate accommodations for students in the NeSA system, districts should use the *Nebraska State Accountability Approved Accommodations Document* on the Nebraska Department of Education Assessment and Accountability website: http://www.education.ne.gov/Assessment.
- Districts must be aware of the difference between accommodations and modifications.
  - For students learning the English language, accommodations are changes to testing procedures, testing materials, or the testing situation that allow the student meaningful participation in the assessment. Effective accommodations for ELL students address their unique linguistic and socio-cultural needs. Accommodations for ELL students may be determined appropriate without prior use during instruction throughout the year. For a detailed discussion of accommodations for ELL students on state content assessments, please refer to *Guide for Including and Accommodating English Language Learners in the NeSA Tests* on the Nebraska Department of Education Assessment and Accountability website: http://www.education.ne.gov/Assessment.
  - Modifications are adjustments or changes in the test or testing process that change the test expectation, the grade level, or the construct or content being measured. **Modifications are not allowable in NeSA.**

PARTICIPATION OF RECENTLY ARRIVED LIMITED ENGLISH PROFICIENT STUDENTS

Recently Arrived Limited English Proficient Students are defined by the U.S. Department of Education as a student with limited English proficiency who attended schools in the United States for less than twelve months. The phrase "schools in the United States" includes only schools in the 50 states and the District of Columbia. The term "schools in the United States" does NOT include Puerto Rico.

The district may exempt Recently Arrived Limited English Proficient Students from the **NeSA-Reading test** (only) for **12 months or one reporting period**. A district **must** assess the mathematics and science achievement (NeSA-Mathematics and NeSA-Science) of Recently Arrived Limited English Proficient Students using appropriate accommodations.

For AYP purposes, Recently Arrived Limited English Proficient Students are counted as having participated in the state's assessments for purposes of meeting the participation requirement if they take either an assessment of English language proficiency (ELDA) **OR** the NeSA-Reading test **AND** both the NeSA-Mathematics and NeSA-Science tests.

NeSA-READING, NeSA-MATHEMATICS, AND NeSA-SCIENCE SPANISH TRANSLATION PROCEDURES

DRC provided Spanish translations of the NeSA-Reading, NeSA-Mathematics, and NeSA-Science test booklets based on quantities submitted in the eDIRECT Enrollments system in October 2015. The NeSA-Reading test booklets include Spanish translations of the directions and items. NeSA-Reading passages are only presented in English. DRC also provided English versions of the NeSA-Reading, NeSA-Mathematics, and NeSA-Science test booklets and answer sheets for these students. Students using the translated version of the NeSA-Reading, NeSA-Mathematics, and/or NeSA-Science test booklets should also be provided with the standard test booklets. **Responses for students using the translated NeSA-Reading, NeSA-Mathematics, and/or NeSA-Science tests must be entered into a standard NeSA paper/pencil answer sheet using a No. 2 pencil.** If the student is unable to respond directly in the standard answer sheet, a Test Administrator must transcribe the student responses into the answer sheet using a No. 2 pencil.

DRC also provided Spanish versions of directions and items in an audio format for districts that requested Spanish translations of the NeSA-Reading, NeSA-Mathematics, and NeSA-Science tests in the eDIRECT Enrollments system in October 2015. Only one copy of the audio CD per content area is provided for each grade level for which the district requested Spanish translations. Districts may reproduce the translations onto other technology, such as iPods or audio tapes. The CDs may not be loaded to any system that is networked. The original CDs must be returned by districts to DRC according to the procedures for returning secure test materials outlined in Part II of this manual. All electronic copies made in districts are to be securely destroyed by the districts.

Please note that a Test Administrator must fill in the "Spanish Translation" circle for reading, mathematics, and/or science in the Test Format grid on page 1 of the answer sheet.

NeSA-ALTERNATE ASSESSMENT PROCEDURES

During the fall 2015 Nebraska Student and Staff Record System (NSSRS) submission, districts identified students receiving NeSA-Alternate Assessments using the Special Ed Template. If students were flagged in the NSSRS as taking the NeSA-Alternate Assessment, they are eligible for the NeSA-Alternate Assessment of Reading, the NeSA-Alternate Assessment of Mathematics, and the NeSA-Alternate Assessment of Science. While it is not typical, students may be administered an alternate assessment in one subject but not in another.

Teachers will record student answers to the NeSA-Alternate Assessments on scannable answer sheets, not in the online NeSA testing system. Therefore, Student Test Tickets are not needed for students taking the NeSA-Alternate Assessments.

DRC will ship a NeSA-Alternate Assessment Kit containing one NeSA-Alternate Assessment Student Test Booklet, one NeSA-Alternate Assessment Administration Manual, and one NeSA-Alternate Assessment Answer Sheet. **An administrator must record all student responses in a NeSA-Alternate Assessment Answer Sheet using a No. 2 pencil only.**

Districts will receive PreID Labels for all students flagged as taking the NeSA-Alternate Assessments in NSSRS. This label should be affixed to the specified location on the front of the NeSA-Alternate Assessment Answer Sheet for every precoded student who will take the NeSA-Alternate Assessment. For any student who was not identified as taking the NeSA-Alternate Assessment in the NSSRS Special Ed Template that will be administered the NeSA-Alternate Assessment, a Test Administrator must affix a District/School Label to the specified location on a NeSA-Alternate Assessment Answer Sheet and fill in the demographic information on pages 1 and 2 of the answer sheet.

If the student will take the standard NeSA tests instead, this PreID Label should be placed on a standard NeSA answer sheet. If a student will take the NeSA-Alternate Assessment for one subject but the standard NeSA test for another, the PreID Label should be placed on the NeSA-Alternate Assessment Answer Sheet. If this student takes the standard NeSA test for the other subject on paper, a Test Administrator must affix a District/School Label to the specified location on a standard NeSA answer sheet and fill in the demographic information on pages 1 and 2 of the answer sheet.

The secure test materials for the NeSA-Alternate Assessments are to be returned to DRC. All NeSA-Alternate Assessment materials are secure, and districts are responsible for returning them according to the procedures outlined in Parts II and III of this manual.

NeSA BRAILLE AND LARGE PRINT PROCEDURES

NeSA test booklets are available in Braille and large print formats for students who require these formats as an accommodation. These students will typically not be able to provide responses in the regular answer sheet. Test Administrators will need to provide the appropriate response accommodation for students using these formats (e.g., students indicate their answers directly in the formatted Braille or large print formatted test booklets or respond using a Braille writer).

DRC is providing one standard test booklet and one standard answer sheet for each student for whom Braille and large print materials were requested in the eDIRECT Enrollments system in October 2015. The standard test booklet is provided as reference for Test Administrators administering the Braille or large print versions of the tests. **If the student is unable to respond directly in the standard answer sheet, a Test Administrator must transcribe the student responses into the answer sheet using a No. 2 pencil. DRC will not score responses provided in any other format.** The "Content Presentation" and "Response" accommodations both need to be completed in the ACCOMMODATIONS grid on page 1 of the answer sheet for students using the accommodated formats.

Please note that a Test Administrator must fill in the appropriate circle in the Test Format grid on page 1 of the answer sheet if a student was administered a test in a large print or Braille format.

NeSA SECURITY

In a centralized testing process, it is critical that equity of opportunity, standardization of procedures, and fairness to students is maintained. Therefore, the Nebraska Department of Education is asking that all school districts review the *NeSA Security Procedures* outlined in Appendix B. It is critical that all administrators and teachers read the procedures, especially those who are administering the assessment. These procedures apply to all NeSA testing: reading, writing, mathematics, ELPA21, science, and alternate tests.

Breaches in security are taken very seriously. They must be quickly identified and reported to the Nebraska Department of Education's Statewide Assessment and Accountability Office. From there the determination is made as to whether or not a professional practices complaint will be filed.

Districts should maintain a set of district policies that includes a reference to Nebraska's *NeSA Security Procedures*. A sample district testing and security policy is included in Nebraska's *Standards, Assessment, and Accountability Updates* posted on the NDE website.

This sample was drafted by a Nebraska legal firm and has been distributed across the state to the Educational Service Units. Whether districts use this sample, the procedures offered by the State School Boards Association, or policies drafted by other law firms, local district policy should address the NeSA Security document. The Department would encourage all districts with questions to contact their own local school attorney for customization of such a policy.

Test Security Agreement

The principal of each school participating in the NeSA tests should have completed and signed a "Building Principal Security Agreement" and returned it to the Statewide Assessment and Accountability Office by October 30, 2015. District Assessment Contacts should have completed and signed the "District Assessment Contact Confidentiality of Information Agreement" and returned it to the Statewide Assessment and Accountability Office by October 30, 2015. District copies of the Building Principal Security Agreement and District Assessment Contact Confidentiality of Information Agreement are included in Nebraska's *Standards, Assessment, and Accountability Updates* posted on the NDE website.

Testing Ethics and Appropriate Practice

It is important to note that all teachers need to be familiar with appropriate testing ethics and security practices related to testing. Professionalism, common sense, and practical procedures will provide the right framework for testing ethics. It is also important to note that school districts are bound to hold all certificated staff members in school districts accountable for following the *Regulations and Standards for Professional Practice Criteria* as outlined in Rule 27. The *NeSA Security Procedures* are intended to outline clear practice for appropriate security.

Secure Storage

All test booklets and answer sheets must be kept in a predetermined, locked, secure storage area at both the district and school levels. Secure materials must never be left unattended or in open areas.

Test Administrators must not be given access to secure test materials before the administration day. Instead, Test Administrators should be given access to secure test materials on the morning of test administration, allowing them ample time to review directions and organize materials before the test begins. Note that the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators* is not considered a secure test material and should be provided to Test Administrators prior to testing for review.

All testing materials must be returned immediately to the predetermined, locked, secure storage area after testing is completed for the day. Materials must be kept secure after testing and prior to shipping to DRC.

Returning/Destroying Secure Materials

All secure test materials, both used and unused, will be inventoried by DRC upon receipt for scoring. Results of the inventory will be provided to NDE and to each district. To prevent any problems with the return of materials, Test Administrators should inventory materials immediately after every test session and store test materials securely before and after their use according to the process set forth by the School Test Coordinator. Further details on the handling of secure materials are presented in Parts II – IV of this manual.

DISTRIBUTING AND COLLECTING TEST MATERIALS

All test booklets and answer sheets are provided as single materials, with test booklets separated from answer sheets. In most cases, the School Test Coordinator will be responsible for assigning secure materials for Test Administrators by the security barcode number on the back of the test booklets and answer sheets. The proper quantities can be assembled and provided to each Test Administrator. Testing materials should be kept in secure storage until school personnel are ready to affix barcode labels to answer sheets, no more than one week prior to the start of the testing window. It is still vital that District Assessment Contacts understand the importance of assigning materials by security barcode number and encourage School Test Coordinators to follow this method.

A Security Checklist is provided with each school's materials to assist School Test Coordinators in tracking the secure test materials. The checklist contains the security barcode number for each secure material and a blank line to indicate to whom the secure material has been assigned. On the days of the test, the School Test Coordinator should distribute the correct test booklets and answer sheets needed for that day's test to each Test Administrator as recorded on the Security Checklist. Test booklets and answer sheets should be distributed to Test Administrators early enough on the days of the test to give them ample time to review directions and answer sheets prior to testing. Do not distribute any test materials except the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators* until the day of each session. All test materials should be returned to the School Test Coordinator for secure storage as soon as possible on each day of the test.

After all testing is complete, be sure Test Administrators return **all** materials, including used and unused test booklets and answer sheets, electronic copies of the NeSA-Reading, Mathematics, and Science Spanish translations, the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators*, and scratch paper to the School Test Coordinator.

BARCODE LABELS

The School Test Coordinator has the primary responsibility for the accurate application of barcode labels, but it is important for Test Administrators and other personnel involved in testing to understand these guidelines as well. The four types of barcodes are BLANK (preprinted on answer sheets), PreID (label), District/School (label), and Do Not Score (label). The barcodes and labels are intended to increase the accuracy of information collected from the answer sheets.

- **BLANK**—DRC has preprinted a "blank" barcode on the front of every answer sheet. A "blank" barcode indicates that the answer sheet has not been used and should not be processed.
- **PreID**—DRC provides PreID Labels for all students flagged in the NSSRS Special Ed Template as taking the NeSA-Alternate Assessment. Only students taking the NeSA-Alternate Assessment are provided PreID labels.

  PreID Labels contain barcodes that indicate the answer sheet should be processed and scored for the student whose name is printed on the label. These labels eliminate the need to fill in the student's name and demographic items on the answer sheet.

  Schools should return an answer sheet containing either student responses or the reason a student was not tested for every student who receives a PreID Label. The only exception would be for a student whose PreID Label contains inaccurate information.

- **District/School**—If a student is to take a paper/pencil NeSA test, school personnel must use a District/School Label and fill in all demographic information on pages 1 and 2 of the answer sheet. The label contains a barcode that indicates the answer sheet should be processed and scored for the student whose information is filled in on the answer sheet.
- **Do Not Score**—These labels contain barcodes that indicate the answer sheets should NOT be processed. Answer sheets that have a Do Not Score Label will be handled as if they are blank.

General Instructions for Using Barcode Labels

- Before affixing any label to an answer sheet, check the label to ensure that the information is correct.
- School personnel must affix the appropriate label to each answer sheet used by a student. **Answer sheets returned without a label will not be scored.**
- Place the label in the box located in the lower left-hand corner on the front of the answer sheet.
- Do not remove any label that has been affixed to an answer sheet; this will damage the answer sheet. Instead, the label may be covered with another label of the appropriate type.
- Do not write on the labels. Doing so will not correct information on a label.
- Schools should destroy any District/School Labels containing inaccurate information.

PreID Label Instructions

PreID Labels were only provided for students flagged as taking the NeSA-Alternate Assessment in the NSSRS Special Education Template. Additional instructions can be found in the NeSA-Alternate Assessment Manual.

PreID Labels are printed on plain white label stock. The labels are linked to individual student demographic information and district/school information in NSSRS. It is important that school personnel make sure the readable information printed on the label is correct.

- Student information changes or demographic changes made by writing on a PreID Label or by filling in circles on pages 1 or 2 of the answer sheet WILL NOT make changes to the information embedded in the PreID Label. **All embedded PreID Label information will supersede information filled in on page 1 or page 2.** Demographic information filled in on pages 1 and 2 is only captured if a District/School Label is affixed to the answer sheet.

- If a PreID Label is defective or destroyed, school personnel must use a District/School Label in its place and fill in pages 1 and 2 of the answer sheet.

District/School Label Instructions

All sites receiving paper/pencil test materials will receive District/School Labels that contain district- and school-specific information only. District/School Labels (label with yellow stripe across the top) must be affixed in the specified location on the front of the answer sheet. If a student will take the NeSA-Alternate Assessment but was not flagged as such in the NSSRS Special Education Template, a District/School Label must be affixed in the specified location on the front of the NeSA-Alternate Assessment Answer Sheet. When using District/School Labels, school personnel must fill in pages 1 and 2 of the answer sheets.

- If a PreID Label contains an incorrect school, place a District/School Label for the correct school over the PreID Label and fill in the appropriate circles on pages 1 and 2.
- **Do not use labels from another school.** Additional District/School Labels may be ordered through eDIRECT Additional Materials. See Additional Materials Requests on page 17 of this manual.
- Make every effort to match all student information filled in on the answer sheet to the information on record for that student in the NSSRS. All student records will be compared to the NSSRS data submitted to DRC in February. Mismatched data, new students, and students from that file who were not tested will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office.

Do Not Score Label Instructions

Do Not Score Labels (label with green stripe across the top) are supplied for use on answer sheets that are defective and cannot be scored or answer sheets that should not be scored. Always place the Do Not Score Label directly on top of the label that was originally affixed to the answer sheet. Use Do Not Score Labels when the following has occurred:

- A used answer sheet is torn, soiled, or defective. When a student has used an answer sheet and it becomes torn, soiled, or is found to be defective, the student's responses must be transcribed into a new answer sheet and a Do Not Score Label affixed to the defective answer sheet. If a student becomes ill on an answer sheet, transcribe the responses into a new answer sheet, record the security number found on the back of the soiled answer sheet on the school's Security Checklist, and securely destroy the soiled answer sheet.
- A student uses two answer sheets. Submit one answer sheet for scoring and return the other with a Do Not Score Label (the student's responses must be transcribed from one answer sheet into the other).
- Another label is inadvertently affixed to a blank/unused answer sheet (a blank/unused answer sheet does not have any circles marked or any student responses). Affix a Do Not Score Label over the label.

Do not use Do Not Score Labels for blank/unused answer sheets. The preprinted "BLANK" barcode in the box located in the lower left-hand corner on the front of the answer sheet indicates that the answer sheet is blank/unused.

COMPLETING ANSWER SHEETS

A NeSA-Alternate Assessment Answer Sheet must be returned for every student flagged in the NSSRS as taking the NeSA-Alternate Assessment. An answer sheet containing either student responses or the applicable Not Tested Code must be returned for all students for whom PreID Labels were provided.

ALL ENTRIES ON AN ANSWER SHEET MUST BE MADE WITH A NO. 2 PENCIL.

Students with District/School Labels

Students with District/School Labels must have the name grid on page 1 completed by hand. School personnel must also complete the demographic items on page 2 and, whenever applicable, the STUDENT NOT TESTED codes, TEST FORMAT, and ACCOMMODATIONS on page 1. Make every effort to match all demographic information indicated on an answer sheet for a student to the information on record for that student in the NSSRS. All student records will be compared to the NSSRS data submitted to DRC in February. Mismatched data, new students, and students from that file who were not tested will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office.

Demographics, Student Not Tested Codes, and Accommodations

A. FIRST NAME, LAST NAME, AND MIDDLE INITIAL (ANSWER SHEET PAGE 1)

The name grids must be completed for all assessed students using a District/School Label by writing the students' names in block letters in the space provided and darkening the corresponding letters and/or symbols in the circles below them. It is important that names provided on an answer sheet exactly match what appears in NSSRS. Mismatched names will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office.

B. STUDENT NOT TESTED DUE TO (ANSWER SHEET PAGE 1)

If applicable, this grid must be filled out on the tested student's answer sheet or noted in the online system. Darken the circle next to the applicable reason any enrolled student was not tested for any of the subjects listed. You must choose only one reason per subject, but the reasons may be different for each subject. The STUDENT NOT TESTED codes will appear on score reports and all individual and summary scores will be handled and calculated according to rules established by the Statewide Assessment and Accountability Office.

- **Emergency Medical Waiver (EMW)** may only be granted through the Statewide Assessment and Accountability Office. Scores for students with approved Emergency Medical Waivers will be waived.
- **No Longer Enrolled (NLE)** should be filled in for any student who withdraws from the school prior to being tested. Scores for students no longer enrolled will be waived.
- **Parent Refusal (PAR)** may be filled in for any student whose parent or guardian expressly indicates the student should not be tested. Parents/guardians are not required to provide a reason for excluding their children from testing. Students whose parents/guardians indicated they should not be tested will receive a zero score.
- **Recently Arrived LEP (RAL)** should be filled in for limited-English-speaking students who have attended schools in the U.S. for less than 12 months. Reading scores for recently arrived LEP students will be waived.
- **Student Absent for Entire Testing Window (SAE)** should only be filled in for any student who did not attend school at any point during the testing window and was therefore unable to participate in the scheduled testing sessions with the rest of the student population or be administered a make-up session. Students absent for the entire testing window will receive a zero score.

C. TEST FORMAT (STANDARD ANSWER SHEET ONLY)

Students who qualify for the use of a paper/pencil version of the Spanish translations of the NeSA tests will be expected to use the standard test booklets in English in accompaniment with Spanish translations of the test booklets. Note that items and directions are translated into Spanish for all subjects, but NeSA-Reading passages are only presented in English, as outlined in the NeSA-READING SPANISH TRANSLATION PROCEDURES earlier in this manual.

Fill in the "Spanish Translation" circle in the TEST FORMAT grid for every subject of the test for which the student used a Spanish translation of a test booklet and directions.

Standard test booklets and answer sheets are provided for students who qualify for the use of a paper/pencil large print or Braille version of the NeSA tests.

Whenever applicable, fill in the "Large Print" or "Braille" circle in the TEST FORMAT grid for every subject of the test for which the student used a large print or Braille version of a NeSA test.

STUDENT WAS ADMINISTERED ONE OR MORE ITEMS BUT DID NOT PROVIDE A RESPONSE. (NeSA-ALTERNATE ASSESSMENT ANSWER SHEET ONLY)

If the Test Administrator attempts to administer the Alternate Assessment to a student, but the student does not provide a response, fill in the circle on the front of the *NeSA-Alternate Assessment Answer Sheet* that says, "Student was administered one or more items but did not provide a response." Filling in this circle will ensure the student is counted toward participation in the assessment.

D. ACCOMMODATIONS (ANSWER SHEET PAGE 1)

- **If applicable, this grid must be completed whether the student's answer sheet is returned with a PreID Label or with a District/School Label.** The guidance provided in the *Nebraska State Accountability Approved Accommodations Document* should be used to complete this section of the answer sheet. Access the most recent version of the document at http://www.education.ne.gov/Assessment.
- Fill in the circle next to **each** accommodation category that the student used to take the test. It is understood that an individual student may receive multiple types of accommodations, and that the types of accommodations used may vary for each subject.

E. BIRTH DATE (ANSWER SHEET PAGE 2)

The **Birth Date** grid must be completed for all students using a District/School Label by darkening the appropriate month of the student's birth date, followed by writing the two-digit day and year in the boxes provided and darkening the corresponding circles below. The birth date on answer sheets returned with District/School Labels should match the birth date on record in the NSSRS. Mismatched birth dates will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office.

F. STUDENT NSSRS ID (ANSWER SHEET PAGE 2)

All public school students should have a 10-digit identification number assigned by the Nebraska Staff and Student Record System. The STUDENT NSSRS ID grid must be completed for all students using District/School Labels by writing the students' state-assigned, ten-digit IDs in the boxes provided and filling in the corresponding circles. Mismatched NSSRS IDs will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office.

G. RACE/ETHNICITY (ANSWER SHEET PAGE 2)

Fill in the circle next to the race/ethnicity with which the student most closely identifies for all students using a District/School Label. You must choose only one. Note that federal requirements indicate students who identify their race/ethnicity as Hispanic and another race should be reported as "Hispanic" rather than "Two or More Races." The ethnicity on answer sheets returned with District/School Labels should match the ethnicity on record in the NSSRS. Mismatched ethnicities will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office.

H. GENDER (ANSWER SHEET PAGE 2)

For students using District/School Labels, fill in the circle to indicate whether the student is Female or Male. The gender on answer sheets returned with District/School Labels should match the gender on record in the NSSRS. Mismatched genders will be investigated and resolved by the Nebraska Department of Education Statewide Assessment and Accountability Office.

I. LEP/ELL ELIGIBLE (ANSWER SHEET PAGE 2)

For students using District/School Labels, fill in the "Yes" circle for all students who are categorized as English Language Learners or having Limited English Proficiency.

J. SPECIAL EDUCATION/IEP (ANSWER SHEET PAGE 2)

For students using District/School Labels, fill in the "Yes" circle for all students who receive special education services.

ADDITIONAL QUESTIONS

If you have any additional questions not covered in this *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators*, please call a DRC Nebraska Customer Service Representative at (866) 342-6280 or email necustomerservice@datarecognitioncorp.com.

For questions about the online version of the 2016 NeSA tests, please review the *2016 NeSA Online Test Administration Manual for Reading, Mathematics, and Science* and the additional support documentation available on eDIRECT by going to https://ne.drcedirect.com and selecting *General Information>Documents*.

DRC representatives will always try to answer your questions when you call. If they are not able to answer your questions immediately, they will return your call within 24 hours. The representatives will log each call and record the nature of the question or problem reported, whether a resolution has been made, and whether a return call is needed. Representatives are available from 8:00 AM to 5:00 PM Central Time, Monday through Friday (7:00 AM to 5:00 PM Central Time from March 14–May 13, 2016).

PART II – DISTRICT ASSESSMENT CONTACT RESPONSIBILITIES

RECEIPT AND INVENTORY OF DISTRICT MATERIALS

All NeSA test materials will be shipped to districts. Materials for each school will be packed separately and marked clearly. Boxes should be opened immediately upon receipt to inventory the contents. If not inventoried centrally at the district, boxes of school materials should be distributed intact to schools, allowing enough time for the School Test Coordinator to inventory the materials. A copy of each school's packing list is contained in the district administrative materials. All district and school boxes should be kept for use when returning materials to DRC when testing is finished.

The quantity of materials shipped to each school was based on data collected via DRC's Enrollments System October 5–16, 2016, with adjustments made according to data extracted from Nebraska Student and Staff Record System (NSSRS) in February 2016. If you determine that any additional NeSA materials are needed after inventorying the materials you received, additional materials may be ordered using Additional Materials in eDIRECT.

District – Administrative Materials

- *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators*
- Copies of School Packing List(s)—one per school
- School Box Range Sheet—indicates the number of boxes packaged for each school in the district
- DRC Return Shipment Labels
- UPS Return Shipment (RS) Labels

School – Administrative Materials

- *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators*
- School Packing List
- Security Checklist

District – Secure Materials

- NeSA-Reading, Mathematics, and Science Spanish Translation CDs

School – Secure Materials (Test Booklets, Answer Sheets, and Alternate Assessment Kits)

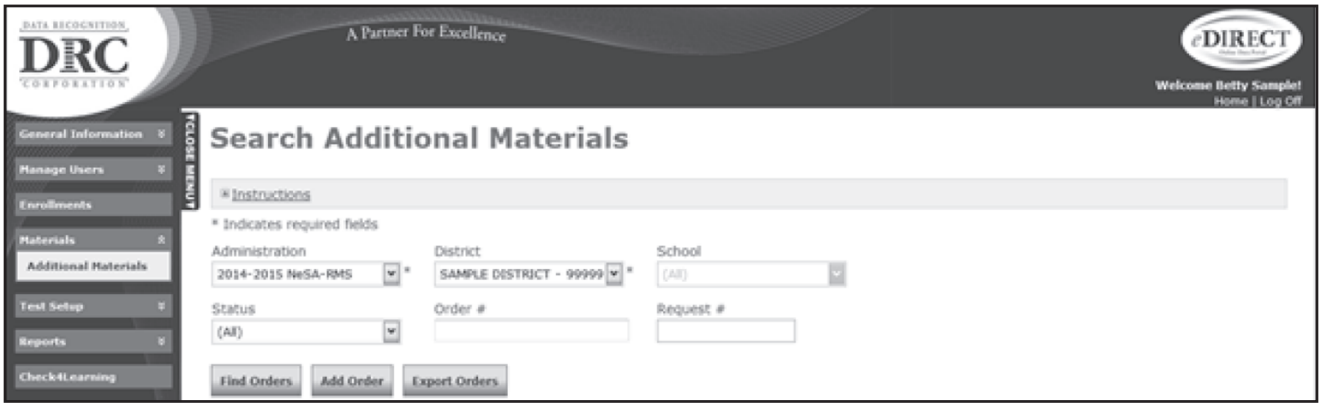
Secure test materials (test booklets, answer sheets, and Alternate Assessment Kits) are packaged by school.

ADDITIONAL MATERIALS REQUESTS

If the overage of materials you received is not sufficient to test those students requiring paper/pencil NeSA-Reading, Mathematics, and Science tests, or you determine that any additional NeSA-Reading, Mathematics, or Science materials are needed after inventorying the materials you received in your original shipment, additional materials may be requested using the online Additional Materials functionality in eDIRECT. District Assessment Contacts have been assigned eDIRECT permissions to access Additional Materials.

To submit an Additional Materials Request:

1. Log into eDIRECT at https://ne.drcedirect.com/.
2. Select Additional Materials under the Materials menu item on the left of the screen.
3. Select "2015–2016 NeSA-RMS" in the Administration dropdown.
4. In the School dropdown, select the school for which the materials are being requested.
5. Click the **Add Order** button.
6. Find the desired material and enter the Requested Quantity.
7. Click on the **Submit** button to submit your order to DRC.



To check the status of an existing Additional Materials Request, select "(All)" in the Status dropdown, and click on the **Find Orders** button.

SCHEDULE THE TEST

As noted in *Part I – General Information*, the District Assessment Contact is typically responsible for scheduling the test for all schools within the district in order to coordinate the efficient distribution and collection of test materials.

SCHOOL TEST COORDINATOR ORIENTATION

It is recommended that the District Assessment Contact conduct an orientation session for School Test Coordinators prior to their meetings with Test Administrators. Meet to review and/or discuss the following topics.

1. The district test schedule.
2. *Part I – General Information*, in this manual. Make sure to emphasize:
   - **a.** Student participation;
   - **b.** Requirements for completing pages 1 and 2 of the answer sheet for students who are testing;
   - **c.** Barcode label use.
3. Procedures for distribution and collection of test materials.
4. Procedures for maintaining NeSA security, outlined in Appendix B and the *NeSA Security Manual*.
5. Test Administrator orientation.

School Test Coordinators should be given ample time to distribute copies of the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators* to Test Administrators and to schedule a Test Administrator orientation session prior to the testing window.

PACKAGING MATERIALS FOR RETURN TO DRC

The following process outline should serve as a guideline for District Assessment Contacts when packaging materials for return to DRC.

After schools have returned test materials to the district, condense school boxes whenever possible. DRC does not require districts to sort test booklets and answer sheets by grade or school within the district boxes, only that answer sheets be separated from test booklets. **Make sure no answer sheets are left inside test booklets.**

1. Seal the boxes securely by using heavy-duty shipping tape. Please make sure that the box flaps with the old labels are folded down first and the blank box flaps are on top.
2. Affix a DRC RETURN SHIPMENT LABEL to flap A on the top of each box.
3. Affix a UPS RS Label to flap B on the top of each box. DRC and district addresses have been preprinted on the label. Use care not to cover the DRC Return Shipment Label.
4. Make a note of the UPS Tracking number for each package. Please keep the number(s) for future reference to document the materials returned to DRC.
5. Keep the boxes in a secure location until they are given to the UPS driver.
6. Schedule the pickup with UPS as soon as schools have returned all test booklets, answer sheets, original copies of NeSA-Reading, Mathematics, and Science Spanish Translation CDs, Alternate Assessment Student Test Booklets, Alternate Assessment Administration Manuals, and Alternate Assessment Answer Sheets. **Pickup should occur no later than May 11, 2016.**

If the district office does not have a daily scheduled UPS pickup, call UPS at (866) 857-1501 to arrange for materials pickup. Specify that you are using pre-paid, UPS Ground service return labels. You must call at least one day prior to the day on which you will ship your materials. If you need additional labels, orders can be submitted through eDIRECT Additional Materials. See Additional Materials Requests on page 17 of this manual.

DISTRICT ASSESSMENT CONTACT'S CHECKLIST

The following checklist is intended as a suggested set of dates and tasks for District Assessment Contacts.

District Assessment Contact's Checklist for the 2016 NeSA Tests		
_____	Receive shipment from DRC	By February 22, 2016
_____	Distribute school materials to School Test Coordinators	By February 24, 2016
_____	Read the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators*	By February 25, 2016
_____	Conduct orientation session for School Test Coordinators	Week of February 29, 2016
_____	NeSA-Reading, Mathematics, and Science Testing Window	March 21–May 6, 2016
_____	Inventory test materials returned by schools and arrange for UPS pickup	By May 9, 2016
_____	Return secure materials to DRC	By May 11, 2016
_____	Destroy *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators,* electronic copies of NeSA-Reading, Mathematics, and Science Spanish translations, and scratch paper	By May 11, 2016

PART III – SCHOOL TEST COORDINATOR RESPONSIBILITIES

RECEIPT AND INVENTORY OF SCHOOL MATERIALS

Boxes should be opened immediately upon receipt to inventory the contents. School Test Coordinators should verify that the contents of their boxes match what was indicated on the School Packing List, including the security barcode numbers of the test booklets and answer sheets. All boxes should be kept for use when returning materials to the District Assessment Contact and, eventually, to DRC when testing is finished.

The quantity of materials shipped to each school was based on data collected via DRC's Enrollments System October 5–16, 2015, with adjustments made according to data extracted from Nebraska Student and Staff Record System (NSSRS) in February 2016.

School – Administrative Materials

- *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators*
- School Packing List
- Security Checklist

School – Secure Materials

Secure test materials (test booklets, answer sheets, and Alternate Assessment Kits) are packaged by school.

ASSIGNING TEST BOOKLETS AND ANSWER SHEETS TO TEST ADMINISTRATORS

School Test Coordinators will be responsible for assigning secure test materials to Test Administrators. All standard test booklets and answer sheets are provided as single materials, with test booklets separated from answer sheets. DRC has also provided NeSA-Alternate Assessment Kits containing one Alternate Assessment Student Test Booklet, one Alternate Assessment Administration Manual, and one Alternate Assessment Answer Sheet to facilitate distribution of NeSA-Alternate Assessment test materials to Test Administrators.

School personnel should affix barcode labels no more than one week prior to the start of the testing window. Do not distribute any test materials except the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators* until the day of each session. All test materials should be returned to the School Test Coordinator for secure storage as soon as possible on each day of the test.

On the days of the test, the School Test Coordinator should distribute the correct test booklets and answer sheets needed for that day's test to each Test Administrator as recorded on the Security Checklist. Test booklets and answer sheets should be distributed to Test Administrators early enough on the days of the test to give them ample time to review directions and answer sheets prior to testing.

After each day of testing is complete, be sure Test Administrators return **all** materials, including used and unused test booklets and answer sheets, electronic copies of Spanish translations, the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators*, and scratch paper to the School Test Coordinator for secure storage.

PROCEDURES FOR USING THE SECURITY CHECKLIST

A Security Checklist is provided to assist School Test Coordinators in tracking the secure test materials. The checklist contains the Security Barcode for each secure material and a blank line to indicate to whom the secure material has been assigned. Note that only the security barcode numbers for the Alternate Assessment Kits are printed on the Security Checklist, not the security barcode numbers for the three individual components of each kit. However, DRC will verify that all three components of each kit have been returned. The Security Checklist should be used as a tool to account for the secure materials as they are distributed to the Test Administrators and to monitor the materials as they are returned by the Test Administrators.

On the days of the test, the School Test Coordinator should distribute the correct test booklets and answer sheets needed for that day's test to each Test Administrator as recorded on the Security Checklist. Answer sheets should be distributed to Test Administrators early enough on the days of the test to give them ample time to review the layout prior to testing. Do not distribute any test materials except the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators* until the day of each session. Use the Security Checklist to verify that all test materials have been returned for secure storage after each day of testing has been completed.

Account for any difference between the number of materials distributed and the number returned by noting the reason on the Security Checklist. No one is permitted to retain any test materials for any reason after all testing is complete. The Security Checklist should not be returned to DRC. Instead, keep this list on file after you return materials to DRC. If DRC determines that a site has not returned all materials, the Security Checklist may help the site locate the missing document(s).

TEST ADMINISTRATOR ORIENTATION

Prior to the scheduled test dates, School Test Coordinators should conduct an orientation session for Test Administrators using the NDE-provided training materials. Any teachers, counselors, administrators, or other qualified education personnel may act as Test Administrators.

In this orientation session, please discuss the following topics:

1. **Test Schedule**—Be certain that Test Administrators know the test schedule.
2. **Administration Preparation**—Test Administrators are to have received and studied this *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators* prior to orientation.
3. **Students with Special Needs**—Explain what special accommodations may be provided for students with special needs (see *Student Participation in the Test* in *Part I – General Information* of this manual).
4. **Testing Conditions**—Impress upon Test Administrators the importance of good testing conditions (e.g., a comfortable, quiet room) and a positive approach to the test.
5. **Barcode Labels**—Emphasize the important aspects of barcode label use.
6. **Special Instructions**—Remind Test Administrators that all students must use a No. 2 pencil when responding to the test. Additionally, student name, demographic data, not tested codes, and accommodations must be completed by authorized school personnel using a No. 2 pencil.
7. **Lined or Blank Scratch Paper**—Remind Test Administrators that lined or blank scratch paper may be provided to students for use during the test but that it must be collected and returned to the School Test Coordinator. All scratch paper must be removed from the answer sheets when the test is complete.
8. **Security**—Emphasize that all test materials must be kept secure at all times prior to and during the test, and that completed answer sheets must be kept confidential. Review required security procedures. For additional information, please see Appendix B.

PACKAGE MATERIALS FOR RETURN TO THE DISTRICT ASSESSMENT CONTACT

As soon as testing has been completed, the school's test booklets and answer sheets should be returned to the District Assessment Contact for packaging and return to DRC. Clear communication and a predefined process are essential to the success of this initiative. School Test Coordinators should be prepared to box and deliver their school's answer sheets immediately after the testing population has completed the test.

The following process outline should serve as a guideline for School Test Coordinators when packaging materials for return to their District Assessment Contact.

1. Verify that all used answer sheets returned to DRC have a barcode label affixed to the front cover of the answer sheet.
2. Remove all scratch paper from the test booklets and answer sheets. Scratch paper will not be processed or used for scoring.
3. Place all test booklets and answer sheets in the boxes that you saved from DRC's original shipment.

   Note: DRC does not require that test booklets and answer sheets are sorted by class or grade within the school boxes, only that answer sheets are separated from test booklets.
4. Immediately return the boxes of test booklets and answer sheets to your District Assessment Contact.
5. Do not return the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators,* electronic copies of NeSA-Reading, Mathematics, and Science Spanish Translations, and scratch paper. Please follow instructions from the District Assessment Contact for the secure destruction of these materials. This procedure is part of test security.

SCHOOL TEST COORDINATOR'S CHECKLIST

The following checklist is intended as a suggested set of dates and tasks for School Test Coordinators.

School Test Coordinator's Checklist for the 2016 NeSA Tests		
_____	Receive test materials from the District Assessment Contact	By February 24, 2016
_____	Read the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators*	By February 26, 2016
_____	Attend district's School Test Coordinator orientation	Week of February 29, 2016
_____	Distribute the *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators* to Test Administrators	By March 3, 2016
_____	Conduct orientation session for Test Administrators	Week of March 7, 2016
_____	Earliest date to affix barcode labels to answer sheets	March 14, 2016
_____	Assist and supervise Test Administrators during the NeSA-Reading, Mathematics, and Science Testing Window	March 21–May 6, 2016
_____	Inventory, package, and return secure test materials to District Assessment Contact	By May 6, 2016
_____	Destroy *2016 NeSA Paper/Pencil Manual for Test Coordinators and Administrators,* electronic copies of NeSA-Reading, Mathematics, and Science Spanish translations, and scratch paper	By May 11, 2016

PART IV – TEST ADMINISTRATOR RESPONSIBILITIES

ADMINISTERING THE 2016 NeSA TESTS

Administration of the NeSA is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Test Administrators are responsible for the following:

- distributing test booklets and answer sheets to students;
- administering the 2016 NeSA tests as outlined in this manual;
- returning all test materials to the School Test Coordinator when testing is complete;
- arranging the testing room;
- restricting electronic devices of any type: smart phones, cell phones, PDAs, wristwatches with electronic displays, calculators, iPods, MP3 players, etc.;
- filling in or checking student-identifying information;
- distributing test materials;
- making sure students are working in the correct place and are filling in only one circle for each multiple-choice item;
- prohibiting talking or sharing of responses;
- collecting or securing materials at the end of the session (closing the test booklets is sufficient during breaks);
- adhering to all security requirements.

ADMINISTERING THE 2016 NeSA-ALTERNATE ASSESSMENTS

A separate NeSA-Alternate Assessment Administration Manual is included in the NeSA-Alternate Assessment Kit to provide Test Administrators with the specific information needed to administer those tests.

PREPARING STUDENTS FOR THE TEST

Inform students of the scheduled test sessions in advance. Explain to the students why they are being given the test and how the results will be used. Usually, students can sense the importance the Test Administrator places on the test and their performance may be affected accordingly. Students should realize that doing their best is important.

PREPARING THE TESTING LOCATION

Good organization of test materials and well-executed procedures will make the administration proceed smoothly. The following guidelines are recommended.

- Provide a testing location that has comfortable seating, sufficient workspace, and good lighting.
- Arrangements for rooms and seating should be announced in advance in order to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbance as possible.
- Students should be seated so they have enough room and will not be tempted to copy other students' answers.

- Visual aids and clues should be removed or covered and remain hidden throughout the administration of all tests.
- Post a “Testing in Progress” sign on the door to prevent interruptions.

For large groups, it is advisable to have one adult assistant for every 12 students tested, in addition to the Test Administrator.

COLLECTING MATERIALS

After each testing session, collect the test booklets and answer sheets. Inventory test materials immediately after administering the test. Make sure all scratch paper has been removed from the answer sheets. Return all test materials to the School Test Coordinator so they may be put into secure storage.

NeSA-READING ADMINISTRATION INSTRUCTIONS FOR ALL GRADES

Distribute the test booklets and answer sheets. Check to see that each student has a test booklet, his or her own answer sheet, and a No. 2 pencil. Students may use scratch paper while taking the NeSA-Reading test—have scratch paper available for students to use.

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedure when administering the test. Follow the script provided below for administering the NeSA-Reading paper/pencil tests.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **"Say."**

The material that is italicized is information for you and should not be read to the students.

Read the directions to the students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again."

Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer.

Begin the test when all students are present.

Say: Today you will take the Nebraska State Accountability Reading Test. Give this test your best effort. Some questions will be easy; others will be more difficult. Be sure to read the entire question and ALL of the answer choices carefully. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer from the ones that remain. Remember there is no penalty for guessing. You CAN skip questions and come back to them if you need more time.

The test sessions are not timed, and you will be given time to finish. If you need help once the test has started, raise your hand and the Test Administrator *(Proctor/Teacher)* **will come to you.**

The Test Administrator *(Proctor/Teacher)* **is not allowed to provide you with any additional information during the test. The Test Administrator** *(Proctor/Teacher)* **cannot help you with any words.**

Are there any questions?

Answer student questions as needed.

Note: Underlined text preceded by a tilde (~) denotes text that may be translated into a language other than English if a student has a qualifying accommodation.

ADMINISTERING THE GRADE 3 READING TEST

Begin with the directions on page 27 of this manual.

Session 1

Say: We are about to begin the Grade 3 Reading Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and questions for Session 1 of the Grade 3 Nebraska State Accountability-Reading (NeSA-R).

Read these directions carefully before beginning the test.

This test will include several different types of questions. Some questions are based on one or two passages. Other questions are independent and will be answered based on the information provided in the question. Record all of your answers in the answer document.

The test will include questions that will ask you to provide your answer in a variety of ways.

- **Some questions will ask you to select an answer from among four choices.**
- **Some questions will have two parts and require that you choose an answer or answers to each part.**
- **Some questions will ask you to construct an answer by following the directions given.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 3 Reading Test. You may review only Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 27 of this manual.

Session 2

Say: Now open your answer sheet to page 4. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 21 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 2 of the Grade 3 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 3 Reading Test. You may review only Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 22 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 4 READING TEST

Begin with the directions on page 27 of this manual.

Session 1

Say: We are about to begin the Grade 4 Reading Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and questions for Session 1 of the Grade 4 Nebraska State Accountability-Reading (NeSA-R).

Read these directions carefully before beginning the test.

This test will include several different types of questions. Some questions are based on one or two passages. Other questions are independent and will be answered based on the information provided in the question. Record all of your answers in the answer document.

The test will include questions that will ask you to provide your answer in a variety of ways.

- **Some questions will ask you to select an answer from among four choices.**
- **Some questions will have two parts and require that you choose an answer or answers to each part.**
- **Some questions will ask you to construct an answer by following the directions given.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 4 Reading Test. You may review only Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 27 of this manual.

Session 2

Say: Now open your answer sheet to page 4. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 21 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 2 of the Grade 4 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 4 Reading Test. You may review only Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 22 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 5 READING TEST

Begin with the directions on page 27 of this manual.

Session 1

Say: We are about to begin the Grade 5 Reading Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 1 of the Grade 5 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 5 Reading Test. You may review only Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 27 of this manual.

Session 2

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 17 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 2 of the Grade 5 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 5 Reading Test. You may review only Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 18 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 27 of this manual.

Session 3

Say: Now open your answer sheet to page 4. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 33 of your test booklets. We will read the directions for Session 3 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and questions for Session 3 of the Grade 5 Nebraska State Accountability-Reading (NeSA-R).

Read these directions carefully before beginning the test.

This test will include several different types of questions. Some questions are based on one or two passages. Other questions are independent and will be answered based on the information provided in the question. Record all of your answers in the answer document.

The test will include questions that will ask you to provide your answer in a variety of ways.

- **Some questions will ask you to select an answer from among four choices.**
- **Some questions will have two parts and require that you choose an answer or answers to each part.**
- **Some questions will ask you to construct an answer by following the directions given.**

When you come to the word STOP at the end of Session 3, you have finished Session 3 of the Grade 5 Reading Test. You may review only Session 3 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 3. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 34 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 6 READING TEST

Begin with the directions on page 27 of this manual.

Session 1

Say: We are about to begin the Grade 6 Reading Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 1 of the Grade 6 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 6 Reading Test. You may review only Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 27 of this manual.

Session 2

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 17 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 2 of the Grade 6 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 6 Reading Test. You may review only Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 18 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 27 of this manual.

Session 3

Say: Now open your answer sheet to page 4. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 35 of your test booklets. We will read the directions for Session 3 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and questions for Session 3 of the Grade 6 Nebraska State Accountability-Reading (NeSA-R).

Read these directions carefully before beginning the test.

This test will include several different types of questions. Some questions are based on one or two passages. Other questions are independent and will be answered based on the information provided in the question. Record all of your answers in the answer document.

The test will include questions that will ask you to provide your answer in a variety of ways.

- **Some questions will ask you to select an answer from among four choices.**
- **Some questions will have two parts and require that you choose an answer or answers to each part.**
- **Some questions will ask you to construct an answer by following the directions given.**

When you come to the word STOP at the end of Session 3, you have finished Session 3 of the Grade 6 Reading Test. You may review only Session 3 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 3. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 36 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 7 READING TEST

Begin with the directions on page 27 of this manual.

Session 1

Say: We are about to begin the Grade 7 Reading Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 1 of the Grade 7 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 7 Reading Test. You may review only Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 27 of this manual.

Session 2

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 19 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 2 of the Grade 7 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 7 Reading Test. You may review only Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 20 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 27 of this manual.

Session 3

Say: Now open your answer sheet to page 4. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 35 of your test booklets. We will read the directions for Session 3 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and questions for Session 3 of the Grade 7 Nebraska State Accountability-Reading (NeSA-R).

Read these directions carefully before beginning the test.

This test will include several different types of questions. Some questions are based on one or two passages. Other questions are independent and will be answered based on the information provided in the question. Record all of your answers in the answer document.

The test will include questions that will ask you to provide your answer in a variety of ways.

- **Some questions will ask you to select an answer from among four choices.**
- **Some questions will have two parts and require that you choose an answer or answers to each part.**
- **Some questions will ask you to construct an answer by following the directions given.**

When you come to the word STOP at the end of Session 3, you have finished Session 3 of the Grade 7 Reading Test. You may review only Session 3 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 3. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 36 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 8 READING TEST

Begin with the directions on page 27 of this manual.

Session 1

Say: We are about to begin the Grade 8 Reading Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 1 of the Grade 8 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 8 Reading Test. You may review only Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 27 of this manual.

Session 2

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 21 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 2 of the Grade 8 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 8 Reading Test. You may review only Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 22 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 27 of this manual.

Session 3

Say: Now open your answer sheet to page 4. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 39 of your test booklets. We will read the directions for Session 3 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and questions for Session 3 of the Grade 8 Nebraska State Accountability-Reading (NeSA-R).

Read these directions carefully before beginning the test.

This test will include several different types of questions. Some questions are based on one or two passages. Other questions are independent and will be answered based on the information provided in the question. Record all of your answers in the answer document.

The test will include questions that will ask you to provide your answer in a variety of ways.

- **Some questions will ask you to select an answer from among four choices.**
- **Some questions will have two parts and require that you choose an answer or answers to each part.**
- **Some questions will ask you to construct an answer by following the directions given.**

When you come to the word STOP at the end of Session 3, you have finished Session 3 of the Grade 8 Reading Test. You may review only Session 3 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 3. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 40 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 11 READING TEST

Begin with the directions on page 27 of this manual.

Session 1

Say: We are about to begin the Grade 11 Reading Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 1 of the Grade 11 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 11 Reading Test. You may review only Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 27 of this manual.

Session 2

Say: Now open your answer sheet to page 3. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 19 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and multiple-choice questions for Session 2 of the Grade 11 Nebraska State Accountability-Reading (NeSA-R).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each passage. Then answer each question carefully by choosing the best answer.**
- **Mark your answers for ALL of the questions on your answer sheet.**
- **Only one of the choices provided is the correct answer.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 11 Reading Test. You may review only Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 20 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students

Begin with the directions on page 27 of this manual.

Session 3

Say: Now open your answer sheet to page 4. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 39 of your test booklets. We will read the directions for Session 3 together. Please follow along as I read aloud.

"On the following pages of your test booklet are passages and questions for Session 3 of the Grade 11 Nebraska State Accountability-Reading (NeSA-R).

Read these directions carefully before beginning the test.

This test will include several different types of questions. Some questions are based on one or two passages. Other questions are independent and will be answered based on the information provided in the question. Record all of your answers in the answer document.

The test will include questions that will ask you to provide your answer in a variety of ways.

- **Some questions will ask you to select an answer from among four choices.**
- **Some questions will have two parts and require that you choose an answer or answers to each part.**
- **Some questions will ask you to construct an answer by following the directions given.**

When you come to the word STOP at the end of Session 3, you have finished Session 3 of the Grade 11 Reading Test. You may review only Session 3 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 3. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 40 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

NeSA-MATHEMATICS ADMINISTRATION INSTRUCTIONS FOR ALL GRADES

Distribute the test booklets and answer sheets. Check to see that each student has a test booklet, his or her own answer sheet, and a No. 2 pencil. Students may use scratch paper while taking the NeSA-Mathematics test—have scratch paper available for students to use.

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedure when administering the test. Follow the script provided below for administering the NeSA-Mathematics paper/pencil tests.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **"Say."**

The material that is italicized is information for you and should not be read to the students.

Read the directions to the students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again."

Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer.

Begin the test when all students are present.

Say: Today you will take the Nebraska State Accountability Mathematics Test. Give this test your best effort. Some questions will be easy; others will be more difficult. Be sure to read the entire question and ALL of the answer choices carefully. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer from the ones that remain. Remember there is no penalty for guessing. You CAN skip questions and come back to them if you need more time.

There are two test sessions. The test sessions are not timed, and you will be given time to finish. If you need help once the test has started, raise your hand and the Test Administrator *(Proctor/Teacher)* **will come to you.**

The Test Administrator *(Proctor/Teacher)* **is not allowed to provide you with any additional information during the test. The Test Administrator** *(Proctor/Teacher)* **cannot help you with any words.**

Are there any questions?

Answer student questions as needed.

ADMINISTERING THE GRADE 3 MATHEMATICS TEST

Begin with the directions on page 47 of this manual.

Session 1

Say: We are about to begin the Grade 3 Mathematics Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 6. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 1 of the Grade 3 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 3 Mathematics Test. You may review <u>only</u> Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 47 of this manual.

Session 2

Say: Now open your answer sheet to page 6. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 19 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 2 of the Grade 3 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **You may not use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 3 Mathematics Test. You may review only Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 20 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 4 MATHEMATICS TEST

Begin with the directions on page 47 of this manual.

Session 1

Say: We are about to begin the Grade 4 Mathematics Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 6. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 1 of the Grade 4 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 4 Mathematics Test. You may review <u>only</u> Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 47 of this manual.

Session 2

Say: Now open your answer sheet to page 6. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 19 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 2 of the Grade 4 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 4 Mathematics Test. You may review <u>only</u> Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 20 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 5 MATHEMATICS TEST

Begin with the directions on page 47 of this manual.

Session 1

Say: We are about to begin the Grade 5 Mathematics Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 9. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 1 of the Grade 5 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 5 Mathematics Test. You may review <u>only</u> Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 47 of this manual.

Session 2

Say: Now open your answer sheet to page 9. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 21 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 2 of the Grade 5 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 5 Mathematics Test. You may review <u>only</u> Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 22 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 6 MATHEMATICS TEST

Begin with the directions on page 47 of this manual.

Session 1

Say: We are about to begin the Grade 6 Mathematics Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 8. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 1 of the Grade 6 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 6 Mathematics Test. You may review <u>only</u> Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 47 of this manual.

Session 2

Say: Now open your answer sheet to page 8. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 21 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 2 of the Grade 6 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 6 Mathematics Test. You may review <u>only</u> Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 22 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 7 MATHEMATICS TEST

Begin with the directions on page 47 of this manual.

Session 1

Say: We are about to begin the Grade 7 Mathematics Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 8. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 1 of the Grade 7 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 7 Mathematics Test. You may review <u>only</u> Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 47 of this manual.

Session 2

Say: Now open your answer sheet to page 8. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 21 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 2 of the Grade 7 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 7 Mathematics Test. You may review <u>only</u> Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 22 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 8 MATHEMATICS TEST

Begin with the directions on page 47 of this manual.

Session 1

Say: We are about to begin the Grade 8 Mathematics Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 9. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 1 of the Grade 8 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 8 Mathematics Test. You may review <u>only</u> Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 47 of this manual.

Session 2

Say: Now open your answer sheet to page 9. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 19 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 2 of the Grade 8 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 8 Mathematics Test. You may review <u>only</u> Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 20 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 11 MATHEMATICS TEST

Begin with the directions on page 47 of this manual.

Session 1

Say: We are about to begin the Grade 11 Mathematics Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 9. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 1 of the Grade 11 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 11 Mathematics Test. You may review <u>only</u> Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 47 of this manual.

Session 2

Say: Now open your answer sheet to page 9. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 21 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 2 of the Grade 11 Nebraska State Accountability-Mathematics (NeSA-M).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **The Mathematics Reference Sheet is provided in the back of the test booklet. You may refer to this page any time during the test.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 11 Mathematics Test. You may review <u>only</u> Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 22 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

NeSA-SCIENCE ADMINISTRATION INSTRUCTIONS FOR ALL GRADES

Distribute the test booklets and answer sheets. Check to see that each student has a test booklet, his or her own answer sheet, and a No. 2 pencil. Students may use scratch paper while taking the NeSA-Science test—have scratch paper available for students to use.

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedure when administering the test. Follow the script provided below for administering the NeSA-Science paper/pencil tests.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **"Say."**

The material that is italicized is information for you and should not be read to the students.

Read the directions to the students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again."

Then read the directions again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer.

Begin the test when all students are present.

Say: Today you will take the Nebraska State Accountability Science Test. Give this test your best effort. Some questions will be easy; others will be more difficult. Be sure to read the entire question and ALL of the answer choices carefully. If you really do not know the answer to a question, use your best test-taking skills to eliminate some answer choices. Then choose the best answer from the ones that remain. Remember there is no penalty for guessing. You CAN skip questions and come back to them if you need more time.

There are two test sessions. The test sessions are not timed, and you will be given time to finish. If you need help once the test has started, raise your hand and the Test Administrator *(Proctor/Teacher)* **will come to you.**

The Test Administrator *(Proctor/Teacher)* **is not allowed to provide you with any additional information during the test. The Test Administrator** *(Proctor/Teacher)* **cannot help you with any words.**

Are there any questions?

Answer student questions as needed.

ADMINISTERING THE GRADE 5 SCIENCE TEST

Begin with the directions on page 63 of this manual.

Session 1

Say: We are about to begin the Grade 5 Science Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 11. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 1 of the Grade 5 Nebraska State Accountability-Science (NeSA-S).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 5 Science Test. You may review <u>only</u> Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 63 of this manual.

Session 2

Say: Now open your answer sheet to page 11. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 17 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 2 of the Grade 5 Nebraska State Accountability-Science (NeSA-S).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **You may not use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 5 Science Test. You may review only Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 18 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 8 SCIENCE TEST

Begin with the directions on page 63 of this manual.

Session 1

Say: We are about to begin the Grade 8 Science Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 11. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 1 of the Grade 8 Nebraska State Accountability-Science (NeSA-S).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 8 Science Test. You may review <u>only</u> Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 63 of this manual.

Session 2

Say: Now open your answer sheet to page 11. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 19 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 2 of the Grade 8 Nebraska State Accountability-Science (NeSA-S).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **You may not use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 8 Science Test. You may review only Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 20 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

ADMINISTERING THE GRADE 11 SCIENCE TEST

Begin with the directions on page 63 of this manual.

Session 1

Say: We are about to begin the Grade 11 Science Test. Please check the cover of your answer sheet and make sure that your name is either on the label or filled in on the cover. Raise your hand if you do not have the correct answer sheet or if you need help filling in the student-identifying information on the front cover of your answer sheet.

Assist students as needed.

Say: Now open your answer sheet to page 11. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Also open your test booklet to page 3. You should see the directions in your test booklet. Raise your hand if you need help finding the directions.

Assist students as needed.

Say: We will read the directions together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 1 of the Grade 11 Nebraska State Accountability-Science (NeSA-S).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **You may <u>not</u> use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 1, you have finished Session 1 of the Grade 11 Science Test. You may review <u>only</u> Session 1 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

At the end of Session 1, I will collect your test booklets and answer sheets. When you are finished with the test, you may sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 4 of your test booklet. You are now ready to begin the test.

Assist students as needed.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

Begin with the directions on page 63 of this manual.

SESSION 2

Say: Now open your answer sheet to page 11. You will mark all of your answers on this page in your answer sheet. Do not make any stray marks on the answer sheet.

Turn to the directions on page 17 of your test booklets. We will read the directions for Session 2 together. Please follow along as I read aloud.

"On the following pages of your test booklet are multiple-choice questions for Session 2 of the Grade 11 Nebraska State Accountability-Science (NeSA-S).

Each question will ask you to select an answer from among four choices. These questions will be found in your test booklet.

For all questions:

- **Read each question carefully and choose the best answer.**
- **You may use scratch paper to solve the problems.**
- **You may not use a calculator on this test.**
- **Be sure to answer ALL the questions on your answer sheet.**
- **Only one of the answers provided is the correct response.**

When you come to the word STOP at the end of Session 2, you have finished Session 2 of the Grade 11 Science Test. You may review only Session 2 to check your answers. Make sure you have marked all of your answers clearly and that you have completely erased any marks you do not want. When you are finished, put your answer sheet inside your test booklet and close your test booklet."

This will be the end of Session 2. I will collect your test booklets and answer sheets. You will be dismissed after everyone has finished with the test. Sit quietly or read your book until I dismiss you.

Are there any questions?

Answer student questions as needed.

Say: Turn to page 18 in your test booklet. You are now ready to begin the test.

While students are working, walk around the room to see that they are following directions and that they are not looking at any other student's test. Do not read or give help on specific test questions. As students complete the test, please follow your school's plan for dismissing students.

APPENDIX A. SUGGESTIONS FOR A SMOOTH TESTING PROCESS

- Start testing preparations early, and plan ahead, and assign a building coordinator.
- Gather testing materials as soon as online tools/booklets are available. Keep secure and in a locked room.
- Read all security requirements; building principals and District Assessment Contacts should sign the security agreement and return to NDE.
- Attend training. Prepare to train all test administrators and proctors.
- Examine student lists for accuracy and building assignments. Verify all NSSRS testing rosters.
- Take advantage of all practice test opportunities.
- Develop scheduling plan for testing window: March 21 – May 6, 2016.
- Establish a testing setting that matches the instructional setting as much as possible (for example, an auditorium setting for testing is not like a classroom setting).
- Protect instructional time as much as possible.
- Do not wait until the end of the testing window to begin testing.
- Avoid Mondays as test days.
- Communicate the testing plan with all staff.
- Communicate the importance of the test with staff and with students.
- For online testing, prepare the computer room setting or the laptops ahead of time.
- Prepare signs for the doors, "Testing in Progress."
- Assign one proctor for every 12 students being tested for large groups.
- Encourage students to do their best.
- Develop a consistent building plan for what students are to do when they are done with the test.
- Follow the scripted directions for all testing, both online and paper/pencil.
- Use common sense.

APPENDIX B. NeSA SECURITY PROCEDURES

Security Procedures

This document should be shared with all staff, particularly those who administer state tests.

Introduction

The security of state administered assessments is of the utmost importance to the Nebraska Department of Education. This document outlines the state's expectations and procedures on test booklet and online security, test administration security, and the identification and reporting of test security violations. Breaches in test security must be quickly identified and reported to the Nebraska Department of Education. This document explains to participants at the school, district, and state levels how to identify breaches in test security and what actions should be taken in response to those breaches.

Test Security

District Assessment Contacts, School Test Coordinators, and Test Administrators share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. The Nebraska Statewide Accountability (NeSA) Tests are to be administered by professional staff members who have been oriented in the proper test administration procedures for NeSA.

The NeSA tests are confidential and proprietary and are owned by the Nebraska Department of Education. The test content is not to be viewed by anyone prior to the test administration. Only students being tested are allowed access to the test at the time of testing. Once a test is started during test administration, only the student taking the test is allowed to view that student's booklet or screen. No testing materials are to be reproduced. No test materials are to be accessed outside the school building except under conditions approved by the Nebraska Department of Education.

The NeSA tests rely on the measurement of individual achievement. Any deviation from testing procedures meant to ensure validity and security (group work, teacher coaching, pre-teaching or pre-release of the test items, etc.) would be a violation of test security. District and school personnel with access to the test materials must not discuss, disseminate, or otherwise reveal the contents of the tests to anyone. Teachers, Proctors, Test Administrators, or other district or school personnel may not read test items aloud, silently, to themselves, or to another individual or student group. Parents/guardians may not read test items under any circumstances.

While some of the guidelines below apply mainly to Test Administrators, it is important for all personnel involved in testing to be aware of these procedures.

Do's

Do eliminate all cell phones and electronic devices.

Do attend any district or school training for the administration of the test in order to be properly informed of the procedures to follow, including securing test materials.

Do move around the testing site to ensure students are adhering to the instructions given.

Do collect scratch paper and return it to the School Test Coordinator for secure destruction.

Do follow appropriate accommodation procedures as found in the "Nebraska NeSA Approved Accommodations Document."

Do make students feel comfortable and relaxed.

Do escort all students and carry all secure testing materials to alternate site for extended time, etc.

Do have test booklets or test tickets/online set-up ready for students ahead of time.

Do remove from the wall all curriculum materials that relate to the tested content.

Do maintain standardized testing procedures.

Don'ts

Do not discuss, disseminate, or otherwise reveal the contents of the test to anyone.

Do not keep, copy, reproduce, or use any reading, mathematics, or science test, test item, any specific test content, or examine responses to an item or any section of a secured test in any manner inconsistent with the instructions provided by and through the Nebraska Department of Education.

Do not leave students unattended with testing materials.

Do not possess any secure test materials at any time other than during the actual administration of the test. Test Administrators should be given their secure materials the morning of the administration of the test and materials must be counted and collected at the end of each day of testing.

Do not allow students to leave the testing site with test materials for any reason.

Do not allow students to look ahead to the second session before being instructed to do so.

Do not coach or provide feedback in any way, which includes answering any questions relating to the contents.

Do not alter, influence, or interfere with a test response in any way or instruct the student to do so. Students who move to alternate testing sites for an extended time should be escorted and school personnel should carry all secure testing materials to the new testing location.

Do not fill any unanswered item or provide actual answers to students.

Do not return any test booklet or answer sheet to any student after it has been turned in to the Test Administrator except in the case of students going to another testing site for an extended time. (Note: If, after the student returns the test booklet and answer sheet, it is noticed that not all of the test items were answered, the test booklet and answer sheet cannot be returned to the student to complete.)

Do not place students in situations in which they can discuss test items or answers.

Test Security Agreement

The DAC and principal of each school participating in the NeSA Tests must complete a Test Security Agreement. The Building Principal Security Agreement and District Assessment Contact Confidentiality of Information Agreement was sent by Echosign. Every principal and DAC must have signed a security agreement to participate in NeSA testing.

Breaches in Test Security

The Test Security Procedure for the Nebraska State Accountability-NeSA establishes guidelines for dealing with breaches in test security. Breaches may include student impropriety, test violations, educator misconduct, or the mishandling of test materials. In order to maintain the integrity of the test, there must be strict adherence to the rules and procedures for administering the test.

Reporting and Investigating Test Security Violations

Any identification or suspected violation of defined testing procedures must be reported immediately. If a student suspects a breach in test security the student should report the alleged incident to a teacher or administrator. If a teacher, parent, assessment administrator, or school administrator suspects a breach in test security, he or she should report the alleged incident in writing to the district's superintendent or the Nebraska Statewide Assessment and Accountability Office.

In the case of a test contractor suspecting a breach in test security, the suspected tests should be "flagged." The contractor's scoring director and project manager will then review the flagged tests and determine whether a test security breach has occurred. The test contractor should immediately notify the Nebraska Statewide Assessment and Accountability Office of any test security breach and send them a summary file of the flagged student work.

As soon as a suspected test security breach has been verified either by the test contractor or the Nebraska Department of Education, a district superintendent or designee of the investigation will have 45 days to complete a report. The report will be sent to the Nebraska Statewide Assessment and Accountability Office indicating the following:

- The details of the investigation
- The findings
- The action taken by the school, administrators, and/or district, if any.

Upon completion of the report, the superintendent should return any student answer documents involved in the incident to the contractor with the other student answer documents.

Consequences of Test Security Violations

School districts are responsible for conducting the investigation and taking appropriate actions in response to breaches in test security. NDE may, at the discretion of the Statewide Assessment Director, initiate a formal educator misconduct investigation that may result in disciplinary action. In addition, NDE may invalidate any or all test scores involved in the investigation.

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PAPER/PENCIL MANUAL FOR TEST COORDINATORS AND ADMINISTRATORS

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