

**Spring 2024 Human-Reader Scripts for  
Paper-Based and Computer-Based Testing  
NM-MSSA Grades 3–8 Mathematics and ELA, English and Spanish  
(excerpted from the Spring 2024 *Test Administrator's Manual*)**



## 6. NM-MSSA CBT Directions and Scripts

### 6.1 NM-MSSA CBT—Mathematics & ELA (English) Session 1

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:** Student Login Tickets, sharpened pencils with erasers, and scratch paper; refer to [section 4.3.2](#) for other materials that may be permitted.

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 4.3.1](#).

**Note:** Reference/formula sheets are not needed for Mathematics tests.

**SAY You are not allowed to have a cell phone or other electronic device during testing.**  
[Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students' devices according to the procedure at your school.]

**SAY If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

**Make sure your computer is turned on. Do not open any other programs.** [If necessary, wait for workstations to boot up.]

**SAY Now double-click the “New Mexico Public Education Department Assessments” icon on your desktop. Once the program opens, you will see a student login page.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help accessing the portal. Remember, no other programs should be running while the testing kiosk is being launched.

**SAY Each of you should see the student sign-in page on your screen. Raise your hand if you do not see the sign-in page.**

Work with students who need extra help accessing the sign-in page. Remember, no other programs should be running while the students are launching the kiosk.

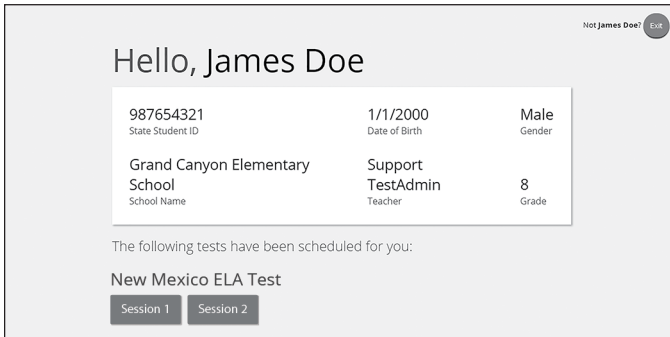
Distribute the Student Login Tickets. Post the Session 1 Access Code at the front of the room.

**SAY You have been given a test ticket with your name and test login information. Check the ticket to be sure you have your own. If someone else’s name is on the ticket, raise your hand.**

If any students have the wrong ticket, make the correction.

**SAY Carefully type the username and password in the sign-in screen exactly as it appears on the ticket. Then click the *Sign In* button. Keep your login ticket on your desk. It will be collected at the end of this test.**

If you have successfully logged in, you will see the word “Hello” followed by your name. Verify that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.



Work with any students who may need extra help logging in to the program.

**SAY** Click the blue button that says **Session 1**.

**You will now enter a Session Access Code in the box labeled “Session Access Code.” The code is [read the Session Access Code to the students and direct them to the posted version]. Enter the code now, and then click *Submit*. Do not go on until you are instructed to do so.**

**The page you are on should be titled “Session 1 Directions.”** [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

**SAY** Follow along as I read them aloud.

➡ [If administering Mathematics, say the following.]

**Today you will take a test in mathematics.**

**For this test, you will answer selected-response and constructed-response questions.**

**Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best.**

**If you are not sure of the answer to a question, you should still try to answer it.**

**You may NOT use a calculator to answer the questions in this section.**

➡ [If administering ELA, say the following.]

**Today you will take a test in reading.**

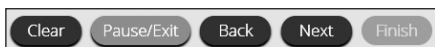
**For this test, you will read passages and then answer questions about the passages.**

**Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best.**

**If you are not sure of the answer to a question, you should still try to answer it.**

**Are there any questions?** [If there are any procedural questions, reread the directions.]

SAY Now click the *Continue* button and we will go over some tools and navigation instructions together. The first question in Session 1 should be showing on your screen. Look at the buttons on the bottom right of the screen.



These are your navigation buttons. *Clear* will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to clear the current question.

*Pause/Exit* will take you to another screen, where you will have the option to pause the test, exit the test, or cancel. If you select *Pause Test*, a timer will begin to count down from 60 minutes. To return to your test within that 60 minutes, enter your password and click *Resume*. Any sketch or highlighting you did before pausing will still be there when you resume. If you do not return within 60 minutes after pausing, or if you select *Exit Test*, you will be exited from the test. Any sketch or highlighting will be deleted. To resume testing, you will need to log in again using your username and password and the session access code. [If 60 minutes have elapsed, the proctor password will also be required.]

Clicking the *Next* button will take you to the next question. Click the *Next* button now. Clicking the *Back* button will take you to the previous item. Click the *Back* button now. You can bookmark any item to go back to later by clicking on the star next to the item number in the upper left of the screen, next to the question number. Click this star now.

Another way to navigate through the form is by using the Test Map. You can access the Test Map by clicking the down arrow next to the question number at the top left of the screen. Click this arrow now.

The Test Map is a visual representation of all of the questions on the test. Answered questions will appear blue; questions you have viewed, but not answered are red; bookmarked questions have a yellow star next to them; and questions that have not been visited are gray. (Notice that you have a bookmarked question.) Clicking a question number will take you directly to that question on the test. You can pause the test, return to the test, or turn in your test from the Test Map.

Click the first question number on your test map. You are now back to the first question in Session 1. Click the bookmark star to remove the bookmark.

In the lower-left corner is your toolbox. There you will see several tools available to use on this test.



The Answer Eliminator tool looks like lines with an X over them. This tool allows you to put a red X through answer choices on multiple choice items. Click the tool to enable it. Then click answer choice "A." A red X will appear over the answer choice, and you will not be able to select it as the correct answer. If you change your mind, you can remove the red X by clicking it. Click answer choice "A" now to remove the red X. When you are ready to select the correct answer, you must first click the Answer Eliminator tool in the toolbar to disable it. Click the tool now.



The Notepad tool looks like a pencil and a pad of paper. You can use the Notepad tool to make notes, plan your response, or work out questions. You can also copy and paste from the Notepad into the constructed-response answer space. Notes typed in the Notepad tool will NOT be saved or scored, so you must type your answer in the designated answer space.

Click the Notepad tool now. You can move the Notepad by clicking in the dark band at the bottom and dragging to the new location. You can also resize the Notepad by clicking the right corner of the band and dragging out or in. Click the “X” in the upper-right corner of the Notepad tool to close it.



The Line Reader tool has the letters “abc.” This tool provides a small window that you can move up and down the page to cover some of the words to help with reading.



The Sketch tool looks like a pencil. Clicking on it will open a toolbox containing several colored pencils, an eraser, and a highlighter. Use this tool to highlight parts of the passage or question that you want to stand out. Do not use it to write your answers. Click this tool now.



Now, click the yellow highlighter and highlight a word in the item. Now click the blue pencil and circle a word in the item. You can erase the marks you just made by clicking the eraser and then clicking the mark. Click the “X” in the upper right corner of the tool to close the Sketch tool.



The Text Highlight tool looks like a highlighter. This tool will allow you to select specific words you want to highlight.



From the pop-up menu, you can choose to highlight text or use the eraser to remove some or all of the highlighted text.

In addition to these tools, some words on the test may have a small book next to them. You can click on the book to open a pop-up glossary that will provide you with the definition of the word.

➔ [If administering ELA, say the following.]

Passages will appear on the left of your screen, and questions will appear on the right of your screen. Some questions go with multiple passages. You may switch between different passages by clicking the passage tabs above the passages.

Whenever you begin a new question, Passage 1 will appear on the left of your screen. Every time you see a question about Passage 2, you will need to click on the tab that says “Passage 2” to read the text.

When you come to the last item in the test, you will see the *Finish* button on the bottom right of the screen. Once you have answered the last item, click *Finish* to be taken to the Test Map.



You may click any question to return directly to that specific question or click *Return to test* to go back to the last question in the test.

When you have answered all of the questions, click *Turn In* twice.



**Are there any questions about available tools and navigation?** [If there are any procedural questions, reread the directions.]

**SAY** **Begin with the first question in Session 1. Work until you reach the end of this session.**

**Does everyone understand what to do?** [If there are any procedural questions, reread the directions.]

**SAY** **You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can.**

**When you are finished with this session, make sure you have clicked *Finish* and then *Turn In*. You will be asked if you are sure you want to turn in your test. Click *Turn In* if you are sure. By clicking *Turn In* you will ensure all of your answers are submitted and you will not be able to access this session again. When you have successfully turned in your test, you will see the “Hello” screen again, with Session 1 crossed out. Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY** **You may begin.**

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students’ responses.

If a student sees the following error message when they attempt to turn in their test, please take the steps outlined in Appendix D or contact the Cognia Service Desk at 877-676-6722.

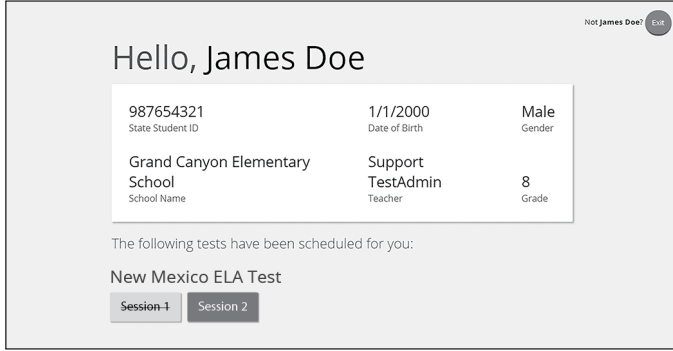
**Please raise your hand and notify your proctor.**

A connection to the network could not be established. Your test has been saved offline.

After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY** **If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time.** [Explain to students how extended time is to be handled in your school.]

**SAY** Now click the red *Exit* button in the upper-right corner.



**This completes Session 1. Please wait quietly at your seat while I collect the scratch paper, pencils, and Student Login Tickets.** [Collect the scratch paper, pencils, and tickets from the students.]



**If you will immediately continue with the next session,** provide students with a short break and proceed to the directions in [section 6.2](#) for Mathematics or [section 6.3](#) for ELA.

**If you will not immediately continue with the next session,** instruct the students to log out of their computers, and shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in central, secure, and locked storage until the next testing session.



## 6.2 NM-MSSA CBT—Mathematics (English) Session 2

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:** Student Login Tickets, sharpened pencils with erasers, and scratch paper; refer to [section 4.3.2](#) for other materials that may be permitted.

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 4.3.1](#).

**Note:** Reference/formula sheets are not needed for Mathematics tests.

**SAY** **You are not allowed to have a cell phone or other electronic device during testing.**  
 [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students' devices according to the procedure at your school.]

**SAY** **If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

**Make sure your computer is turned on. Do not open any other programs.** [If necessary, wait for workstations to boot up.]

**SAY** **Now double-click the “New Mexico Public Education Department Assessments” icon on your desktop. Once the portal opens, you will see a student login page.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help accessing the portal. Remember, no other programs should be running while the testing kiosk is being launched.

**SAY** **Each of you should see the student sign-in page on your screen. Raise your hand if you do not see the sign-in page.**

Work with students who need extra help accessing the sign-in page. Remember, no other programs should be running while students are launching the kiosk.

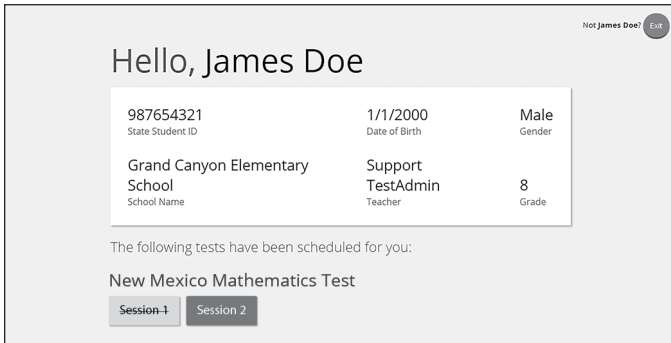
Distribute the Student Login Tickets. At the front of the room, post the Session Access Code for Session 2.

**SAY** **You have been given a test ticket with your name and test login information. Check the ticket to be sure you have your own. If someone else’s name is on the ticket, raise your hand.**

If any students have the wrong ticket, make the correction.

**SAY** **Carefully type the username and password in the sign-in screen exactly as it appears on the ticket. Then click the *Sign In* button. Keep your login ticket on your desk. It will be collected at the end of this test.**

If you have successfully logged in, you will see the word “Hello” followed by your name. Verify that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.



Work with any students who may need extra help logging in to the program.

**SAY** Click the blue button that says **Session 2**.

**You will now enter a Session Access Code in the box labeled “Session Access Code.” The code is** [read the Session Access Code to the students and direct them to the posted version]. **Enter the code now, and then click Submit. Do not go on until you are instructed to do so.**

**The page you are on should be titled “Session 2 Directions.”** [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

**SAY** Follow along as I read them aloud.

**Today you will take a test in mathematics.**

**For this test, you will answer selected-response and constructed-response questions.**

**Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best.**

**If you are not sure of the answer to a question, you should still try to answer it.**

**You MAY use a calculator to answer the questions in this section.**

**Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY** Begin with the first question in **Session 2**. Work until you reach the end of this session.

**A calculator tool will appear in the toolbox in the lower left corner of your screen. You may use it to help answer questions during this session of the test.**

**You may go back to any of the questions in this session to review your answers. Does everyone understand what to do?** [If there are any procedural questions, reread the directions.]

**SAY** You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can.

**When you are finished with this session, make sure you have clicked *Finish* and then *Turn In*. You will be asked if you are sure you want to turn in your test. Click *Turn In* if you are sure. By clicking *Turn In* you will ensure all of your answers are submitted and you will not be able to access this session again. When you have successfully turned in your test, you will see the “Hello” screen again, with Session 2 crossed out. Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY You may begin.**

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students’ responses.

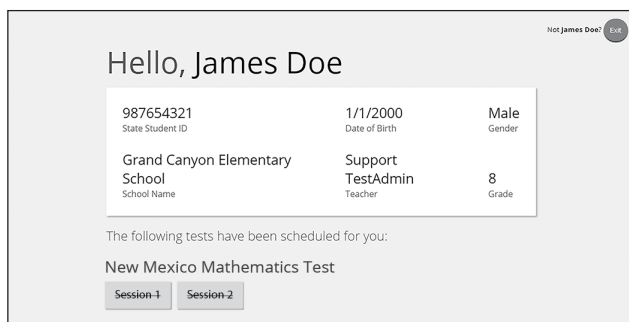
If a student sees the following error message when they attempt to turn in their test, please take the steps outlined in Appendix D or contact the Cognia Service Desk at 877-676-6722.



After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time.** [Explain to students how extended time is to be handled in your school.]

**SAY Now click the red *Exit* button in the upper-right corner.**



**SAY This completes Session 2. Please wait quietly at your seat while I collect the scratch paper, pencils, and Student Login Tickets.** [Collect the scratch paper, pencils, and tickets from the students.]



Instruct the students to log out of their computers, and shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in central, secure, and locked storage until the next testing session or until they are ready to be turned over to the STC.

## 6.3 NM-MSSA CBT—ELA (English) Session 2

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:** Student Login Tickets, sharpened pencils with erasers, and scratch paper; refer to [section 4.3.2](#) for other materials that may be permitted.

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 4.3.1](#).

- SAY You are not allowed to have a cell phone or other electronic device during testing.** [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students' devices according to the procedure at your school.]
- SAY If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**
- Make sure your computer is turned on. Do not open any other programs.** [If necessary, wait for workstations to boot up.]
- SAY Now double-click the “New Mexico Public Education Department Assessments” icon on your desktop. Once the portal opens, you will see a student login page.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help accessing the portal. Remember, no other programs should be running while the testing kiosk is being launched.

- SAY Each of you should see the student sign-in page on your screen. Raise your hand if you do not see the sign-in page.**

Work with students who need extra help accessing the sign-in page. Remember, no other programs should be running while students are launching the kiosk.

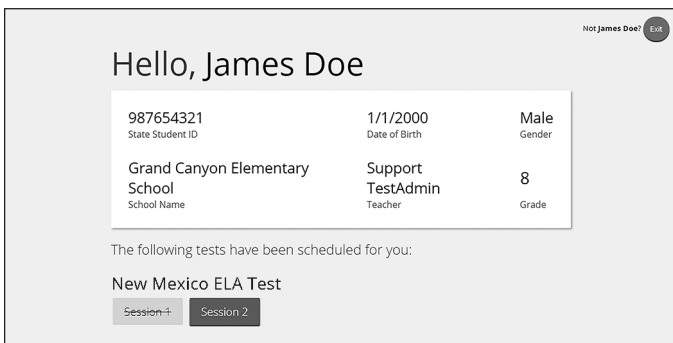
Distribute the Student Login Tickets. Post the Session 2 Access Code at the front of the room.

- SAY You have been given a test ticket with your name and test login information. Check the ticket to be sure you have your own. If someone else’s name is on the ticket, raise your hand.**

If any students have the wrong ticket, make the correction.

- SAY Carefully type the username and password in the sign-in screen exactly as it appears on the ticket. Then click the *Sign In* button. Keep your login ticket on your desk. It will be collected at the end of this test.**

If you have successfully logged in, you will see the word “Hello” followed by your name. Verify that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.



Work with any students who may need extra help logging in to the program.

**SAY Click the blue button that says Session 2.**

**You will now enter a Session Access Code in the box labeled “Session Access Code.” The code is [read the Session Access Code to the students and direct them to the posted version]. Enter the code now, and then click Submit. Do not go on until you are instructed to do so.**

**The page you are on should be titled “Session 2 Directions.”** [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

**SAY Follow along as I read them aloud.**

**Today you will take a test in writing and language.**

**For this test, you will read passages and answer questions. Some of the questions might ask about how to improve the passage. Other questions might ask you to correct errors in the passage. Some questions may have more than one passage to read before answering or writing your response. There will also be an additional resource to provide tips for writing your response to the Writing Prompt.**

**Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best.**

**If you are not sure of the answer to a question, you should still try to answer it.**

**Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY Begin with the first question in Session 2. Work until you reach the end of this session.**

**You may go back to any of the questions in this session to review your answers. Does everyone understand what to do?** [If there are any procedural questions, reread the directions.]

**SAY** You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can.

When you are finished with this session, make sure you have clicked *Finish* and then *Turn In*. You will be asked if you are sure you want to turn in your test. Click *Turn In* if you are sure. By clicking *Turn In* you will ensure all of your answers are submitted and you will not be able to access this session again. When you have successfully turned in your test, you will see the “Hello” screen again, with Session 2 crossed out. Are there any questions? [If there are any procedural questions, reread the directions.]

**SAY** You may begin.

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students’ responses.

If a student sees the following error message when they attempt to turn in their test, please take the steps outlined in Appendix D or contact the Cognia Service Desk at 877-676-6722.

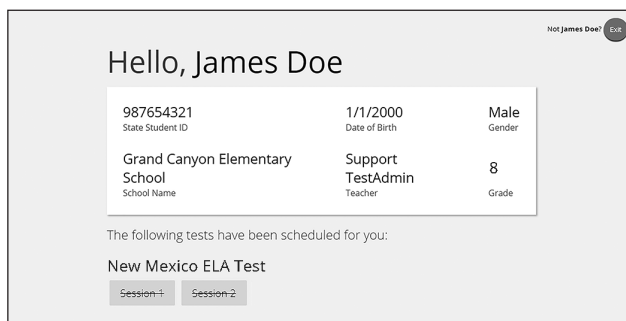
**Please raise your hand and notify your proctor.**

A connection to the network could not be established. Your test has been saved offline.

After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY** If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time. [Explain to students how extended time is to be handled in your school.]

**SAY** Now click the red *Exit* button in the upper-right corner.



**SAY** This completes Session 2. Please wait quietly at your seat while I collect the scratch paper, pencils, and Student Login Tickets. [Collect the scratch paper, pencils, and tickets from the students. Instruct the students to log out of their computers, and shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in central, secure, and locked storage until they are ready to be turned over to the STC.]



## 6.4 NM-MSSA CBT—Mathematics & SLA (Spanish) Session 1

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:** Student Login Tickets, sharpened pencils with erasers, and scratch paper; refer to [section 4.3.2](#) for other materials that may be permitted.

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 4.3.1](#).

**Note:** Reference/formula sheets are not needed for Mathematics tests.

**SAY** **Está prohibido tener teléfonos celulares u otros aparatos electrónicos durante la prueba.** [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **Si tienen un teléfono celular o un aparato electrónico, apáguelo ahora y levanten la mano.** [Collect and store students' devices according to the procedure at your school.]

**SAY** **Si se les encuentra un teléfono celular u otro aparato electrónico durante la prueba, les será confiscado y se revisará su contenido.**

**Asegúrense de que su computadora esté encendida. No abran ningún otro programa.** [If necessary, wait for workstations to boot up.]

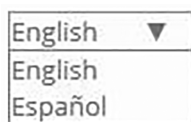
**SAY** **Ahora, hagan doble clic en el ícono de “New Mexico Public Education Department Assessments” en su escritorio virtual o *desktop*. Una vez que el programa abra, verán una página de inicio de sesión para el estudiante.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help accessing the portal. Remember, no other programs should be running while the testing kiosk is being launched.

**SAY** **Cada uno de ustedes debe estar viendo la página de inicio de sesión para el estudiante en su pantalla. Levanten la mano si no pueden ver la página de inicio de sesión.**

Work with students who need extra help accessing the sign-in page. Remember, no other programs should be running while students are launching the kiosk.

**SAY** **En la esquina inferior izquierda de la pantalla de inicio de sesión, hay un cuadro desplegable que dice “English” con una flecha al lado. Hagan clic en la flecha y luego seleccionen “Español”. Las palabras en la pantalla de inicio de sesión ahora deben estar en español. Levanten la mano si el texto en su pantalla no está en español.**



Work with students who need help changing the language to Spanish.

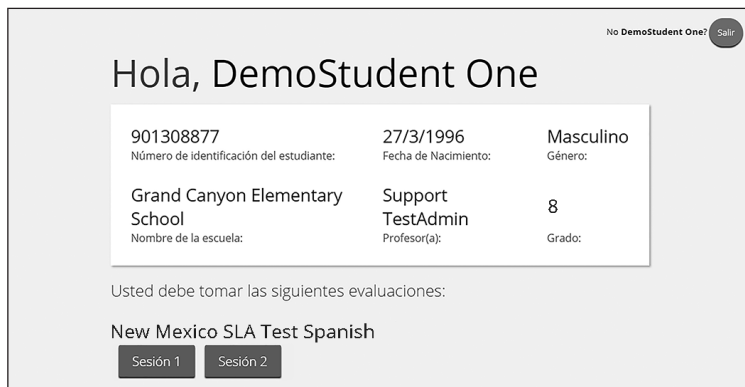
Distribute the Student Login Tickets. Post the Session 1 Access Code at the front of the room.

**SAY** **Ustedes recibieron un boleto de prueba con su nombre y los datos para acceder al sistema. Revisen el boleto para asegurarse de que sea el suyo. Levanten la mano si aparece el nombre de otra persona en el boleto.**

If any students have the wrong ticket, make the correction.

**SAY** Escriban cuidadosamente el nombre de usuario y la contraseña en la pantalla de inicio de sesión, tal y como aparecen en el boleto. Luego hagan clic en el botón de Iniciar sesión. Conserven su boleto de inicio de sesión sobre su escritorio porque el boleto se recogerá al terminar esta prueba.

Si pudieron iniciar la sesión, verán la palabra “Hola”, seguida de su nombre. Verifiquen que su nombre, su número de identificación del estudiante para la prueba y su fecha de nacimiento sean correctos. Levanten la mano si la información que aparece en la pantalla está incorrecta.



Work with any students who may need extra help logging in to the program.

**SAY** Hagan clic en el botón azul que dice Sesión 1.

**Ahora escribirán un código de acceso a la sesión en la casilla que dice “Código de acceso a la sesión”. El código es** [read the Session Access Code to the students and direct them to the posted version]. **Escriban el código ahora y luego hagan clic en *Enviar*. No empiecen sino hasta que se les indique.**

**SAY** La página en la que se encuentran debe llamarse “Sesión 1, Instrucciones”. [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

**SAY** Vayan siguiéndolas mientras yo las leo en voz alta.

➡ [If administering Mathematics, say the following.]

**Hoy vas a tomar una prueba de matemáticas.**

**En esta prueba, vas a responder preguntas de opción múltiple y preguntas de respuesta abierta.**

**Algunas de las preguntas pueden parecer diferentes de las preguntas que has visto antes y es posible que algunas preguntas se refieran a información nueva para ti, pero es importante que contestes lo mejor que puedas.**

**Aun si no estás seguro de la respuesta a una pregunta, debes tratar de responderla.**

**NO puedes usar calculadora para responder las preguntas de esta sesión.**



➡ [If administering SLA, say the following.]

**Hoy vas a tomar una prueba de lectura.**

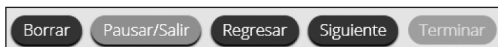
**En esta prueba, vas a leer pasajes y luego vas a contestar preguntas acerca de los pasajes.**

**Algunas de las preguntas pueden parecer diferentes de las preguntas que has visto antes y es posible que algunas preguntas se refieran a información nueva para ti, pero es importante que contestes lo mejor que puedas.**

**Aun si no estás seguro de la respuesta a una pregunta, debes tratar de responderla.**

**¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY** **Ahora, hagan clic en el botón de *Continuar*. Repasaremos juntos algunas de las herramientas y las instrucciones de navegación. La primera pregunta en la Sesión 1 debe aparecer en su pantalla. Vean los botones de la parte inferior derecha de la pantalla.**



**Estos son sus botones de navegación. El botón de *Borrar* borrará sus respuestas a las preguntas en la página. Si hacen clic en este botón, se les preguntará si están seguros de que quieren borrar esa respuesta.**

**El botón de *Pausar/Salir* los llevará a otra pantalla donde tendrán la opción de pausar, salir de la prueba o cancelarla. Si seleccionan *Pausar la prueba*, un cronómetro comenzará a contar 60 minutos. Para volver a la prueba dentro de esos 60 minutos, ingresen su contraseña y hagan clic en *Reanudar*. Cualquier bosquejo o dibujo que hayan hecho o texto que hayan resaltado antes de hacer una pausa en la prueba todavía estará ahí cuando continúen. Si no vuelven a la prueba dentro de los 60 minutos siguientes al momento en que hicieron una pausa en la prueba, o si seleccionan *Salir de la prueba*, saldrán de la prueba. Cualquier bosquejo o dibujo que hayan hecho o texto que hayan resaltado se borrará. Para reanudar la prueba, deberán iniciar su sesión nuevamente usando su nombre de usuario y contraseña y el código de acceso a la sesión.** [If 60 minutes have elapsed, the proctor password will also be required.]

**El botón de *Siguiente* los llevará a la pregunta siguiente. Hagan clic en el botón de *Siguiente* ahora. El botón de *Regresar* los llevará a la pregunta anterior. Hagan clic en el botón de *Regresar* ahora. Ustedes pueden añadir a sus favoritos cualquier pregunta para regresar a ella más tarde haciendo clic en la estrella que aparece enseguida del número de la pregunta en la parte superior izquierda de la pantalla. Hagan clic en la estrella ahora.**

**Otra manera de navegar por la prueba es utilizando el Mapa de la prueba. Ustedes pueden acceder al Mapa de la prueba haciendo clic en la flecha que está apuntando hacia abajo enseguida del número de la pregunta en la parte superior izquierda de la pantalla. Hagan clic en la flecha ahora.**

El Mapa de la prueba es una representación visual de todas las preguntas del examen. Las preguntas ya contestadas aparecerán en azul; las preguntas que ya han visto pero no han contestado, en rojo; las preguntas añadidas a sus favoritos tendrán una estrella amarilla a un lado; y las preguntas que no han visto aún aparecerán en gris (observen que tienen una pregunta añadida a sus favoritos). Al hacer clic en el número de una pregunta, esto los llevará directamente a esa pregunta. Pueden hacer una pausa en la prueba, volver a la prueba o entregar su prueba desde el Mapa de la prueba.

Hagan clic en el número de la primera pregunta en el mapa de la prueba. Ahora ya están otra vez en la primera pregunta de la Sesión 1. Hagan clic en la estrella de sus favoritos para borrarla.

En la esquina inferior izquierda encontrarán su caja de herramientas. Allí verán varias herramientas disponibles para usar en esta prueba.



La herramienta para Eliminar la respuesta muestra unas líneas con una X sobre ellas. Esta herramienta les permite poner una X en rojo en las opciones de respuesta en preguntas de opción múltiple. Hagan clic en la herramienta ahora para activarla. Después hagan clic en la opción de respuesta "A". Una X en rojo aparecerá sobre la respuesta elegida y no podrán seleccionarla como la respuesta correcta. Si cambian de opinión, pueden eliminar la X en rojo haciendo clic en ella. Hagan clic en la opción de respuesta "A" ahora para eliminar la X en rojo. Cuando estén listos para seleccionar la respuesta correcta, primero deben hacer clic en la herramienta para Eliminar respuestas de la barra de herramientas para desactivarla. Hagan clic en la herramienta ahora.



La herramienta de la Libreta de notas parece un lápiz y una libreta de papel. Pueden usar la herramienta de la Libreta de notas para escribir notas, planificar su respuesta o resolver las preguntas. También pueden copiar y pegar el contenido de la libreta en el espacio de respuesta para las preguntas abiertas. Los apuntes que hagan en la herramienta de la Libreta de notas NO se guardarán ni se calificarán, así que tienen que escribir su respuesta en el espacio designado.

Hagan clic en la herramienta de la Libreta de notas ahora. Pueden mover la libreta haciendo clic en la línea oscura que aparece en la parte de abajo de la libreta y arrastrándola a su nueva ubicación. También pueden cambiar el tamaño de la libreta haciendo clic en la esquina derecha de la línea oscura y arrastrándola hacia adentro o hacia afuera. Hagan clic en la "X" que aparece en la esquina superior derecha de la herramienta de la Libreta de notas para cerrarla.



La herramienta Regla de lectura tiene las letras "abc". Esta herramienta proporciona una pequeña ventana que pueden mover hacia arriba y hacia abajo de la página para cubrir algunas de las palabras y ayudarles a leer.



La herramienta de Dibujo parece un lápiz. Al hacer clic en ella, se abrirá una caja de herramientas que contiene varios lápices de colores, un borrador y un marcador. Usen esta herramienta para resaltar partes del párrafo o pregunta que quieran destacar. No la usen para escribir sus respuestas. Hagan clic en esta herramienta ahora.



Ahora, hagan clic en el marcador amarillo y marquen una palabra en la pregunta. Ahora hagan clic en el lápiz azul y encierren en un círculo una palabra de la pregunta. Pueden borrar las marcas que acaban de hacer haciendo clic en el borrador y luego haciendo clic en la marca. Hagan clic en la "X" en la esquina superior derecha de la herramienta de Dibujo para cerrarla.



La herramienta Resaltar texto parece un marcador. Esta herramienta les permitirá seleccionar palabras específicas que quieran resaltar.



Desde el menú que aparece cuando hacen clic en esta herramienta pueden resaltar el texto o usar el borrador para eliminar una parte o todo el texto resaltado.

Además de estas herramientas, algunas palabras en la prueba pueden tener un pequeño libro al lado. Si hacen clic en el libro, se abrirá un glosario emergente que les proporcionará la definición de la palabra.

➡ [If administering SLA, say the following.]

Los pasajes aparecerán a la izquierda de la pantalla y las preguntas aparecerán a la derecha de la pantalla. Algunas preguntas se refieren a varios pasajes. Pueden cambiar de un pasaje a otro haciendo clic en las pestañas que están en la parte de arriba de los pasajes.

Cada vez que pasen a una nueva pregunta, el Pasaje 1 aparecerá a la izquierda de la pantalla. Cada vez que pasen a una pregunta sobre el Pasaje 2, deben hacer clic en la pestaña que dice "Pasaje 2" para leer el texto.

Cuando lleguen a la última pregunta de la prueba, verán el botón de *Terminar* en la parte inferior derecha de la pantalla. Una vez que hayan contestado la última pregunta, hagan clic en *Terminar* para ir al Mapa de la prueba.



Pueden hacer clic en cualquier pregunta para regresar directamente a esa pregunta específica, o pueden hacer clic en *Regresar a la prueba* para volver a la última pregunta del examen.

Cuando hayan contestado todas las preguntas, hagan clic en *Entregar* dos veces.



¿Tienen alguna pregunta sobre las herramientas disponibles y la navegación? [If there are any procedural questions, reread the directions.]

**SAY Comiencen con la primera pregunta en la Sesión 1. Trabajen hasta llegar al final de esta sesión.**

**Ustedes pueden regresar a cualquiera de las preguntas de esta sesión para revisar sus respuestas. ¿Todos entienden lo que tienen que hacer?** [If there are any procedural questions, reread the directions.]

**SAY Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo.**

**Cuando hayan terminado con esta sesión, asegúrense de que hicieron clic en *Terminar* y luego hicieron clic en *Entregar*. Se les preguntará si están seguros de que quieren entregar su prueba. Hagan clic en *Entregar* si están seguros. Si hacen clic en *Entregar*, esto garantizará que todas sus respuestas han sido enviadas y no podrán regresar ni tener acceso a esta sesión nuevamente. Cuando hayan entregado su prueba, verán la pantalla de “Hola” nuevamente, con la Sesión 1 tachada. ¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY Pueden comenzar.**

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students’ responses.

If a student sees the following error message when they attempt to turn in their test, please take the steps outlined in Appendix D or contact the Cognia Service Desk at 877-676-6722.

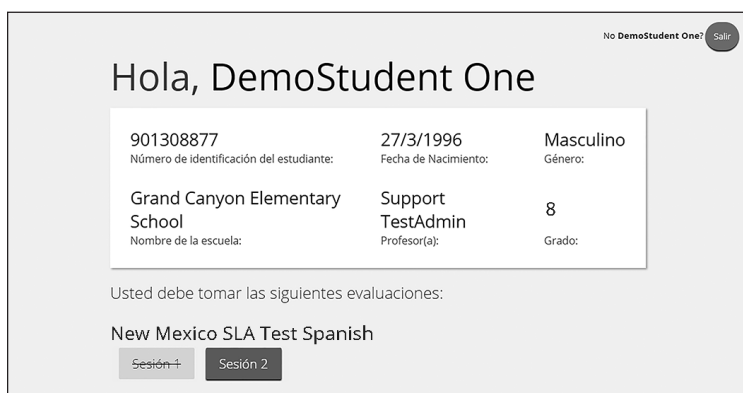
**Please raise your hand and notify your proctor.**

A connection to the network could not be established. Your test has been saved offline.

After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY Si no han terminado, pueden tener tiempo adicional para terminar la prueba. Levanten la mano si necesitan más tiempo.** [Explain to students how extended time is to be handled in your school.]

**SAY Ahora hagan clic en el botón de *Salir* que aparece en rojo en la esquina superior derecha.**



**SAY** **Con esto concluye la Sesión 1. Esperen en silencio en su escritorio mientras recojo el papel para apuntes, los lápices y los boletos de acceso al sistema.** [Collect the scratch paper, pencils, and tickets from the students.]



**If you will immediately continue with the next session,** provide students with a short break and proceed to the directions in [section 6.5](#) for Mathematics or [section 6.6](#) for SLA.

**If you will not immediately continue with the next session,** instruct the students to log out of their computers, and shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in central, secure, and locked storage until the next testing session.

## 6.5 NM-MSSA CBT—Mathematics (Spanish) Session 2

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:** Student Login Tickets, sharpened pencils with erasers, and scratch paper; refer to [section 4.3.2](#) for other materials that may be permitted.

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 4.3.1](#).

**Note:** Reference/formula sheets are not needed for Mathematics tests.

**SAY** **Está prohibido tener teléfonos celulares u otros aparatos electrónicos durante la prueba.** [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **Si tienen un teléfono celular o un aparato electrónico, apáguelo ahora y levanten la mano.** [Collect and store students' devices according to the procedure at your school.]

**SAY** **Si se les encuentra un teléfono celular u otro aparato electrónico durante la prueba, les será confiscado y se revisará su contenido.**

**SAY** **Asegúrense de que su computadora esté encendida. No abran ningún otro programa.** [If necessary, wait for workstations to boot up.]

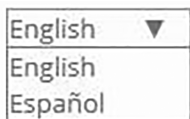
**SAY** **Ahora, hagan doble clic en el ícono de “New Mexico Public Education Department Assessments” en su escritorio virtual o *desktop*. Una vez que el programa abra, verán una página de inicio de sesión para el estudiante.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help accessing the portal. Remember, no other programs should be running while the testing kiosk is being launched.

**SAY** **Cada uno de ustedes debe estar viendo la página de inicio de sesión para el estudiante en su pantalla. Levanten la mano si no pueden ver la página de inicio de sesión.**

Work with students who need extra help accessing the sign-in page. Remember, no other programs should be running while students are launching the kiosk.

**SAY** **En la esquina inferior izquierda de la pantalla de inicio de sesión, hay un cuadro desplegable que dice “English” con una flecha al lado. Hagan clic en la flecha y luego seleccionen “Español”. Las palabras en la pantalla de inicio de sesión ahora deben estar en español. Levanten la mano si el texto en su pantalla no está en español.**



Work with students who need help changing the language to Spanish.

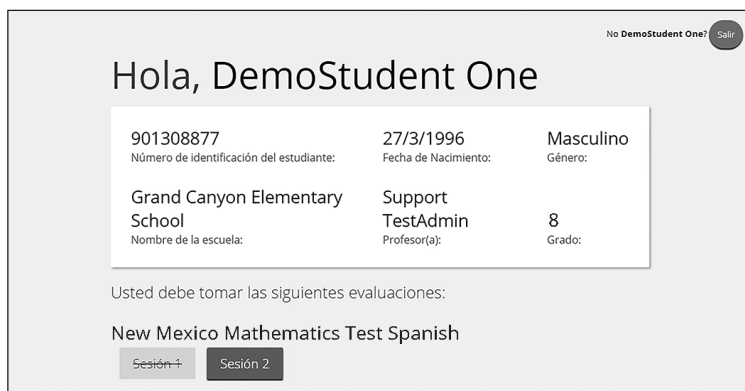
Distribute the Student Login Tickets. At the front of the room, post the Session Access Code for Session 2.

**SAY** **Ustedes recibieron un boleto de prueba con su nombre y los datos para acceder al sistema. Revisen el boleto para asegurarse de que sea el suyo. Levanten la mano si aparece el nombre de otra persona en el boleto.**

If any students have the wrong ticket, make the correction.

**SAY** Escriban cuidadosamente el nombre de usuario y la contraseña en la pantalla de inicio de sesión, tal y como aparecen en el boleto. Luego hagan clic en el botón de Iniciar sesión. Conserven su boleto de inicio de sesión sobre su escritorio porque el boleto se recogerá al terminar esta prueba.

Si pudieron iniciar la sesión, verán la palabra “Hola”, seguida de su nombre. Verifiquen que su nombre, su número de identificación del estudiante para la prueba y su fecha de nacimiento sean correctos. Levanten la mano si la información que aparece en la pantalla está incorrecta.



Work with any students who may need extra help logging in to the program.

**SAY** Hagan clic en el botón azul que dice Sesión 2.

Ahora escribirán un código de acceso a la sesión en la casilla que dice “Código de acceso a la sesión”. El código es [read the Session Access Code to the students and direct them to the posted version]. Escriban el código ahora y luego hagan clic en *Enviar*. No empiecen sino hasta que se les indique.

**SAY** La página en la que se encuentran debe llamarse “Sesión 2 Instrucciones”. [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

**SAY** Vayan siguiéndolas mientras yo las leo en voz alta.

**Hoy vas a tomar una prueba de matemáticas.**

**En esta prueba, vas a responder preguntas de opción múltiple y preguntas de respuesta abierta.**

**Algunas de las preguntas pueden parecer diferentes de las preguntas que has visto antes y es posible que algunas preguntas se refieran a información nueva para ti, pero es importante que contestes lo mejor que puedas.**

**Aun si no estás seguro de la respuesta a una pregunta, debes tratar de responderla.**

**Sí puedes usar calculadora para contestar las preguntas de esta sesión.**

**¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY Comiencen con la primera pregunta en la Sesión 2. Trabajen hasta llegar al final de esta sesión.**

**Ustedes pueden regresar a cualquiera de las preguntas de esta sesión para revisar sus respuestas. ¿Todos entienden lo que tienen que hacer?** [If there are any procedural questions, reread the directions.]

**SAY Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo.**

**Cuando hayan terminado con esta sesión, asegúrense de que hicieron clic en *Terminar* y luego hicieron clic en *Entregar*. Se les preguntará si están seguros de que quieren entregar su prueba. Hagan clic en *Entregar* si están seguros. Si hacen clic en *Entregar*, esto garantizará que todas sus respuestas han sido enviadas y no podrán regresar ni tener acceso a esta sesión nuevamente. Cuando hayan entregado su prueba, verán la pantalla de “Hola” nuevamente, con la Sesión 2 tachada. ¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY Pueden comenzar.**

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students’ responses.

If a student sees the following error message when they attempt to turn-in their test, please take the steps outlined in Appendix D or contact the Cognia Service Desk at 877-676-6722.

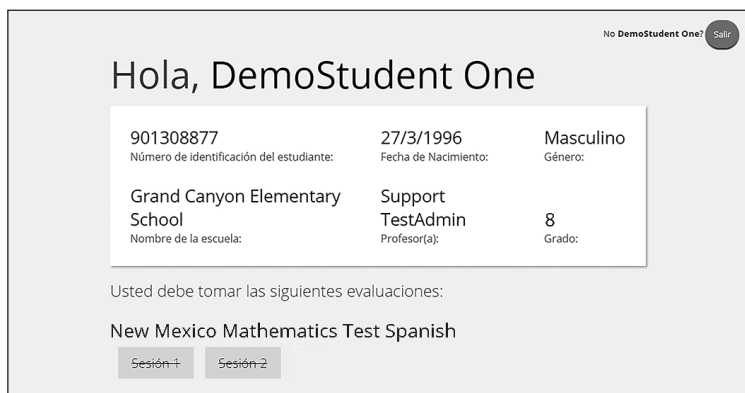
**Please raise your hand and notify your proctor.**

A connection to the network could not be established. Your test has been saved offline.

After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY Si no han terminado, pueden tener tiempo adicional para terminar la prueba. Levanten la mano si necesitan más tiempo.** [Explain to students how extended time is to be handled in your school.]

**SAY Ahora hagan clic en el botón de *Salir* que aparece en rojo en la esquina superior derecha.**





**SAY** **Con esto concluye la Sesión 2. Esperen en silencio en su escritorio mientras recojo el papel para apuntes, los lápices y los boletos de acceso al sistema.** [Collect the scratch paper, pencils, and tickets from the students.]



Instruct the students to log out of their computers, and shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in central, secure, and locked storage until the next testing session or until they are ready to be turned over to the STC.

## 6.6 NM-MSSA CBT—SLA (Spanish) Session 2

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:** Student Login Tickets, sharpened pencils with erasers, and scratch paper; refer to [section 4.3.2](#) for other materials that may be permitted.

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 4.3.1](#).

**SAY** **Está prohibido tener teléfonos celulares u otros aparatos electrónicos durante la prueba.** [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **Si tienen un teléfono celular o un aparato electrónico, apáguelo ahora y levanten la mano.** [Collect and store students' devices according to the procedure at your school.]

**SAY** **Si se les encuentra un teléfono celular u otro aparato electrónico durante la prueba, les será confiscado y se revisará su contenido.**

**Asegúrense de que su computadora esté encendida. No abran ningún otro programa.** [If necessary, wait for workstations to boot up.]

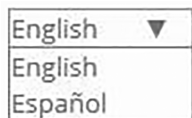
**SAY** **Ahora, hagan doble clic en el ícono de “New Mexico Summative Assessments” en su escritorio virtual o *desktop*. Una vez que el programa abra, verán una página de inicio de sesión para el estudiante.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help accessing the portal. Remember, no other programs should be running while the testing kiosk is being launched.

**SAY** **Cada uno de ustedes debe estar viendo la página de inicio de sesión para el estudiante en su pantalla. Levanten la mano si no pueden ver la página de inicio de sesión.**

Work with students who need extra help accessing the sign-in page. Remember, no other programs should be running while students are launching the kiosk.

**SAY** **En la esquina inferior izquierda de la pantalla de inicio de sesión, hay un cuadro desplegable que dice “English” con una flecha al lado. Hagan clic en la flecha y luego seleccionen “Español”. Las palabras en la pantalla de inicio de sesión ahora deben estar en español. Levanten la mano si el texto en su pantalla no está en español.**



Work with students who need help changing the language to Spanish.

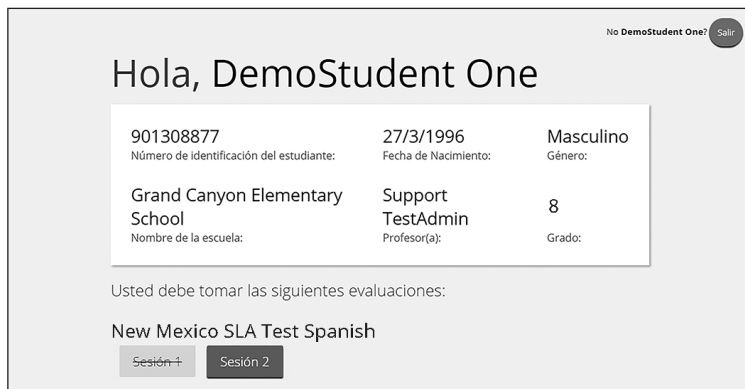
Distribute the Student Login Tickets. Post the Session 2 Access Code at the front of the room.

**SAY** **Ustedes recibieron un boleto de prueba con su nombre y los datos para acceder al sistema. Revisen el boleto para asegurarse de que sea el suyo. Levanten la mano si aparece el nombre de otra persona en el boleto.**

If any students have the wrong ticket, make the correction.

**SAY** Escriban cuidadosamente el nombre de usuario y la contraseña en la pantalla de inicio de sesión, tal y como aparecen en el boleto. Luego hagan clic en el botón de Iniciar sesión. Conserven su boleto de inicio de sesión sobre su escritorio porque el boleto se recogerá al terminar esta prueba.

Si pudieron iniciar la sesión, verán la palabra “Hola”, seguida de su nombre. Verifiquen que su nombre, su número de identificación del estudiante para la prueba y su fecha de nacimiento sean correctos. Levanten la mano si la información que aparece en la pantalla está incorrecta.



Work with any students who may need extra help logging in to the program.

**SAY** Hagan clic en el botón azul que dice Sesión 2.

Ahora escribirán un código de acceso a la sesión en la casilla que dice “Código de acceso a la sesión”. El código es [read the Session Access Code to the students and direct them to the posted version]. Escriban el código ahora y luego hagan clic en *Enviar*. No empiecen sino hasta que se les indique.

**SAY** La página en la que se encuentran debe llamarse “Sesión 2 Instrucciones”. [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

**SAY** Vayan siguiéndolas mientras yo las leo en voz alta.

**Hoy vas a tomar una prueba de escritura y uso del lenguaje.**

**En esta prueba, vas a leer pasajes y luego vas a contestar preguntas. En algunas preguntas te preguntarán cómo se puede mejorar un pasaje. En otras preguntas se te puede pedir que corrijas errores del pasaje. Algunas preguntas pueden tener más de un pasaje para leer antes de responder o escribir su respuesta. También habrá un recurso adicional que te dará consejos para escribir tu respuesta al Writing Prompt.**

**Algunas de las preguntas pueden parecer diferentes de las preguntas que has visto antes y es posible que algunas preguntas se refieran a información nueva para ti, pero es importante que contestes lo mejor que puedas.**

**Aun si no estás seguro de la respuesta a una pregunta, debes tratar de responderla.**

**¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY Comiencen con la primera pregunta en la Sesión 2. Trabajen hasta llegar al final de esta sesión.**

**Ustedes pueden regresar a cualquiera de las preguntas de esta sesión para revisar sus respuestas. ¿Todos entienden lo que tienen que hacer?** [If there are any procedural questions, reread the directions.]

**SAY Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo.**

**Cuando hayan terminado con esta sesión, asegúrense de que hicieron clic en *Terminar* y luego hicieron clic en *Entregar*. Se les preguntará si están seguros de que quieren entregar su prueba. Hagan clic en *Entregar* si están seguros. Si hacen clic en *Entregar*, esto garantizará que todas sus respuestas han sido enviadas y no podrán regresar ni tener acceso a esta sesión nuevamente. Cuando hayan entregado su prueba, verán la pantalla de “Hola” nuevamente, con la Sesión 2 tachada. ¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY Pueden comenzar.**

Remain attentive in the room during the entire testing session. (Reading, grading papers, or doing other work is prohibited.) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students’ responses.

If a student sees the following error message when they attempt to turn-in their test, please take the steps outlined in Appendix D or contact the Cognia Service Desk at 877-676-6722.

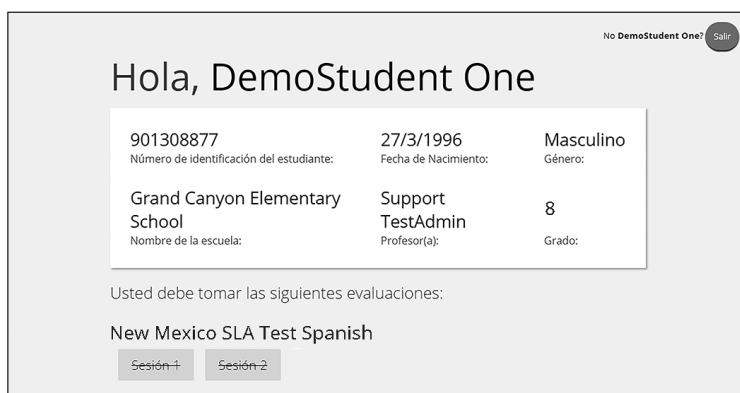
**Please raise your hand and notify your proctor.**

A connection to the network could not be established. Your test has been saved offline.

After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY Si no han terminado, pueden tener tiempo adicional para terminar la prueba. Levanten la mano si necesitan más tiempo.** [Explain to students how extended time is to be handled in your school.]

**SAY Ahora hagan clic en el botón de *Salir* que aparece en rojo en la esquina superior derecha.**



**SAY** **Con esto concluye la Sesión 2. Esperen en silencio en su escritorio mientras recojo el papel para apuntes, los lápices y los boletos de acceso al sistema.** [Collect the scratch paper, pencils, and tickets from the students. Instruct the students to log out of their computers, and shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in central, secure, and locked storage until they are ready to be turned over to the STC.]



## 10. NM-MSSA PBT Directions and Scripts

### 10.1 NM-MSSA PBT—Mathematics & ELA (English) Session 1

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:**

- test booklets, answer documents (for grades 4–8), sharpened No. 2 pencils with erasers, scratch paper

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 8.3.1](#).

**Note:** Reference/formula sheets are not needed for Mathematics tests.

**SAY** **You are not allowed to have a cell phone or other electronic device during testing.**  
 [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students’ devices according to the procedure at your school.]

**SAY** **If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

➔ [If administering a grade 3 test, say] **I will now give you your test booklet. Leave it closed until I tell you what to do.**

➔ [If administering a grades 4–8 test, say] **I will now give you your test booklet and answer document. Leave both closed until I tell you what to do.**

[Distribute the test booklets, answer documents (for grades 4–8), and two pencils to each student.]

**SAY** **Only No. 2 pencils may be used. Mechanical pencils may NOT be used.**

➔ [If administering a grade 3 test, say] **Look at the name box on the front cover of your test booklet.**

➔ [If administering a grades 4–8 test, say] **Look at the name box on the front cover of your answer document.**

**Print your first and last name neatly on the line.** [Pause.]

**SAY** **Open your test booklet to the Session 1 directions.**

➔ [If administering a grades 4–8 test, say] **Open your answer document to the first page that says “Session 1.” Do not fold your answer document back during this test.**

[Walk around the room to make sure everyone has the booklets open to the correct pages. For grades 4–8, answer documents should be open flat, not folded back.]

**SAY** In this session, some questions will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer. You will answer other questions by writing your answers in the boxes provided in your test booklet. Be sure to fit your answers within the boxes. Some questions have two or more parts. Be sure to answer all parts. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.

Look at the directions in the test booklet at the top of the page. Follow along as I read them aloud.

➞ [If administering a Mathematics test, say the following.]

**Today you will take a test in mathematics.**

**For this test, you will answer selected-response and constructed-response questions.**

**Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best.**

**If you are not sure of the answer to a question, you should still try to answer it.**

**You may NOT use a calculator to answer the questions in this section.**

**Do not make any pencil marks outside of the circles. If you need to change an answer, be sure to erase your first answer completely. If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.**

**If you do not know the answer to a question, you may go on to the next question.**

**If you finish early, you may review your answers and any questions you did not answer in this session ONLY. Do not go past the stop sign.**

➞ [If administering an ELA test, say the following.]

**Today you will take a test in reading.**

**For this test, you will read passages and then answer questions about the passages.**

**Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best.**

**If you are not sure of the answer to a question, you should still try to answer it.**

**Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY** You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can. Begin with the first question in this session and continue working until you see the stop sign. Do not work past the stop sign.

- [If administering a grade 3 test, say] **Remember to mark or write all of your answers inside the answer boxes in the test booklet. When you are finished with this session, close your test booklet.**
- [If administering a grades 4–8 test, say] **Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will NOT be scored. When you are finished with this session, close your test booklet and answer document and insert your answer document into your test booklet.**

**You may then sit quietly or quietly read a book at your desk.**

**Do you have any questions?** [If there are any procedural questions, reread the directions.]

**SAY You may begin.**

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students' responses.

After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time.** [Explain to students how extended time is to be handled in your school.]

**SAY This completes Session 1.**



**If you will immediately continue with the next session,** provide students with a short break and proceed to the directions in [section 10.2](#) for Mathematics or [section 10.3](#) for ELA.

**If you will not immediately continue with the next session,** collect the test booklets (with inserted answer documents for grades 4–8), pencils with erasers, and all other test materials from the students. Place all test materials in central, secure, and locked storage until the next testing session.



## 10.2 NM-MSSA PBT—Mathematics (English) Session 2

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:**

- test booklets, answer documents (for grades 4–8), sharpened No. 2 pencils with erasers, scratch paper
- calculators (grades 3–6, basic; grades 7 & 8, scientific)

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 8.3.1](#).

**Note:** Reference/formula sheets are not needed for Mathematics tests.

If you are not immediately continuing from the prior session,

**SAY** **You are not allowed to have a cell phone or other electronic device during testing.**  
 [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students’ devices according to the procedure at your school.]

**SAY** **If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

➡ [If administering a grade 3 test, say] **I will now give you your test booklet. Leave it closed until I tell you what to do.**

➡ [If administering a grades 4–8 test, say] **I will now give you your test booklet and answer document. Leave both closed until I tell you what to do.**

**I will also give you a calculator if you did not bring your own.**

[Distribute the test booklets, answer documents (for grades 4–8), and two pencils to each student. Also distribute calculators to students who did not bring their own.]

**SAY** **Only No. 2 pencils may be used. Mechanical pencils may NOT be used.**

To all students,

**SAY** **Open your test booklet to the directions for Session 2.**

➡ [If administering a grades 4–8 test, say] **Open your answer document to the first page that says “Session 2.” Do not fold your answer document back during this test.**

[Walk around the room to make sure everyone has the booklets open to the correct pages. For grades 4–8, answer documents should be open flat, not folded back.]

**SAY** **In this session, some questions will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer. You will answer other questions by writing your answers in the boxes provided in your test booklet. Be sure to fit your answers within the boxes. Some questions have two or more parts. Be sure to answer all parts. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.**

Look at the directions in the test booklet at the top of the page. Follow along as I read them aloud.

**Today you will take a test in mathematics.**

**For this test, you will answer selected-response and constructed-response questions.**

**Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best.**

**If you are not sure of the answer to a question, you should still try to answer it.**

**You MAY use a calculator to answer the questions in this session.**

**Do not make any pencil marks outside of the circles. If you need to change an answer, be sure to erase your first answer completely. If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the provided space will be scored.**

**If you do not know the answer to a question, you may go on to the next question.**

**If you finish early, you may review your answers and any questions you did not answer in this session ONLY. Do not go past the stop sign.**

**Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can. Begin with the first question in this session and continue working until you see the stop sign. Do not work past the stop sign.**

- ➔ [If administering a grade 3 test, say] **Remember to mark or write all of your answers inside the answer boxes in the test booklet. When you are finished with this session, close your test booklet.**
- ➔ [If administering a grades 4–8 test, say] **Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will NOT be scored. When you are finished with this session, close your test booklet and answer document and insert your answer document into your test booklet.**

**You may then sit quietly or quietly read a book at your desk.**

**Do you have any questions?** [If there are any procedural questions, reread the directions.]

**SAY You may begin.**

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students' responses.

After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY** **If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time.** [Explain to students how extended time is to be handled in your school.]

**SAY** **This completes Session 2.**



Collect the test booklets (with inserted answer documents for grades 4–8), pencils with erasers, and all other test materials from the students. Place all test materials in central, secure, and locked storage until the next testing session or until they are ready to be turned over to the STC.

## 10.3 NM-MSSA PBT—ELA (English) Session 2

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:**

- test booklets, answer documents (for grades 4–8), sharpened No. 2 pencils with erasers, scratch paper

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 8.3.1](#).

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If you are not immediately continuing from the prior session,

**SAY You are not allowed to have a cell phone or other electronic device during testing.**  
 [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students’ devices according to the procedure at your school.]

**SAY If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

- ➔ [If administering a grade 3 test, say] **I will now give you your test booklet. Leave it closed until I tell you what to do.**
- ➔ [If administering a grades 4–8 test, say] **I will now give you your test booklet and answer document. Leave both closed until I tell you what to do.**

[Distribute the test booklets, answer documents (for grades 4–8), and two pencils to each student.]

**SAY Only No. 2 pencils may be used. Mechanical pencils may NOT be used.**

To all students,

**SAY Open your test booklet to the Session 2 directions.**

- ➔ [If administering a grades 4–8 test, say] **Open your answer document to the first page that says “Session 2.” Do not fold your answer document back during this test.**

[Walk around the room to make sure everyone has the booklets open to the correct pages. For grades 4–8, answer documents should be open flat, not folded back.]

**SAY In this session, some questions will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer. You will answer other questions by writing your answers in the boxes provided in your test booklet. Be sure to fit your answers within the boxes. Some questions have two or more parts. Be sure to answer all parts. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.**

**Look at the directions in the test booklet at the top of the page. Follow along as I read them aloud.**

**Today you will take a test in writing and language.**

**For this test, you will read passages and answer questions. Some questions might ask about how to improve the passage. Other questions might ask you to correct errors in the passage. Some questions may have more than one passage to read before answering or writing your response. There will also be an additional resource to provide tips for writing your response to the Writing Prompt.**

**Some of the questions may look different from test questions you have seen before, and some may ask about material that is new to you, but it is important to do your best.**

**If you are not sure of the answer to a question, you should still try to answer it.**

**Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can. Begin with the first question in this session and continue working until you see the stop sign. Do not work past the stop sign.**

➡ [If administering a grade 3 test, say] **Remember to mark or write all of your answers inside the answer boxes in the test booklet. When you are finished with this session, close your test booklet.**

➡ [If administering a grades 4–8 test, say] **Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will NOT be scored. When you are finished with this session, close your test booklet and answer document and insert your answer document into your test booklet.**

**You may then sit quietly or quietly read a book at your desk.**

**Do you have any questions?** [If there are any procedural questions, reread the directions.]

**SAY You may begin.**

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students' responses.

After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY** **If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time.** [Explain to students how extended time is to be handled in your school.]

**SAY** **This completes Session 2.**



Collect the test booklets (with inserted answer documents for grades 4–8), pencils with erasers, and all other test materials from the students. Place all test materials in central, secure, and locked storage until they are ready to be turned over to the STC.

## 10.4 NM-MSSA PBT—Mathematics & SLA (Spanish) Session 1

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:**

- test booklets, answer documents (for grades 4–8), sharpened No. 2 pencils with erasers, scratch paper

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 8.3.1](#).

**Note:** Reference/formula sheets are not needed for Mathematics tests.

**SAY** **Está prohibido tener teléfonos celulares u otros aparatos electrónicos durante la prueba.** [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **Si tienen un teléfono celular o un aparato electrónico, apáguelo ahora y levanten la mano.** [Collect and store students’ devices according to the procedure at your school.]

**SAY** **Si se les encuentra un teléfono celular u otro aparato electrónico durante la prueba, les será confiscado y se revisará su contenido.**

➞ [If administering a grade 3 test, say] **Ahora voy a entregarles su folleto de prueba. Déjenlo cerrado hasta que yo les diga lo que van a hacer.**

➞ [If administering a grades 4–8 test, say] **Ahora voy a entregarles su folleto de prueba y su documento de respuestas. Manténgalos cerrados hasta que yo les diga lo que van a hacer.**

[Distribute the test booklets, answer documents (for grades 4–8), scratch paper, and two pencils to each student.]

**SAY** **Sólo pueden usar lápices número 2. NO pueden usar lápices mecánicos.**

➞ [If administering a grade 3 test, say] **Busquen el recuadro para escribir su nombre en la portada de su folleto de prueba.**

➞ [If administering a grades 4–8 test, say] **Busquen el recuadro para escribir su nombre en la portada de su documento de respuestas.**

**Escriban su nombre y apellido con claridad sobre la línea.** [Pause.]

**SAY** **Abran su folleto de prueba en las instrucciones de la Sesión 1.**

➞ [If administering a grades 4–8 test, say] **Abran su documento de respuestas en la primera página que dice “Sesión 1”. No doblen su documento de respuestas durante esta prueba.**

[Walk around the room to make sure everyone has the booklets open to the correct pages. For grades 4–8, answer documents should be open flat, not folded back.]

**SAY** **En esta sesión, algunas preguntas tendrán instrucciones específicas para responder. En otras preguntas, puede ser que necesiten elegir más de una respuesta correcta. Otras preguntas las responderán escribiendo sus respuestas en los recuadros provistos en su documento de respuestas. Asegúrense de utilizar solo el espacio en los recuadros. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes de cada pregunta. Mientras trabajan, asegúrense de borrar bien cualquier cambio que hagan y de rellenar completamente el círculo.**

**Lean las instrucciones del folleto de prueba al inicio de la página. Vayan siguiéndolas mientras yo las leo en voz alta.**

➔ [If administering a mathematics test, say the following.]

**Hoy vas a tomar una prueba de matemáticas.**

**En esta prueba, vas a responder preguntas de opción múltiple y preguntas de respuesta abierta.**

**Algunas de las preguntas pueden parecer diferentes de las preguntas que has visto antes y es posible que algunas preguntas se refieran a información nueva para ti, pero es importante que contestes lo mejor que puedas.**

**Aun si no estás seguro de la respuesta a una pregunta, debes tratar de responderla.**

**NO puedes usar calculadora para responder las preguntas de esta sesión.**

**No hagan marcas con el lápiz fuera de los círculos. Si necesitan cambiar una respuesta, asegúrense de borrar su primera respuesta por completo. Si una pregunta les pide que muestren o expliquen su trabajo, deben hacerlo para recibir crédito completo. Solo se calificarán las respuestas escritas dentro del espacio proporcionado.**

**Si no saben la respuesta a una pregunta, pueden pasar a la siguiente pregunta.**

**Si terminan antes de tiempo, pueden revisar sus respuestas y cualquier pregunta que no hayan contestado en esta sesión SOLAMENTE. No hagan nada más allá del símbolo de alto.**

➔ [If administering an ELA test, say the following.]

**Hoy vas a tomar una prueba de lectura.**

**En esta prueba, vas a leer pasajes y luego vas a contestar preguntas acerca de los pasajes.**

**Algunas de las preguntas pueden parecer diferentes de las preguntas que has visto antes y es posible que algunas preguntas se refieran a información nueva para ti, pero es importante que contestes lo mejor que puedas.**

**Aun si no estás seguro de la respuesta a una pregunta, debes tratar de responderla.**

**¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY** **Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo. Comiencen con la primera pregunta en esta sesión y continúen trabajando hasta que vean el símbolo de alto. No hagan nada más allá del símbolo de alto.**



- ➞ [If administering a grade 3 test, say] **Recuerden marcar o escribir todas sus respuestas en los recuadros proporcionados en su folleto de prueba. Cuando hayan terminado esta sesión, cierren su folleto de prueba.**
- ➞ [If administering a grades 4–8 test, say] **Recuerden marcar o escribir todas sus respuestas en los recuadros proporcionados en su documento de respuestas. NO se calificará nada que esté escrito en el folleto de prueba. Cuando hayan terminado esta sesión, cierren su folleto de prueba y su documento de respuestas, y metan el documento de respuestas adentro del folleto de prueba.**

**Luego, pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido.**

**¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY Pueden comenzar.**

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students' responses.

After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY Si no han terminado, pueden tener tiempo adicional para terminar la prueba. Levanten la mano si necesitan más tiempo.** [Explain to students how extended time is to be handled in your school.]

**SAY Con esto concluye la Sesión 1.**



**If you will immediately continue with the next session,** provide students with a short break and proceed to the directions in [section 10.5](#) for Mathematics or [section 10.6](#) for SLA.

**If you will not immediately continue with the next session,** collect the test booklets (with inserted answer documents for grades 4–8), pencils with erasers, and all other test materials from the students. Place all test materials in central, secure, and locked storage until the next testing session.

## 10.5 NM-MSSA PBT—Mathematics (Spanish) Session 2

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:**

- test booklets, answer documents (for grades 4–8), sharpened No. 2 pencils with erasers, scratch paper
- calculators (grades 3–6, basic; grades 7 & 8, scientific)

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 8.3.1](#).

**Note:** Reference/formula sheets are not needed for Mathematics tests.

If you are not immediately continuing from the prior session,

**SAY** **Está prohibido tener teléfonos celulares u otros aparatos electrónicos durante la prueba.** [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **Si tienen un teléfono celular o un aparato electrónico, apáguelo ahora y levanten la mano.** [Collect and store students’ devices according to the procedure at your school.]

**SAY** **Si se les encuentra un teléfono celular u otro aparato electrónico durante la prueba, les será confiscado y se revisará su contenido.**

➔ [If administering a grade 3 test, say] **Ahora voy a entregarles su folleto de prueba. Déjenlo cerrado hasta que yo les diga lo que van a hacer.**

➔ [If administering a grades 4–8 test, say] **Ahora voy a entregarles su folleto de prueba y su documento de respuestas. Manténgalos cerrados hasta que yo les diga lo que van a hacer.**

**También les daré una calculadora si no trajeron una.**

[Distribute the test booklets, answer documents (for grades 4–8), and two pencils to each student. Also distribute calculators to students who did not bring their own.]

**SAY** **Sólo pueden usar lápices número 2. NO pueden usar lápices mecánicos.**

To all students,

**SAY** **Abran su folleto de prueba en las instrucciones de la Sesión 2.**

➔ [If administering a grades 4–8 test, say] **Abran su documento de respuestas en la primera página que dice “Sesión 2”. No doblen su documento de respuestas durante esta prueba.**

[Walk around the room to make sure everyone has the booklets open to the correct pages. For grades 4–8, answer documents should be open flat, not folded back.]

**SAY** **En esta sesión, algunas preguntas tendrán instrucciones específicas para responder. En otras preguntas, puede ser que necesiten elegir más de una respuesta correcta. Otras preguntas las responderán escribiendo sus respuestas en los recuadros provistos en su documento de respuestas. Asegúrense de utilizar solo el espacio en los recuadros. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes de cada pregunta. Mientras trabajan, asegúrense de borrar bien cualquier cambio que hagan y de rellenar completamente el círculo.**

Lean las instrucciones del folleto de prueba al inicio de la página. Vayan siguiéndolas mientras yo las leo en voz alta.

**Hoy vas a tomar una prueba de matemáticas.**

**En esta prueba, vas a responder preguntas de opción múltiple y preguntas de respuesta abierta.**

**Algunas de las preguntas pueden parecer diferentes de las preguntas que has visto antes y es posible que algunas preguntas se refieran a información nueva para ti, pero es importante que contestes lo mejor que puedas.**

**Aun si no estás seguro de la respuesta a una pregunta, debes tratar de responderla.**

**Sí puedes usar calculadora para contestar las preguntas de esta sesión.**

**No hagan marcas con el lápiz fuera de los círculos. Si necesitan cambiar una respuesta, asegúrense de borrar su primera respuesta por completo. Si una pregunta les pide que muestren o expliquen su trabajo, deben hacerlo para recibir crédito completo. Solo se calificarán las respuestas escritas dentro del espacio proporcionado.**

**Si no saben la respuesta a una pregunta, pueden pasar a la siguiente pregunta.**

**Si terminan antes de tiempo, pueden revisar sus respuestas y cualquier pregunta que no hayan contestado en esta sesión SOLAMENTE. No hagan nada más allá del símbolo de alto.**

**¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY** **Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo. Comiencen con la primera pregunta en esta sesión y continúen trabajando hasta que vean el símbolo de alto. No hagan nada más allá del símbolo de alto.**

➡ [If administering a grade 3 test, say] **Recuerden marcar o escribir todas sus respuestas en los recuadros proporcionados en su folleto de prueba. Cuando hayan terminado esta sesión, cierren su folleto de prueba.**

➡ [If administering a grades 4–8 test, say] **Recuerden marcar o escribir todas sus respuestas en los recuadros proporcionados en su documento de respuestas. NO se calificará nada que esté escrito en el folleto de prueba. Cuando hayan terminado esta sesión, cierren su folleto de prueba y su documento de respuestas, y metan el documento de respuestas adentro del folleto de prueba.**

**Luego, pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido.**

**¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY** **Pueden comenzar.**

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students' responses.

After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY** **Si no han terminado, pueden tener tiempo adicional para terminar la prueba. Levanten la mano si necesitan más tiempo.** [Explain to students how extended time is to be handled in your school.]

**SAY** **Con esto concluye la Sesión 2.**

Collect the test booklets (with inserted answer documents for grades 4–8), pencils with erasers, and all other test materials from the students. Place all test materials in central, secure, and locked storage until the next testing session or until they are ready to be turned over to the STC.

## 10.6 NM-MSSA PBT—SLA (Spanish) Session 2

**Suggested Session Time:** Refer to the tables in [section 2.2.2](#).

**Materials Required:**

- test booklets, answer documents (for grades 4–8), sharpened No. 2 pencils with erasers, scratch paper

On the day(s) of the NM-MSSA testing, be sure to prepare the testing space as described in [section 8.3.1](#).

If you are not immediately continuing from the prior session,

**SAY** **Está prohibido tener teléfonos celulares u otros aparatos electrónicos durante la prueba.** [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **Si tienen un teléfono celular o un aparato electrónico, apáguelo ahora y levanten la mano.** [Collect and store students’ devices according to the procedure at your school.]

**SAY** **Si se les encuentra un teléfono celular u otro aparato electrónico durante la prueba, les será confiscado y se revisará su contenido.**

➞ [If administering a grade 3 test, say] **Ahora voy a entregarles su folleto de prueba. Déjenlo cerrado hasta que yo les diga lo que van a hacer.**

➞ [If administering a grades 4–8 test, say] **Ahora voy a entregarles su folleto de prueba y su documento de respuestas. Manténganlos cerrados hasta que yo les diga lo que van a hacer.**

[Distribute the test booklets, answer documents (for grades 4–8), and two pencils to each student.]

**SAY** **Sólo pueden usar lápices número 2. NO pueden usar lápices mecánicos.**

To all students,

**SAY** **Abran su folleto de prueba en las instrucciones de la Sesión 2.**

➞ [If administering a grades 4–8 test, say] **Abran su documento de respuestas en la primera página que dice “Sesión 2”. No doblen su documento de respuestas durante esta prueba.**

[Walk around the room to make sure everyone has the booklets open to the correct pages. For grades 4–8, answer documents should be open flat, not folded back.]

**SAY** **En esta sesión, algunas preguntas tendrán instrucciones específicas para responder. En otras preguntas, puede ser que necesiten elegir más de una respuesta correcta. Otras preguntas las responderán escribiendo sus respuestas en los recuadros provistos en su documento de respuestas. Asegúrense de utilizar solo el espacio en los recuadros. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes de cada pregunta. Mientras trabajan, asegúrense de borrar bien cualquier cambio que hagan y de rellenar completamente el círculo.**

Lean las instrucciones del folleto de prueba al inicio de la página. Vayan siguiéndolas mientras yo las leo en voz alta.

**Hoy vas a tomar una prueba de escritura y uso del lenguaje.**

**En esta prueba, vas a leer pasajes y luego vas a contestar preguntas. En algunas preguntas te preguntarán cómo se puede mejorar un pasaje. En otras preguntas se te puede pedir que corrijas errores del pasaje. Algunas preguntas pueden tener más de un pasaje para leer antes de responder o escribir su respuesta. También habrá un recurso adicional que te dará consejos para escribir tu respuesta al Writing Prompt.**

**Algunas de las preguntas pueden parecer diferentes de las preguntas que has visto antes y es posible que algunas preguntas se refieran a información nueva para ti, pero es importante que contestes lo mejor que puedas.**

**Aun si no estás seguro de la respuesta a una pregunta, debes tratar de responderla.**

**¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo. Comiencen con la primera pregunta en esta sesión y continúen trabajando hasta que vean el símbolo de alto. No hagan nada más allá del símbolo de alto.**

- ➡ [If administering a grade 3 test, say] **Recuerden marcar o escribir todas sus respuestas en los recuadros proporcionados en su folleto de prueba. Cuando hayan terminado esta sesión, cierren su folleto de prueba.**
- ➡ [If administering a grades 4–8 test, say] **Recuerden marcar o escribir todas sus respuestas en los recuadros proporcionados en su documento de respuestas. NO se calificará nada que esté escrito en el folleto de prueba. Cuando hayan terminado esta sesión, cierren su folleto de prueba y su documento de respuestas, y metan el documento de respuestas adentro del folleto de prueba.**

**Luego, pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido.**

**¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY Pueden comenzar.**

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students' responses.

After students have finished (refer to administration time tables in [section 2.2.2](#)), continue reading the following script.

**SAY** **Si no han terminado, pueden tener tiempo adicional para terminar la prueba. Levanten la mano si necesitan más tiempo.** [Explain to students how extended time is to be handled in your school.]

**SAY** **Con esto concluye la Sesión 2.**



Collect the test booklets (with inserted answer documents for grades 4–8), pencils with erasers, and all other test materials from the students. Place all test materials in central, secure, and locked storage until they are ready to be turned over to the STC.