

NEVADA

GRADE 10 SCIENCE ASSESSMENT



Test Administrator's Manual

Grade 10 Science Assessment

Spring 2016

Supplement to *Test Security Procedures, 2015-2016*

For use with reference ONLY to the
Nevada Grade 10 Science Assessment

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Nevada's testing vendor is Data Recognition Corporation (DRC).

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Test Administrator’s Checklist

Before Testing

- _____ Attend the test administration refresher training at your school and discuss any questions that you may have.
- _____ Read all directions for test administration in this manual and any additional handouts used in the test administration refresher training.
- _____ Know your five-digit school code for accurate student identifying/demographic coding.
- _____ Obtain student rosters and sign-in sheets from your School Test Coordinator (STC). (Your STC must verify student eligibility prior to testing.)
- _____ Obtain any necessary accommodation and designated support information from the student’s case manager or your School Test Coordinator.
- _____ Obtain all necessary materials for test administration.
- _____ **Be sure that the student properly bubbles the version number of the test booklet.**
- _____ **Be sure that the correctly labeled answer document is given to each student.**
- _____ Check Student ID against the class roster during student check-in and obtain student signatures.
- _____ Students may NOT bring electronic devices (with the exception of basic four-function or non-programmable scientific calculators) into the testing session unless designated in their IEP or Section 504 accommodation plan. No personal belongings are allowed on the desk or tabletops. Students must store backpacks/personal belongings in the rear of the testing room.

During Testing

- _____ Post a “Testing” sign on your classroom door.
- _____ Follow the script in this manual **verbatim**.
- _____ Provide testing accommodations to students according to their accommodation plan.
- _____ Provide designated supports to students based on documentation obtained from the student’s case manager or your School Test Coordinator.

- _____ Students must **NOT** be left unattended with test materials.
- _____ **Circulate throughout the room and actively monitor students during testing. Check to ensure that students are bubbling responses in the answer document. Check that students are not accessing personal materials during testing.**
- _____ Students may **NOT** receive assistance with test questions.
- _____ Test questions may **NOT** be translated into another language.
- _____ Provide additional time for students who are working productively. Follow the school's plan for orderly transition from one testing situation to another.
- _____ Do **NOT** read, review, copy, reproduce, fax or take notes on test items. **Disclosure of test content is strictly prohibited by state law.**

After Testing

- _____ Check each test booklet for an answer document and scratch paper, remove the items from the test booklet, and sort accordingly.
- _____ **Collect and log in all materials—test booklets (used and unused), scratch paper, pencils, calculators, etc. Students are to leave the room with only their personal belongings.**
- _____ Before students leave the testing room, ensure that the numbers of test booklets, answer documents, and scratch paper collected are identical to the quantities that were handed out prior to testing.
- _____ Follow your school's procedures for sorting test materials and return them to your School Test Coordinator.
- _____ **Report any testing irregularities immediately to your School Test Coordinator, Principal, or District Test Director.**

Test Administration Procedures and Security

Test Administrators involved in the administration of the Grade 10 Science Assessment must be trained annually in the instructions regarding preparation for testing, handling of test materials, and test security.

Each Test Administrator must acknowledge in writing that he/she has read and understands all information provided by the Nevada Department of Education related to proper test administration and test security, and understands the potential consequences for failure to comply with the state and district test security plans.

Time Requirements

The Grade 10 Science Assessment is intended to be a measure of student proficiency rather than speed. Students who are working productively must be given time to complete the test.

Each test has two parts. Most students will complete an individual part of the test in approximately 1 hour; however, some students will need more time. To accommodate these students follow your school's plan for this situation.

Providing Additional Time

At the end of the scheduled testing session, Test Administrators and/or proctors must collect all materials, ask students requiring more time to remain seated, and excuse students who have completed the test. Return materials to the remaining students and provide whatever time is necessary for each student to complete the test as long as he or she is working productively. Those students who remain, including students who test with accommodations, are not to be given an unsupervised break.

If students who need more time must move to another location in the school, the School Test Coordinator must develop a procedure that maintains the security of the test materials, does not allow students to receive any assistance with the test, and does not provide an opportunity for student interaction.

Administration Procedures

School Test Coordinators and Test Administrators should read and understand administration procedures thoroughly before testing begins. The adherence to procedures will ensure uniformly favorable testing conditions.

Helping Students: The Test Administrator must maintain an impartial and professional attitude. Students are to receive no help during the administration of the test beyond making certain that they understand test directions. School officials/personnel who offer/provide inappropriate assistance to students can face severe consequences including suspension or revocation of teaching licenses. (NRS 391.330)

Monitoring Students: Test Administrators must circulate throughout the testing room to make certain students are bubbling responses in the answer document.

Students must never be left alone with test materials. School Test Coordinators should check on the testing rooms periodically to verify proper monitoring by the Test Administrator and to assist in the event of an emergency.

Talking: Students are not allowed to discuss the test(s) with anyone.

Cheating: Any instances of cheating must be handled in a manner consistent with school district and school policies. Answer documents for students who cheat must be submitted as invalidated tests. All instances of cheating require submission of a *Report of Testing Irregularity* form by the School Test Coordinator.

Students Who Finish Early: Students may bring **books or other reading materials** to occupy their time if they finish early. These materials must be stored away from desks.

Security of Testing Materials: Test Administrators are responsible for collecting all test materials at the end of the testing period and returning the materials as instructed to the School Test Coordinator.

Test Scripts: Prior to and during testing, the Test Administrator must follow the script provided in the *Test Administrator's Manual* and cannot provide additional assistance or direct the students' attention to any materials in the room for the purpose of enhancing test performance.

An Appropriate Testing Environment

Test Administrators are to create an appropriate testing environment for each student taking the test.

All students should have the opportunity to test under the same conditions.

Students may use **only** materials and/or supplies that are specified in this manual or provided with the test booklet.

Devices Not Allowed: Electronic devices (except for four-function or non-programmable scientific calculators) are strictly prohibited unless a student has an accommodation plan that allows a specific permissible device.

Permissible Materials for Use by Students during Testing

All materials that are required for testing will be provided. Additional permissible materials are listed below for students who are accustomed to using them for instruction. **BECAUSE STUDENTS MAY NOT HAVE ACCESS TO PERSONAL MATERIALS DURING TESTING**, Test Administrators should arrange to have these materials available for those students who desire to use them.

Scratch paper may **only** be plain unlined, lined, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identifying information.

Students must use No. 2 pencils on their answer documents. Highlighters and colored pens or pencils are permitted for purposes of text marking.

Students may use a four-function calculator and/or a non-programmable scientific calculator.

Materials provided by the Nevada Department of Education may not be paraphrased or modified (except for enlargement).

Size of Testing Sessions: Smaller testing sessions (approximately 30 students) provide better test conditions.

The Room: The testing room must be free from distractions and have adequate light, ventilation, and heating or air conditioning.

Seating: Seating must be arranged to minimize the possibility of students communicating with each other either verbally or visually.

Materials on Walls: Charts or posters that provide specific factual information or guidance including test-taking strategies must be removed or covered with blank, opaque material.

Materials on Desks: Student desk/tabletops must be cleared of any material not specified in this manual. Material that is affixed to desktops must be covered with blank, opaque material.

Accommodations for Students with Special Needs

The School Test Coordinator, together with the Test Administrator, must ensure that all students with special needs receive the appropriate accommodations.

Accommodations are available for students who have an accommodation plan or are identified as English Learners (EL).

Testing Irregularities

Test Administrators should immediately report any testing irregularities to their School Test Coordinator. A testing irregularity is any occurrence that may influence a student's performance. Examples of testing irregularities include, but are not limited to, the following:

- A student is observed cheating during the testing session
- A teacher or another adult provides improper assistance to student
- Testing accommodations specified in a student's accommodation plan, are not provided
- A student is provided a testing accommodation that is not specified in the student's accommodation plan
- An excessive disturbance or disruption occurs during the testing session
- A student's test booklet or used answer document is missing
- Unused/unassigned test booklet is missing
- Testing ineligible students

Invalidation of Test Scores

Failure to strictly adhere to consistent and uniform test administration procedures may result in the invalidation of student scores.

Students with invalidated scores resulting from a test administration or test security irregularity **will** be counted in the assessment; however, they will be reported as non-proficient for the Achievement Level.

To indicate that a student's test score is invalidated, fill in the **INVALIDATION** circle on the answer document.

ANSWER DOCUMENTS FOR ABSENT STUDENTS MUST NEVER BE INVALIDATED.

Handling of Test Materials

Test Administrators must "sign out" and "sign in" each test booklet issued and returned on each day of test administration. A *School Security Checklist* has been provided to assist in this process. The School Test Coordinator will provide you with the following testing materials:

- This *Test Administrator's Manual*
- Science test booklets
- Answer documents
- A supply of No. 2 pencils with erasers
- Blank scratch paper
- Calculator (if provided)

All required materials should be provided at the testing location and collected from students before they are allowed to leave the room.

Test Security

The following steps must be taken by school district and individual school personnel to safeguard the security of materials required for test administration:

1. Locked, secure storage **must** be provided for all secure test materials, including test booklets and completed answer documents.
2. The locked room or file cabinet used for the storage of materials must not be accessible to anyone other than the principal or test coordinator.

3. Test booklets must not be distributed to those administering the examination until the prescribed date for test administration.
4. **Do not** read, review, copy, reproduce, or take notes on test items. **Disclosure of test content is strictly prohibited by state law.**
5. Test booklets must **not be copied** or reproduced by any means without the prior written authorization of the test publisher and the Nevada Department of Education.
6. Administration of the Grade 10 Science Assessment to a person who is not eligible to test is an unauthorized disclosure of test content (NRS 389.015).
7. A log identifying the serial barcode numbers of test booklets and answer documents must be maintained for each transfer of test materials from one individual to another (including distribution to students).
8. At least one Test Administrator and one proctor should be present at the testing site to adequately supervise testing. A ratio of one Test Administrator to not more than 30 students is strongly recommended.
9. At no time should students be left unattended with test materials.
10. All required materials must be provided at the testing location.
11. Additional materials, beyond those specified in test administration instructions, or permissible materials documented as a testing accommodation or designated support, must not be provided to students for use during a test administration.
12. The Test Administrator must account for all test materials, including test booklets, student answer documents, and other test materials (including scratch paper) before students are allowed to leave the testing area for any reason.
13. On completion of testing, Test Administrators must return testing materials to the School Test Coordinator in a timely manner and no later than the end of the school day on which the test(s) is/are administered. If testing will take place over a period of more than one day, all testing materials must be returned to the School Test Coordinator at the end of each school day and picked up again in the morning of the next testing day, unless otherwise specified in the *Test Administrator's Manual*.

Sample Test Booklet Cover



Student Name (Please Print)
School
District

GRADE

H

Science



Nevada

Spring 2016

Version 1

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Test Administration Instructions

There are three separate sets of instructions to follow in sequence for administering a test. These instructions are:

1. **Instructions for Students to Print Name on Test Booklet and Code Test Booklet Version Number on Answer Document;**
2. **Instructions to Read Aloud the Test Directions to Students; and,**
3. **Instructions for a Monitored Rest-Break Given to Students.**

Each set of instructions provides **Instructions for Test Administrator** (these instructions are to be read privately by the Test Administrator) and scripted ***Read Aloud Instructions to Students*** (these instructions are *in italics*, are prefaced by "SAY:" and are to be read aloud to students).

The **Instructions for Students to Print Name on Test Booklet and Code Test Booklet Version Number on Answer Document** are necessary for administering the first section of the test and then do not need to be repeated for administering the second section of the test.

The **Instructions to Read Aloud the Test Directions to Students** are test specific where by students in grade 10 are given only multiple-choice questions.

The **Instructions for a Monitored Rest-Break given to Students** can be one of two options: as a monitored rest-break given to students as a group between parts of the test; or as a monitored rest-break given to students on an individual, as needed basis during the test. "GO TO" instructions are provided for each option.

Check with your School Test Coordinator to select the monitored rest-break option.

Instructions for Students to Print Name on Test Booklet and Code Test Booklet Version Number on Answer Document

Instructions for Test Administrator

Make sure that all students are seated and quiet, with desks clear of all materials except for their No. 2 pencils and answer document.

Distribute the test booklets and answer documents to the students.

Ensure that each student has an answer document with either his or her Student Pre-ID Label affixed or his or her demographic information filled in by hand.

Write the School Name and the District Name in an area visible to all students.

Read-Aloud Instructions to Students

Do not open your test booklet.

Print your FIRST and LAST NAME on the front cover of your test booklet. Print your SCHOOL NAME and DISTRICT NAME.

Look at the front cover of your test booklet. Find where it reads "Spring 2016". Find the word VERSION.

On your answer document, locate the box with the word "VERSION" and bubbles with numbers next to them. Bubble in the correct VERSION number on your answer document. Fill in the bubble with the VERSION number that is on the front cover of your test booklet. If you have VERSION 1 on your test booklet, you will fill in the bubble with a "1" in it. If your test booklet is VERSION 2, you will fill in the bubble with a "2."

Do you have any questions?

Instructions for Test Administrator

Answer any questions the students may have.

Check that each student has printed his/her name, school, and district on the front cover of his/her test booklet.

Check that each student has filled in the correct VERSION number on his/her answer document.

GO TO “**Instructions to Read Aloud the Test Directions to Students.**”

Instructions to Read Aloud the Test Directions to Students

Instructions for Test Administrator

The test you are about to administer has two parts. Most students should take approximately 1 hour to complete an individual part.

Make sure that all students are seated and quiet, with desks clear of all materials except for their No. 2 pencils, answer document, test booklet, and permissible test materials.

During testing, students may not access personal materials/belongings.

Read-Aloud Instructions to Students

Clear all materials from your desk except for those provided for the test.

*At **NO** time are you allowed to use personal materials or belongings during the test, except for a four-function or non-programmable scientific calculator.*

*You may **NOT** use a specialized calculator or any other electronic device unless you have an approved testing accommodation that allows it.*

Do not open your test booklet until you are told to do so. The test is divided into two parts. You will have plenty of time to complete each part of the test.

Do you have any questions?

Instructions for Test Administrator

Answer any questions the students may have.

Be sure to see the **Instructions for Test Administrator at the Completion of Testing** at the end of this section.

Read-Aloud Instructions to Students

Open your test booklet to the page with the Test Directions.

Listen carefully as I read the directions for the test.

This test booklet contains questions for you to answer. Do not mark your answers in the test booklet. Mark your answers on the answer document. Use a No. 2 pencil to fill in the appropriate bubble to record your answers.

*The questions in the test booklet are all **multiple-choice**.*

Multiple-Choice: *For each question you will be given four answer choices—A, B, C, and D. You are to choose the correct answer from the four choices. Each question has only one right answer. After you have chosen the correct answer to a question, find the question number on your answer document and completely fill in the bubble for the answer you chose. Be sure the question number on the answer document matches the question number in the test booklet.*

If you decide to change an answer to a question, erase the wrong mark completely before filling in the bubble of the new answer. Be sure you have only one answer marked for each question. If two bubbles are filled in for the same question, that question will be scored as incorrect.

If you are having difficulty answering a question, skip the question and come back to it later. Make sure you skip the bubble for the question on your answer document.

*You may make notes in your test booklet, but **you must mark your final answer on your answer document**. Do not make any stray or unnecessary marks on your answer document.*

Let's work through a sample question together to be sure that you understand the directions.

Read the Sample Question on Page 1 of the Test Booklet, then locate Sample A in your Answer Document and fill in the bubble for the answer that you choose.

*Sample Question: What is the capital of Nevada?
Correct Answer: B, Carson City*

Do you have any questions?

Instructions for Test Administrator

Answer any questions the students may have.

There are two parts to the Grade 10 Science Assessment. The two parts may be administered on a single day or can be administered on separate days. Consult your school's testing schedule to determine whether the test parts will be given on the same day or on separate days.

A monitored rest break is a break in which students are not allowed to discuss the test.

Select your monitored rest break instructions:

- **GO TO "Read-Aloud Instructions to Students Given a Monitored Rest Break as a Group between Parts of the Test;" or**
- **GO TO "Read-Aloud Instructions to Students Given a Monitored Rest Break on an Individual and As-Needed Basis during the Test."**

Consult your school's test security plan to determine how to handle a student who needs/requests additional time to complete a part of the test. Let these students know what they will be doing and direct them to do it.

Be sure to see the **Instructions for Test Administrator at the Completion of Testing** at the end of this section.

Read-Aloud Instructions to Students Given a Monitored Rest Break as a Group between Parts of the Test

In this scenario, students will be given a monitored group break in between the administration of Parts 1 and 2, if the parts are to be administered on the same day. All rest breaks must be monitored and students are not allowed to discuss the test.

*In your test booklet, turn the page to **Part 1**.*

*For **Part 1**, the school has scheduled approximately 1 hour during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of **Part 1**, you stop at the STOP sign.*

As long as you are working productively, you will be given time to finish the test.

*If you finish **Part 1** early, you may go back and check your answers in this part only. DO NOT go on to **Part 2**.*

If you notice anything wrong with your test booklet during the test, please raise your hand.

*You may now start **Part 1** of the test.*

There are 15 minutes left before the end of the testing period.

The testing period has now ended. Please put your pencil down. Place your answer document inside your test booklet and close your test booklet. If you need more time to finish this part of the test, raise your hand. Those of you who need more time will (insert school test security plan here).

If students will continue testing Part 2 on the same day, continue using the following script.

If students will take Part 2 on a separate day, collect and secure the testing materials. Keep the testing materials in a secure location until you are ready to distribute the materials to students for the administration of Part 2. Then skip to the instructions labeled **DAY 2**.

Part 2 of the test is to be taken after **Part 1**. For those of you who have finished **Part 1**, you are allowed a minimum of a 10-minute monitored break before continuing.

Allow for the students to take a **monitored group rest break** before continuing with **Part 2**.

For **Part 2**, the scheduled testing period is approximately 1 hour.

As long as you are working productively, you will be given time to finish the test.

If you finish **Part 2** early, you may go back and check your answers in this part only. You are **NOT** allowed to go back to **Part 1**.

If you notice anything wrong with your test booklet during the test, please raise your hand.

If you complete **Part 2**, have checked over your work and would like to read, raise your hand and I will collect your test materials. After I have collected your test materials, you may read any materials you have brought with you, but you may not talk or disturb others.

You may now start **Part 2** of the test.

There are 15 minutes left before the end of the testing period.

The testing period has now ended. Please put your pencil down. Place your answer document inside your test booklet and close your test booklet. If you need more time to finish this part of the test, raise your hand. Those of you who need more time will (insert school test security plan here).

Day 2

In your test booklet, turn the page to **Part 2**.

For **Part 2**, the school has scheduled approximately 1 hour during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of **Part 2**, you stop at the STOP sign.

As long as you are working productively, you will be given time to finish the test.

*If you finish **Part 2** early, you may go back and check your answers in this part only. DO NOT go back to **Part 1**. When **Part 2** is complete and you have checked over your work and would like to read, raise your hand and I will collect your test materials. After I have collected your test materials, you may read any materials you have brought with you, but you may not talk or disturb others.*

If you notice anything wrong with your test booklet during the test, please raise your hand.

*You may now start **Part 2** of the test.*

There are 15 minutes left before the end of the testing period.

The testing period has now ended. Please put your pencil down. Place your answer document inside your test booklet and close your test booklet. If you need more time to finish this part of the test, raise your hand. Those of you who need more time will (insert school test security plan here).

Read-Aloud Instructions to Students Given a Monitored Rest Break on an Individual and As-Needed Basis during the Test

In this scenario, students will be allowed to request individual rest breaks during the administration of the test. All individual rest breaks must be monitored and students are not allowed to discuss the test.

*In your test booklet, turn the page to **Part 1**.*

*For **Part 1**, the school has scheduled approximately 1 hour during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of **Part 1**, you stop at the STOP sign.*

As long as you are working productively, you will be given time to finish the test.

*If you finish **Part 1** early, you may go back and check your answers in this part only. DO NOT go on to **Part 2**.*

If you notice anything wrong with your test booklet during the test, please raise your hand.

*You may now start **Part 1** of the test.*

There are 15 minutes left before the end of the testing period.

The testing period has now ended. Please put your pencil down. Place your answer document inside your test booklet and close your test booklet. If you need more time to finish this part of the test, raise your hand. Those of you who need more time will (insert school test security plan here).

If students will continue testing Part 2 on the same day, continue using the following script.

If students will take Part 2 on a separate day, collect and secure the testing materials. Keep the testing materials in a secure location until you are ready to distribute the materials to students for the administration of Part 2. Then skip to the instructions labeled **DAY 2**.

***Part 2** of the test is to be taken after **Part 1**.*

For **Part 2**, the scheduled testing period is approximately 1 hour.

As long as you are working productively, you will be given time to finish the test.

If you finish **Part 2** early, you may go back and check your answers in this part only. You are **NOT** allowed to go back to **Part 1**.

If you notice anything wrong with your test booklet during the test, please raise your hand.

If you complete **Part 2**, have checked over your work and would like to read, raise your hand and I will collect your test materials. After I have collected your test materials, you may read any materials you have brought with you, but you may not talk or disturb others.

You may now start **Part 2** of the test.

There are 15 minutes left before the end of the testing period.

The testing period has now ended. Please put your pencil down. Place your answer document inside your test booklet and close your test booklet. If you need more time to finish this part of the test, raise your hand. Those of you who need more time will (insert school test security plan here).

Day 2

In your test booklet, turn the page to **Part 2**.

For **Part 2**, the school has scheduled approximately 1 hour during which your progress will be monitored. You will be told when the regular testing period is about to end. At the end of **Part 2**, you stop at the STOP sign.

As long as you are working productively, you will be given time to finish the test.

If you finish **Part 2** early, you may go back and check your answers in this part only. **DO NOT** go back to **Part 1**. When **Part 2** is complete and you have checked over your work and would like to read, raise your hand and I will collect your test materials. After I have collected your test materials, you may read any materials you have brought with you, but you may not talk or disturb others.

If you notice anything wrong with your test booklet during the test, please raise your hand.

*You may now start **Part 2** of the test.*

There are 15 minutes left before the end of the testing period.

The testing period has now ended. Please put your pencil down. Place your answer document inside your test booklet and close your test booklet. If you need more time to finish this part of the test, raise your hand. Those of you who need more time will (insert school test security plan here).

Instructions for Test Administrator at the Completion of Testing

Do not excuse students who need additional time.

Students, including students testing with accommodations, may not return to a part of the test once they have completed that part of the test or been given an unsupervised break.

Consult your school's test security plan to determine how to handle a student who needs/requests additional time to complete the test. Let these students know what they will be doing and direct them to do it.

Read-Aloud Instructions to All Students at the Completion of Testing

For those of you who have now finished taking the test, please look over your answer document to be sure of the following:

- *The VERSION number is correct and the bubble is filled in completely.*
 - *There are no stray pencil marks on the answer document.*
 - *All bubbles are filled in completely and sufficiently darkened in pencil.*
 - *All erasures are complete.*
 - *All sections have been bubbled appropriately (if applicable).*
-

Instructions for Test Administrator

Immediately following the end of the scheduled testing period for the content area test, collect all answer documents, test booklets, and scratch paper from the students who are finished.

Make sure the correct version number has been filled in on each student's answer document.

If you have completed testing for the day return all testing materials to your School Test Coordinator.

**Thank you for your cooperation in this administration
of the Nevada Grade 10 Science Assessment.**



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Nevada Grade 10 Science Assessment
Test Administrator's Manual