



**Winter 2022**  
**Scripts and Instructions**  
**for Administering Accommodated**  
**Paper-Based Assessments**

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**End-of-Course Assessments and**  
**Florida Civic Literacy Exam**

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# Introduction

This document includes scripts and instructions for administering the Winter 2022 Next Generation Sunshine State Standards (NGSSS) End-of-Course (EOC) assessments and the Florida Civic Literacy Exam (FCLE) to students who require accommodated paper-based tests. In Winter 2022, there are no paper-based accommodations available for the Benchmarks for Excellent Student Thinking (B.E.S.T.) Algebra 1 and Geometry EOC assessments. For the NGSSS EOCs and the FCLE, regular print, large print, one-item-per-page, and braille assessments are available.

Test administrators (TAs) are responsible for reading the *Test Administration Policies and Procedures*, *Test Security Policies and Procedures*, *Test Invalidation Policies and Procedures* sections, the *Test Administrator Responsibilities* sections, and the appropriate appendices of the *Winter 2022 End-of-Course Assessments and Florida Civic Literacy Exam Test Administration Manual* (Winter 2022 EOC and FCLE Manual). Test administrators are also responsible for reading the *2022–2023 Statewide Assessments Accommodations Guide*.

Test administrators who are administering assessments to students using large print or one-item-per-page accommodations must refer to the appropriate *Test Administrator Instructions* in this document for each special document type. Scripts and instructions for administering braille accommodations are included with braille test materials and are available on the Florida Statewide Assessments Portal. Scripts and instructions for administering computer-based accommodations (masking, text-to-speech) are available on the portal ([www.FSAssessments.org](http://www.FSAssessments.org)).

# Scripts for Administering Accommodated Paper-Based NGSSS EOC Assessments and the FCLE

Refer to the table below for script locations and session lengths.

For NGSSS EOC assessments, any student not finished by the end of the 160-minute test session may continue working; however, testing must be completed within the same school day.

For the Florida Civic Literacy Exam, any student who has not completed the test by the end of the allotted time may continue working; however, testing may last no longer than half the length of a typical school day.

| Administration Script   | Page Number | Session Length |
|-------------------------|-------------|----------------|
| Biology 1 EOC           | 3–10        | 160 minutes    |
| Civics/U.S. History EOC | 11–17       |                |
| FCLE                    | 18–25       |                |

## Test Materials Needed

- No. 2 pencils
- Test and answer books (**test books and answer books for FCLE only**)
- *A Periodic Table of the Elements* (**Biology 1 EOC only**)
- Four-function calculators (**Biology 1 EOC only**)

Your school assessment coordinator will provide you with the materials needed to administer each EOC session. Secure materials should be delivered or picked up immediately before the beginning of each test session. Verify that you have all necessary materials before testing begins. If you are administering the test to students using a large print accommodation, use the script with the instructions on pages 26–28. If you are administering the test to students using a one-item-per-page accommodation, use the script with the instructions on pages 29–31.

Ensure that any handheld calculators have only the allowable functionality, as indicated in the *Calculator and Reference Sheet Policies for Florida Statewide Assessments* document (available on the portal).

# Script for Administering the Accommodated Paper-Based Biology 1 EOC Assessment

## 160+ Minutes

The following script should be used for students participating in the Biology 1 EOC assessment using a regular print, large print, or one-item-per-page paper-based accommodation.

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

If you are administering the test to students using a large print accommodation, use this script along with the instructions on pages 26–28. If you are administering the test to students using a one-item-per-page accommodation, use this script along with the instructions on pages 29–31. For more information about Oral Presentation accommodations, see pages 32–34.

**This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. The student should close his or her test and answer book and should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

## **Before Reading This Script**

1. Before students arrive, ensure that the testing room is prepared as described on pages 25–26 of the Winter 2022 EOC and FCLE Manual, including removing or covering any visual aids on boards or walls.
2. Ensure that you have all test materials needed for this test.
3. Display the district name, school name, today’s date, and the four-digit test group code assigned by your school assessment coordinator.
4. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix E of the Winter 2022 EOC and FCLE Manual and on the Florida Statewide Assessments Portal.)
5. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying scientific concepts).
6. Prior to testing, ensure that students have the following:
  - A No. 2 pencil
  - A *Periodic Table of the Elements*
  - A handheld four-function calculator

|     |   |
|-----|---|
| SAY | Today, you will take the Biology 1 EOC test.<br><br>You may not have any electronic or recording devices except a four-function calculator at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets, smartwatches, cameras, Bluetooth/wireless headphones/earbuds, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. <b>If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored.</b> If you have any devices with you right now, please turn them off and raise your hand. |
|-----|---|

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

|     |  |
|-----|--|
| SAY | <b>You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.</b> |
|-----|--|

Distribute the Biology 1 EOC test and answer books.

Contact your school assessment coordinator if you have preidentified books that do not belong to students in your testing room or if you need additional test and answer books. Update your required administration information as necessary.

### **After distributing test and answer books,**

|     |  |
|-----|--|
| SAY | The only materials on your desk should be your No. 2 pencil, your calculator, your Biology 1 EOC test and answer book, and your <i>Periodic Table of the Elements</i> . Do not open your book.<br><br>Look at the label in the lower left corner of your book. Check to make sure that your name and date of birth are on the label. If you see any problems, raise your hand. |
|-----|--|

If a student has an incorrect label affixed to his or her book, contact your school assessment coordinator.

|     |  |
|-----|--|
| SAY | <p>Now, look at the box in the upper left corner of your test and answer book.</p> <p>Print your first and last names next to <b>Student Name</b>.</p> <p>Print your date of birth next to <b>Date of Birth</b>.</p> <p>Print _____ (<i>name of the school</i>) next to <b>School Name</b>.</p> <p>Print _____ (<i>name of the district</i>) next to <b>District Name</b>.</p> <p>Print _____ (<i>today's date</i>) next to <b>Today's Date</b>.</p> |
|-----|--|

**The fields in the upper left corner of the test and answer book must be completed by each student even when a student PreID label is affixed.**

Once students have completed this information,

|     |   |
|-----|---|
| SAY | <p>Now, look at the box labeled <b>Test Group Code</b>. Write the test group code _____ in the boxes, and grid the corresponding bubbles.</p> |
|-----|---|

Wait until students have finished.

|     |  |
|-----|--|
| SAY | <p>Your test and answer book has one plastic tab. Find the plastic tab on the right side of your book. Carefully pull the tab <b>out</b> and <b>down</b>. Do not remove any remaining pieces of the tab.</p> |
|-----|--|

Make sure that all students pull the tab. If a student tears his or her book, contact your school assessment coordinator.

|     |  |
|-----|--|
| SAY | <p>Now, open your test and answer book to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules.</p> <ul style="list-style-type: none"> <li>• Do not talk to other students or make any disturbance.</li> <li>• Do not look another student's test materials.</li> <li>• Do not allow another student to look at your test materials.</li> <li>• Do not ask for help answering any test questions.</li> <li>• Do not give help to another student in answering test questions.</li> <li>• You cannot have notes or scratch paper.</li> <li>• You cannot have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them.</li> </ul> <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p> |
|-----|--|

Answer all questions.

|     |   |
|-----|---|
| SAY | <p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p style="text-align: center;"><b>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</b></p> <p>Now, sign your name on the line next to Signature in your test and answer book to indicate that you understand the testing rules.</p> |
|-----|---|

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

|     |   |
|-----|---|
| SAY | <p>Now, look at page 3 of your book. The picture of the four-function calculator indicates the function of each of the keys. Note that some calculators display the negative sign to the right of the numbers rather than to the left.</p> <p>Let's perform a calculator check. Key in the subtraction problem <i>three minus seven</i>. Your calculator will display the answer as a 4 followed by a negative sign or as a negative sign followed by a 4 (<i>4 – or – 4</i>). Either is correct.</p> <p>The bottom half of the page lists Helpful Hints for Using a Four-Function Calculator. Take a moment to read through the list of hints. You may refer to this page at any time during the test.</p> |
|-----|---|

Pause to allow students time to review the list.

|     |  |
|-----|--|
| SAY | <p>Turn to page 6 and read silently as I read aloud the directions at the top of the page.</p> <p style="text-align: center;"><b>Read each item carefully and use the space in this Test and Answer Book to do your work. Fill in the bubble completely beside the answer you choose. If you change your answer, be sure to erase completely.</b></p> <p>Now, close your test and answer book.</p> <p>Look at the <i>Periodic Table of the Elements</i>. You may refer to the periodic table at any time during the Biology 1 EOC Assessment.</p> <p>Remember the following:</p> <ul style="list-style-type: none"><li>• Mark your answers directly in your test and answer book.</li><li>• Read each item carefully so you will understand how to respond.</li><li>• Completely fill in the bubble that you choose for your answer. If you change an answer, be sure to erase completely.</li><li>• When filling in a bubble to provide your answer, only fill in the bubbles you want to count as correct answers. If you draw a line or an X through an answer that you think is wrong and the mark goes into a bubble, that bubble might be counted as your answer.</li><li>• Do not circle bubbles. If you circle the bubbles instead of filling them in, your answers will <b>not</b> be scored.</li><li>• When you have completed this test, you may review your work.</li></ul> <p>Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.</p> |
|-----|--|



|     |   |
|-----|---|
| SAY | <p>You may not have scratch paper, but you <b>may</b> use the blank space in your test and answer book as workspace.</p> <p>If you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. Place your periodic table inside your test and answer book and close your book before you leave. While outside the testing room, you are <b>not</b> permitted to access any electronic devices or discuss the test with anyone.</p> <p>Please raise your hand if you have any questions.</p> |
|-----|---|

Answer all questions.

**Read Option A, B, or C based on instructions from your school assessment coordinator.**

**Option A**

|     |   |
|-----|---|
| SAY | <p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I will collect your test materials. Once I have collected your test and answer book, I will not be able to return it to you.</p> <p>If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.</p> <p>If you finish the test after the stretch break, you may leave quietly once I have collected your test materials.</p> <p>Please raise your hand if you have any questions.</p> |
|-----|---|

**OR**

**Option B**

|     |   |
|-----|---|
| SAY | <p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I will collect your test materials. Once I have collected your test and answer book, I will not be able to return it to you. Then you must sit quietly until everyone is finished.</p> <p>Please raise your hand if you have any questions.</p> |
|-----|---|

**OR**

**Option C**

|     |  |
|-----|--|
| SAY | <p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I will collect your test materials. Once I have collected your test and answer book, I will not be able to return it to you. Then you must sit quietly until everyone is finished. You may read, but you may not write.</p> <p>Please raise your hand if you have any questions.</p> |
|-----|--|

Answer all questions.

|     |   |
|-----|---|
| SAY | You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.<br><br>Open your test and answer book to page 6 and begin working. |
|-----|---|

Complete the following:

|                              |             |
|------------------------------|-------------|
| STARTING time:               |             |
| Add 80 minutes:              | +80 minutes |
| Time to call a break:        |             |
| TIME TESTING RESUMES:        |             |
| Add 70 minutes:              | +70 minutes |
| Time for 10-minute reminder: |             |
| Add 10 minutes:              | +10 minutes |
| STOPPING time:               |             |

Display the STARTING and STOPPING times for students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to contact your school assessment coordinator in an emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

If a defective book is found during testing, contact your school assessment coordinator to obtain a replacement book with a new student PreID label. Do not remove the student PreID label from the defective book. Grid the DNS bubble on the defective book and set it aside.

Add the new security number to your required administration information. Direct the student to write his or her name, date of birth, school name, district name, and today’s date in the box in the upper left corner on the front cover of the replacement book.

After 80 minutes from the STARTING time,

|     |  |
|-----|--|
| SAY | <b>Stop.</b> Put your pencil down and close your test and answer book. You may stand and stretch, but do not talk. |
|-----|--|

**If your school selected Option A,**

|     |   |
|-----|---|
| SAY | Please raise your hand if you have completed the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, wait quietly as I dismiss these students. We will resume testing after the break. |
|-----|---|

Confirm that you have collected all test materials from students who are being dismissed at this time.

After a short break,

|     |   |
|-----|---|
| SAY | Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. Remember, if you finish early, go back and check your work.<br><br>Make sure you are on the page where you left off. You may now continue working. |
|-----|---|

After 70 minutes,

|     |  |
|-----|--|
| SAY | There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time. |
|-----|--|

After 10 more minutes,

|     |   |
|-----|---|
| SAY | <b>Stop.</b> Put your pencil down and close your test and answer book. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.<br><br>If you have finished working, I will collect your test and answer book, calculator, and periodic table now. |
|-----|---|

Collect test materials.

Based on instructions from your school assessment coordinator, either dismiss students who have finished, **or** move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

Display the new stopping time for students. Once students are ready to continue working,

|     |   |
|-----|---|
| SAY | Now, we will continue testing. You have until _____ to continue working, and I will let you know when there are 10 minutes left.<br><br>Now, open your test and answer book and continue working. |
|-----|---|

At 10 minutes before the stopping time,

|     |   |
|-----|---|
| SAY | You have 10 minutes to finish the test. |
|-----|---|

After 10 more minutes,

|     |  |
|-----|--|
| SAY | <b>Stop.</b> Put your pencil down and close your test and answer book. |
|-----|--|

Collect test materials.

Complete the following steps:

1. Make sure that each student returns his or her test and answer book, periodic table, and calculator, and indicate on your required administration information that each book is returned. Also make sure that your testing room seating chart is accurate and complete and includes arrows to indicate which direction students are facing.
2. Keep periodic tables in a separate stack and, if necessary, remove any stray periodic tables from test and answer books.
3. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.

4. Ensure that the box at the upper left corner of the front cover has been completed by each student and that the information on the PreID label is accurate and complete.
5. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

**For ESE/504 students:**

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

**For ELL or recently exited ELL students:**

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

6. Return all materials to your school assessment coordinator as described on page 71 of the Winter 2022 EOC and FCLE Manual.

# Script for Administering the Accommodated Paper-Based Civics/U.S. History EOC Assessment

**160+ Minutes**

The following script should be used for students participating in the Civics or U.S. History EOC assessment using a regular print, large print, or one-item-per-page paper-based accommodation.

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

If you are administering the test to students using a large print accommodation, use this script along with the instructions on pages 26–28. If you are administering the test to students using a one-item-per-page accommodation, use this script along with the instructions on pages 29–31. For more information about Oral Presentation accommodations, see pages 32–34.

**This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. The student should close his or her test and answer book and should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- When reading the following script, please note that optional words are italicized and in parentheses.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

## Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 25–26 of the Winter 2022 EOC and FCLE Manual, including removing or covering any visual aids on boards or walls.
2. Ensure that you have all test materials needed for this test.
3. Display the district name, school name, today’s date, and the four-digit test group code assigned by your school assessment coordinator.
4. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix E of the Winter 2022 EOC and FCLE Manual and on the Florida Statewide Assessments Portal.)
5. Ensure that each student has a No. 2 pencil.
6. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying government concepts).

|     |   |
|-----|---|
| SAY | Today, you will take the <i>(Civics EOC) (U.S. History EOC)</i> test.<br><br>You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets, smartwatches, cameras, Bluetooth/wireless headphones/earbuds, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content.<br><b>If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored.</b> If you have any devices with you right now, please turn them off and raise your hand. |
|-----|---|

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

|     |  |
|-----|--|
| SAY | <b>You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.</b> |
|-----|--|

Distribute the Civics or U.S. History EOC test and answer books.

Contact your school assessment coordinator if you have preidentified books that do not belong to students in your testing room or if you need additional test and answer books. Update your required administration information as necessary.

### **After distributing test and answer books,**

|     |  |
|-----|--|
| SAY | The only materials on your desk should be your No. 2 pencil and your <i>(Civics EOC) (U.S. History EOC)</i> test and answer book. Do not open your book.<br><br>Look at the label in the lower left corner of your book. Check to make sure that your name and date of birth are on the label. If you see any problems, raise your hand. |
|-----|--|

If a student has an incorrect label affixed to his or her book, contact your school assessment coordinator.

|     |  |
|-----|--|
| SAY | Now, look at the box in the upper left corner of your test and answer book.<br><br>Print your first and last names next to <b>Student Name</b> . |
|-----|--|

|     |   |
|-----|---|
| SAY | <p>Print your date of birth next to <b>Date of Birth</b>.</p> <p>Print _____ (<i>name of the school</i>) next to <b>School Name</b>.</p> <p>Print _____ (<i>name of the district</i>) next to <b>District Name</b>.</p> <p>Print _____ (<i>today's date</i>) next to <b>Today's Date</b>.</p> |
|-----|---|

**The fields in the upper left corner of the test and answer book must be completed by each student even when a student PreID label is affixed.**

Once students have completed this information,

|     |   |
|-----|---|
| SAY | <p>Now, look at the box labeled <b>Test Group Code</b>. Write the test group code _____ in the boxes, and grid the corresponding bubbles.</p> |
|-----|---|

Wait until students have finished.

|     |  |
|-----|--|
| SAY | <p>Your test and answer book has one plastic tab. Find the plastic tab on the right side of your book. Carefully pull the tab <b>out</b> and <b>down</b>. Do not remove any remaining pieces of the tab.</p> |
|-----|--|

Make sure that all students pull the tab. If a student tears his or her book, contact your school assessment coordinator.

|     |  |
|-----|--|
| SAY | <p>Now, open your test and answer book to page 2 and look at the Testing Rules Acknowledgment. Please listen as I read the testing rules.</p> <ul style="list-style-type: none"> <li>• Do not talk to other students or make any disturbance.</li> <li>• Do not look another student's test materials.</li> <li>• Do not allow another student to look at your test materials.</li> <li>• Do not ask for help answering any test questions.</li> <li>• Do not give help to another student in answering test questions.</li> <li>• You cannot have notes or scratch paper.</li> <li>• You cannot have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them.</li> </ul> <p>Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p> |
|-----|--|

Answer all questions.

|     |   |
|-----|---|
| SAY | <p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p style="text-align: center;"><b>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</b></p> <p>Now, sign your name on the line next to Signature in your test and answer book to indicate that you understand the testing rules.</p> |
|-----|---|

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

|     |  |
|-----|--|
| SAY | <p>Turn to page 4 and read silently as I read aloud the directions at the top of the page.</p> <p><b>Read each item in this Test and Answer Book. Then, choose the best answer to each item. Fill in the bubble completely beside the answer you choose. If you change your answer, be sure to erase completely.</b></p> <p>Now, close your test and answer book.</p> <p>Remember the following:</p> <ul style="list-style-type: none"> <li>• Mark your answers directly in your test and answer book.</li> <li>• Read each item carefully so you will understand how to respond.</li> <li>• Completely fill in the bubble that you choose for your answer. If you change an answer, be sure to erase completely.</li> <li>• When filling in a bubble to provide your answer, only fill in the bubbles you want to count as correct answers. If you draw a line or an X through an answer that you think is wrong and the mark goes into a bubble, that bubble might be counted as your answer.</li> <li>• Do not circle bubbles. If you circle the bubbles instead of filling them in, your answers will <b>not</b> be scored.</li> <li>• When you have completed this test, you may review your work.</li> </ul> <p>Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.</p> <p>You may not have scratch paper, but you <b>may</b> use the blank space in your test and answer book as workspace.</p> <p>If you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. Close your test and answer book before you leave. While outside the testing room, you are <b>not</b> permitted to access any electronic devices or discuss the test with anyone.</p> <p>Please raise your hand if you have any questions.</p> |
|-----|--|

Answer all questions.

**Read Option A, B, or C based on instructions from your school assessment coordinator.**

**Option A**

|     |   |
|-----|---|
| SAY | <p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I will collect your test materials. Once I have collected your test and answer book, I will not be able to return it to you.</p> <p>If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.</p> <p>If you finish the test after the stretch break, you may leave quietly once I have collected your test materials.</p> <p>Please raise your hand if you have any questions.</p> |
|-----|---|

**OR**



**Option B**

|     |   |
|-----|---|
| SAY | <p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I will collect your test materials. Once I have collected your test and answer book, I will not be able to return it to you. Then you must sit quietly until everyone is finished.</p> <p>Please raise your hand if you have any questions.</p> |
|-----|---|

**OR**

**Option C**

|     |  |
|-----|--|
| SAY | <p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test and answer book and raise your hand. I will collect your test materials. Once I have collected your test and answer book, I will not be able to return it to you. Then you must sit quietly until everyone is finished. You may read, but you may not write.</p> <p>Please raise your hand if you have any questions.</p> |
|-----|--|

Answer all questions.

|     |  |
|-----|--|
| SAY | <p>You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Open your test and answer book to page 4 and begin working.</p> |
|-----|--|

Complete the following:

|                              |             |
|------------------------------|-------------|
| STARTING time:               | _____       |
| Add 80 minutes:              | +80 minutes |
| Time to call a break:        | _____       |
| TIME TESTING RESUMES:        | _____       |
| Add 70 minutes:              | +70 minutes |
| Time for 10-minute reminder: | _____       |
| Add 10 minutes:              | +10 minutes |
| STOPPING time:               | _____       |

Display the STARTING and STOPPING times for students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to contact your school assessment coordinator in an emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

If a defective book is found during testing, contact your school assessment coordinator to obtain a replacement book with a new student PreID label. Do not remove the student PreID label from the defective book. Grid the DNS bubble on the defective book and set it aside.

Add the new security number to your required administration information. Direct the student to write his or her name, date of birth, school name, district name, and today's date in the box in the upper left corner on the front cover of the replacement book.

After 80 minutes from the STARTING time,

|     |  |
|-----|--|
| SAY | <b>Stop.</b> Put your pencil down and close your test and answer book. You may stand and stretch, but do not talk. |
|-----|--|

**If your school selected Option A,**

|     |   |
|-----|---|
| SAY | Please raise your hand if you have completed the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, wait quietly as I dismiss these students. We will resume testing after the break. |
|-----|---|

Confirm that you have collected all test materials from students who are being dismissed at this time.

After a short break,

|     |   |
|-----|---|
| SAY | Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. Remember, if you finish early, go back and check your work.<br><br>Make sure you are on the page where you left off. You may now continue working. |
|-----|---|

After 70 minutes,

|     |  |
|-----|--|
| SAY | There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time. |
|-----|--|

After 10 more minutes,

|     |   |
|-----|---|
| SAY | <b>Stop.</b> Put your pencil down and close your test and answer book. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.<br><br>If you have finished working, I will collect your test and answer book now. |
|-----|---|

Collect test materials.

Based on instructions from your school assessment coordinator, either dismiss students who have finished, **or** move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students who need additional time after 160 minutes may continue working; however, testing must be completed within the same school day.**

Display the new stopping time for students. Once students are ready to continue working,

|     |   |
|-----|---|
| SAY | Now, we will continue testing. You have until _____ to continue working, and I will let you know when there are 10 minutes left.<br><br>Now, open your test and answer book and continue working. |
|-----|---|

At 10 minutes before the stopping time,

|     |   |
|-----|---|
| SAY | You have 10 minutes to finish the test. |
|-----|---|

After 10 more minutes,

|            |  |
|------------|--|
| <b>SAY</b> | <b>Stop.</b> Put your pencil down and close your test and answer book. |
|------------|--|

Collect test materials.

Complete the following steps:

1. Make sure that each student returns his or her test and answer book, and indicate on your required administration information that each book is returned. Also make sure that your testing room seating chart is accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Ensure that the box at the upper left corner of the front cover has been completed by each student and that the information on the PreID label is accurate and complete.
4. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

**For ESE/504 students:**

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

**For ELL or recently exited ELL students:**

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

5. Return all materials to your school assessment coordinator as described on page 71 of the Winter 2022 EOC and FCLE Manual.

# Script for Administering the Accommodated Paper-Based Florida Civic Literacy Exam (FCLE)

160+ Minutes

The following script should be used for students participating in the Florida Civic Literacy Exam (FCLE) assessment using a regular print, large print, or one-item-per-page paper-based accommodation.

When testing students who are allowed certain administration accommodations (e.g., extended time, use of translation dictionary), you must modify this script with the specific instructions that students are to follow. It is important that you review the script before testing begins to determine the necessary modifications.

If you are administering the test to students using a large print accommodation, use this script along with the instructions on pages 26–28. If you are administering the test to students using a one-item-per-page accommodation, use this script along with the instructions on pages 29–31. For more information about Oral Presentation accommodations, see pages 32–34.

**This test is 160 minutes, and students will take a short stretch break after 80 minutes of testing. Students who need additional time after 160 minutes may continue working up to half of a typical school day.**

During this test, remember the following:

- Ensure that you have a Security Log and a seating chart, and collect required administration information for your room. Remember to maintain these documents during testing.
- If a student starts a test and leaves campus without finishing (e.g., for lunch, an appointment), he or she will **not** be allowed to return to that test. If you have concerns that a student will be unable to finish the test, you should not allow the student to begin. Instead, contact the school assessment coordinator for instructions.
- Provide individual student restroom breaks as needed, and maintain the security of the test during breaks. Only one student may leave the room at a time. The student should close his or her test and answer book and should not discuss or exchange information about the test with anyone during breaks. **Students must not be given access to electronic devices (e.g., cell phones, smartphones, tablets, smartwatches) during breaks. If a student accesses his or her electronic device(s) during a break, that student’s test must be invalidated.**
- During a break, you may reread portions of this script to students as reminders (e.g., check your work, testing rules).
- If a disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.
- Be familiar with the prohibited activities listed on the *Test Administrator Prohibited Activities Agreement* that you signed.

## Before Reading This Script

1. Before students arrive, ensure that the testing room is prepared as described on pages 25–26 of the Winter 2022 EOC and FCLE Manual, including removing or covering any visual aids on boards or walls.
2. Ensure that you have all test materials needed for this test.
3. Display the district name, school name, today’s date, and the four-digit test group code assigned by your school assessment coordinator.
4. Ensure that the Electronic Devices sign is visible to all students and that the Do Not Disturb sign is posted at each entrance to the testing room. (Signs are available in Appendix E of the Winter 2022 EOC and FCLE Manual and on the Florida Statewide Assessments Portal.)
5. Ensure that each student has a No. 2 pencil.
6. Ensure that all student desktops are cleared off and are free of any unauthorized aids (e.g., charts displaying government concepts).

|     |  |
|-----|--|
| SAY | <p>Today, you will take the Florida Civic Literacy Exam (FCLE).</p> <p>You may not have any electronic or recording devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smartphones, tablets, smartwatches, cameras, Bluetooth/wireless headphones/earbuds, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. <b>If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored.</b> If you have any devices with you right now, please turn them off and raise your hand.</p> |
|-----|--|

If a student raises his or her hand, follow your school’s procedures regarding electronic devices. At this time, silence your own electronic device(s).

|     |   |
|-----|---|
| SAY | <p><b>You will have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time.</b></p> |
|-----|---|

Distribute the FCLE answer books.

Contact your school assessment coordinator if you have preidentified answer books that do not belong to students in your testing room or if you need additional answer books. Update your required administration information as necessary.

### **After distributing answer books,**

|     |   |
|-----|---|
| SAY | <p>The only materials on your desk should be your No. 2 pencil and your FCLE answer book. Do not open your answer book.</p> <p>Look at the label in the lower left corner of your book. Check to make sure that your name and date of birth are on the label. If you see any problems, raise your hand.</p> |
|-----|---|

If a student has an incorrect label affixed to his or her book, contact your school assessment coordinator.

|     |   |
|-----|---|
| SAY | Now, look at the box in the upper left corner of your answer book.<br>Print your first and last names next to <b>Student Name</b> .<br>Print your date of birth next to <b>Date of Birth</b> .<br>Print _____ ( <i>name of the school</i> ) next to <b>School Name</b> .<br>Print _____ ( <i>name of the district</i> ) next to <b>District Name</b> .<br>Print _____ ( <i>today's date</i> ) next to <b>Today's Date</b> . |
|-----|---|

**The fields in the upper left corner of the student answer book must be completed by each student even when a student PreID label is affixed.**

Once students have completed this information,

|     |   |
|-----|---|
| SAY | Now, look at the box labeled <b>Test Group Code</b> . Write the test group code _____ in the boxes, and grid the corresponding bubbles. |
|-----|---|

Wait until students have finished.

Distribute the FCLE test books.

|     |   |
|-----|---|
| SAY | Now, the only materials on your desk should be your No. 2 pencil, your FCLE test book, and your answer book. Do not open your test book or answer book.<br><br>Write your name on the bottom of your test book. ( <i>Pause.</i> )<br><br>Your test book has one plastic seal tab. Find the plastic tab on the right side of your book. Carefully pull the tab <b>out</b> and <b>down</b> . Do not remove any remaining pieces of the tab. |
|-----|---|

Make sure that all students pull the tab. If a student tears his or her book, obtain a replacement from your school assessment coordinator and record the new security number with your required administration information.

|     |   |
|-----|---|
| SAY | Now, open your test book to page 2 and look at the Testing Rules Acknowledgment at the top of the page. Please listen as I read the testing rules. <ul style="list-style-type: none"><li>• Do not talk to other students or make any disturbance.</li><li>• Do not look another student's test book or answer book or allow another student to look at your test book or answer book.</li><li>• Do not ask for help answering any test questions.</li><li>• Do not give help to another student in answering test questions.</li><li>• You cannot have notes or scratch paper.</li><li>• You cannot have any electronic or recording devices in your possession at any time, including breaks, even if you do not use them.</li></ul> Because the content in all statewide assessments is secure, you may not discuss or reveal details about the test items after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.<br><br>Are there any questions? |
|-----|---|

Answer all questions.

|     |  |
|-----|--|
| SAY | <p>Now, read silently as I read the Testing Rules Acknowledgment out loud.</p> <p style="text-align: center;"><b>I understand the testing rules that were just read to me. If I do not follow these rules, my test score may be invalidated.</b></p> <p>Now, sign your name on the line next to Signature to indicate that you understand the testing rules.</p> |
|-----|--|

Pause while students sign their names. If a student does not sign his or her name, contact your school assessment coordinator.

|     |  |
|-----|--|
| SAY | <p>Turn to page 4 and read silently as I read aloud the directions at the top of the page.</p> <p style="text-align: center;"><b>Read each item carefully. Use the space in this Test Book to do your work as needed. Then, fill in the bubble completely in your Answer Book for the answer you have chosen. If you change your answer, be sure to erase completely.</b></p> <p>Now, close your test book. Remember the following:</p> <ul style="list-style-type: none"> <li>• Mark your answers directly in your answer book.</li> <li>• Read each item carefully so you will understand how to respond.</li> <li>• Completely fill in the bubble that you choose for your answer. If you change an answer, be sure to erase completely.</li> <li>• Do not make a mark in any of the other bubbles. If you draw a line or an X through an answer that you think is wrong and the mark goes into a bubble, that bubble might be counted as your answer.</li> <li>• Do not circle answers. If you circle the answers instead of filling in the bubbles, your answers will <b>not</b> be scored.</li> <li>• When you have finished, check through your answers to make sure you have filled in only one bubble for each multiple-choice question.</li> </ul> <p>Try to answer every question. If you aren't sure how to answer a question, skip it and keep going. After you have answered all the other questions, go back and answer any questions you skipped.</p> <p>You may not have scratch paper, but you <b>may</b> use the blank space in your test book as workspace.</p> <p>If you need to leave the room at any time, raise your hand. Only one student may leave the room at a time. Close your test book and answer book before you leave. While outside the testing room, you are <b>not</b> permitted to access any electronic devices or discuss the test with anyone.</p> <p>Please raise your hand if you have any questions.</p> |
|-----|--|

Answer all questions.

**Read Option A, B, or C based on instructions from your school assessment coordinator.**

**Option A**

|            |   |
|------------|---|
| <b>SAY</b> | <p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test book and answer book and raise your hand. I will collect your test materials. Once I have collected your test book and answer book, I will not be able to return them to you.</p> <p>If you finish the test within the first 80 minutes, please sit quietly. You are not permitted to leave within the first 80 minutes. At the break, you will be dismissed.</p> <p>If you finish the test after the stretch break, you may leave quietly once I have collected your test materials.</p> <p>Please raise your hand if you have any questions.</p> |
|------------|---|

**OR**

**Option B**

|            |   |
|------------|---|
| <b>SAY</b> | <p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test book and answer book and raise your hand. I will collect your test materials. Once I have collected your test book and answer book, I will not be able to return them to you. Then you must sit quietly until everyone is finished.</p> <p>Please raise your hand if you have any questions.</p> |
|------------|---|

**OR**

**Option C**

|            |  |
|------------|--|
| <b>SAY</b> | <p>When you have finished the test, review your work carefully and make sure you have answered every question. Then, close your test book and answer book and raise your hand. I will collect your test materials. Once I have collected your test book and answer book, I will not be able to return them to you. Then you must sit quietly until everyone is finished. You may read, but you may not write.</p> <p>Please raise your hand if you have any questions.</p> |
|------------|--|

Answer all questions.

|            |   |
|------------|---|
| <b>SAY</b> | <p>You have 160 minutes to complete this test, and we will take a short stretch break after 80 minutes. After 160 minutes, you will be permitted to continue working if you need additional time. I will remind you when there are 10 minutes left in the test.</p> <p>Open your test book and answer book and begin working.</p> |
|------------|---|



Complete the following:

|                              |             |
|------------------------------|-------------|
| STARTING time:               | _____       |
| Add 80 minutes:              | +80 minutes |
| Time to call a break:        | _____       |
| TIME TESTING RESUMES:        | _____       |
| Add 70 minutes:              | +70 minutes |
| Time for 10-minute reminder: | _____       |
| Add 10 minutes:              | +10 minutes |
| STOPPING time:               | _____       |

Display the STARTING and STOPPING times for students.

Although it is your responsibility to ensure that students are working independently, you are prohibited from reading test content before, during, and after the test.

Do not use cell phones, classroom phones, computers, or other devices (except to contact your school assessment coordinator in an emergency). Do not check email, grade papers, etc. Your full attention should be on students **at all times** while you are **actively monitoring** the testing room.

If a defective book is found during testing, contact your school assessment coordinator to obtain a replacement book. Grid the DNS bubble on the defective book and set it aside.

Add the new security number to your required administration information. Direct the student to write his or her name, date of birth, school name, district name, and today’s date in the box in the upper left corner on the front cover of the replacement book.

After 80 minutes from the STARTING time,

|     |   |
|-----|---|
| SAY | <b>Stop.</b> Put your pencil down and close your test book and answer book. You may stand and stretch, but do not talk. |
|-----|---|

**If your school selected Option A,**

|     |   |
|-----|---|
| SAY | Please raise your hand if you have completed the test. I will confirm that I have your test materials, and then you may leave the room quietly. If you have not completed the test, wait quietly as I dismiss these students. We will resume testing after the break. <i>(Pause.)</i> |
|-----|---|

Confirm that you have collected all test materials from students who are being dismissed at this time.

After a short break,

|     |  |
|-----|--|
| SAY | Now, be seated. You still have 80 minutes to complete this test, and I will let you know when there are 10 minutes left. You will be permitted to continue working if you need additional time. Remember, if you finish early, go back and check your work.<br><br>Make sure you are on the page where you left off. You may now continue working. |
|-----|--|

After 70 minutes,

|     |  |
|-----|--|
| SAY | There are 10 minutes left in this test. Remember that you will be permitted to continue working if you need additional time. |
|-----|--|

After 10 more minutes,

|     |   |
|-----|---|
| SAY | <b>Stop.</b> Put your pencil down and close your test book and answer book. Raise your hand if you would like additional time to work. Please sit quietly and do not continue working at this time.<br><br>If you have finished working, I will collect your test book and answer book now. |
|-----|---|

Collect test materials.

Based on instructions from your school assessment coordinator, either dismiss students who have finished, **or** move students who require additional time to an alternate testing location. If students are moved to a new location, create a new seating chart for that location, and ensure that students using extra time are allowed the correct amount of time to complete the test. **Students may work for a total of half of a typical school day.**

Display the new stopping time for students. Once students are ready to continue working,

|     |  |
|-----|--|
| SAY | Now, we will continue testing. You have until _____ to continue working, and I will let you know when there are 10 minutes left.<br><br>Now, open your test book and answer book and continue working. |
|-----|--|

At 10 minutes before the stopping time,

|     |   |
|-----|---|
| SAY | You have 10 minutes to finish the test. |
|-----|---|

After 10 more minutes,

|     |   |
|-----|---|
| SAY | <b>Stop.</b> Put your pencil down and close your test book and answer book. |
|-----|---|

Collect test materials.

Complete the following steps:

1. Make sure that each student returns his or her test book and answer book, and indicate on your required administration information that each book is returned. Also make sure that your testing room seating chart is accurate and complete and includes arrows to indicate which direction students are facing.
2. Report any missing materials and/or test irregularities or security breaches to your school assessment coordinator immediately.
3. Ensure that the box at the upper left corner of the front cover has been completed by each student and that the information on the PreID label is accurate and complete.

4. Record the accommodations provided to students and the accommodations used by students on your required administration information. Use the following accommodations codes to record this information:

**For ESE/504 students:**

- 1-FP = Flexible Presentation
- 1-FR = Flexible Responding
- 1-FSC = Flexible Scheduling
- 1-FSE = Flexible Setting
- 1-AD = Assistive Devices

**For ELL or recently exited ELL students:**

- 2-FSC = Flexible Scheduling
- 2-FSE = Flexible Setting
- 2-AHL = Assistance in Heritage Language
- 2-ADI = Approved Dictionary

5. Return all materials to your school assessment coordinator as described on page 71 of the Winter 2022 EOC and FCLE Manual.

# Large Print Test Administrator Instructions

These instructions serve as a guideline for administering paper-based assessments to students who use large print materials. These instructions should be used along with the paper-based test administration scripts on pages 3–25 of this document.

**Note:** Normal print font is 12pt Verdana. Large Print font is 18pt Verdana.

## Assemble Large Print Materials

Your school assessment coordinator will provide the materials needed to administer tests to students using large print materials. Read the following information to ensure that you have all appropriate materials. If you are missing any materials or have questions about their use, contact your school assessment coordinator. See *Test Administrator Responsibilities Before Testing* on pages 25–31 of the Winter 2022 EOC and FCLE Manual for additional information.

Students using large print materials record their responses directly in the large print test and answer books. A regular print document is also included in each large print test materials kit. **School/district personnel are responsible for transcribing student responses into the regular print test and answer book, applying a PreID label to the regular print document, and ensuring that all information on the front of each student’s regular print document has been filled in accurately.** Large print test and answer books that are not transcribed into regular print documents with correct PreID labels will likely fall into late reporting.

Assemble the following large print test materials:

- **Test Administrator**
  - Required Administration Information
  - Sheet of Blank PreID Labels
  - Regular Print Test and Answer Books (Test Books and Answer Books for FCLE only)
  - Special Document Return Envelopes
  - Approved Regular Four-Function Calculator (Biology 1 EOC only)
- **Student Test Materials**
  - Large Print Test and Answer Books
  - Large Print *Periodic Table of the Elements* (Biology 1 EOC only)
  - Approved four-function calculators, including large display/talking calculators (Biology 1 EOC only)

## Large Print Scripts

You will use the test administration scripts on pages 3–25 of this document to administer assessments to students using large print materials.

- **Modification for FCLE**
  - Test directions on the top page 4 of the FCLE Test Book are changed in the Large Print Test and Answer Book to read: “Read each item carefully. Use the space in this Test and Answer Book to do your work as needed. Then, mark your answer directly in this Test and Answer Book by circling the answer you have chosen. If you change your answer, be sure to erase completely.”

## Prepare Student Large Print Documents

To ensure that each student's test documents are processed correctly, ensure that the student name, date of birth, school name, district name, and today's date are written on the front cover of the large print test and answer book.

On-Demand PreID Labels must be applied and all information on the front of each student's regular print document must be filled in accurately and completely. For information about PreID labels, see pages 20–21 of the Winter 2022 EOC and FCLE Manual.

## Distribute Large Print Materials

Refer to the information in the *Test Administrator Responsibilities Before Testing* section on pages 25–31 of the Winter 2022 EOC and FCLE Manual, as well as the information in the *Test Administrator Responsibilities During Testing* section on pages 32–35 of the Winter 2022 EOC and FCLE Manual to ensure that you have all necessary materials.

## Transcribe Large Print Student Responses

Students using large print materials will record their responses directly in the large print test and answer book. School/district personnel **must** transcribe the student's responses from the large print test and answer book into the **regular print document** included in the Large Print Kit using a number 2 pencil. It is recommended that one school/district staff member transcribes the student's responses into the regular print document and another staff member reviews the transcription to ensure accuracy. School/district personnel are responsible for applying a PreID label and ensuring that all information on the front of each student's regular print document has been filled in accurately and completely, and for transcribing the student's responses into the regular print document before placing it with the large print test and answer document in the student's Special Document Return Envelope.

Flexible responding accommodations should be provided as necessary to eligible students using large print materials to ensure that student responses are recorded correctly. For a student who cannot write legibly, you should record or transcribe the student's responses into a regular print document provided for the student. If a student using large print materials provides verbal or signed responses, you **must** record the student's responses in the student's regular print document. **Always include the student's large print test materials and the regular print document containing his or her responses in the student's Special Document Return Envelope(s).**

If a student is using multiple learning media (e.g., a student uses braille materials and records his or her responses in a large print test and answer book), make sure that **all** of the student's responses are in **one** document type. Place the TO BE SCORED document containing the student's responses in the student's Special Document Return Envelope according to the return instructions for that document type.

See the *2022–2023 Statewide Assessments Accommodations Guide* for additional information on flexible responding accommodations.

## **Return Large Print Materials**

Complete the following steps after testing:

1. Verify that you have collected all required administration information (see page 26 of the Winter 2022 EOC and FCLE Manual). Make a copy for your files. Notify the school assessment coordinator immediately if any secure test materials are missing.
2. Ensure that the accommodations provided to each student and the accommodations used by each student have been recorded with other required administration information. For each student who tested using large print materials, ensure that flexible presentation, flexible responding, and any other category of accommodations used during the test are recorded.
3. Verify that your Security Log and seating chart have been completed correctly. Make copies for your files.
4. Ensure that the student name, date of birth, school name, district name, and today's date are written in the box on the front cover of each student's large print test and answer book.
5. Ensure that an On-Demand PreID Label has been applied and all information on the front of each student's regular print document has been filled in accurately and completely.
6. If a test is TO BE SCORED, verify that the DNS bubble has **not** been gridded. If a DNS bubble is gridded by mistake, erase it completely **and** grid the UNDO bubble.
7. Ensure that each student's responses have been transcribed from the large print test and answer book into the student's regular print test and answer book.
8. Place each student's test materials (e.g., large print test and answer book, regular print document) in the Special Document Return Envelope. **Do not place materials for more than one student in the same envelope.** Do **not** seal the envelope(s).
9. Complete a Special Document Return Envelope for each student according to the instructions on the envelope.
10. Return the completed Special Document Return Envelopes and all other materials to your school assessment coordinator for transcription.

# One-Item-Per-Page Test Administrator Instructions

These instructions serve as a guideline for administering paper-based assessments to students who use one-item-per-page materials. These instructions should be used along with the paper-based test administration scripts on pages 3–25 of this document.

## Assemble One-Item-Per-Page Materials

Your school assessment coordinator will provide the materials needed to administer tests to students using one-item-per-page materials. Read the following information to ensure that you have all appropriate materials. If you are missing any materials or have questions about their use, contact your school assessment coordinator. See *Test Administrator Responsibilities Before Testing* on pages 25–31 of the Winter 2022 EOC and FCLE Manual for additional information.

Students using one-item-per-page materials record their responses directly in the one-item-per-page test and answer books. A regular print document is also included in each one-item-per-page test materials kit. **School/district personnel are responsible for transcribing student responses into the regular print test and answer book, applying a PreID label to the regular print document, and ensuring that all information on the front of each student’s regular print document has been filled in accurately.** One-item-per-page print test and answer books that are not transcribed into a regular print test and answer book with correct PreID labels will likely fall into late reporting.

Assemble the following one-item-per-page test materials:

- **Test Administrator**
  - Required Administration Information
  - Sheet of Blank PreID Labels
  - Regular Print Test and Answer Books (Test Books and Answer Books for FCLE only)
  - Special Document Return Envelope
  - Approved Regular Four-Function Calculator (Biology 1 EOC only)
- **Student Test Materials**
  - One-Item-Per-Page Test and Answer Books
  - *Periodic Table of the Elements* (inside the one-item-per-page test book) (Biology 1 EOC only)
  - Approved four-function calculators, including large display/talking calculators (Biology 1 EOC only)

## One-Item-Per-Page Scripts

You will use the test administration scripts on pages 3–25 of this document to administer assessments to students using one-item-per-page materials. **Modifications to the test administration scripts should be made as specified below and on the following page.** It is important that you review the scripts and modifications **before** testing begins.

- **Modification for Biology 1**
  - Remove the *Periodic Table of the Elements* from the one-item-per-page test and answer book by opening the binder rings and instruct students to refer to the periodic table at any time during the test.



- **Modification for All Subjects**

- Instruct students to print their name, school name, and district name in the box on the title page of the one-item-per-page test and answer book. The box in the upper right corner of the title page must be completed by each student, and school/district personnel will be responsible for applying a PreID label and ensuring that all information on the front of each student’s regular print test and answer book has been filled in accurately and completely.
- Omit instructions to grid the test group code. School staff should grid the appropriate test group code(s) on the front of each student’s regular print test and answer book.
- Omit instructions to remove the seal. The one-item-per-page test and answer books do not contain seals.
- Refer to or distribute the appropriate page(s) to students as the remaining directions in the scripts are read aloud.

## **Prepare Student One-Item-Per-Page Documents**

To ensure that each student’s test documents are processed correctly, ensure that the student name, school name, and district name are written on the title page of the one-item-per-page test and answer book.

On-Demand PreID Labels must be applied and all information on the front of each student’s regular print document must be filled in accurately and completely. For information about PreID labels, see pages 20–21 of the Winter 2022 EOC and FCLE Manual.

## **Distribute One-Item-Per-Page Materials**

Refer to the information in the *Test Administrator Responsibilities Before Testing* section on pages 25–31 of the Winter 2022 EOC and FCLE Manual, as well as the information in the *Test Administrator Responsibilities During Testing* section on pages 32–35 of the Winter 2022 EOC and FCLE Manual, to ensure that you have all necessary materials.

## **Transcribe One-Item-Per-Page Student Responses**

Students using one-item-per-page materials will record their responses directly in the one-item-per-page test and answer book. School/district personnel **must** transcribe the student’s responses from the one-item-per-page test and answer book into the **regular print document** included in the One-Item-Per-Page Kit using a number 2 pencil. It is recommended that one school/district staff member transcribes the student’s responses into the regular print document and another staff member reviews the transcription to ensure accuracy. School/district personnel must apply a PreID label and ensure that all information on the front of each student’s regular print document has been filled in accurately and completely, and transcribe the student’s responses into the regular print document before placing it with the one-item-per-page test and answer document in the student’s Special Document Return Envelope.

Flexible responding accommodations should be provided as necessary to eligible students using one-item-per-page materials to ensure that student responses are recorded clearly. If a student using one-item-per-page materials provides verbal or signed responses, you **must** record the student’s responses in the student’s regular print document. **Always include the student’s one-item-per-page test materials and the regular print test and answer book containing his or her responses in the student’s Special Document Return Envelope(s).**



If a student is using multiple learning media (e.g., a student uses braille materials and records his or her responses in a one-item-per-page test and answer book), make sure that the student's responses are in **one** document type. Place the TO BE SCORED document containing the student's responses in the student's Special Document Return Envelope according to the return instructions for that document type.

See the *2022–2023 Statewide Assessments Accommodations Guide* for additional information on flexible responding accommodations.

## **Return One-Item-Per-Page Materials**

Complete the following steps after testing:

1. Verify that you have collected all required administration information (see page 26 of the Winter 2022 EOC and FCLE Manual). Make a copy for your files. Notify the school assessment coordinator immediately if any secure test materials are missing.
2. Ensure that the accommodations provided to each student and the accommodations used by each student have been recorded with other required administration information. For each student who tested using one-item-per-page materials, ensure that flexible presentation, flexible responding, and any other category of accommodations used during the test are recorded.
3. Verify that your Security Log and seating chart have been completed correctly. Make copies for your files.
4. Ensure that the student name, school name, and district name are written in the box on the title page of each student's one-item-per-page test and answer book.
5. Ensure that an On-Demand PreID Label has been applied and all information on the front of each student's regular print document has been filled in accurately and completely.
6. If a test is TO BE SCORED, verify that the DNS bubble has not been gridded. If a DNS bubble is gridded by mistake, erase it completely and grid the UNDO bubble.
7. Ensure that student responses have been transcribed from the one-item-per-page test and answer book into the student's regular print document.
8. Place each student's test materials (e.g., one-item-per-page test and answer book, regular print document) in the Special Document Return Envelope. **Do not place materials for more than one student in the same envelope.** Do **not** seal the envelope(s).
9. Complete the Special Document Return Envelope for each student according to the instructions on the envelope.
10. Return the completed Special Document Return Envelopes and all other materials to your school assessment coordinator for transcription.

# Instructions for Oral Presentation Accommodations

Use the instructions and examples below and on the following pages when providing oral presentation of an assessment to eligible students who have the accommodation documented in an IEP or Section 504 Plan. Any portions of tests that may be read aloud may also be signed for students who require use of sign language. Prompts, items, and answer choices may not be reworded, summarized, or simplified. When reading answer choices, the test administrator or proctor must be very careful not to use inflection that might lead a student to the correct/incorrect responses. Directions, prompts, items, and answer choices may be repeated as many times as a student requests. These rules are consistent with text-to-speech functionality for test items in computer-based tests.

For students with the oral presentation accommodation taking EOCs or the FCLE, all directions, passages, test questions, and answer choices may be read aloud. Test items and answer choices that are read aloud may not be reworded, summarized, or simplified. Charts, tables, illustrations, and graphs may also be read aloud to students with the oral presentation accommodation. The test administrator or proctor may describe the charts, tables, illustrations, graphs, etc., in a manner similar to that which the student would normally encounter in the classroom, but the test administrator or proctor must exercise care not to use inflection that might lead a student to the correct/incorrect response.


**Note:** For any portions of tests that may be read aloud or signed for students with disabilities, assistance in heritage language only (not oral presentation) may be provided for students identified as English Language Learners (ELLs) and recently exited ELLs.

## NGSSS EOC and Florida Civic Literacy Exam Examples

For students with an oral presentation accommodation taking NGSSS EOCs or the Florida Civic Literacy Exam, charts, tables, graphs, pictures, and other graphics may be described to the students in a manner similar to that which the student would normally encounter in the classroom. If a student does not normally need charts, tables, graphs, and pictures described to them in the classroom, it would not be appropriate to describe them on the statewide assessments. The examples provided below and on the following page are modeled from secure browser text-to-speech descriptions and are generally provided for students with visual impairments who may not be able to access graphics.

### U.S. History or Civics EOC or the Florida Civic Literacy Exam

Example:

|  |  |
|--|--|
| <p>The newspaper headline below describes a significant event in U.S. foreign affairs.</p> | <p>Everything in this portion of the item may be read aloud.</p>   |
|          | <p>The graphic should be described as follows: An image of a newspaper titled “Daily News” with the date of May seventh, nineteen fifteen is shown. The headline on the newspaper reads, “Lusitania Sunk: Over One Hundred Americans Lost At Sea”.</p> |
| <p>How did this event contribute to the United States’ entry into World War I?</p>         | <p>Everything in this portion of the item may be read aloud.</p>   |

## Biology 1 EOC

Example:

A team of ecologists observed feeding patterns of several populations in the desert. The energy pyramid shown below depicts the feeding patterns the ecologists observed.

Everything in this portion may be read aloud.

**DESERT ENERGY PYRAMID**

Fourth Trophic Level  
Birds of Prey

Third Trophic Level  
Snakes Small Birds

Second Trophic Level  
Small Mammals Insects

First Trophic Level  
Cacti Flowering Shrubs Desert Trees

The graphic should be described as follows: A triangle-shaped pyramid titled “Desert Energy Pyramid.” The pyramid is divided into four sections by horizontal lines. The bottom section is labeled “First Trophic Level” and contains cacti, flowering shrubs, and desert trees. The next higher section is labeled “Second Trophic Level” and contains small mammals and insects. The next higher section is labeled “Third Trophic Level” and contains snakes and small birds. The top section is labeled “Fourth Trophic Level” and contains birds of prey.

Which of the following **best** explains the difference in the amount of available energy in the trophic levels of the desert ecosystem?

Everything in this portion may be read aloud.

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