Supplement to the
Examiner’s Manual for
Grades 6, 7, & 8 Tests

Directions for Paper Tests
Regular and Special Forms
Revised October 2019

Only those persons who have signed the School Division Personnel Test Security Agreement may participate in the administration of the Standards of Learning assessments to students.
# EXAMINER’S/PROCTOR’S CHECKLIST FOR ADMINISTERING PAPER TESTS

## Activities Before Test Administration

<table>
<thead>
<tr>
<th>Number</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Read this <em>Supplement to the Examiner’s Manual</em>, the <em>Examiner’s Manual</em> itself, and any local directions you have been given. Resolve any questions you might have with your STC (this <em>Supplement</em>, Section 2.1).</td>
</tr>
<tr>
<td>2.</td>
<td>Prior to participating in the SOL test administration, read and sign the <em>School Division Personnel Test Security Agreement</em>, and read the legislation passed by the Virginia General Assembly (§ 22.1–19.1 and § 22.1–292.1) regarding the repercussions of violating test security (refer to the <em>Examiner’s Manual</em> Appendices).</td>
</tr>
<tr>
<td>3.</td>
<td>Inform students of testing (refer to the <em>Examiner’s Manual</em>).</td>
</tr>
<tr>
<td>4.</td>
<td>Prepare students for testing (refer to the <em>Examiner’s Manual</em>). Teachers/Examiners should discuss with students the consequences of: having access to cell phones, electronic devices, or other unauthorized materials during testing, and cheating (refer to the <em>Examiner’s Manual</em>).</td>
</tr>
<tr>
<td>5.</td>
<td>Prepare the test site for testing. Ensure all items that are capable of providing an unfair advantage are covered or removed as appropriate (refer to the <em>Examiner’s Manual</em>).</td>
</tr>
<tr>
<td>6.</td>
<td>Verify the use of Proctors or need for additional assistance (refer to the <em>Examiner’s Manual</em>).</td>
</tr>
<tr>
<td>7.</td>
<td>Be aware of the alternate test site for students who may not finish their test by the end of the allotted test administration time and understand the process of moving students from one test site to another (refer to the <em>Examiner’s Manual</em>).</td>
</tr>
<tr>
<td>8.</td>
<td>Be familiar with the directions for administering the test (<em>Supplement</em>, Section 2.2). Paper test directions are located in Sections 5.2–5.7 of this <em>Supplement</em>.</td>
</tr>
<tr>
<td>9.</td>
<td>Review the materials needed for testing (<em>Supplement</em>, Section 2.3).</td>
</tr>
<tr>
<td>10.</td>
<td>If you are administering tests to students who require special accommodations, become familiar with the accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. Coordinate with your STC how accommodations will be provided (<em>Supplement</em>, Section 2.4, <em>Examiner’s Manual</em> Appendices).</td>
</tr>
<tr>
<td>11.</td>
<td>Understand the requirements for a student-initiated break (refer to the <em>Examiner’s Manual</em>).</td>
</tr>
<tr>
<td>12.</td>
<td>Know if the student or an authorized staff member will hand code the student information fields on the answer document (<em>Supplement</em>, Sections 3.1 and 3.2.).</td>
</tr>
<tr>
<td>13.</td>
<td>Understand how students should mark the answer document or how to complete the answer document for students with certain accommodations (<em>Supplement</em>, Sections 3.3 and 3.4).</td>
</tr>
<tr>
<td>14.</td>
<td>Use the directions in Section 4 if students will fill out the demographic portions of their own answer documents.</td>
</tr>
</tbody>
</table>

**CAUTION:** Before you begin testing, verify that you are using the appropriate answer documents, Version 1.0. Using the wrong answer documents will result in inaccurate scores and delay delivery of test results.
### Activities During Test Administration

- **1.** On the day of testing, receive test materials needed for the paper test session(s) from the STC; verify receipt of secure materials by signing the appropriate transmittal form; and fill out Assembly ID Sheets as you open test booklet packs (*Supplement*, Section 5.1).

- **2.** Verify the preparation of the testing room. It must meet the requirements specified in the *Examiner’s Manual*.

- **3.** Know the procedure for reporting test errors to the STC as reported by students (refer to the *Examiner’s Manual*).

- **4.** Administer the paper test by reading the directions verbatim, or reading the directions with modifications for students with certain testing accommodations (*Supplement* Sections 5.2, 5.3, 5.4, 5.5, 5.6, or 5.7).

- **5.** Monitor the students as they test, following the guidelines in *Supplement* Sections 5.2.1, 5.3.1, 5.4.1, 5.5.1, 5.6.1, or 5.7.1, and understand how to answer student questions and respond to common test scenarios.

- **6.** Collect the students’ answer documents and test materials as described in the *Supplement* Sections 5.2.2, 5.3.2, 5.4.2, 5.5.2, 5.6.2, and 5.7.2.

### Activities After Test Administration

- **1.** Inspect students’ answer documents per STC directions (*Supplement*, Section 6.1).

- **2.** Organize secure test materials for return to the STC (*Supplement*, Section 6.2).

- **3.** Return **ALL** test materials to the STC (*Supplement*, Section 6.3).

- **4.** Read and sign the Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors or the Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors (refer to the *Supplement to the Writing and Non-Writing Test Implementation Manuals*).

- **5.** Inform the STC of any student absent from the test session (*Supplement*, Section 7).

- **6.** Be prepared to assist with make-up testing for absent students.
IMPORTANT REMINDERS

Using the Supplement to the Examiner's Manual

- This Supplement to the Examiner’s Manual provides the testing directions that Test Examiners and Proctors must use for the administration of the paper Grade 6 Mathematics and Reading, Grade 7 Mathematics and Reading, Grade 8 Mathematics, Reading, and Science Standards of Learning (SOL) Assessments. This Supplement must be used in conjunction with the Examiner’s Manual for Grades 6–8 assessments, which contains additional information, guidance, procedures, and responsibilities that the Test Examiner and Proctor are required to follow in order to administer the SOL tests.

- Unlike the Examiner’s Manual, this Supplement is not available as a paper manual sent to the divisions in the non-secure shipments. Instead, it is available in electronic format at the Virginia Department of Education Web site, where it may be downloaded:

  www.doe.virginia.gov/testing/test_administration/index.shtml

Paper Test Format

All students are required to take the online version of the Standards of Learning (SOL) tests with the exception of students who meet one of the criteria for paper testing. Those criteria are listed below:

- The student attends school in a location where a secure network connection or the required technology is not available to access an online test. Such locations include the following: special situations schools; homebound, residential, or hospital placement; night school or Governor’s school.

- The student requires an accommodation specified in his/her Individualized Education Plan (IEP), 504 Plan, or English Learner (EL) Assessment Participation Plan that is described in the Examiner’s Manual Appendices as requiring a paper test (e.g., large-print test, braille test, brailler, and some instances of multiple test sessions).

- The student has a documented medical condition, such as a seizure disorder, where exposure to a testing device will aggravate the student’s condition.

- The student’s eligibility for paper/pencil tests has been established using the Documentation of Need for Paper/Pencil Standards of Learning (SOL) Assessment form, which is retained in the office of the Division Director of Testing. The procedure for completing this document establishes that the use of paper/pencil tests is intended only to provide access to the SOL assessments for the following students:
  - students with disabilities who require other accommodations that necessitate a paper test
  - students with medical conditions that render them unable to take an online test.

- The use of paper tests may not be permitted for the purpose of improving performance.
IMPORTANT REMINDERS, continued

Answer Documents

- **Fall 2019 test administration:**
  - All Grades 6, 7, and 8 Reading tests and the Grade 8 Science test must use Version 1.0 answer documents.
  - All Grades 6, 7, and 8 Mathematics tests must use the Version 2.0 answer documents.

- **Spring 2020**
  - All Grades 6, 7, and 8 Mathematics and Reading tests must use Version 2.0 answer documents.
  - The Grade 8 Science test must use the Version 1.0 answer document.

- Student demographic information on paper answer documents must be carefully hand coded.

Modified Standard Diploma Students

- The Modified Standard diploma is available only to students in high school who entered the 9th grade for the first time prior to the 2013–2014 school year.

- **Numeracy: Grade 8 Mathematics 2009 SOL.** Students needing to demonstrate the numeracy requirement for a Modified Standard Diploma must retake the Grade 8 Mathematics test based on the 2009 SOL using CAT format.

- **Literacy: Grade 8 Reading 2002 SOL.** Students needing to demonstrate the literacy requirement for a Modified Standard Diploma must re-take the Grade 8 Reading test based on the 2002 SOL.

- **Paper tests.** Paper Grade 8 Mathematics (2009 SOL) and Grade 8 Reading (2002 SOL) tests are available for students with a documented need for a paper test. These tests are also available as an audio kit with a compact disc (CD), large-print, and braille with or without audio. **NOTE:** The Grade 8 Mathematics (2009 SOL) braille test will be presented in English Braille American Edition (EBAE) with Nemeth.

- **Answer documents.**
  - Grade 8 Reading (2002 SOL) use Version 1.0 answer documents for Fall 2019 test administration only. Use Version 2.0 answer documents for Spring 2020 and Summer 2020 test administrations.

- **Calculator access for Grade 8 Mathematics (2009 SOL).** One hand-held scientific calculator from the list of Approved Calculators for the Virginia Standards of Learning Assessments must be provided to students for both online and paper versions of the test. The Desmos Virginia scientific calculator is not permitted on this test.
IMPORTANT REMINDERS, continued

If you have questions about your school’s testing procedures, contact your School Test Coordinator (STC). If you have concerns about the testing procedures being followed in your school and your STC is unable to address them, contact the Division Director of Testing (DDOT) in your school division’s central office. If you have concerns that your DDOT cannot address, please contact the Office of Student Assessment at (804) 225-2102 or by e-mail at Student_Assessment@doe.virginia.gov.
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This Supplement to the Examiner’s Manual provides the testing directions that the Test Examiners and Proctors must use for the administration of the paper Grades 6, 7, and 8 Standards of Learning (SOL) Assessments. This Supplement must be used in conjunction with the Examiner’s Manual for the Grades 6–8 assessments. The Examiner’s Manual contains additional information, guidance, procedures, and responsibilities that the Examiner/Proctor is required to follow in order to administer the paper SOL tests. The Examiner’s Manual is available for download from the Virginia Department of Education Web site at:

www.doe.virginia.gov/testing/test_administration/index.shtml

2. PREPARE FOR ADMINISTERING PAPER TESTS

2.1 Read All Materials

Prior to the day of testing, carefully read this Supplement to the Examiner’s Manual, the Examiner’s Manual itself, your students’ Individualized Education Programs (IEPs), 504 Plans, English Learner (EL) Assessment Participation Plans, and any local directions you have received.

Review the Examiner’s/Proctor’s Checklist (in the front of this Supplement to the Examiner’s Manual) to make sure that you understand the activities before, during, and after the test administration and your duties and responsibilities. Resolve any questions you might have with your STC well in advance of test administration.

2.2 Be Familiar with the Directions for Administering the Test

All directions that Examiners must read aloud to the students are in bold type so that they stand out from the rest of the text. This text must be read exactly as written, using a natural tone and manner. If a mistake is made in reading directions, the Examiner should stop and say, “No, that is wrong. I must read it to you again.” Then re-read the direction.

Other text is for your information and should not be read to students. It is essential that you become familiar with the instructions in this manual before the test administration and that you follow them exactly as they appear.

Examiners may mark up this manual in order to help deliver the directions to the students in the clearest possible way. However, directions may not be modified or deleted unless it is necessary due to a student’s disability. For example, students who “mark their answers in the test booklet” (Examiner Records Responses, accommodation code 18) would not be given the directions about marking their answers on their answer document, but would be directed to circle their answers in their test booklet.

Specific Audio/Read-Aloud directions are contained in a gray box. Note that the directions in the box begin with a sentence in which the first part is in brackets: [Read the sample question and each answer choice to yourself] as I read them aloud. The bracketed part has already been read to students, in the previous direction, and need not be re-read. The Examiner should continue with “… as I read them aloud,” keeping a natural flow to the voice. For example:

SAY Read the sample question and each answer choice to yourself. (Pause.)
Other testing directions contained in brackets indicate options for the Examiner. For example, in the following direction the Examiner must state either “six” or “seven” to match the content area of the students being tested:

SAY Today you will be taking the SOL Grade [6 or 7] Mathematics test.

Mixed group testing: If students taking the audio test (using a compact disc player headphones) will be testing in the same room as students taking the test without the audio accommodation, the Test Examiner may read the audio/read-aloud directions to all students. Students administered a read-aloud test must be tested in a “read-aloud only” test room.

2.3 Review Materials Needed for Testing

Students should be familiar with the tools and materials needed for the test they will be taking. Refer to the materials listed in the following tables.

### Table 1. Materials Permitted on the Paper Grades 6–8 SOL Tests

<table>
<thead>
<tr>
<th>Materials Description</th>
<th>Gr. 6, 7, &amp; 8 Reading</th>
<th>Gr. 6 &amp; 7 Mathematics</th>
<th>Gr. 8 Mathematics</th>
<th>Gr. 8 Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Booklets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular test booklets, or as required:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Regular Audio Test Booklet Kit—regular test booklet and audio CD*</td>
<td>Yes</td>
<td>Yes*</td>
<td>Yes*</td>
<td>Yes</td>
</tr>
<tr>
<td>• Large-Print Test Booklet Kit—large-print test booklet, Examiner's copy of the test in regular print, and a CD if the kit is specified as audio*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Braille Test Booklet Kit—braille test booklet, Examiner's copy of the test in regular print, two sheets of braille paper, and a CD if the kit is specified as audio*. Consult the DDOT regarding the braille formats available for each SOL test.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* NOTE: Audio kits are not available for the Grades 6, 7, and 8 Mathematics (2016 SOL) tests. For the Spring 2020 test administration, audio kits are not available for the Grades 6, 7, and 8 Reading (2017 SOL) tests. Students must be provided a read-aloud administration.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Answer Documents (as appropriate)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Table 1. Materials Permitted on the Paper Grades 6–8 SOL Tests, continued

<table>
<thead>
<tr>
<th>Materials Description</th>
<th>Gr. 6, 7, &amp; 8 Reading</th>
<th>Gr. 6 &amp; 7 Mathematics</th>
<th>Gr. 8 Mathematics</th>
<th>Gr. 8 Science</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pencils</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Only No. 2 pencils or mechanical pencils with No. 2 lead must be used when completing the answer document. Have extra No. 2 pencils available.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Scratch Paper</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| Scratch paper must be of a single color and blank (must not contain any words, numbers, symbols, labels, graphics, etc.). Acceptable scratch paper includes plain paper (no lines), lined paper, grid paper, sticky notes, and note cards. Patty paper is permitted for paper testing only. Students may not be issued any form of a graphic organizer, writing web, template, outline, enhanced scratch/grid paper (such as with added raised lines, some lines darker than others), etc. Students may be issued multiple sheets and multiple types of scratch paper; however, Examiners must keep track of all scratch paper distributed to students and ensure that it is all collected and accounted for before students are dismissed from the testing session. The STC may distribute the scratch paper to Examiners prior to testing or on the day of testing, or may instruct Examiners to provide their own scratch paper for testing sessions. All scratch paper must be returned to the STC. Examples of acceptable grid/graph paper are posted on the VDOE Web site at:  
[www.doe.virginia.gov/testing/test_administration/ancilliary_materials/index.shtml](http://www.doe.virginia.gov/testing/test_administration/ancilliary_materials/index.shtml) |
| **Calculator**        | No                    | Yes                   | Yes               | Yes           |
| For (2016 SOL) Grades 6, 7, and 8 Mathematics tests: Students may use a hand-held state-approved scientific calculator and/or access the Desmos Virginia scientific calculator for the sections of the Mathematics assessments in which a calculator is permitted. For guidance regarding the Desmos Virginia calculator, refer to Guidance for the 2019–2020 School Year Regarding Providing a Hand-Held Calculator and/or Desmos Calculator for Mathematics (2016 SOL) Tests in this section.  
For (2009 SOL) Grade 8 Mathematics test: Students must use one hand-held state-approved scientific calculator.  
For (2010 SOL) Grade 8 Science test: Students must use either one hand-held state-approved scientific or a four-function calculator.  
For guidance regarding hand-held calculators, refer to Table 2 for state-approved calculator models, pre-testing preparation, and refer to the Calculator Guidelines for additional information. |
Table 1. Materials Permitted on the Paper Grades 6–8 SOL Tests, continued

<table>
<thead>
<tr>
<th>Materials Description</th>
<th>Gr. 6, 7, &amp; 8 Reading</th>
<th>Gr. 6 &amp; 7 Mathematics</th>
<th>Gr. 8 Mathematics</th>
<th>Gr. 8 Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metric/Standard Ruler or Straightedge Tool</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Formula Sheet</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The formula sheets are included in the Grades 6, 7 &amp; 8 <em>Mathematics</em> test booklets. Kits containing the large-print or braille versions for the <em>Mathematics</em> test include the corresponding large-print or braille version of the formula sheet.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Protractor or Angle Ruler</td>
<td>No</td>
<td>Yes-Grade 6 No-Grade 7</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>OPTIONAL: Highlighter, Colored Pencil, or Pen</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>In addition to the No. 2 pencil, as previously described, students may be provided two additional writing implements such as highlighters, colored pencils, or colored pens. The student may use the writing implements in the test booklet and on the scratch paper. The highlighters, colored pencils, or pens must not be used anywhere on the student's answer document. Answer documents submitted with highlighter, colored pencil, or pen marks will not scan properly and therefore cannot be scored. The student's answer document must only be completed with the No. 2 pencil.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Formula Sheets**
If the test booklet formula sheet becomes damaged, the Examiner/Proctor may provide the student with the corresponding standards of learning (2009 or 2016 SOL) formula sheet from the materials sent to the school division.
### Table 2. State-Approved Calculators and Guidelines

<table>
<thead>
<tr>
<th>Four-Function Calculator</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any model that meets the criteria listed.</td>
<td>A four-function calculator that adds, subtracts, multiplies, and divides is allowed. The calculator may have +/- key(s), a square root key, and a percent key; it may not have fraction capabilities or a multi-line display. The calculator cannot provide information to a student through its display or formatting that may assist the student with content knowledge during testing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scientific Calculators</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI-30Xa Solar School Edition* CASIO FX-260 School</td>
<td>A scientific calculator may not have fraction capabilities or a multi-line display. The “TI-30Xa Solar School Edition” and the “Casio FX-260 School” are unique versions of those calculators that have fraction keys disabled.</td>
</tr>
<tr>
<td>*This calculator should have a white faceplate. A yellow faceplate edition is not approved for use during testing.</td>
<td></td>
</tr>
</tbody>
</table>

| Sharp EL-501W Series Sharp EL-501V Series Sharp EL-501X Series | A scientific calculator may not have fraction capabilities or a multi-line display. The Sharp EL-501W Series, EL-501V Series, and EL-501X Series calculators do not have fraction keys. The model numbers on these series of calculators may include additional letters that indicate the color of the calculator. For example, the Sharp EL-501W series includes EL-501WBBL. The annexed “BBL” indicates the color of the calculator is blue. |

### Calculators for Students with Disabilities

- Students with blindness or visual impairments may need calculators with large keys, buttons, displays, and/or talking capabilities in order to access the test. Calculators with these accessibility features are allowed on the SOL Mathematics and Science tests that permit calculators as long as the calculator has the same mathematical capabilities as the state-approved calculators (refer to this table and the Hand-Held Calculator Guidelines). The IEP team/504 committee must determine the student's eligibility by using the revised Calculator Accommodation Criteria Form (available on the Virginia Department of Education Web page: www.doe.virginia.gov/testing/participation/index.shtml).

Students using a calculator with talking capabilities must be tested individually or with headphones/ear buds so that other students are not disturbed.

- Students with disabilities may need calculators with additional mathematical capabilities and/or to use the calculator on the portion of a Mathematics test in which a calculator is not permitted. The IEP team/504 committee must determine the student's eligibility by using the revised Calculator Accommodation Criteria Form (available on the Virginia Department of Education Web page: www.doe.virginia.gov/testing/participation/index.shtml).

For additional guidance, refer to the Testing Memo, Calculator Accommodation Criteria Form for Students with Disabilities Including Blindness or Visual Impairments.

Refer to the Appendix, *Scientific Calculators with Accessibility Features and Additional Mathematical Capabilities*, within the *Calculator Accommodation Criteria Form*, for guidance when considering using the calculators listed below:

**SciPlus-2200VA**—large button and large screen scientific calculator.

**SciPlus-2300VA**—large button, large screen, and talking scientific calculator.

**Orion TI-30XS MultiView**—talking scientific calculator.

**Orion TI-36X (discontinued)**—talking scientific calculator.

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### Hand-Held Calculator Guidelines

The guidelines outlined below should be followed when addressing calculator use on the Grades 6 and 7 *Mathematics* tests and the Grade 8 *Mathematics* and *Science* tests:

- Students may only use one hand-held State-approved calculator during a test and are allowed to use only one model of a calculator (i.e. students may not be issued both a four-function and a scientific calculator.)

- All calculators must meet the guidelines as described in Table 2 prior to each test session. If a student is moved to an alternate test site, he/she may continue to use the original calculator issued for the test. However, if the student is issued a different calculator, it must meet the guidelines as described in Table 2 prior to being issued to the student.

- If the calculator provides a language option for the display, English must be selected.

- Divisions wishing to use calculators which are not on the state-approved list must receive prior approval from the Virginia Department of Education.

- The calculator cannot provide information to a student through its display or formatting that may assist the student with content knowledge during testing.

- Students should be familiar with the calculator they are to use. The SOL test administration should not be the first time a student uses an approved calculator.

- Either a school-owned or student-owned calculator may be used on the test.

- Non state-approved materials that provide information on calculator use or course content may not be used or attached to or included with the calculator or its case during testing. Such materials include but are not limited to formula cards, calculator instruction sheets/manuals, note cards, etc.

- A QWERTY keyboard may not be used.
Guidance for the 2019–2020 School Year Regarding Providing a Hand-Held Calculator and/or Desmos Calculator for Mathematics (2016 SOL) Tests

1. For online Grades 4–8 and EOC Mathematics (2016 SOL) tests, the Desmos Virginia calculator is provided within TestNav for the sections of the mathematics assessments in which a calculator is permitted. School Divisions are permitted to continue to provide one of the hand-held calculators from the list of Approved Calculators for the Virginia Standards of Learning Assessments, in addition to the Desmos calculator provided within TestNav.

2. For paper Grades 4–8 and EOC Mathematics (2016 SOL) tests administered to students with a documented need for a paper test, School Divisions may provide a hand-held calculator from the list of Approved Calculators for the Virginia Standards of Learning Assessments and/or provide access to the Desmos Virginia calculator for the sections of the Mathematics assessments in which a calculator is permitted under the following specific conditions:
   • Access to the Desmos Virginia calculator must only be provided using the appropriate Desmos Virginia Calculator Training Center Test to ensure the student has access to the approved calculator and does not have access to other applications or the Internet while using the calculator.
   • A proctor must observe the test session to verify the student has not exited or closed the Training Center test to access other applications or the Internet rather than using the Desmos Virginia calculator.
   • Upon completion of the test, the proctor must sign a written statement indicating that the test was administered under the above conditions.

Three different Training Center tests are available in the PearsonAccessnext Training Center. Each Training Center test provides students secure access to a specific Desmos Virginia calculator when logged in using a Training Center test ticket. No other mathematics content is presented in these tests, and students are not able to use other applications while logged into the Training Center test. The three different Training Center tests are:

For additional information about how to setup Training Center tests, please refer to the Training Workbook under Support in PearsonAccessnext.

3. For students with disabilities eligible to use State approved calculators on sections of the online or paper Grades 3–7 Mathematics SOL assessments in which a calculator is not allowed, the IEP/504 Plan must specify whether to provide a hand-held calculator from the list of State-Approved Calculators for the Virginia Standards of Learning Assessments and/or to provide access to the Desmos Virginia calculator during their mathematics test following the specific conditions provided in number 2 in this section.

Guidance Continues on the Next Page
NOTES:

- The list of State-Approved Calculators for the Virginia Standards of Learning Assessments is located on the Virginia Department of Education website:
  
  www.doe.virginia.gov/testing/sol/standardsDocs/mathematics/index.shtml

- If a student with a disability requires the use of a hand-held calculator other than those on the approved calculator list, the Calculator Accommodation Criteria Form must be completed and, if applicable, submitted to the Virginia Department of Education.

2.4 Accommodations

- Before testing, appropriate staff should become familiar with special test accommodations specified in students’ IEPs, 504 Plans, or EL Assessment Participation Plans. Accommodations and any required materials or equipment are described in detail in the Examiner’s Manual Appendices. Appropriate staff should also be familiar with the following documents: Students with Disabilities: Guidelines for Assessment Participation, Students with Disabilities: Guidelines for Special Test Accommodations, and English Learners: Guidelines for Participation in the Virginia Assessment Program, available on the Virginia Department of Education’s Web site at:
  
  www.doe.virginia.gov/testing/participation/index.shtml

- Temporary Conditions: Special test accommodations may be provided to students with a documented temporary condition, such as a broken arm or injured hand, who do not have an IEP or 504 Plan. Documentation of the temporary condition and necessary accommodations must be maintained in the student’s school/division file. The STC should coordinate with the Examiner on how accommodations will be provided during the testing session.

- Paper audio tests: Students should be familiar with operating the audio equipment for the CD prior to testing.

- Response Accommodations: To meet any response accommodations specified in the student’s IEP, 504 Plan, or EL Assessment Participation Plan, directions read aloud to students may be modified. For example, the directions on how to select answers online or mark the answer document may be modified for students who have the accommodation Examiner Records Responses (accommodation code 18.)

  - For Paper Tests: The testing directions may be modified for students who do not enter their answers onto the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, or by circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans or EL Assessment Participation Plans. The Examiner then enters the student’s choices onto the answer document.

  The Examiner may omit the test directions pertaining to the student completing the information in Fields A, F, and G (and Field K for EOC Writing) on the answer document and writing his/her name on the test booklet and prompt sheet. Before or after testing, the Examiner should complete Fields A, F, and G (and Field K for EOC Writing) and write the student’s name on his/her test booklet and prompt sheet.

  Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to “circle the answer in your test booklet,” “say your answer,” or “point to the answer.” The direction to write on the lined pages of the answer
document may be modified to “type your paper in the word processor” or “dictate your paper to me.” Refer to the Appendices in the Examiner’s Manual for the requirements for administering tests with accommodations.

■ **Braille tests:** Examiners/Proctors responsible for monitoring students using braille tests should be familiar with the Braille Notes and Transcriber’s Notes included in the Examiner’s copy of the braille test. The Braille Notes list the differences between the braille test form and the corresponding Examiner’s copy and are intended to help the Examiner answer any questions that a student may have regarding reading and interpreting items in the braille form. Transcriber’s Notes provide information to the (braille) reader that is not readily apparent by reading the test item’s text alone. If a student has a question pertaining to the Transcriber’s Notes on his/her test, the Examiner can consult the Examiner’s copy for assistance. Consult the DDOT regarding the braille formats available for each SOL test.

■ **Large-print tests:** Examiners/Proctors responsible for monitoring students using large-print tests should be aware of font size variations that may appear on a student’s test.
  
  - For all test item questions (stem) and answer options the font type is Tahoma and font size is 20 point.
  
  - All text, including, numbers, variables, labels and captions on graphs, pictures, diagrams, maps, charts, coordinate planes, equations, exponential numbers and letters, subscripts and superscripts, notes, and footnotes, are presented in 18–20 point type. Due to the complexity of graphics in some test items, some text embedded within graphics may be enlarged proportionally to the graphic rather than enlarged to 20 point in order to lessen the impact of reformatting the test items. The Special Forms Committee provides recommendations for items of this nature on an item-by-item basis.

■ **Mixed group testing:** If students taking the test with the audio accommodation (using a compact disc player with headphones) will be testing in the same room as students taking the test without the audio accommodation, the Test Examiner may read the audio/read-aloud directions to all students. Students administered a read-aloud test must be tested in a “read-aloud only” test room.

### 2.5 Testing Condition Adjustments Available to All Students

■ The following adjustments to the conditions under which an SOL test may be administered are available to any student as needed. Refer to the Examiner’s Manual Appendices for further information.
  
  - group size
  
  - environmental modifications
  
  - large diameter pencil, special pencil, pencil grip
  
  - assistance with directions
  
  - the student reads his/her own test out loud
  
  - student requires a health management device or hearing aids
3. MANAGING STUDENTS’ ANSWER DOCUMENTS

All Grades 6, 7, and 8 Mathematics tests must use Version 2.0 answer documents.

The Grade 8 Science test must use the Version 1.0 answer document for the 2019–2020 school year.

For Fall 2019, all Grades 6, 7, and 8 Reading tests must use Version 1.0 answer documents.

For Spring 2020 and thereafter, all Grades 6, 7, and 8 Reading tests must use Version 2.0 answer documents.

3.1 Prepare Answer Documents with Student Information

Identification information for each student must be included on the answer document by carefully hand-coding the information in the spaces provided.

Refer to Section 3.2, which contains additional directions on how to complete the demographic information. If it is not clear how to complete the demographic information on the answer document, be sure to ask your STC for directions well in advance of the test administration dates.

3.2 Complete Demographic Information

Answer document Fields B through E must be completed by hand, as directed by your STC. If you are instructed to have the students complete Fields B through D, prior to administering the test, go to Section 4, Directions for Student Completion of Demographic Information on Answer Document. As directed by your STC, Field E, STI, must be completed by you, or another designated adult, to ensure accuracy.

3.3 Understand How Students Should Mark the Answer Document

Remind students to handle their answer documents with care. They should record their answers by completely darkening the circle on the answer document with a No. 2 pencil, and avoid making extra marks anywhere else on the answer document. Answer documents should never be folded, clipped, stapled, or torn.

While students may write in the SOL test booklets, they should not be encouraged to record their answers in the test booklet first and later transcribe them to the answer document. Errors in transcription may adversely affect the student’s test score. Errors may not be corrected by staff or the student after the student turns in his/her answer document.

3.4 Completing Answer Documents for Students with Accommodations

Some special testing accommodations permit the student to indicate his/her answer in a different manner, as specified in the student’s IEP, 504 Plan, or EL Assessment Participation Plan. For example, the student may circle the answer in his/her test booklet; respond verbally; point to the answer, etc. In these instances, the student should not be given the answer document. The Examiner/Proctor should fill in the student information sections on the answer document either before or after testing. It is essential that the hand entered information for Fields B–D, match the identity of the student taking the test and the student information entered in Field A. The Examiner/Proctor should also complete the other information fields (A, F, G) on the answer document that the student would normally fill on the day of testing. The Examiner/Proctor must verify the form number entered in Field F matches the form number on the student’s test booklet.

Guidance for modifying the testing directions is located at the beginning of Sections 5.2, 5.3, 5.4, 5.5, 5.6, and 5.7.

Refer to the Appendices in the Examiner’s Manual for the requirements for administering tests with accommodations.
4. DIRECTIONS FOR STUDENT COMPLETION OF DEMOGRAPHIC INFORMATION ON THE ANSWER DOCUMENT

**DIRECTIONS:** If you have been instructed by your STC to have students complete Fields B through D before or during the testing session, then you should read the following directions to students.

SAY Today you are going to complete only the demographic information on your answer document in Fields B through D.

Before distributing answer documents to students, make sure that all desks/workstations are clear of books and all other materials. Ensure that each student has two sharpened soft-lead (No. 2) pencils with erasers.

SAY I will give each of you an answer document. When you receive it, leave it on your desk. Do not write anything on it until I tell you what to do. Do not fill in any boxes except the ones I tell you to fill in. Some of the boxes may be left blank.

Distribute the answer documents with the directions side facing up. NOTE: Version 1.0 answer documents have Fields A, B, C, D, and E on the front page. Fields F and G are on the back page. Version 2.0 answer documents have Fields A and B on the front page. Fields C, D, E, F and G are on the back page.

SAY In Field B, find the box that contains areas labeled “Last Name” and “First Name.” In the area labeled “Last Name,” print your last name in the boxes at the top of each column. Begin in the left-hand column, and write only one letter in each box.

Give help as needed. When all students have finished,

SAY Now, in the area labeled “First Name,” print your first name in the boxes at the top of each column. Begin in the left-hand column, and write only one letter in each box.

Give help as needed. When all students have finished,

SAY Now, fill in the matching circle beneath each letter in your name. Be sure you fill in only one circle for each letter. Are there any questions?

Give help as needed. When all students have finished,

SAY Now find Field C, which is labeled “Date of Birth.” In the area labeled “Month,” find the circle for the month of your birthday and fill it in.

Give help as needed. When all students have finished,

SAY The next area is labeled “Day.” In the boxes, write the date on which you were born, entering one number in each box. For example, if your birthday is between the 1st and the 9th of the month, you would write “0” in the first box and the correct number in the second box. Are there any questions?

Answer all questions, and give help as needed. When all students have finished,

SAY Now beneath each box, fill in the circle that has the same number that you wrote in the box.

Give help as needed. When all students have finished,
The next area is labeled “Year.” Fill in the circle next to “19” [or “20”]. In the next boxes, write the last two digits of the year in which you were born. Then fill in the circles for these two digits.

Give help as needed. When all students have finished,

Now find Field D, which is labeled “Gender.” Fill in the circle next to “Female” if you are a female or the circle next to “Male” if you are a male.

Give help as needed. When all students have finished,

Field F, Form, and Field G, Test Date, will be completed during the actual testing session. Do not fill in the fields that are labeled with the letters H or I.

On the back page of your answer document, find the top two boxes labeled “Last Name” and “First Name.” (Demonstrate) Print your Last Name and First Name in the labeled boxes. Are there any questions?

Give help as needed. Answer students’ questions. Collect answer documents and keep them in a secure location until testing begins.

NOTE: As directed by your STC, Field E, the student’s State Testing Identifier (STI) must be completed by you or a designated adult to ensure accuracy.

5. DIRECTIONS FOR ADMINISTERING THE PAPER GRADES 6, 7, and 8 TESTS

5.1 Receive Test Materials

On the day of testing, you will receive all materials needed to administer the SOL Grade 6, 7, or 8 tests. Refer to Section 2.3 for information regarding manipulatives and materials.

The STC will ask you to initial a Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors or Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors (Appendix of the Supplement to the Writing and Non-Writing Test Implementation Manuals), or a similar form, verifying your receipt of the test materials. The purpose of these forms is to track the secure materials throughout the test administration period.

Upon receipt of the test booklets, open each package and count the number of test booklets. Indicate the number of test booklets contained in each package by checking off the applicable statement on the Assembly ID Sheet (Appendix). Then sign and date the Assembly ID Sheet.

Be sure to count the number of test booklets, Special Test Forms Kits, including individual audiotapes, if applicable, and Examiner’s copies of the special test forms received from the STC before you initial the transmittal/affidavit form(s).

For the read-aloud accommodation, the Examiner and all students in the read-aloud group must have the same test form number.
AUDIO TESTS

If you are administering a regular, braille, or large-print test that is accompanied by an audio recording on a compact disc (CD), please note the following:

• Check the labels on the CDs to verify that the subject area and test form numbers match the braille, large-print, or regular test booklet version.
• Check the audio equipment to ensure that it is working properly.
• Read the test directions, the sample items, and the answers to the sample items to the students. The test directions will instruct students when to begin playing the CD.
• Students should start the CD on the first track when told to start working.
• The students may play, pause/stop, advance, or replay the recording as necessary during the test to better follow its content.

• Viewing CD Track Details. When used in a workstation's media player, the CD will display track numbers. If the school wishes for students to see the individual track details on the media player screen, a CD-Text plug-in must be installed for the individual media player. Individual track details would include the question numbers and/or the passage titles. CD-Text plug-ins are dependent on the media player loaded on individual workstations. If a school chooses to use a CD player rather than a computer workstation with the CDs, students will only be able to view track numbers. It is not possible for a CD player to display the CD-Text information.

Audio kits are not available for the Grades 6, 7, and 8 Mathematics (2016 SOL) tests. Beginning with the Spring 2020 test administration, audio kits are not available for the Grades 6, 7, and 8 Reading (2017 SOL) tests. Students who have the accommodation where the test is read aloud via an audio file (CD) must be provided a read-aloud test administration where an Examiner reads the test to the student. Refer to Appendix B in the Examiner's Manual for guidance on Read-Aloud test administrations.
5.2 Specific Directions for Administering the Fall 2019 and Spring 2020 Paper Grades 6, 7, and 8 Reading Tests

Do not use these directions to administer the Grade 8 Reading (2002 SOL) test to high school students who need to meet literacy requirements for the Modified Standard Diploma. Use the directions in Section 5.6.

Once students and the Test Examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

**NOTE:** The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. The Examiner then enters the student’s choices into the answer document.

The Examiner may omit the test directions pertaining to the student completing the information in Fields A, F, and G on the answer document and writing his/her name on the test booklet. Before or after testing, the Examiner should complete Fields A, F, and G, and write the student’s name on his/her test booklet.

Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to “circle the answer in your test booklet,” “say your answer,” or “point to the answer.” Refer to the Appendices in the Examiner’s Manual for the requirements for administering tests with accommodations.

Before distributing the answer documents,

**SAY** Today you will be taking the SOL Grade [6, 7, or 8] Reading test. Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.

Examiners must ensure that unauthorized materials (backpacks, books, papers, cell phones, electronic devices, etc.) have been removed from the students’ work areas and are inaccessible to students. Refer to the Examiner’s Manual for details.

**SAY** I am going to give each of you an answer document. Do not write anything on it until I tell you what to do.

Fall 2019: Reading answer documents must indicate Version 1.0.

Spring 2020 and thereafter: Reading answer documents must indicate Version 2.0.

Distribute the correct answer documents with the front page facing up. Ensure all students have two sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

**Read for Grades 6–8 Reading tests administered in Fall 2019 Only.**

**SAY** Verify the answer document says “Answer Document Version 1.0” in the upper right corner. Raise your hand if there is a problem with your answer document.
Read for Grades 6–8 Reading tests administered in Spring 2020 and thereafter.

SAY Verify the answer document says “Answer Document Version 2.0” in the upper right corner. Raise your hand if there is a problem with your answer document.

SAY We will complete some of the information on the front page. In Field A, find the line labeled “Student Name.” Carefully print your last name, then your first name, and then your middle initial.

Give help as needed.

ADDITIONAL TEST DIRECTIONS (OPTIONAL)

If instructed by the STC to complete the remaining information in Field A,

SAY Now, on the other lines in Field A, fill in the rest of the information requested—teacher, school, school division, gender, grade, your date of birth, and today’s date as the testing date. (Provide students with the month, day, and year.) Are there any questions?

NOTE: You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

SAY Now look at the back page of your answer document. (Demonstrate.) Find the top two boxes labeled “Last Name” and “First Name.” (Point.) Print your last name and first name in the labeled boxes.

Answer all questions, and give help as needed.

SAY I am going to give each of you a test booklet and scratch paper. Do not open your test booklet until I tell you to do so.

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

Distribute test booklets, and scratch paper. Remember, all scratch paper distributed, whether used or not used, must be collected and returned to the STC at the end of testing. Ensure that students also have any materials or supplies required for accommodations.

SAY Look at the front cover of your test booklet for the form number of the test you are taking. Find the “R” followed by four numbers. (Demonstrate using a student’s test booklet.) On your answer document, find Field F, Form. (Point.) The letter “R” has been written for you. In the empty boxes, write the four numbers that appear after the “R” from the front cover of your test booklet.

SAY Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level [6, 7, or 8], subject test code (3-digit numbers), followed by a dash (-), an “R,” and four numbers. However, only the last four numbers following the “R” must be entered on the answer document.
As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is on the top right corner of the test booklet’s front cover. The form number for a braille test booklet is on its front cover, at the bottom center. Correct completion of the form number is essential for accurate scoring.

**SAY** Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Specify the month.)

When all students have finished,

**SAY** The next area is labeled “Day.” In the two boxes write the test date, entering one number in each box. (Specify the test date.) For example, if the test date is between the 1st and the 9th of the month, you would write “0” in the first box and the correct number in the second box. Are there any questions?

Assist students as necessary. When all students have finished,

**SAY** Beneath each box, fill in the circle that has the same number that you wrote in the box.

When all students have finished,

**SAY** The next area is labeled “Year.” In the last two boxes, write __. (Examiner should state the last two digits of the current year.)

**SAY** Beneath each box, fill in the circle that has the same number that you wrote in the box.

Give help as needed.

**SAY** Look at your test booklet. On the front cover find the box labeled “Student Name.” (Point, using a student’s test booklet.) Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Give help as needed.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

**Æ GRADES 6, 7, AND 8 READING DIRECTIONS FALL 2019 ONLY,**
CONTINUE ON PAGE 17 **Æ**

**Æ GRADES 6, 7, AND 8 READING DIRECTIONS SPRING 2020 ONLY,**
CONTINUE ON PAGE 19 **Æ**
GRADES 6, 7, AND 8 READING DIRECTIONS, FALL 2019 ONLY

SAY Open your test booklet to page 3. (Demonstrate using a student's test booklet.)

If you are administering a braille or large-print test form, check your Examiner’s copy of a braille test or large-print test to verify the starting page number.

Make sure all students have their test booklets open to the correct page.

SAY Find the directions at the top of page 3 of your test booklet. Read them to yourself as I read them aloud.

DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY

SAY Directions: Read the passage. Then read each question about the passage and choose the best answer.

DIRECTIONS FOR ALL OTHER GRADE 6–8 READING TESTS

SAY Directions: Read the passage. Then read each question about the passage and choose the best answer. Fill in the circle on your answer document for the answer you have chosen.

SAY Find the sample passage. (Point to the sample passage using a student's test booklet.)

SAY Read the Sample A passage to yourself.

Pause, while students read the sample question.

AUDIO/READ-ALOUD ONLY

SAY [Read the sample passage to yourself] as I read it aloud.

Pause.

“Mia’s Art. Mia rushed home and threw open the front door. Her mother whirled around, surprised that Mia was home from school so early. “I won first place in the art contest!” she said with pride.

Though Mia had been working eagerly on her art submission for weeks, her mother wasn’t sure what the project involved. “That’s wonderful, Mia! What was the subject of your art project?” her mother asked.

Grinning from ear to ear, Mia handed over her artwork. It was a portrait of her mother.”

SAY Now read the Sample A item and each answer choice to yourself while I read aloud.

Pause.
“This story is mostly about Mia—(A) working on a project at home... (B) choosing a new art project... (C) winning an art contest... (D) completing a painting.”

Which answer did you choose? (Pause for replies.)

The best answer is “C.” (Pause.)

On the back page of your answer document look at the bottom section. (Demonstrate.) Now find the shaded box labeled Samples. (Point to this section.) Make sure all students have found the correct section of the answer document.

For Sample A, fill in the circle for the letter “C” because “C” is the letter for the best answer.

Find the directions in your test booklet for “Sample B.” (Point.) Read the directions to yourself as I read them aloud. “Directions: You do not need to read a passage to answer the following question. Read and answer the question.”

Find “Sample B,” “Read these sentences. Michael was almost ready to leave when he realized that he had misplaced his keys. After searching for ten minutes, he found the keys in his backpack.”

Now read the question and possible answers to yourself as I read them aloud. “What does the word misplaced mean? (F) lost... (G) changed... (H) broken... (J) hidden.”

Which answer did you choose? Pause for replies.

The best answer is “F.” (Pause.) For Sample B, fill in the circle for the letter “F” because “F” is the letter for the best answer.

Are there any questions about how to mark an answer on your answer document?

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of selecting a response.
GRADES 6, 7, AND 8 READING DIRECTIONS, SPRING 2020 ONLY

SAY Open your test booklet to page 3. (Demonstrate using a student's test booklet.)

If you are administering a braille or large-print test form, check your Examiner's copy of a braille test or large-print test to verify the starting page number.

Make sure all students have their test booklets open to the correct page.

SAY Find the directions at the top of page 3 of your test booklet. Read them to yourself as I read them aloud.

DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY

SAY Directions: Read the passage. Then read each question about the passage and choose the best answer.

DIRECTIONS FOR ALL OTHER GRADE 6–8 READING TESTS

SAY Directions: Read the passage. Then read each question about the passage and choose the best answer. Fill in the circle on your answer document for the answer you have chosen.

SAY Find the sample passage. (Point to the sample passage using a student's test booklet.)

SAY Read the Sample A passage to yourself.

Pause, while students read the sample question.

READ-ALOUD TESTS ONLY

SAY [Read the sample passage to yourself] as I read it aloud.

Pause while students find the sample passage.

“Mia’s Art.

Mia rushed home and threw open the front door. Her mother whirled around, surprised that Mia was home from school so early.

“I won first place in the art contest!” Mia said with pride.

“That’s wonderful, Mia!” her mother replied. “What was the subject of your art project?”

Though Mia had worked eagerly on her art submission for weeks, she had not told her mother what the project involved. Grinning from ear to ear, Mia handed over her artwork. It was a portrait of her mother.”
GRADES 6, 7, AND 8 READING DIRECTIONS SPRING 2020 ONLY, Continued

SAY Now read the Sample A item and each answer choice to yourself while I read aloud.

*Mia rushes home from school because she wants to—(A) show her mother the portrait… (B) begin another art submission… (C) answer questions from her mother… (D) explain how to win a contest.*

SAY Which answer did you choose? (Pause for replies.)

SAY The best answer is “A.” (Pause.)

SAY On the back page of your answer document look at the bottom section. (Demonstrate.) Now find the shaded box labeled Samples. (Point to this section.)

Make sure all students have found the correct section of the answer document.

SAY For Sample A, fill in the circle for the letter “A” because “A” is the letter for the best answer.

Find Sample B in your test booklet. (Point.) Now read the Sample B item and each answer choice to yourself as I read aloud:

*Sample B. Which phrase from the story shows that Mia is looking forward to surprising her mother? (F) What was the subject… (G) her art submission… (H) Grinning from ear to ear… (J) handed over her artwork.*

Which answer did you choose?

Pause for replies.

SAY The best answer is “H.” (Pause.) For Sample B, fill in the circle for the letter “H” because “H” is the letter for the best answer.

SAY Are there any questions about how to mark an answer on your answer document?

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of selecting a response.

**DIRECTIONS CONTINUE BELOW**

**DIRECTIONS FOR ALL PAPER GRADES 6, 7, AND 8 READING TESTS CONTINUE HERE**

SAY You should read each passage; then answer the questions about the passage. If there is no passage, just read the question or questions and choose the best answer. You should answer all of the questions. You may have as much time as you need today to complete this test.

You may write in your test booklet or on your scratch paper but make sure to fill in your answers on your answer document. (Point to this section.)

Notice that odd numbered questions have answer choices labeled “A,” “B,” “C,” and “D,” and even-numbered questions have answers labeled “F,” “G,” “H,” and “J.” Fill in only one answer for each question. If you decide to change your answer, make sure to erase the first answer completely.
SAY  Work until you come to the stop sign. (Demonstrate using a student’s test booklet.) When you have finished, you may go back to any question and check your work. Are there any questions?

Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY  When you have finished, raise your hand. After I have collected your materials,

[If students will be staying in the classroom, SAY: you may sit quietly or read if you wish.]

[If students will be dismissed individually back to class, SAY: you will be dismissed to class.]

Remember you must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone.

FALL 2019 AUDIO TESTS ONLY

Make sure the students know how to start, stop, advance, or replay the audio and understand they may do this as necessary during the test.

Students can begin playing the CD at the first track when told to turn on the recording and start working.

SAY  Listen to the test items as they are read and follow along in your test booklet.

Use your audio player to control the audio track and adjust the volume of the audio. Turn on the recording.

Pause. Before actual testing starts, make sure the test procedures are very clear to the students. Your comments must be confined to answering student questions about the mechanics of completing the answer document and operating the audio equipment. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

SAY  You may start working now.
STRUGGLING ELs

As you are monitoring students, be especially observant of ELs who appear to be struggling with reading the test items. Testing may be discontinued after an EL has had sufficient time to answer items on the Reading test and indicates that he or she is unable to complete any more items. Students must answer at least five items to be counted as a participant in the Reading test.

After the student has indicated verbally or non-verbally that he or she is unable to respond to any more test items,

**SAY** If you have completed as many items as you can, you may stop now. I will collect your materials. After I have collected your materials, [you may sit quietly or read if you wish or you will be dismissed to class].

Collect the student’s answer document and all other test materials. After testing, the Examiner/Proctor should notify the STC of the need to discontinue testing for the EL student. The STC should notify the DDOT. After the test is submitted for scoring, if the student answered less than five questions, not including the samples, the test will be alerted and a testing status must be applied. If the student answered five or more questions, no testing status is to be applied.

5.2.1 Monitoring the Test and Answering Student Questions

- **Examiner/Proctor monitoring.** During the test administration, Examiners/Proctors must monitor the testing process by moving as unobtrusively as possible about the room. Examiners/Proctors must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. Students must not be left unattended for any length of time.

- **Student access to unauthorized materials.** Examiners/Proctors should ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing. The STC must submit an irregularity to the DDOT providing the details about the incident.

- **Examiner/Proctor reviewing test items.** Before, during, or after testing, Examiners/Proctors must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (Examiners/Proctors may report a problem with a test item to their STC. Refer to the Examiner’s Manual for guidelines.)

- **Examiner/Proctor providing help.** Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student’s answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the
Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.

- **Students leaving the testing room during the test.** Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to cell phones, electronic devices, or educational materials.

- **Students moving to an alternate test room.** If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student’s own materials and resume testing.

- **Answer selection.** If a student needs assistance with the mechanics of selecting a response, the Examiner/Proctor may provide directions to the student, such as: **“Fill in the circle on your answer document for the letter you have chosen.”**

- **Circling in the test booklet.** Examiners/Proctors must not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test-booklet accommodation may test without an answer document, circling answers in their test booklet.

- **Prompting students.** Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. The Examiner/Proctor may tell students, **“Review your answer document carefully.”** Once the student’s answer document has been collected it may not be returned to the student.

- **Questions about test items.** If a student asks a question during the test about a test item, the student should be told, **“Read it carefully and choose the best answer.”** Help must not be given on any test items. Refer to the bullet above regarding prohibited help.

- **Cheating.** The Examiner must immediately notify the STC if a student is found cheating on the test. If the student is testing at the time of the discovery of cheating, the student may not be permitted to continue testing. The STC must submit an irregularity to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current session. If the test was an EOC SOL test, the student may retest during the next regularly scheduled session. The STC/DDOT must invalidate the test and the student will receive a score of “0.” The student’s test record will note the student cheated on the test.

- **Student Inactivity.** If the Examiner/Proctor observes an inactive student during testing, the Examiner/Proctor may ask the student, **“Are you finished with your test?”** If the student responds “No,” then the Examiner/Proctor may say, **“You need to continue working on your test.”** If the student responds, “Yes,” then the Examiner/Proctor should collect the student’s testing materials. Once the student’s answer document has been collected, it may not be returned to the student.

- **Reporting an error with a test item.** If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject-area, test level, format (online or paper), question number, and a brief statement describing the
student’s concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to, “Read the question carefully and choose the best answer.” Notify the STC of the student’s concern.

5.2.2 Collecting Students’ Test Materials

- Before the Examiner/Proctor accepts the answer document from the student, the Examiner/Proctor may quickly review the multiple choice section of the student’s answer document. If the Examiner/Proctor notices any questions left unanswered, the Examiner/Proctor may only tell the student:
  
  **SAY**  Review your answer document carefully.

Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. Once the student’s answer document has been collected it may not be returned to the student. As students finish testing, collect all items (i.e., answer document, test booklet, audio, formula sheet, and scratch paper) from each individual student, one student at a time. Do not have students pass materials up or down the rows of desks or workstations.

- Be sure to account for all test materials including test booklets, answer documents, scratch paper, audios, and audio equipment. The Test Examiner must be sure that all sheets of scratch paper distributed to each student are collected and accounted for before students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

- All test materials must be kept in a secure location until they are returned to the STC.
5.3 Specific Directions for Administering the Paper Grades 6 and 7 Mathematics Tests

Once students and the Test Examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

NOTE: The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, or circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. The Examiner then enters the students’ choices into the answer document.

The Examiner may omit the test directions pertaining to the student completing the information in Fields A, F, and G on the answer document and writing his/her name on the test booklet. Before or after testing, the Examiner should complete Fields A, F, and G, and write the student’s name on his/her test booklet.

Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to “circle the answer in your test booklet,” “say your answer,” or “point to the answer.” Refer to the Appendices in the Examiner’s Manual for the requirements for administering tests with accommodations.

Eligible students with disabilities may use approved calculators and/or arithmetic tools on sections of the Grades 6 and 7 Mathematics SOL assessments in which a calculator is not allowed. For assistance, refer to Section 2.3 and the guidance box: Guidance for the 2019–2020 School Year Regarding Providing a Hand-Held Calculator and/or Desmos Calculator for Mathematics (2016 SOL) Tests.

Before distributing the answer documents,

SAY Today you will be taking the SOL Grade [6 or 7] Mathematics test. Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.

Examiners must ensure that unauthorized materials (backpacks, books, papers, cell phones, electronic devices, etc.) have been removed from the students' work areas and are inaccessible to students. Refer to the Examiner’s Manual for details.

SAY I am going to give each of you an answer document. Do not write anything on it until I tell you what to do.

Mathematics answer documents must indicate Version 2.0.

Distribute the correct answer documents with the front page facing up. Ensure all students have two sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Verify the answer document says “Answer Document Version 2.0” in the upper right corner. Raise your hand if there is a problem with your answer document.

We will complete some of the information on the front page. In Field A, find the line labeled “Student Name.” Carefully print your last name, then your first name, and then your middle initial.

Give help as needed.
**ADDITIONAL TEST DIRECTIONS (OPTIONAL)**

If instructed by the STC to complete the remaining information in Field A:

**SAY** Now, on the other lines in Field A, fill in the rest of the information requested—teacher, school, school division, gender, grade, your date of birth, and today’s date as the testing date. (Provide students with the month, day, and year.) *Are there any questions?*

**NOTE:** You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

**SAY** Now look at the back page of your answer document. (Demonstrate.) Find the top two boxes labeled “Last Name” and “First Name.” (Point.) Print your last name and first name in the labeled boxes.

Answer all questions, and give help as needed.

**SAY** I will now give each of you a test booklet, a ruler, [for Grade 6 Mathematics say (either) a protractor or an angle ruler,] and scratch paper. Do not open your test booklet until I tell you to do so.

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

Distribute test booklets, scratch paper, and rulers. For the *Grade 6 Mathematics* test only, distribute a protractor or an angle ruler to each student. Remember, all scratch paper distributed, whether used or not used, must be collected and returned to the STC at the end of testing. Do not distribute scientific calculators for this section of the test.

Ensure that students also have any materials or supplies required for accommodations.

**SAY** Look at the front cover of your test booklet for the form number of the test you are taking. Find the “M” followed by four numbers. (Demonstrate using a student’s test booklet.) On your answer document, find Field F, Form. (Point.) The letter “M” has been written for you. In the empty boxes, write the four numbers that appear after the “M” from the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level (6 or 7), subject test code (3-digit numbers), followed by a dash (-), an “M,” and four numbers. However, only the last four numbers following the “M” must be entered on the answer document.

As an Examiner, you may need to complete this field for students with disabilities. On a large print test booklet, the form number is on the top right corner of the test booklet’s front cover. The form number for a braille test booklet is on its front cover at the bottom center. Correct completion of the form number is essential for accurate scoring.

**SAY** Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Specify the month.) When all students have finished,

**SAY** The next area is labeled “Day.” In the two boxes, write the test date, entering one number in each box. (Specify the test date.) *For example, if the test date is between the 1st and the 9th of...*
the month, you would write “0” in the first box and the correct number in the second box. Are there any questions?

Assist students as necessary. When all students have finished,

**SAY** Beneath each box, fill in the circle that has the same number that you wrote in the box.

When all students have finished,

**SAY** The next area is labeled “Year.” In the last two boxes, write ___. (Examiner should state the last two digits of the current year.)

**SAY** Beneath each box, fill in the circle that has the same number that you wrote in the box.

Give help as needed.

**SAY** Look at your test booklet. On the front cover find the box labeled “Student Name.” (Point.) Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Give help as needed. Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

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**STARTING PAGE NUMBERS: REGULAR AND SPECIAL TEST FORMS**

Most regular test forms begin on page 3, but some begin on page 5. If you are administering a Grade 6 or 7 Mathematics test that begins on page 5, adjust your directions accordingly.

The starting page numbers for Special Test Forms will vary. Therefore, check the starting page number—the page with the sample item—in your Examiner’s copy of the test booklet prior to reading the directions to the students. Adjust your directions as necessary.

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◆ **GRADE 6 MATHEMATICS DIRECTIONS CONTINUE ON PAGE 28◆**

◆ **GRADE 7 MATHEMATICS DIRECTIONS CONTINUE ON PAGE 29◆**
GRADE 6 MATHEMATICS TESTS

SAY Open your test booklet to the first page and carefully tear out the Grade 6 Mathematics
formula sheet. (Demonstrate using a student’s test booklet.)

NOTE: Students using large-print or braille test forms will not need to tear out the formula sheet.
The kit contains a loose formula sheet in large print or braille as required. Make sure all students
have found the formula page. It is located immediately after the front cover.

SAY Open your test booklet to page [3 or 5].

Make sure all students have their test booklets open to the correct page.

SAY Find the directions at the top of page [3 or 5] of your test booklet. Read them to yourself
as I read them aloud.

DIRECTIONS FOR LARGE-PRINT OR BRAILLE GRADE 6 MATHEMATICS TESTS
ONLY

SAY Read each question and choose the best answer.

DIRECTIONS FOR ALL OTHER GRADE 6 MATHEMATICS TESTS

SAY Directions: Read each question and choose the best answer. Then fill in the circle on
your answer document for the answer you have chosen.

SAY Now find the sample.

Point to the sample question using a student’s test booklet.

SAY Read the sample to yourself as I read it aloud:

“What is the solution to 2 “x” equals 6? (A) “x” equals 3 [x=3]... (B) “x” equals 4 [x=4]... (C)
“x” equals 8 [x=8]... (D) “x” equals twelve [x=12]. Select the best answer.

Wait for students to select their response.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is “A.” (Pause.)

SAY On the back page of your answer document look at the bottom section. (Demonstrate.)
Now find the shaded box labeled “Sample A” on your answer document.

Point to the section. Make sure all students have found the correct section on the answer
document.

SAY Fill in the circle for the letter “A” because “A” is the letter for the best answer.

⇒ DIRECTIONS CONTINUE ON PAGE 30 ⇒
GRADE 7 MATHEMATICS TESTS

SAY Open your test booklet to the first page and carefully tear out the Grade 7 Mathematics formula sheet. (Demonstrate.)

NOTE: Students using large-print or braille test forms will not need to tear out the formula sheet. The kit contains a loose formula sheet in large print or braille as required. Make sure all students have found the formula page. It is located immediately after the front cover.

SAY Open your test booklet to page [3 or 5].

Make sure all students have their test booklets open to the correct page.

SAY Find the directions at the top of page [3 or 5] of your test booklet. Read them to yourself as I read them aloud.

Pause while students read the directions.

DIRECTIONS FOR LARGE-PRINT OR BRAILLE GRADE 7 MATHEMATICS TESTS ONLY

SAY Read each question and choose the best answer.

DIRECTIONS FOR ALL OTHER GRADE 7 MATHEMATICS TESTS

SAY Directions: Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen.

SAY Now find the sample. (Point to the sample question using a student’s test booklet.)

SAY Read Sample A to yourself as I read it aloud: “What value of y makes the following true? 2 “y” minus 6 equals 2. (A) 2... (B) 4... (C) 5... (D) 6...” Select the best answer.

Wait for students to select their response.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is “B.”

SAY On the back page of your answer document look at the bottom section. (Demonstrate.)

Now find the shaded box labeled “Sample A” on your answer document.

Point to the section. Make sure all students have found the correct section on the answer document.

SAY Fill in the circle for the letter “B” because “B” is the letter for the best answer.

➤ DIRECTIONS CONTINUE ON PAGE 30 ➤
Are there any questions about how to mark an answer on your answer document?

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of selecting a response. Examiners must not answer any questions pertaining to test content.

You should answer all of the questions on this part of the test. You may use your scratch paper and the tools you were given at any time. You may write in your test booklet or on your scratch paper, but be sure to fill in your answers on your answer document. Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

Work until you finish section one where you see the stop sign. You will not be able to return to these questions after you have finished this part of the test.

Notice that odd-numbered questions have answer choices labeled “A,” “B,” “C,” and “D,” and even-numbered questions have answers labeled “F,” “G,” “H,” and “J.” Fill in only one answer for each question. If you decide to change your answer to a question, make sure to erase the first answer completely.

When you have finished section one, you may check your work for questions in section one only. Then raise your hand. I will then give further directions. Do NOT go past the STOP sign into section two of the Mathematics test. Remember, you must do your own work and not discuss the test at any time with anyone, including your classmates and teachers. Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

Remember, you must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone.

You may start working now.

⇒ INDIVIDUAL DIRECTIONS: NO CLASSROOM BREAK CONTINUE ON PAGE 31 ⇒

OR

⇒ DIRECTIONS: CLASSROOM BREAK CONTINUE ON PAGE 33 ⇒
INDIVIDUAL DIRECTIONS: NO CLASSROOM BREAK

Each student should raise his/her hand indicating he/she has completed the non-calculator section. If the student indicates he/she requires a break, the break must be supervised. Test security must be maintained at all times during the break. The student must not be allowed to discuss the test in any way, must not have access to any educational materials or electronic devices during the break, and must not disrupt other students who are continuing to test. The student's test materials must not be accessible or viewable to other students.

Students may continue to use the manipulatives they were given for section one. Important: Verify that the correct calculators are available for the test, then read the following directions for the calculator section quietly to each student.

Read these directions if the division has decided to provide both a hand-held scientific calculator and the online Desmos Virginia Scientific calculator.

SAY You may use a hand-held scientific calculator in addition to the online scientific calculator.

Provide a state-approved scientific calculator. The Virginia Desmos calculator must be set up as described in Guidance for the 2019–2020 School Year Regarding Providing a Hand-Held Calculator and/or Desmos Calculator for Mathematics (2016 SOL) Tests in Section 2.3.

✓ DIRECTIONS CONTINUE BELOW ✓

OR

Read these directions if the division has decided to provide either a hand-held scientific calculator or the online Desmos Virginia Scientific calculator.

SAY You may use the [hand-held scientific calculator] [online scientific calculator].

Provide a state-approved scientific calculator or the Virginia Desmos calculator. The Virginia Desmos calculator must be set up as described in Guidance for the 2019–2020 School Year Regarding Providing a Hand-Held Calculator and/or Desmos Calculator for Mathematics (2016 SOL) Tests in Section 2.3.

✓ DIRECTIONS CONTINUE BELOW ✓

SAY Raise your hand if you have a problem with your calculator during the test.

Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

Using a student's test booklet, verify the beginning page number for the calculator section of the Grade 6 or 7 Mathematics test.

Make sure the student has his/her test booklet open to the correct page.

✓ DIRECTIONS CONTINUE ON NEXT PAGE ✓
**INDIVIDUAL DIRECTIONS: NO CLASSROOM BREAK**

**SAY** Beginning on this page, you should answer all the questions in section two. Keep working until you come to the stop sign. (Demonstrate using a student's test booklet.) You may have as much time as you need today to complete this section. (Pause.)

**SAY** When you finish, you may check your work on questions in section two only. Do NOT go back to questions in section one of your test booklet. Are there any questions?

When you have finished, raise your hand. After I have collected your materials,

[If students will be staying in the classroom, **SAY**: you may sit quietly or read if you wish.]

[If students will be dismissed individually back to class, **SAY**: you will be dismissed to class.]

**SAY** Remember, you must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone.

You may start working now.

➤ EXAMINER/PROCTOR MONITORING GUIDELINES ON PAGE 36 ➤
DIRECTIONS FOR CLASSROOM BREAK

If you have been instructed by your STC to provide a classroom break, when most students have finished section one,

SAY If you have finished the first section raise your hand. I will collect your materials. You may sit quietly or read if you wish. If you have not finished, continue working. When you do finish, raise your hand.

As students complete the first part of the test and raise their hands at the end of part one (at the Stop Sign) you should collect their test booklet, answer document, formula sheet, and scratch paper. Other manipulatives (e.g. rulers, protractors/angle rulers, pencils) may remain at the student's workstation. You may keep each student's test materials together (inside the test booklet) for when you have to re-distribute them for the second part of the test. All test materials should be collected from each individual student rather than passed up or down the rows of workstations. Ensure that you have accounted for all of the scratch paper distributed to students. Follow your STC’s instructions regarding how long a BREAK between the first and second parts of the Mathematics test the class should be given. When most students have finished,

SAY We will take a break now.

Remember that SOL tests are untimed. Allow those students who have not finished part one to continue working. You may move these students to an alternate test area. Should this become necessary be sure to collect and account for all test materials including test booklets, answer documents, formula sheets, and scratch paper before the students are moved to the alternate test area. Do not allow them to discuss the test in any way nor have access to any educational materials during the move.

For students who are moved, before starting the next part of the test, allow them to take a break as instructed by the STC when these students have finished part one of the test.

When the students are ready to begin the calculator section of the online Mathematics test,

SAY We will now begin the calculator section of the Mathematics test. I will now give back your test materials. Do not do anything until I tell you what to do.

◆ DIRECTIONS CONTINUE ON NEXT PAGE ◆
DIRECTIONS FOR CLASSROOM BREAK

Read these directions if the division has decided to provide both a hand-held scientific calculator and the online Desmos Virginia Scientific calculator.

**SAY** You may use a hand-held scientific calculator in addition to the online scientific calculator.

Provide a state-approved scientific calculator. The Virginia Desmos calculator must be set up as described in *Guidance for the 2019–2020 School Year Regarding Providing a Hand-Held Calculator and/or Desmos Calculator for Mathematics (2016 SOL) Tests* in Section 2.3.

**DIRECTIONS CONTINUE BELOW**

**OR**

Read these directions if the division has decided to provide either a hand-held scientific calculator or the online Desmos Virginia Scientific calculator.

**SAY** You may use the [hand-held scientific calculator] [online scientific calculator].

Provide a state-approved scientific calculator or the Virginia Desmos calculator. The Virginia Desmos calculator must be set up as described in *Guidance for the 2019–2020 School Year Regarding Providing a Hand-Held Calculator and/or Desmos Calculator for Mathematics (2016 SOL) Tests* in Section 2.3.

**DIRECTIONS CONTINUE BELOW**

**SAY** Raise your hand if you have a problem with your calculator during the test.

Check that the test booklet has your name on it. Remove the answer document and other materials from your test booklet and verify you have your answer document. Please raise your hand if you do not have your own test booklet or answer document. Do not open your test booklet until I tell you to do so. Do not go back to questions in the first section.

Using a student's test booklet, verify the beginning page number for the calculator section of the Grade 6 or 7 Mathematics test.

**SAY** Now open your test booklet to page __. (Say the page number.) Make sure each student has his/her test booklet open to the correct page.

**DIRECTIONS CONTINUE ON NEXT PAGE**
DIRECTIONS FOR CLASSROOM BREAK

SAY Beginning on this page, you should answer all the questions in section two. Keep working until you come to the stop sign. (Demonstrate using a student’s test booklet.) You may have as much time as you need today to complete this section. (Pause.)

SAY When you finish, you may check your work on questions in section two only. Do NOT go back to questions in section one of your test booklet. Are there any questions?

When you have finished, raise your hand. After I have collected your materials,

[If students will be staying in the classroom, SAY: you may sit quietly or read if you wish.]

[If students will be dismissed individually back to class, SAY: you will be dismissed to class.]

SAY Remember, you must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone.

You may start working now.

➤ EXAMINER/PROCTOR MONITORING GUIDELINES ON PAGE 36 ➤
5.3.1 Monitoring the Test and Answering Student Questions

- **Examiner/Proctor monitoring.** During the test administration, Examiners/Proctors must monitor the testing process by moving as unobtrusively as possible about the room. Examiners/Proctors must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. Students must not be left unattended for any length of time.

- **Student access to unauthorized materials.** Examiners/Proctors should ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing. The STC must submit an irregularity to the DDOT providing the details about the incident.

- **Examiner/Proctor reviewing test items.** Before, during, or after testing, Examiners/Proctors must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (Examiners/Proctors may report a problem with a test item to their STC. Refer to the Examiner’s Manual for guidelines.)

- **Examiner/Proctor providing help.** Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student’s answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.

- **Students leaving the testing room during the test.** Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to cell phones, electronic devices, or educational materials.

- **Students moving to an alternate test room.** If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student’s own materials and resume testing. The student should be re-issued the same calculator he/she received for the test. If the student is issued a different calculator, it must meet the guidelines as described in Table 3, Section 2.3, prior to being issued to the student.

- **Answer selection.** If a student needs assistance with the mechanics of selecting a response, the Examiner/Proctor may provide directions to the student, such as: “Fill in the circle on your answer document for the letter you have chosen.”

- **Circling in the test booklet.** Examiners/Proctors must not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test-booklet accommodation may test without an answer document, circling answers in their test booklet.
■ **Prompting students.** Examiners/Proctors must not prompt the student to go back to any specific question such as any left *unanswered*, or questions *multiple-marked*. The Examiner/Proctor may tell students, “**Review your answer document carefully.**” Once the student’s answer document has been collected it may not be returned to the student.

■ **Questions about test items.** If a student asks a question during the test about a test item, the student should be told, “**Read it carefully and choose the best answer.**” Help must not be given on any test items. Refer to the bullet above regarding prohibited help.

■ **Cheating.** The Examiner must immediately notify the STC if a student is found cheating on the test. **If the student is testing at the time of the discovery of cheating, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current session. If the test was an EOC SOL test, the student may retake the test the next regularly scheduled session. The STC/DDOT must invalidate the test and the student will receive a score of “0.” The student’s test record will note the student cheated on the test.

■ **Student Inactivity.** If the Examiner/Proctor observes an inactive student during testing, the Examiner/Proctor may ask the student, “**Are you finished with your test?**” If the student responds “No,” then the Examiner/Proctor may say, “**You need to continue working on your test.**” If the student responds, “Yes,” then the Examiner/Proctor should collect the student’s testing materials. Once the student’s answer document has been collected, it may not be returned to the student.

■ **Reporting an error with a test item.** If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject-area, test level, format (online or paper), question number, and a brief statement describing the student’s concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to, “**Read the question carefully and choose the best answer.**” Notify the STC of the student’s concern.

■ **Assistance with hand-held calculators.** If a student’s calculator malfunctions or stops working, replace it with another approved calculator for this test. The calculator must meet the guidelines as described in Table 2, Section 2.3, prior to being issued to the student.

### 5.3.2 Collecting Students’ Test Materials

■ **Before the Examiner/Proctor accepts the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s answer document.**

If the Examiner/Proctor notices any questions left unanswered, the Examiner/Proctor may only tell the student:

**SAY** **Review your answer document carefully.**

Examiners/Proctors must not prompt the student to go back to any specific question such as any left *unanswered*, or questions *multiple-marked*. Once the student’s answer document has been collected it may not be returned to the student. As students finish testing, collect all items (i.e., answer document, test booklet, audio, and scratch paper) from each individual student, one student at a time. Do not have students pass materials up or down the rows of desks or workstations.

■ **Be sure to account for all test materials including test booklets, answer documents, scratch paper, formula sheets, audios, and audio equipment.** The Test Examiner must be sure that all sheets of scratch paper distributed to each student are collected and accounted for before
students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

- All test materials must be kept in a secure location until they are returned to the STC.
5.4 Specific Directions for Administering the Paper Grade 8 Mathematics 2016 SOL Tests

Do not use these directions to administer the Grade 8 Mathematics (2009 SOL) test to high school students who need to meet numeracy requirements for the Modified Standard Diploma. Use the directions in Section 5.7.

Once students and the Test Examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

NOTE: The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, or circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. The Examiner then enters the student's choices into the answer document.

The Examiner may omit the test directions pertaining to the student completing the information in Fields A, F, and G on the answer document and writing his/her name on the test booklet. Before or after testing, the Examiner should complete Fields A, F, and G, and write the student's name on his/her test booklet.

Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to “circle the answer in your test booklet,” “say your answer,” or “point to the answer.” Refer to the Appendices in the Examiner’s Manual for the requirements for administering tests with accommodations.

Students may be provided a hand-held and/or Desmos Scientific calculator for this test. For assistance, refer to Section 2.3 and the guidance box: Guidance for the 2019–2020 School Year Regarding Providing a Hand-Held Calculator and/or Desmos Calculator for Mathematics (2016 SOL) Tests.

SAY Today you will be taking the SOL Grade 8 Mathematics test. Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.

Examiners must ensure that unauthorized materials (backpacks, books, papers, cell phones, electronic devices, etc.) have been removed from the students' work areas and are inaccessible to students. Refer to the Examiner’s Manual for details.

SAY I am going to give each of you an answer document. Do not write anything on it until I tell you what to do.

All Mathematics answer documents (both 2009 and 2016 SOL) must indicate Version 2.0.

Distribute the correct answer documents with the front page facing up. Ensure all students have sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Verify the answer document says “Answer Document Version 2.0” in the upper right corner. Raise your hand if there is a problem with your answer document.

We will complete some of the information on the front page. In Field A, find the line labeled “Student Name.” Carefully print your last name, then your first name, and then your middle initial.
ADDITIONAL TEST DIRECTIONS (OPTIONAL)

If instructed by the STC to complete the remaining information in Field A:

SAY Now, on the other lines in Field A, fill in the rest of the information requested—teacher, school, school division, gender, grade, your date of birth, and today’s date as the testing date. (Provide students with the month, day, and year.) Are there any questions?

NOTE: You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

Give help as needed.

SAY Now look at the back page of your answer document. (Demonstrate.) Find the top two boxes labeled “Last Name” and “First Name.” (Point.) Print your last name and first name in the labeled boxes.

Give help as needed and answer student questions.

SAY I am going to give each of you a test booklet, a ruler, and scratch paper. Do not open your test booklet until I tell you to do so.

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

Distribute test booklets, scratch paper, and rulers. Remember, all scratch paper distributed, whether used or not used, must be collected and returned to the STC at the end of testing. Important: Verify that the correct calculators are available for the test. Ensure that students also have any materials or supplies required for accommodations.
Read these directions if the division has decided to provide both a hand-held scientific calculator and the online Desmos Virginia Scientific calculator.

SAY You may use a hand-held scientific calculator in addition to the online scientific calculator.

Provide a state-approved scientific calculator. The Virginia Desmos calculator must be set up as described in Guidance for the 2019–2020 School Year Regarding Providing a Hand-Held Calculator and/or Desmos Calculator for Mathematics (2016 SOL) Tests in Section 2.3.

DIRECTIONS CONTINUE BELOW

OR

Read these directions if the division has decided to provide either a hand-held scientific calculator or the online Desmos Virginia Scientific calculator.

SAY You may use the [hand-held scientific calculator] [online scientific calculator].

Provide a state-approved scientific calculator or the Virginia Desmos calculator. The Virginia Desmos calculator must be set up as described in Guidance for the 2019–2020 School Year Regarding Providing a Hand-Held Calculator and/or Desmos Calculator for Mathematics (2016 SOL) Tests in Section 2.3.

DIRECTIONS CONTINUE BELOW

SAY Raise your hand if you have a problem with your calculator during the test.

Look at the front cover of your test booklet for the form number of the test you are taking. Find the “M” followed by four numbers. (Demonstrate using a student’s test booklet.) On your answer document find Field F, Form. (Point.) The letter “M” has been written for you. In the empty boxes, write the four numbers that appear after the “M” from the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level (8), subject test code (3-digit numbers), followed by a dash (-), an “M,” and four numbers. However, only the last four numbers following the “M” must be entered on the answer document.

As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is on the top right corner of the test booklet’s front cover. The form number for a braille test booklet is on its front cover, at the bottom center. Correct completion of the form number is essential for accurate scoring.

SAY Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Specify the month.)

After students have finished,
SAY The next area is labeled “Day.” In the two boxes, write the test date, entering one number in each box. (Specify the test date.) For example, if the test date is between the 1st and the 9th of the month, you would write “0” in the first box and the correct number in the second box. Are there any questions?

Answer all questions. Examiners/Proctors must not answer any questions pertaining to the content of test questions. When everyone has finished,

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

After students have finished,

SAY The next area is labeled “Year.” In the last two boxes, write ___. (Examiner should state the last two digits of the current year.)

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

Give help as needed.

SAY Look at your test booklet. On the front cover find the box labeled “Student Name.”

Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Give help as needed.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

SAY Open your test booklet and carefully tear out the formula sheet.

NOTE: Students using large-print or braille test forms will not need to tear out the formula sheet. The kit contains a loose formula sheet in large print or braille as required. (Demonstrate using a student’s test booklet.) Make sure all students have located the formula sheet.

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**STARTING PAGE NUMBERS: REGULAR AND SPECIAL TEST FORMS**

Most regular test forms begin on page 3, but some begin on page 5 or 6. If you are administering a Grade 8 Mathematics test that begins on page 5 or 6, adjust your directions accordingly.

The starting page numbers for Special Test Forms will vary. Therefore, check the starting page number—the page with the sample item—in your Examiner’s copy of the test booklet prior to reading the directions to the students. Adjust your directions as necessary.

SAY Open your test booklet to page [3, 5, or 6].

Make sure all students have their test booklets open to the correct page.

SAY Find the directions at the top of page and read them to yourself as I read them aloud.

**DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY**

SAY Read each question and choose the best answer. (Pause.)
DIRECTIONS FOR ALL OTHER GRADE 8 MATHEMATICS TESTS

SAY Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen. (Pause.)

SAY Find the sample. Read the sample to yourself as I read it aloud.

“Which of these could be the measurements of two vertical angles? (A) forty-four degrees and one hundred thirty-six degrees... (B) forty-four degrees and ninety degrees... (C) forty-four degrees and forty-six degrees... (D) forty-four degrees and forty-four degrees.” Select the best answer.

Pause.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is “D.”

On the back page of your answer document look at the bottom section. (Demonstrate.) Now find the shaded box labeled “Sample A.”

Point to this section.

Make sure all students have found the correct section of the answer document.

SAY Fill in the circle for the letter “D” because “D” is the letter for the best answer.

Are there any questions about how to mark this answer on your answer document?

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of selecting a response.

Answer all questions related to the mechanics of completing the answer document.

SAY You should read and answer all of the questions. You may have as much time as you need today to complete this test.

SAY You may use the calculator, ruler, or the formula sheet at any time during the test. Raise your hand if you have a problem with your calculator during the test. You may write in your test booklet or on your scratch paper, but be sure to fill in the answers on your answer document. (Point to this section.)

SAY Notice that odd-numbered questions have answer choices labeled “A,” “B,” “C,” and “D” and even-numbered questions have answers labeled “F,” “G,” “H,” and “J.” Fill in only one answer for each question. If you decide to change your answer, make sure to erase your first answer completely. Work until you come to the stop sign. (Demonstrate using a student’s test booklet.) When you have finished, you may go back to any question and check your work. Are there any questions?

Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.
SAY When you have finished, raise your hand. After I have collected your materials,

[If students will be staying in the classroom, SAY: you may sit quietly or read if you wish.]

[If students will be dismissed individually back to class, SAY: you will be dismissed to class.]  

SAY Remember you must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone. You may start working now.

5.4.1 Monitoring the Test and Answering Student Questions

- **Examiner/Proctor monitoring.** During the test administration, Examiners/Proctors must monitor the testing process by moving as unobtrusively as possible about the room. Examiners/Proctors must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. Students must not be left unattended for any length of time.

- **Student access to unauthorized materials.** Examiners/Proctors should ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing. The STC must submit an irregularity to the DDOT providing the details about the incident.

- **Examiner/Proctor reviewing test items.** Before, during, or after testing, Examiners/Proctors must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (Examiners/Proctors may report a problem with a test item to their STC. Refer to the Examiner’s Manual for guidelines.)

- **Examiner/Proctor providing help.** Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student’s answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.

- **Students leaving the testing room during the test.** Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to cell phones, electronic devices, or educational materials.

- **Students moving to an alternate test room.** If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student's own materials and resume testing. The student should be re-issued the same calculator he/
she received for the test. If the student is issued a different calculator, it must meet the guidelines as described in Table 3, Section 2.3, prior to being issued to the student.

- **Answer selection.** If a student needs assistance with the mechanics of selecting a response, the Examiner/Proctor may provide directions to the student, such as: “Fill in the circle on your answer document for the letter you have chosen.”

- **Circling in the test booklet.** Examiners/Proctors must not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test-booklet accommodation may test without an answer document, circling answers in their test booklet.

- **Prompting students.** Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. The Examiner/Proctor may tell students, “Review your answer document carefully.” Once the student’s answer document has been collected it may not be returned to the student.

- **Questions about test items.** If a student asks a question during the test about a test item, the student should be told, “Read it carefully and choose the best answer.” Help must not be given on any test items. Refer to the bullet above regarding prohibited help.

- **Cheating.** The Examiner must immediately notify the STC if a student is found cheating on the test. If the student is testing at the time of the discovery of cheating, the student may not be permitted to continue testing. The STC must submit an irregularity to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current session. If the test was an EOC SOL test, the student may retest during the next regularly scheduled session. The STC/DDOT must invalidate the test and the student will receive a score of “0.” The student’s test record will note the student cheated on the test.

- **Student Inactivity.** If the Examiner/Proctor observes an inactive student during testing, the Examiner/Proctor may ask the student, “Are you finished with your test?” If the student responds “No,” then the Examiner/Proctor may say, “You need to continue working on your test.” If the student responds, “Yes,” then the Examiner/Proctor should collect the student’s testing materials. Once the student’s answer document has been collected, it may not be returned to the student.

- **Reporting an error with a test item.** If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject-area, test level, format (online or paper), question number, and a brief statement describing the student’s concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to, “Read the question carefully and choose the best answer.” Notify the STC of the student’s concern.

- **Assistance with hand-held calculators.** If a student’s calculator malfunctions or stops working, replace it with another approved calculator for this test. The calculator must meet the guidelines as described in Table 2, Section 2.3, prior to being issued to the student.
5.4.2 Collecting Students’ Test Materials

- Before the Examiner/Proctor accepts the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s answer document. If the Examiner/Proctor notices any questions left unanswered, the Examiner/Proctor may only tell the student:

  SAY  Review your answer document carefully.

Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. Once the student’s answer document has been collected it may not be returned to the student. As students finish testing, collect all items (i.e., answer document, test booklet, audio, formula sheet, and scratch paper) from each individual student, one student at a time. Do not have students pass materials up or down the rows of desks or workstations.

- Be sure to account for all test materials including test booklets, answer documents, scratch paper, formula sheets, audios, and audio equipment. The Test Examiner must be sure that all sheets of scratch paper distributed to each student are collected and accounted for before students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

- All test materials must be kept in a secure location until they are returned to the STC.
5.5 Specific Directions for Administering the Paper Grade 8 Science Tests

Once students and the Test Examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

NOTE: The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, or circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. The Examiner then enters the student's choices into the answer document.

The Examiner may omit the test directions pertaining to the student completing the information in Fields A, F, and G on the answer document and writing his/her name on the test booklet. Before or after testing, the Examiner should complete Fields A, F, and G, and write the student's name on his/her test booklet.

Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to “circle the answer in your test booklet,” “say your answer,” or “point to the answer.” Refer to the Appendices in the Examiner’s Manual for the requirements for administering tests with accommodations.

Before distributing the answer documents,

SAY Today you will be taking the SOL Grade 8 Science test. Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.

Examiners must ensure that unauthorized materials (backpacks, books, papers, cell phones, electronic devices, etc.) have been removed from the students' work areas and are inaccessible to students. Refer to the Examiner's Manual for details.

SAY I am going to give each of you an answer document. Do not write anything on it until I tell you what to do.

Distribute the Version 1.0 answer documents with the front page facing up. Ensure all students have two sharpened No. 2 pencils with erasers.

SAY We will complete some of the information on the front page. In Field A, find the line labeled “Student Name.” Carefully print your last name, then your first name, and then your middle initial.

ADDITIONAL TEST DIRECTIONS (OPTIONAL)

If instructed by the STC to complete the remaining information in Field A:

SAY Now, on the other lines in Field A, fill in the rest of the information requested—teacher, school, school division, gender, grade, your date of birth, and today's date as the testing date. (Provide students with the month, day, and year.) Are there any questions?

NOTE: You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

Answer students' questions. Refer them to the dry-erase board or chalkboard if you have written identification information there. While students are completing the information, walk around the room to see that they are following instructions. Give help as needed.
Say Now look at the back page of your answer document. (Demonstrate.) Find the top two boxes labeled “Last Name” and “First Name.” (Point.) Print your last name and first name in the labeled boxes.

Answer all questions, and give help as needed.

Say I am going to give each of you a test booklet, a ruler, a [four-function or scientific] calculator, and scratch paper. Do not open your test booklet until I tell you to do so.

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. Do not re-order the test booklets in any way before distribution to students.

Distribute test booklets, scratch paper, rulers, and calculators. Remember, all scratch paper distributed, whether used or not used, must be collected and returned to the STC at the end of testing. Important: Verify that the correct calculators are distributed for the test.

Say Check to make sure your calculator is working. (Pause.)

Say Look at the front cover of your test booklet for the form number of the test you are taking. Find the “S” followed by four numbers. (Demonstrate using a student’s test booklet.) On your answer document, find Field F, Form. (Point.) The letter “S” has been written for you. In the empty boxes, write the four numbers that appear after the “S” from the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level (8), subject test code (3-digit numbers), followed by a dash (-), an “S,” and four numbers. However, only the last four numbers following the “S” must be entered on the answer document.

As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is on the top right corner of the test booklet’s front cover. The form number for a braille test booklet is on its front cover at the bottom center. Correct completion of the form number is essential for accurate scoring.

Say Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Specify the month.)

When all students have finished,

Say The next area is labeled “Day.” In the two boxes, write the test date, entering one number in each box. (Specify the test date.) For example, if the test date is between the 1st and the 9th of the month, you would write “0” in the first box and the correct number in the second box. Are there any questions?

Answer all questions. Examiners/Proctors must not answer any questions pertaining to the content of test questions. When everyone has finished,

Say Beneath each box, fill in the circle that has the same number that you wrote in the box.

When all students have finished,

Say The next area is labeled “Year.” In the last two boxes, write ___. (Examiner should state the last two digits of the current year.)

Say Beneath each box, fill in the circle that has the same number that you wrote in the box.
Give help as needed.

**SAY** Now look at your test booklet. On the front cover, find the box labeled “Student Name.” (Point using a student’s test booklet.) Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Give help as needed. Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklet.

**SAY** Open your test booklet to page 3. (Demonstrate using a student’s test booklet.)

If you are administering a braille or large-print test form: Check your Examiner’s copy of a braille test or large-print test to verify the starting page number.

Make sure all students have their test booklet open to the correct page.

**SAY** Find the directions at the top of page 3 in your test booklet. Read them to yourself as I read them aloud.

**DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY**

**SAY** Read each question and choose the best answer. (Pause.)

**DIRECTIONS FOR ALL OTHER GRADE 8 SCIENCE TESTS**

**SAY** Directions: Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen. (Pause.)

**SAY** Find the sample. Read the sample to yourself as I read it aloud. “These animals are grouped together because all of them—(A) live in the water... (B) are fish... (C) are warm-blooded... (D) lay eggs.” (Pause.) Which answer did you choose?

Pause for replies.

**SAY** The best answer is “A.”

Pause.

**SAY** On the back page of your answer document look at the bottom section. (Demonstrate.) Now find the shaded box labeled “Sample A.” (Point to this section.)

Make sure all students have found the correct section of the answer document.

**SAY** Fill in the circle for the letter “A” because “A” is the letter for the best answer.

Pause.

**SAY** Are there any questions about how to mark this answer on your answer document?

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of selecting a response.

**SAY** You should read and answer all of the questions. You may have as much time as you need today to complete the test. You may use the calculator and ruler at any time during the test. Raise your hand if you have a problem with your calculator during the test. You may write in

Grades 6, 7, & 8 Tests

*Supplement to the Examiner’s Manual*
your test booklet or on your scratch paper, but be sure to fill in the answers on your answer document. (Point to this section.)

**SAY** Notice that odd-numbered questions have answer choices labeled “A,” “B,” “C,” and “D,” and even-numbered questions have answers labeled “F,” “G,” “H,” and “J.” Fill in only one answer for each question. If you decide to change your answer, make sure to erase your first answer completely.

**Work until you come to the stop sign.** (Demonstrate using a student’s test booklet.) When you have finished, you may go back to any question and check your work. Are there any questions?

Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

**SAY** When you have finished, raise your hand. After I have collected your materials,

[If students will be staying in the classroom, **SAY:** you may sit quietly or read if you wish.]

[If students will be dismissed individually back to class, **SAY:** you will be dismissed to class.]

Remember you must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone.

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**AUDIO TESTS ONLY**

Make sure the students know how to start, stop, advance, or replay the audio and understand they may do this as necessary during the test.

Students can begin playing the CD at the first track when told to turn on the recording and start working.

**SAY** Listen to the test items as they are read and follow along in your test booklet.

Use your audio player to control the audio track and adjust the volume of the audio. Turn on the recording.

Pause. Before actual testing starts, make sure the test procedures are very clear to the students. Your comments must be confined to answering student questions about the mechanics of completing the answer document and operating the audio equipment. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

**SAY** You may start working now.

**5.5.1 Monitoring the Test and Answering Student Questions**

- **Examiner/Proctor monitoring.** During the test administration, Examiners/Proctors must monitor the testing process by moving as unobtrusively as possible about the room. Examiners/Proctors must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. Students must not be left unattended for any length of time.

- **Student access to unauthorized materials.** Examiners/Proctors should ensure that students are working independently and do not have access to unauthorized materials, cell
phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. **If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident.

- **Examiner/Proctor reviewing test items.** Before, during, or after testing, Examiners/Proctors must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (Examiners/Proctors may report a problem with a test item to their STC. Refer to the Examiner’s Manual for guidelines.)

- **Examiner/Proctor providing help.** Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student’s answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.

- **Students leaving the testing room during the test.** Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to cell phones, electronic devices, or educational materials.

- **Students moving to an alternate test room.** If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student’s own materials and resume testing. The student should be re-issued the same calculator he/she received for the test. If the student is issued a different calculator, it must meet the guidelines and/or be reset/prepared as described in Table 3, Section 2.3, prior to being issued to the student.

- **Answer selection.** If a student needs assistance with the mechanics of selecting a response, the Examiner/Proctor may provide directions to the student, such as: “**Fill in the circle on your answer document for the letter you have chosen.**”

- **Circling in the test booklet.** Examiners/Proctors must not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test-booklet accommodation may test without an answer document, circling answers in their test booklet.

- **Prompting students.** Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. The Examiner/
Proctor may tell students, “Review your answer document carefully.” Once the student’s answer document has been collected it may not be returned to the student.

- **Questions about test items.** If a student asks a question during the test about a test item, the student should be told, “Read it carefully and choose the best answer.” Help must not be given on any test items. Refer to the bullet above regarding prohibited help.

- **Cheating.** The Examiner must immediately notify the STC if a student is found cheating on the test. If the student is testing at the time of the discovery of cheating, the student may not be permitted to continue testing. The STC must submit an irregularity to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current session. If the test was an EOC SOL test, the student may retake the test on the next regularly scheduled session. The STC/DDOT must invalidate the test and the student will receive a score of “0.” The student’s test record will note the student cheated on the test.

- **Student Inactivity.** If the Examiner/Proctor observes an inactive student during testing, the Examiner/Proctor may ask the student, “Are you finished with your test?” If the student responds “No,” then the Examiner/Proctor may say, “You need to continue working on your test.” If the student responds, “Yes,” then the Examiner/Proctor should collect the student’s testing materials. Once the student’s answer document has been collected, it may not be returned to the student.

- **Reporting an error with a test item.** If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject-area, test level, format (online or paper), question number, and a brief statement describing the student’s concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to, “Read the question carefully and choose the best answer.” Notify the STC of the student’s concern.

- **Assistance with hand-held calculators.** If a student’s calculator malfunctions or stops working, replace it with another approved calculator for this test. The calculator must meet the guidelines as described in Table 2, Section 2.3, prior to being issued to the student.

### 5.5.2 Collecting Students’ Test Materials

Before the Examiner/Proctor accepts the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s answer document. If the Examiner/Proctor notices any questions left unanswered, the Examiner/Proctor may only tell the student:

**SAY  Review your answer document carefully.**

Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. Once the student’s answer document has been collected it may not be returned to the student. As students finish testing, collect all items (i.e., answer document, test booklet, audio, formula sheet, and scratch paper) from each individual student, one student at a time. Do not have students pass materials up or down the rows of desks or workstations.

Be sure to account for all test materials including test booklets, answer documents, scratch paper, formula sheets, audios, and audio equipment. The Test Examiner must be sure that all sheets of scratch paper distributed to each student are collected and accounted for before
students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

- All test materials must be kept in a secure location until they are returned to the STC.
5.6 Specific Directions for Administering the Paper Grade 8 Reading (2002 SOL) test for High School Students Seeking the Modified Standard Diploma

Administer the Grade 8 Reading (2002 SOL) CAT only to high school students who are re-taking the Grade 8 Reading (2002 SOL) test to meet literacy requirements for the Modified Standard Diploma (MSD) during the 2019–2020 school year.

Once students and the Test Examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

**NOTE:** The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. The Examiner then enters the student’s choices into the answer document.

The Examiner may omit the test directions pertaining to the student completing the information in Fields A, F, and G on the answer document and writing his/her name on the test booklet. Before or after testing, the Examiner should complete Fields A, F, and G, and write the student’s name on his/her test booklet.

Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to “circle the answer in your test booklet,” “say your answer,” or “point to the answer.” Refer to the Appendices in the *Examiner’s Manual* for the requirements for administering tests with accommodations.

Before distributing the answer documents,

**SAY** Today you will be taking the SOL Grade 8 Reading test. Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.

Examiners must ensure that unauthorized materials (backpacks, books, papers, cell phones, electronic devices, etc.) have been removed from the students’ work areas and are inaccessible to students. Refer to the *Examiner’s Manual* for details.

**SAY** I am going to give each of you an answer document. Do not write anything on it until I tell you what to do.

Fall 2019: Reading answer documents must indicate Version 1.0.

Spring 2020: Reading answer documents must indicate Version 2.0.

Distribute the correct answer documents with the front page facing up. Ensure all students have two sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

**SAY** We will complete some of the information on the front page. In Field A, find the line labeled “Student Name.” Carefully print your last name, then your first name, and then your middle initial.

Give help as needed.
ADDITIONAL TEST DIRECTIONS (OPTIONAL)

If instructed by the STC to complete the remaining information in Field A,

SAY Now, on the other lines in Field A, fill in the rest of the information requested—teacher, school, school division, gender, grade, your date of birth, and today’s date as the testing date. (Provide students with the month, day, and year.) Are there any questions?

NOTE: You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

SAY Now look at the back page of your answer document. (Demonstrate.) Find the top two boxes labeled “Last Name” and “First Name.” (Point.) Print your last name and first name in the labeled boxes.

Answer all questions, and give help as needed.

SAY I am going to give each of you a test booklet and scratch paper. Do not open your test booklet until I tell you to do so.

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

Distribute test booklets, and scratch paper. Remember, all scratch paper distributed, whether used or not used, must be collected and returned to the STC at the end of testing. Ensure that students also have any materials or supplies required for accommodations.

SAY Look at the front cover of your test booklet for the form number of the test you are taking. Find the “R” followed by four numbers. (Demonstrate using a student’s test booklet.) On your answer document, find Field F, Form. (Point.) The letter “R” has been written for you. In the empty boxes, write the four numbers that appear after the “R” from the front cover of your test booklet.

SAY Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level [6, 7, or 8], subject test code (3-digit numbers), followed by a dash (-), an “R,” and four numbers. However, only the last four numbers following the “R” must be entered on the answer document.

As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is on the top right corner of the test booklet’s front cover. The form number for a braille test booklet is on its front cover, at the bottom center. Correct completion of the form number is essential for accurate scoring.

SAY Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Specify the month.)

When all students have finished,
SAY The next area is labeled “Day.” In the two boxes write the test date, entering one number in each box. (Specify the test date.) For example, if the test date is between the 1st and the 9th of the month, you would write “0” in the first box and the correct number in the second box. Are there any questions?

Assist students as necessary. When all students have finished,

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

When all students have finished,

SAY The next area is labeled “Year.” In the last two boxes, write ___. (Examiner should state the last two digits of the current year.)

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

Give help as needed.

SAY Look at your test booklet. On the front cover find the box labeled “Student Name.” (Point, using a student’s test booklet.) Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Give help as needed.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

SAY Open your test booklet to page 3. (Demonstrate using a student’s test booklet.)

If you are administering a braille or large-print test form, check your Examiner’s copy of a braille test or large-print test to verify the starting page number.

Make sure all students have their test booklets open to the correct page.

SAY Find the directions at the top of page 3 of your test booklet. Read them to yourself as I read them aloud.

DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY

SAY Directions: Read the passage. Then read each question about the passage and choose the best answer.

DIRECTIONS FOR ALL OTHER GRADE 6–8 READING TESTS

SAY Directions: Read the passage. Then read each question about the passage and choose the best answer. Fill in the circle on your answer document for the answer you have chosen.

SAY Find the sample passage. (Point to the sample passage using a student’s test booklet.)

SAY Read the Sample A passage to yourself.

Pause, while students read the sample question.
Audio/Read-aloud Only

SAY [Read the sample passage to yourself] as I read it aloud.

Pause.

“Mia’s Art. Mia rushed home and threw open the front door. Her mother whirled around, surprised that Mia was home from school so early. “I won first place in the art contest!” she said with pride.

Though Mia had been working eagerly on her art submission for weeks, her mother wasn’t sure what the project involved. “That’s wonderful, Mia! What was the subject of your art project?” her mother asked.

Grinning from ear to ear, Mia handed over her artwork. It was a portrait of her mother.”

SAY Now read the Sample A item and each answer choice to yourself while I read aloud.

Pause.

SAY “This story is mostly about Mia—(A) working on a project at home… (B) choosing a new art project… (C) winning an art contest… (D) completing a painting.” (Pause.)

Which answer did you choose? (Pause for replies.)

SAY The best answer is “C.” (Pause.)

SAY On the back page of your answer document look at the bottom section. (Demonstrate.) Now find the shaded box labeled Samples. (Point to this section.)

Make sure all students have found the correct section of the answer document.

SAY For Sample A, fill in the circle for the letter “C” because “C” is the letter for the best answer.

Find the directions in your test booklet for “Sample B.” (Point.) Read the directions to yourself as I read them aloud. “Directions: You do not need to read a passage to answer the following question. Read and answer the question.” (Pause.)

SAY Find “Sample B.” “Read these sentences. Michael was almost ready to leave when he realized that he had misplaced his keys. After searching for ten minutes, he found the keys in his backpack.”

Now read the question and possible answers to yourself as I read them aloud. “What does the word misplaced mean? (F) lost… (G) changed… (H) broken… (J) hidden.” (Pause.)

Which answer did you choose?

Pause for replies.

SAY The best answer is “F.” (Pause.) For Sample B, fill in the circle for the letter “F” because “F” is the letter for the best answer.

SAY Are there any questions about how to mark an answer on your answer document?

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of selecting a response.
You should read each passage; then answer the questions about the passage. If there is no
passage, just read the question or questions and choose the best answer. You should answer
all of the questions. You may have as much time as you need today to complete this test.

You may write in your test booklet or on your scratch paper but make sure to fill in your
answers on your answer document. (Point to this section.)

Notice that odd numbered questions have answer choices labeled “A,” “B,” “C,” and “D,” and
even-numbered questions have answers labeled “F,” “G,” “H,” and “J.” Fill in only one answer
for each question. If you decide to change your answer, make sure to erase the first answer
completely.

Work until you come to the stop sign. (Demonstrate using a student’s test booklet.) When you
have finished, you may go back to any question and check your work. Are there any questions?

Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not
answer any questions pertaining to the content of test questions.

As instructed by the STC, after students have completed the test session, they may remain in the
room until all have finished or they may be dismissed individually to class.

When you have finished, raise your hand. After I have collected your materials,

[If students will be staying in the classroom, SAY: you may sit quietly or read if you wish.]

[If students will be dismissed individually back to class, SAY: you will be dismissed to class.]

Remember you must do your own work. At no time may you discuss, or share, by any means,
the questions on the test with anyone.

Remember that students who cheat on the test will receive a score of zero and will not be
permitted another opportunity to take the Grade 8 Reading test until the next test administration.

AUDIO TESTS ONLY

Make sure the students know how to start, stop, advance, or replay the audio and understand
they may do this as necessary during the test.

Students can begin playing the CD at the first track when told to turn on the recording and
start working.

Listen to the test items as they are read and follow along in your test booklet.

Use your audio player to control the audio track and adjust the volume of the audio.

Turn on the recording.

Pause. Before actual testing starts, make sure the test procedures are very clear to the
students. Your comments must be confined to answering student questions about the
mechanics of completing the answer document and operating the audio equipment.
Examiners/Proctors must not answer any questions pertaining to the content of test
questions.

You may start working now.
STRUGGLING ELs

As you are monitoring students, be especially observant of ELs who appear to be struggling with reading the test items. Testing may be discontinued after an EL has had sufficient time to answer items on the Reading test and indicates that he or she is unable to complete any more items. Students must answer at least five items to be counted as a participant in the Reading test.

After the student has indicated verbally or non-verbally that he or she is unable to respond to any more test items,

**SAY** If you have completed as many items as you can, you may stop now. I will collect your materials. After I have collected your materials, [you may sit quietly or read if you wish or you will be dismissed to class].

Collect the student's answer document and all other test materials. After testing, the Examiner/Proctor should notify the STC of the need to discontinue testing for the EL student. The STC should notify the DDOT. After the test is submitted for scoring, if the student answered less than five questions, not including the samples, the test will be alerted and a testing status must be applied. If the student answered five or more questions, no testing status is to be applied.

5.6.1 Monitoring the Test and Answering Student Questions

- **Examiner/Proctor monitoring.** During the test administration, Examiners/Proctors must monitor the testing process by moving as unobtrusively as possible about the room. Examiners/Proctors must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. Students must not be left unattended for any length of time.

- **Student access to unauthorized materials.** Examiners/Proctors should ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. **If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident.

- **Examiner/Proctor reviewing test items.** Before, during, or after testing, Examiners/Proctors must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (Examiners/Proctors may report a problem with a test item to their STC. Refer to the Examiner’s Manual for guidelines.)

- **Examiner/Proctor providing help.** Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student’s answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the
Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.

- **Students leaving the testing room during the test.** Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to cell phones, electronic devices, or educational materials.

- **Students moving to an alternate test room.** If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student’s own materials and resume testing.

- **Answer selection.** If a student needs assistance with the mechanics of selecting a response, the Examiner/Proctor may provide directions to the student, such as: “Fill in the circle on your answer document for the letter you have chosen.”

- **Circling in the test booklet.** Examiners/Proctors must not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test-booklet accommodation may test without an answer document, circling answers in their test booklet.

- **Prompting students.** Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. The Examiner/Proctor may tell students, “Review your answer document carefully.” Once the student’s answer document has been collected it may not be returned to the student.

- **Questions about test items.** If a student asks a question during the test about a test item, the student should be told, “Read it carefully and choose the best answer.” Help must not be given on any test items. Refer to the bullet above regarding prohibited help.

- **Cheating.** The Examiner must immediately notify the STC if a student is found cheating on the test. If the student is testing at the time of the discovery of cheating, the student may not be permitted to continue testing. The STC must submit an irregularity to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current session. If the test was an EOC SOL test, the student may retest during the next regularly scheduled session. The STC/DDOT must invalidate the test and the student will receive a score of “0.” The student’s test record will note the student cheated on the test.

- **Student Inactivity.** If the Examiner/Proctor observes an inactive student during testing, the Examiner/Proctor may ask the student, “Are you finished with your test?” If the student responds “No,” then the Examiner/Proctor may say, “You need to continue working on your test.” If the student responds, “Yes,” then the Examiner/Proctor should collect the student’s testing materials. Once the student’s answer document has been collected, it may not be returned to the student.

- **Reporting an error with a test item.** If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject-area, test level, format (online or paper), question number, and a brief statement describing the
student’s concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to, “Read the question carefully and choose the best answer.” Notify the STC of the student’s concern.

5.6.2 Collecting Students’ Test Materials

- Before the Examiner/Proctor accepts the answer document from the student, the Examiner/Proctor may quickly review the multiple choice section of the student’s answer document. If the Examiner/Proctor notices any questions left unanswered, the Examiner/Proctor may only tell the student:

  SAY Review your answer document carefully.

  Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. Once the student’s answer document has been collected it may not be returned to the student. As students finish testing, collect all items (i.e., answer document, test booklet, audio, formula sheet, and scratch paper) from each individual student, one student at a time. Do not have students pass materials up or down the rows of desks or workstations.

- Be sure to account for all test materials including test booklets, answer documents, scratch paper, audios, and audio equipment. The Test Examiner must be sure that all sheets of scratch paper distributed to each student are collected and accounted for before students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

- All test materials must be kept in a secure location until they are returned to the STC.
5.7 Specific Directions for Administering the Paper Grade 8 Mathematics (2009 SOL) test for High School Students Seeking the Modified Standard Diploma

Administer the Grade 8 Mathematics (2009 SOL) CAT only to high school students who are re-taking the Grade 8 Mathematics (2009 SOL) test to meet numeracy requirements for the Modified Standard Diploma (MSD) during the 2019–2020 school year.

Once students and the Test Examiner enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

NOTE: The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, or circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. The Examiner then enters the student’s choices into the answer document.

The Examiner may omit the test directions pertaining to the student completing the information in Fields A, F, and G on the answer document and writing his/her name on the test booklet. Before or after testing, the Examiner should complete Fields A, F, and G, and write the student’s name on his/her test booklet.

Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to “circle the answer in your test booklet,” “say your answer,” or “point to the answer.” Refer to the Appendices in the Examiner’s Manual for the requirements for administering tests with accommodations.

SAY Today you will be taking the SOL Grade 8 Mathematics test. Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.

Examiners must ensure that unauthorized materials (backpacks, books, papers, cell phones, electronic devices, etc.) have been removed from the students’ work areas and are inaccessible to students. Refer to the Examiner’s Manual for details.

SAY I am going to give each of you an answer document. Do not write anything on it until I tell you what to do.

All Mathematics answer documents must indicate Version 2.0.

Distribute the correct answer documents with the front page facing up. Ensure all students have sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Verify the answer document says “Answer Document Version 2.0” in the upper right corner. Raise your hand if there is a problem with your answer document.

We will complete some of the information on the front page. In Field A, find the line labeled “Student Name.” Carefully print your last name, then your first name, and then your middle initial.
ADDITIONAL TEST DIRECTIONS (OPTIONAL)

If instructed by the STC to complete the remaining information in Field A:

SAY Now, on the other lines in Field A, fill in the rest of the information requested—teacher, school, school division, gender, grade, your date of birth, and today’s date as the testing date. (Provide students with the month, day, and year.) Are there any questions?

NOTE: You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

Give help as needed.

SAY Now look at the back page of your answer document. (Demonstrate.) Find the top two boxes labeled “Last Name” and “First Name.” (Point.) Print your last name and first name in the labeled boxes.

Give help as needed and answer student questions.

SAY I am going to give each of you a test booklet, a ruler, a scientific calculator, and scratch paper. Do not open your test booklet until I tell you to do so.

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

Distribute test booklets, scratch paper, rulers, and calculators. Remember, all scratch paper distributed, whether used or not used, must be collected and returned to the STC at the end of testing. Important: Verify that the correct calculators are available for the test. Ensure that students also have any materials or supplies required for accommodations.

SAY Check to make sure your calculator is working. (Pause.)

Look at the front cover of your test booklet for the form number of the test you are taking.

Look at the front cover of your test booklet for the form number of the test you are taking. Find the “M” followed by four numbers. (Demonstrate using a student's test booklet.) On your answer document find Field F, Form. (Point.) The letter “M” has been written for you. In the empty boxes, write the four numbers that appear after the “M” from the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level (8), subject test code (3-digit numbers), followed by a dash (-), an “M,” and four numbers. However, only the last four numbers following the “M” must be entered on the answer document.

As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is on the top right corner of the test booklet's front cover. The form number for a braille test booklet is on its front cover, at the bottom center. Correct completion of the form number is essential for accurate scoring.

SAY Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Specify the month.)
After students have finished,

SAY The next area is labeled “Day.” In the two boxes, write the test date, entering one number in each box. (Specify the test date.) For example, if the test date is between the 1st and the 9th of the month, you would write “0” in the first box and the correct number in the second box. Are there any questions?

Answer all questions. Examiners/Proctors must not answer any questions pertaining to the content of test questions. When everyone has finished,

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

After students have finished,

SAY The next area is labeled “Year.” In the last two boxes, write ___. (Examiner should state the last two digits of the current year.)

SAY Beneath each box, fill in the circle that has the same number that you wrote in the box.

Give help as needed.

SAY Look at your test booklet. On the front cover find the box labeled “Student Name.”

Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Give help as needed.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

SAY Open your test booklet and carefully tear out the formula sheet.

NOTE: Students using large-print or braille test forms will not need to tear out the formula sheet. The kit contains a loose formula sheet in large print or braille as required. (Demonstrate using a student’s test booklet.) Make sure all students have located the formula sheet.

STARTING PAGE NUMBERS: REGULAR AND SPECIAL TEST FORMS

Most regular test forms begin on page 3, but some begin on page 5 or 6. If you are administering a Grade 8 Mathematics test that begins on page 5 or 6, adjust your directions accordingly.

The starting page numbers for Special Test Forms will vary. Therefore, check the starting page number—the page with the sample item—in your Examiner’s copy of the test booklet prior to reading the directions to the students. Adjust your directions as necessary.

SAY Open your test booklet to page [3, 5, or 6].

Make sure all students have their test booklets open to the correct page.

If you are administering a large-print or braille form (e.g., M7554 or M8054) for Grade 8 Mathematics (2009 Standards), the sample item will be different from the sample for regular forms.

SAY Find the directions at the top of page and read them to yourself as I read them aloud.
DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY

SAY Read each question and choose the best answer. (Pause.)

DIRECTIONS FOR ALL OTHER GRADE 8 MATHEMATICS TESTS

SAY Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen. (Pause.)

DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY

SAY Find the sample. Read the sample to yourself as I read it aloud.

“Which of these describes the square root of 49 [\sqrt{49}]? (A) Exactly 8… (B) Between 7 and 8… (C) Exactly 7… (D) Between 8 and 9.”

Which answer did you choose?

Pause for replies.

SAY The best answer is “C.”

If students will be using a regular or enlarged answer document: SAY On the back page of your answer document look at the bottom section. (Demonstrate.) Now find the shaded box labeled “Sample A.” (Point to this section.) Fill in the circle for the letter “C” because “C” is the letter for the best answer.

Make sure all students have marked the correct answer for the sample.

DIRECTIONS FOR ALL OTHER GRADE 8 MATHEMATICS TESTS

SAY Find the sample. Read the sample to yourself as I read it aloud.

Refer to the drawings on the page. “Three views of a rectangular prism are shown. Front, Right Side, Top. Which could be this prism? (A), (B), (C), (D).” (Pause.) Which answer did you choose?

Pause for replies.

SAY The best answer is “C.” (Point to this section.)

On the back page of your answer document look at the bottom section. (Demonstrate.) Now find the shaded box labeled “Sample A.” (Point to this section.) Make sure all students have found the correct section of the answer document.

SAY Fill in the circle for the letter “C” because “C” is the letter for the best answer.

SAY Are there any questions about how to mark this answer on your answer document?
Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of selecting a response.

Answer all questions related to the mechanics of completing the answer document.

**SAY** You should read and answer all of the questions. You may have as much time as you need today to complete this test.

**SAY** You may use the calculator, ruler, or the formula sheet at any time during the test. Raise your hand if you have a problem with your calculator during the test. You may write in your test booklet or on your scratch paper, but be sure to fill in the answers on your answer document. (Point to this section.)

**SAY** Notice that odd-numbered questions have answer choices labeled “A,” “B,” “C,” and “D” and even-numbered questions have answers labeled “F,” “G,” “H,” and “J.” Fill in only one answer for each question. If you decide to change your answer, make sure to erase your first answer completely. Work until you come to the stop sign. (Demonstrate using a student’s test booklet.) When you have finished, you may go back to any question and check your work. Are there any questions?

Answer only questions related to the mechanics of selecting a response. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

**SAY** When you have finished, raise your hand. After I have collected your materials,

[If students will be staying in the classroom, **SAY:** you may sit quietly or read if you wish.]

[If students will be dismissed individually back to class, **SAY:** you will be dismissed to class.]

Remember you must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone.

Remember that students who cheat on the test will receive a score of zero and will not be permitted another opportunity to take the Grade 8 Mathematics test until the next test administration.
AUDIO TESTS ONLY

Make sure the students know how to start, stop, advance, or replay the audio and understand they may do this as necessary during the test.

Students can begin playing the CD at the first track when told to turn on the recording and start working.

**SAY** Listen to the test items as they are read and follow along in your test booklet.

Use your audio player to control the audio track and adjust the volume of the audio. Turn on the recording.

Pause. Before actual testing starts, make sure the test procedures are very clear to the students. Your comments must be confined to answering student questions about the mechanics of completing the answer document and operating the audio equipment. Examiners/Proctors must not answer any questions pertaining to the content of test questions.

**SAY** You may start working now.

5.7.1 Monitoring the Test and Answering Student Questions

- **Examiner/Proctor monitoring.** During the test administration, Examiners/Proctors must monitor the testing process by moving as unobtrusively as possible about the room. Examiners/Proctors must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. Students must not be left unattended for any length of time.

- **Student access to unauthorized materials.** Examiners/Proctors should ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. **If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident.

- **Examiner/Proctor reviewing test items.** Before, during, or after testing, Examiners/Proctors must not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (Examiners/Proctors may report a problem with a test item to their STC. Refer to the Examiner’s Manual for guidelines.)

- **Examiner/Proctor providing help.** Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student's answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed.
■ **Students leaving the testing room during the test.** Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to cell phones, electronic devices, or educational materials.

■ **Students moving to an alternate test room.** If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student’s own materials and resume testing. The student should be re-issued the same calculator he/she received for the test. If the student is issued a different calculator, it must meet the guidelines as described in Table 3, Section 2.3, prior to being issued to the student.

■ **Answer selection.** If a student needs assistance with the mechanics of selecting a response, the Examiner/Proctor may provide directions to the student, such as: “**Fill in the circle on your answer document for the letter you have chosen.**”

■ **Circling in the test booklet.** Examiners/Proctors must not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test-booklet accommodation may test without an answer document, circling answers in their test booklet.

■ **Prompting students.** Examiners/Proctors must not prompt the student to go back to any specific question such as any left unanswered, or questions multiple-marked. The Examiner/Proctor may tell students, “**Review your answer document carefully.**” Once the student’s answer document has been collected it may not be returned to the student.

■ **Questions about test items.** If a student asks a question during the test about a test item, the student should be told, “**Read it carefully and choose the best answer.**” Help must not be given on any test items. Refer to the bullet above regarding prohibited help.

■ **Cheating.** The Examiner must immediately notify the STC if a student is found cheating on the test. **If the student is testing at the time of the discovery of cheating, the student may not be permitted to continue testing.** The STC must submit an irregality to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current session. If the test was an EOC SOL test, the student may retest during the next regularly scheduled session. The STC/DDOT must invalidate the test and the student will receive a score of “0.” The student’s test record will note the student cheated on the test.

■ **Student Inactivity.** If the Examiner/Proctor observes an inactive student during testing, the Examiner/Proctor may ask the student, “**Are you finished with your test?**” If the student responds “No,” then the Examiner/Proctor may say, “**You need to continue working on your test.**” If the student responds, “Yes,” then the Examiner/Proctor should collect the student’s testing materials. Once the student’s answer document has been collected, it may not be returned to the student.

■ **Reporting an error with a test item.** If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject-area, test level, format (online or paper), question number, and a brief statement describing the student’s concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may
tell the student to, “Read the question carefully and choose the best answer.” Notify the STC of the student’s concern.

■ **Assistance with hand-held calculators.** If a student’s calculator malfunctions or stops working, replace it with another approved calculator for this test. The calculator must meet the guidelines as described in Table 2, Section 2.3, prior to being issued to the student.

### 5.7.2 Collecting Students’ Test Materials

■ Before the Examiner/Proctor accepts the answer document from the student, the Examiner/Proctor may quickly review the multiple-choice section of the student’s answer document.

If the Examiner/Proctor notices any questions left unanswered, the Examiner/Proctor may only tell the student:

**SAY Review your answer document carefully.**

Examiners/Proctors must not prompt the student to go back to any specific question such as any left *unanswered*, or questions *multiple-marked*. Once the student’s answer document has been collected it may not be returned to the student. As students finish testing, collect all items (i.e., answer document, test booklet, audio, formula sheet, and scratch paper) from each individual student, one student at a time. Do not have students pass materials up or down the rows of desks or workstations.

■ Be sure to account for all test materials including test booklets, answer documents, scratch paper, formula sheets, audios, and audio equipment. The Test Examiner must be sure that all sheets of scratch paper distributed to each student are collected and accounted for **before** students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.

■ All test materials must be kept in a secure location until they are returned to the STC.
6. SPECIFIC DUTIES OF EXAMINERS: AFTER TESTING

6.1 Inspect Answer Documents
Remember that the students’ completed answer documents are secure test materials. They must be returned to your STC no later than the end of the school day on which the test was administered. Examiners should check the answer document to ensure:

- Box A is correctly completed.
- The form number in Box F matches the form number on the student’s test booklet.
- Fields B (Last Name, First Name), Field C (Date of Birth), and Field D (Gender) must be correctly completed.
- Field E (State Testing Identifier) must be filled out, however, the STC will determine who fills this in.

The student’s answer choices must not be altered in any way.

6.2 Organize Test Materials for Return to the STC
As directed by your STC, assemble the following materials for return to the STC:

Prepare Scorable Test Materials (Answer Documents)
Verify the following:

- There is a completed or partially completed answer document for each student that was administered the test, including answer documents for irregularities that required retesting.
- The number of students tested, the number of completed answer documents, and the number of test booklets (identified with students’ names) match the testing/classroom attendance roster.

Prepare Non-Scorable Test Materials
Verify that the number of test booklets and the Special Test Forms Kits returned match the number you received initially and recorded on the Assembly ID Sheet. Include:

- regular test booklets
- if applicable, Special Test Forms Kits including
  - students’ test booklets
  - accompanying Examiner’s copy of braille or large-print test booklets
  - accompanying audio copies of regular, braille, or large-print tests

Check test booklets to ensure students’ answer documents are not included.

Separate these items from answer documents and test booklets:

- unused answer documents
- all scratch paper and formula sheets
- damaged and/or “VOID” answer documents
- student paper, audio, or electronic responses used for transcriptions
- audio/electronic and video copies of testing sessions (e.g., read-aloud)
- completed Assembly ID Sheets
6.3 Return All Test Materials to the STC After Testing

After all materials are inspected and verified, return them to your STC. Return three separate groups of materials as follows:

- **Group 1—Scorable Secure Answer Documents:**
  - All completed and partially completed answer documents. **NOTE:** No loose scratch paper should be included with the scorable answer documents.

- **Group 2—Non-Scorable Secure Test Materials:**
  - all test booklets issued to you for the test session (include braille and large-print Examiner’s copies and accompanying audios)
  - damaged and/or “VOID” answer documents
  - used formula sheets and scratch paper written on by students
  - student paper, audio, or electronic responses used for transcriptions
  - audio/electronic and video copies of testing sessions (e.g., read-aloud)

The STC will verify that you have returned all test materials and initial the “IN” column on the Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors or the Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors, or other document.

- **Group 3—Remaining Non-Scorable, Non-Secure Materials:**
  - completed Assembly ID Sheets
  - unused and/or unmarked answer documents
  - unused scratch paper
  - this Supplement to the Examiner’s Manual
  - the Examiner’s Manual

  **NOTE:** The unused answer documents, Examiner’s Manual, and their Supplements may be reused in subsequent administrations.

6.4 Sign the Examiner’s/Proctor’s Affidavit

After the SOL Grades 6, 7, or 8 tests have been administered and materials returned to the STC, Examiners and Proctors are required to sign the affidavit certifying that the test was administered according to the School Division Personnel Test Security Agreement.

For this certification, the STC should provide the Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors or Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors (located in the Appendix of the Supplement to the Writing and Non-Writing Test Implementation Manuals).
7. MAKE-UP TESTING

Every student who is absent on the regular test date must be given an opportunity to take the missed test, provided the make-up sessions are within the testing window.

Your STC will provide you with information regarding the schedule for make-up testing sessions.

- Students will use a test booklet from the school’s original distribution of main materials. However, for irregularities that require retesting use the alternate multiple-choice form as directed by the Virginia Department of Education.
- The STC must provide you with the appropriate test booklets.
- The STC will provide you with information regarding the schedule for make up testing sessions.
- Consult with your STC if you have any questions about make-up testing.

THANK YOU

The Virginia Department of Education appreciates your time and effort in administering the SOL Assessments for Grades 6, 7, or 8.

Please e-mail any comments or suggestions for improving this manual to: student_assessment@doe.virginia.gov
SAMPLE ANSWER DOCUMENT

READING TEST
GRADE 6
Answer Document
Version 1.0

Section 1
If this answer document is submitted WITH a Pre-ID label, any data in fields B through E will not be read by the scanner. Changes to student information must be made online within PearsonAccess.

If this answer document is submitted WITHOUT a Pre-ID label, fields B through E must be completed. Changes to student information after this document is submitted must be completed online within PearsonAccess.

Please see Section 2 for additional fields.

A STUDENT NAME

TEACHER

B LAST NAME
FIRST NAME

C DATE OF BIRTH

D GENDER
Female Male

E STATE TESTING IDENTIFIER

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #
## SAMPLE ANSWER DOCUMENT

### READING TEST
GRADE 6

**Answer Document**
Version 2.0

**Directions**
The student’s name in field A and fields B through G must be completed. After this document has been submitted for scoring, any corrections to the student’s information must be completed in the online system.

<table>
<thead>
<tr>
<th>A</th>
<th>STUDENT NAME</th>
<th>TEACHER</th>
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<tbody>
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<table>
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<th>FIRST NAME</th>
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</tbody>
</table>

**SCHOOL**

**GENDER**

**GRADE**

**SCHOOL DIVISION**

**DATE OF BIRTH**

**TEST DATE**

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PLEASE DO NOT WRITE IN THIS AREA

SERIAL #
# SAMPLE ANSWER DOCUMENT

## READING TEST
GRADE 6
Version 2.0

### SAMPLES

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### SERIAL #

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APPENDIX A
Sample Answer Documents

SAMPLE ANSWER DOCUMENT

MATHEMATICS TEST
GRADE 6
Version 2.0

Directions
The student’s name in field A and fields B through G must be completed. After this document has been submitted for scoring, any corrections to the student’s information must be completed in the online system.

A  STUDENT NAME
  TEACHER

SCHOOL
  SCHOOL DIVISION

GENDER
  GRADE
  DATE OF BIRTH
  TEST DATE

B  LAST NAME
  FIRST NAME

PLEASE DO NOT WRITE IN THIS AREA  SERIAL #
# SAMPLE ANSWER DOCUMENT

## MATHEMATICS TEST
### GRADE 6
### Version 2.0

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### DATE OF BIRTH

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<td>Dec</td>
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### GENDER

- Female
- Male

### STATE TESTING IDENTIFIER

### FORM

### TEST DATE

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<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
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</thead>
<tbody>
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### MATHEMATICS

**SAMPLE**

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**PLEASE DO NOT WRITE IN THIS AREA**

**SERIAL #**
SAMPLE ANSWER DOCUMENT

READING TEST
GRADE 7

Answer Document
Version 1.0

Section 1
If this answer document is submitted WITH a Pre-ID label, any data in fields B through E will not
be read by the scanner. Changes to student information must be made online within PearsonAccess.

If this answer document is submitted WITHOUT a Pre-ID label, fields B through E must be
completed. Changes to student information after this document is submitted must be completed
online within PearsonAccess.

Please see Section 2 for additional fields.
SAMPLE ANSWER DOCUMENT

READING TEST
GRADE 7
Answer Document
Version 2.0

Directions
The student’s name in field A and fields B through G must be completed. After this document has been submitted for scoring, any corrections to the student’s information must be completed in the online system.

A STUDENT NAME
TEACHER

SCHOOL
SCHOOL, DIVISION

GENDER
GRADE
DATE OF BIRTH
TEST DATE

B

LAST NAME
FIRST NAME

PLEASE DO NOT WRITE IN THIS AREA
 SERIAL #
**SAMPLE ANSWER DOCUMENT**

**STUDENT NAME**

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<thead>
<tr>
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<th>First Name</th>
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</thead>
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</table>

**READING TEST**

GRADE 7

Version 2.0

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<th>© GENDER</th>
<th>© STATE TESTING IDENTIFIER</th>
<th>© FORM</th>
<th>© TEST DATE</th>
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</thead>
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<td>○ Male</td>
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**READING**

**SAMPLES**

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**PLEASE DO NOT WRITE IN THIS AREA**

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# SAMPLE ANSWER DOCUMENT

## MATHEMATICS TEST

### GRADE 7

**Version 2.0**

### SAMPLE ANSWER DOCUMENT

**STUDENT NAME**

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**DATE OF BIRTH**

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**GENDER**

- [ ] Female
- [ ] Male

**STATE TESTING IDENTIFIER**

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### MATHEMATICS

**SAMPLE A**

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16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
31 32 33 34 35 36 37 38 39 40 41 42 43 44 45
46 47 48 49 50 51 52 53 54 55 56 57 58 59 60
```

PLEASE DO NOT WRITE IN THIS AREA

![Serial Number]

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Printed in the United States of America.
SAMPLE ANSWER DOCUMENT

**READING TEST**
GRADE 8

**Answer Document**
Version 2.0

**Directions**
The student’s name in field A and fields B through G must be completed. After this document has been submitted for scoring, any corrections to the student’s information must be completed in the online system.

<table>
<thead>
<tr>
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<th>STUDENT NAME</th>
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<th>LAST NAME</th>
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<table>
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</table>

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #
## SAMPLE ANSWER DOCUMENT

### MATHEMATICS TEST
GRADE 8

**Answer Document Version 2.0**

**Directions**
The student's name in field A and fields B through G must be completed. After this document has been submitted for scoring, any corrections to the student’s information must be completed in the online system.

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
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<td>SCHOOL</td>
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<tr>
<td>GENDER</td>
<td>GRADE</td>
</tr>
</tbody>
</table>

### LAST NAME

<table>
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<tr>
<th>FIRST NAME</th>
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**SERIAL #**

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Grades 6, 7, & 8 Tests

Supplement to the Examiner’s Manual
SAMPLE ANSWER DOCUMENT

SCIENCE TEST
GRADE 8
Answer Document
Version 1.0

Section 1
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Please see Section 2 for additional fields.

A STUDENT NAME
TEACHER
SCHOOL
SCHOOL DIVISION
GENDER
GRADE
DATE OF BIRTH
TEST DATE

B LAST NAME
FIRST NAME

C DATE OF BIRTH
MONTH    DAY    YEAR
Jan     19
Feb     20
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

D GENDER
Female ☐ Male ☐

E STATE TESTING IDENTIFIER

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #
SAMPLE ANSWER DOCUMENT

SCIENCE TEST
GRADE 8
Version 1.0

Section 2: Fields F and G must be completed. Fields H and I should be completed as needed.

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H
TESTING STATUS
Select Only One

I
SPECIAL TEST ACCOMMODATIONS

SCIENCE

SAMPLE A

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #
APPENDIX B  Sample Test Booklet Package Assembly ID Sheet

SAMPLE TEST BOOKLET PACKAGE
ASSEMBLY ID SHEET

VIRGINIA
STANDARDS OF LEARNING
NON-WRITING SECURE TEST MATERIALS

Assembly ID Sheet
Form Number

Name of Test

Level

8 MATH 2016, FM R3054, PK 5

Quantity

AFTER OPENING THIS PACKAGE BUT BEFORE DISTRIBUTING ITS CONTENTS TO THE STUDENTS:

1. Count the number of test materials contained in this package.
2. Check the one that is applicable and explain any discrepancy.
   _____ The number of test materials in this package matches the number indicated in the description.
   _____ The number of test materials in this package DOES NOT match the number indicated in the description.

Discrepancy: ____________________________

3. Signature _____________________________ Date ______________
4. Return this Assembly ID sheet to the STC along with all enclosed test materials

For Internal Use Only:
PGM-SSN: N/A Discrete Job: 2833367
Pack Station: N/A Batch #: N/A
Page: 1
PKT: N/A Of N/A Seq #: N/A