Test Administrator Directions

Grade 5 - Science

Form 2

Fall 2010

Revised 10/18/2010

Replacement for test administration manual pages 49–54

Test Administrator Directions:

MEAP Grade 5 Science Test - Form 2

The *MEAP Grade 5 Test Administrator Manual* contains detailed test administration procedures. It also contains appropriate and inappropriate test preparation and administration guidelines, and other valuable tips and instructions. It is important that test administrators review this entire manual before administering the 5th grade science test.

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of making sure students understand the directions and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading any part of the test aloud to students. These activities are not acceptable and will result in test scores being invalidated.

MEAP Grade 5 Science Test - Form 2

Materials Needed by Test Administrator:

- MEAP Test Administrator Manual for Grade 5, Fall 2010
- Test Administrator Directions for MEAP Grade 5 Science - Form 2
- Fall 2010 MEAP Grade 5 Science Answer Document

Materials Needed by Students:

- Fall 2010 MEAP Grade 5 Science - Form 2 Test Booklet
- Fall 2010 MEAP Grade 5 Science Answer Document
- No. 2 Pencil

Test booklets are secure materials that must be carefully monitored. These materials must be kept in **locked** storage while in schools. Students may underline, highlight or write notes in their test booklets only. Only the materials listed above may be used unless specified as an assessment accommodation.

Students are **not** allowed to use dictionaries or other reference materials during any part of this test.

Test Length

This test is **untimed** and student-paced. Students **must** be given as much time as needed during the **same continuous session** to complete each section of this test. Arrangements should be made before testing begins for any student who needs additional time to complete a part of the test.

For planning purposes, the following times are recommended for each test session:

Part 1 .....50 minutes (approximately)

Part 2 .....50 minutes (approximately)

Additional time is necessary to distribute materials, complete the student and school information on the first page of the answer document, read test directions to students at the beginning of each session, and collect test materials at the end of each session.

Directions

Passages printed in the shaded boxes and preceded by the word ***SAY*** are instructions to students and are to be read aloud **exactly as they are written**. (The italicized instructions to the test administrator are not read aloud to the students.) Pause periodically to make sure students understand these directions and answer questions about test directions as necessary. When referring to a particular area on an answer document, hold the document up and point to the proper area to help students find their place.

Beginning the MEAP Grade 5 Science Test - Form 2

Distribute the Grade 5 Science MEAP test materials to students. Remind students not to open their test booklets until told to do so and to put away all other materials, including dictionaries and other reference materials that may NOT be used during any part of the test. No additional materials, including paper, may be used unless specified as an assessment accommodation.

Students are not allowed to have food, drinks, or snacks on their desk or table during the test. If a student must have any of these items during the test, the items must be stored away from the test surface (under seats, on the floor, etc.).

SAY: **Do not open your booklet until told to do so.**

During this test, you must turn off and put away all electronic communication devices, including cell phones, digital media players (e.g., iPods®), etc. You may not use a calculator, dictionary, thesaurus, grammar or spelling book on this test. The only items you may have on your desk or table are the materials necessary for the test.

All answers must be marked in your answer document using a No. 2 pencil only.

Make sure that you have a Fall 2010 MEAP Grade 5 Science - Form 2 Test Booklet. Write your name on the line marked Student Name in the area above the word "MEAP" on the front cover of your test booklet.

Please look at your Fall 2010 Answer Document for Grade 5 Science. Box 8 in the lower left-hand corner should contain your name and other information. Raise your hand if your name does not appear in this box or if a label is missing.

M*ake sure each student has his or her own MEAP Grade 5 Science answer document before the test begins. If a student's name is misspelled in Box 8, corrections can be made at a later date on the OEAA Secure Site. Immediately notify the building MEAP coordinator who can help you resolve this problem after the test is completed. Every student answer document must have the correct preprinted information or barcode label affixed before being returned to the scoring contractor. Test administration may proceed.*

SAY: **Look at the top of your Grade 5 Science Answer Document. Print your name (no nicknames) on the first line. Print your teacher's full name on the second line. Next to the word School, print your school's name (do not use abbreviations). Next to the word District, print your district's name (do not use abbreviations). Public School Academies should leave District blank.**

Instruct students to give the full name of the teacher, school, and district. This information may be posted so that all students can see it (e.g., on a chalkboard or easel, etc.). Give students time to complete this information.

SAY: **Also on the cover page of your Answer Document, find Box 4 labeled Birth Date. In the first column, fill in the circle next to the month in which you were born. The next two spaces are for the day you were born. Write the number for the day you were born in the spaces provided and fill in the corresponding circles. The last two columns are for the year you were born. Write the last two numbers of the year you were born in the spaces provided and fill in the corresponding circles.**

Give students time to complete this information and assist them in filling in the correct numbers and circles.

If your school or district has made the decision to use the Class/Group Number, post the number so that all students can see it (e.g., on a chalkboard, easel, etc.) and read the following directions for Box 5. Note: If the assigned Class/Group Number is fewer than 4 digits, fill in with leading zeros. If your school or district is not using the Class/Group Number, please skip to the directions for Box 6.

SAY: **Now find Box 5 labeled Class/Group Number. I have written the number for you to use to complete this box. Please write the number in the spaces provided and fill in the corresponding circles.**

Give students time to complete this information and assist them in filling in the correct number and circles.

SAY: **Next find Box 6 labeled Assessment Date. In the first column, fill in the circle next to the current month. The next two spaces are for today's date. Write the number for today's date and fill in the corresponding circles. The last two columns have been filled in for you.**

Inform students of the correct date and assist them in filling in the circles. This information may be posted so that all students can see it (e.g., on a chalkboard or easel, etc.).

SAY: **Now find Box 7, labeled Form. Look at the front cover of your test booklet. In the upper left-hand corner, you will find a small circle with the word Form and a number. In Box 7, write the number of the form found on the front cover of your test booklet in the space provided and fill in the corresponding circle.**

Assist students in finding the form number on the front of their test booklets and in filling in the correct circle.

Proceed to the directions for the first part of the MEAP Grade 5 Science test that is being administered.

Directions for Part 1: MEAP Grade 5 Science Test - Form 2

SAY: **During this test, I can help you understand the directions, but I cannot give you any help on test items. Except for the directions, I cannot define or pronounce words or read any part of the test to you.**

Turn to page 2 in your Answer Document and find the beginning of Part 1.

Open your test booklet to Part 1, found on page 1.

Read the directions silently while I read them aloud.

DIRECTIONS:

In this part, you will answer multiple-choice science questions. Some questions will ask you to read a passage, table, or other science-related information. Use that information with what you know to answer the question.

SAY: **You must mark all of your answers in Part 1 of your *Answer Document* with a No. 2 pencil. You may underline, highlight, or write in this test booklet to help you, but nothing in this test booklet will be scored. No additional paper may be used.**

Mark only one answer for each question. Completely fill in the corresponding circle on your *Answer Document*. If you erase an answer, be sure to erase completely. Remember that if you skip a question in the test booklet, you need to skip the answer space for that question on the *Answer Document*. If you are not sure of an answer, mark your *best* choice.

A sample question is provided for you below.

Sample Multiple-Choice Question:

Pill bugs can often be found underneath rocks and rotting logs. When exposed to light, they immediately try to find a dark place to hide. This reaction by the pill bugs is a result of

A migration.

B feeding behavior.

C energy requirements.

D changing environmental conditions.

For this sample question, the correct answer is *D*. Circle *D* is filled in for the sample question on your *Answer Document*.

Once you have reached the word *STOP* in your test booklet, do *NOT* go on to the next page. If you finish early, you may go back and check your work in Part 1 of the test *ONLY*. Check to make sure that you have answered every question. Do *NOT* look at any other part of the test.

This is the end of the directions contained in the student test booklet. Continue with,

SAY: **PART 1 IN YOUR TEST BOOKLET GOES THROUGH QUESTION 32. YOU WILL NEED TO WRITE YOUR ANSWERS TO QUESTIONS 31 AND 32 IN PART 2 OF YOUR ANSWER DOCUMENT.**

HOLD UP BLANK ANSWER DOCUMENT AND POINT TO QUESTIONS 31 AND 32.

SAY: **If you do not understand any of these directions, please raise your hand.**

Answer any questions the students have regarding the directions.

SAY: **You may turn to the next page and begin.**

PRIOR TO COLLECTING TEST MATERIALS OR MOVING ONTO PART 2, ENSURE THAT EACH STUDENT HAS COMPLETED QUESTIONS 31 AND 32. When all or most of the students have completed this part,

SAY: **We are going to stop now. If you have not finished this part of the test arrangements will be made for you to continue working either in this room or in another room.**

Please put all test materials down, and close your test booklets and answer documents. Remain quietly in your seats until all materials are collected.

Follow the instructions found in Appendix A: Ending a Test Session.

Directions for Part 2: MEAP Grade 5 Science Test - Form 2

Redistribute all Grade 5 Science MEAP test materials to students ensuring that each student receives the test booklet and answer document with his or her name on it. Remind students not to open their test booklets until told to do so and to put away all other materials, including dictionaries and other reference materials that may NOT be used during any part of the test. No additional materials, including paper, may be used unless specified as an assessment accommodation.

Students are not allowed to have food, drinks, or snacks on their desk or table during the test. If a student must have any of these items during the test, the items must be stored away from the test surface (under seats, on the floor, etc.).

Test administrators are responsible for ensuring that students have turned off and put away all prohibited electronic communication devices. This includes cell phones, calculators, digital media players (e.g., iPods®), etc.

SAY: **Do not open your booklet until told to do so.**

Make sure you have your own Grade 5 Science test booklet, answer document, and a No. 2 pencil. Please raise your hand if you do not have your own test booklet and answer document.

Make sure that all students have their own test materials.

SAY: **During this test, you must turn off and put away all electronic communication devices, including cell phones, digital media players (e.g., iPods®), etc. You may not use a calculator, dictionary, thesaurus, grammar or spelling book on this test. The only items you may have on your desk or table are the materials necessary for the test.**

All answers must be marked in your answer document using a No. 2 pencil.

You are now going to take Part 2 of the MEAP Grade 5 Science Test.

TURN TO PAGE 2 OF YOUR ANSWER DOCUMENT AND FIND PART 2, QUESTION 33.

You may now open your booklet to Part 2, found on page 23.

Read the directions silently as I read them aloud.

DIRECTIONS:

In this part, you will answer multiple-choice science questions. Some questions will ask you to read a passage, table, or other science-related information. Use that information with what you know to answer the question.

You must mark all of your answers in Part 2 of your *Answer Document* with a No. 2 pencil. You may underline, highlight, or write in this test booklet to help you, but nothing in this test booklet will be scored. No additional paper may be used.

Mark only one answer for each question. Completely fill in the corresponding circle on your *Answer Document*. If you erase an answer, be sure to erase completely. Remember that if you skip a question in the test booklet, you need to skip the answer space for that question on the *Answer Document*. If you are not sure of an answer, mark your *best* choice.

A sample question is provided for you below.

Sample Multiple-Choice Question:

Pill bugs can often be found underneath rocks and rotting logs. When exposed to light, they immediately try to find a dark place to hide. This reaction by the pill bugs is a result of

A migration.

B feeding behavior.

C energy requirements.

D changing environmental conditions.

SAY: **For this sample question, the correct answer is *D*. Circle *D* is filled in for the sample question on your *Answer Document*.**

Once you have reached the word *STOP* in your test booklet, do *NOT* go on to the next page. If you finish early, you may go back and check your work in Part 2 of the test *ONLY*. Check to make sure that you have answered every question. Do *NOT* look at any other part of the test.

This is the end of the directions contained in the student test booklet. Continue with,

SAY: **If you do not understand any of these directions, please raise your hand.**

Answer any questions the students have regarding the directions.

SAY: **You may turn to the next page and begin.**

When all or most of the students have completed this part,

SAY: **We are going to stop now. If you have not finished this part of the test, arrangements will be made for you to continue working either in this room or in another room.**

Please put all test materials down, and close your test booklets and answer documents. Remain quietly in your seats until all materials are collected.

Follow the instructions found in Appendix A: Ending a Test Session.