





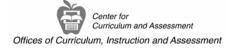
## Administration Manual

social studies

# Practice Tests for Ninth Graders

Reading • Mathematics • Writing Science • Social Studies

September 2004



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#### I. Introduction

This manual details administration procedures for the full-length practice tests. These procedures mirror, as closely as possible, the administration procedures for the Ohio Graduation Test (OGT). Depending on your purpose for using a practice test, you may want to deviate from these instructions. However, during an actual test administration, administrators must follow test administration procedures exactly.

The purpose of the practice test is to familiarize students, teachers and test administrators with the process and format of the OGT. While every effort has been made to provide an accurate depiction of the actual OGT in terms of the types and difficulty of questions, the practice test is not a predictor of student performance on the operational test.

A separate full length practice test and answer document for each of the subject areas is provided. Each of the practice tests contains items that have gone through a stringent item development process and have been approved by committees of experts for use on the operational forms. The number of items on each of the practice tests varies by subject area. The table below provides a summary by subject of the number of items by item type and the number of possible points.

## Ohio Practice Tests Overview of Number and Type of Items

	Multiple Choice (1 point each)	Short Answer (2 points each)	Extended Response (4 points each)	Writing Prompts (18 points each)	Total Items	Total Points
Writing	10	1	N/A	2	13	48
Reading	32	4	2	N/A	38	48
Mathematics	32	5	1	N/A	38	46
Science	32	4	2	N/A	38	48
Social Studies	32	4	2	N/A	38	48

This manual contains instructions for the teacher as well as directions to be read aloud to the students. Read the appropriate script to your students, paying careful attention to the instructions for the teacher that are inserted between the oral directions.

### The information to be read aloud to the students is indented and printed in bold type.

Instructions for the teacher are in standard margins and standard type.

For the operational tests, state regulations require that students be allowed a maximum of two and one-half hours to complete each test. Teachers and test administrators should allow the same amount of time for administering each practice test.

#### II. Preparing for the Practice Test Session

You will need to provide for each student a workspace that is large enough to accommodate an open test booklet and an answer document.

#### A. Materials Needed for Testing

Each time a test is administered, you must have the following items:

- test booklets, one per student;
- answer documents, one per student;
- a test booklet and answer document for your own use;
- a supply of extra test booklets and answer documents;
- a supply of sharpened No. 2 pencils (pens may not be used);
- Mathematics Reference Sheets, one per student (Mathematics test only);
- a supply of OGT calculators (Mathematics and Science tests);
- this administration manual;
- a watch or clock.

#### **B.** Room Preparation for Testing

Arrive at the testing room early to make sure that it is ready for the testing session. Be sure that there is an area in the room where test materials not in use can be stored away from students. Students should be separated as much as is practical.

Use common sense in removing from view any materials likely to assist students in answering test questions (e.g., maps, posters, flags, charts and graphs, historical documents, etc.).

#### III. Administering the Reading Practice Test

The practice test closely mirrors the operational form of the test. Students are not permitted to use reference materials (printed or electronic forms of dictionaries, thesauruses, or spell-check software). Appropriate accommodations that are documented in an IEP or 504 plan should be afforded to students with disabilities who will be taking this practice test. Students' desks should be cleared of all materials except for pencils and perhaps an eraser. When you distribute the test booklets and answer documents, retain one copy of each as your reference.

Read aloud word for word the text that is indented, printed in **bold** type, and preceded by the word "say." You may repeat any part of these directions as needed. The material in standard type is information for you and should not be read to students.

After students are seated in the desired arrangement, and prior to distributing the test materials, say:

Testing is now in progress. You will now be taking the practice test version of the Ohio Graduation Test in Reading. You must use a No. 2 pencil to take this test. If you do not have a pencil, raise your hand and you will be given one.

You may not have anything on your desk except a pencil, and perhaps an eraser.

Distribute the pencils as needed. Say:

The answer documents will now be distributed. Do not open the answer documents until I have instructed you to do so.

After the answer documents have been distributed, say:

You will now fill in some information on the answer	r document. Look on the back
cover and locate box A. On the blank line labeled	"Student Name," print your
first name, middle initial and last name. On the blo	ank line labeled "Teacher
Name," print the name of your teacher. On the blo	ınk line labeled "School
Name," print the name of your school. On the blar	k line labeled "District
Name," print (Tell the students)	ents the name of the district
and print the name on the chalkboard.)	

After students have supplied the information for box A, say:

Locate box B labeled "Gender." Darken the appropriate circle.

Locate box C labeled "Date of Birth." There are three headings in this box: "MONTH," "DAY," and "YEAR." First locate the column labeled "MONTH." In this column, darken the circle next to the month you were born. For example, if you were born in January, you would darken the circle next to the letters "J-a-n."

Next, locate the column labeled "DAY." In the boxes provided, write the day of the month you were born. If you were born on the third day of the month, write a "0" (zero) in the left column and a "3" in the right column. Now darken the appropriate circle under each number you have written.

Under the column labeled "YEAR," write the last two numbers of the year you were born. For example, if you were born in 1986, you would write an "8" in the left column and a "6" in the right column. Now darken the appropriate circle under each number.

Pause until students appear finished, then say:

In box D, labeled "ETHNICITY," darken the circle next to the best description of your ethnic background.

After students have completed the information on the back cover of the answer document, say:

The test booklets will now be distributed. Do not open the test booklet until you are told to do so.

After the test booklets have been distributed, say:

Please keep your booklets closed while I read the directions to you. There are 38 questions on the Reading Practice Test. Most of the questions are multiple-choice. There are a few short-answer and extended-response questions. Short-answer questions are worth 2 points; extended-response questions are worth 4 points. For each multiple-choice question, mark your answer on the correct line of the answer document. Completely darken the appropriate circles. If you change an answer, erase your old answer completely. Respond to short-answer and extended-response questions in the space provided in your answer document.

Answers that are written in the test booklet will not be scored.

The questions on the reading test are based on reading passages. You will read the passage first, then answer questions about it. You should try your best to answer all the questions, even if you are not sure of the answers for some of them. Mark only one answer for each question.

During testing, if you discover that your test booklet or answer document is incomplete or defective, raise your hand and you will be given another.

Make announcements about time allotments and room arrangements. Say:

If you finish the test early, you may check your work. When you finish, raise your hand and your test materials will be collected.

Open your answer document to page 1. You will see the word "READING" at the top of the page. Now open your test booklet to page 1. The words "READING TEST" are across the top of the page.

(Pause)

Read the directions at the top of the page and begin.

Observe the time and write it down on the chalkboard. Complete the time chart on the board.

 Start time
 Half of testing period remaining
 5 minutes of testing period remaining
Stop time

At the appropriate time, say:

Half of testing period remaining.

When only 5 minutes are remaining, say:

5 minutes of testing period remaining.

Observe students to determine that they have understood the directions. First help those students who have questions. Then circulate among the students, checking that they are recording their answers properly. Answer any questions they have about procedures and correct anyone who is not following directions. Do not give them any examples, point out mechanical errors, or advise them about structure.

When students have finished their tests, collect their test booklets and answer documents. They may read or work on what they have selected prior to the start of the test. When only a small number are still working, you may wish to follow your building's examination plan for moving students who need additional time to complete the test to another area in the building. The transition or passing time is not included in the maximum amount of time allowed for each student.

For those students who require the maximum amount of time, at the end of the initial time allotment, say:

Stop. Put your pencil down and close your test booklet and answer document.

I will now collect your test booklet and answer document.

Collect all the answer documents and test booklets from the remaining students. Do not allow students to pass the booklets or answer documents.

#### IV. Administering the Mathematics Practice Test

The practice test closely mirrors the operational form of the test. Students are not permitted to use reference materials (printed or electronic forms of dictionaries, thesauruses, or spell-check software). Appropriate accommodations that are documented in an IEP or 504 plan should be afforded to students with disabilities who will be taking this practice test. Students' desks should be cleared of all materials except for pencils and perhaps an eraser. When you distribute the test booklets and answer documents, retain one copy of each as your reference.

Read aloud word for word the text that is indented, printed in **bold** type, and preceded by the word "say." You may repeat any part of these directions as needed. The material in standard type is information for you and should not be read to students.

After students are seated in the desired arrangement, and prior to distributing the test materials, say:

Testing is now in progress. You will now be taking the practice test version of the Ohio Graduation Test in Mathematics. You must use a No. 2 pencil to take this test. If you do not have a pencil, raise your hand and you will be given one.

You may not have anything on your desk except a pencil, and perhaps an eraser.

Distribute the pencils as needed. Say:

The answer documents will now be distributed. Do not open the answer documents until I have instructed you to do so.

After the answer documents have been distributed, say:

You will now fill in some information on the answer document. Look on the back cover and locate box A. On the blank line labeled "Student Name," print your first name, middle initial and last name. On the blank line labeled "Teacher Name," print the name of your teacher. On the blank line labeled "School Name," print the name of your school. On the blank line labeled "District Name," print \_\_\_\_\_\_\_. (Tell the students the name of the district and print the name on the chalkboard.)

After students have supplied the information for box A, say:

Locate box B labeled "Gender." Darken the appropriate circle.

Locate box C labeled "Date of Birth." There are three headings in this box: "MONTH," "DAY," and "YEAR." First locate the column labeled "MONTH." In this column, darken the circle next to the month you were born. For example, if you were born in January, you would darken the circle next to the letters "J-a-n."

Next, locate the column labeled "DAY." In the boxes provided, write the day of the month you were born. If you were born on the third day of the month, write a "0" (zero) in the left column and a "3" in the right column. Now darken the appropriate circle under each number you have written.

Under the column labeled "YEAR," write the last two numbers of the year you were born. For example, if you were born in 1986, you would write an "8" in the left column and a "6" in the right column. Now darken the appropriate circle under each number.

Pause until students appear finished, then say:

In box D, labeled "ETHNICITY," darken the circle next to the best description of your ethnic background.

After students have completed the information on the back cover of the answer document, say:

I will now distribute the calculators. You may use this calculator on any part of the Mathematics Practice Test. You may not use any other calculator.

Distribute the calculators, one per student. If the calculators are in boxes, say:

You may remove the calculator from its box. The boxes will be collected.

After the calculators have been distributed, say:

I will now distribute the Mathematics Reference Sheets.

After the Mathematics Reference Sheets have been distributed, say:

The test booklets will now be distributed. Do not open the test booklet until you are told to do so.

After the test booklets have been distributed, say:

Please keep your booklets closed while I read the directions to you. There are 38 questions on the Mathematics Practice Test. Most of the questions are multiple-choice. There are a few short-answer and extended-response questions. Short-answer questions are worth 2 points; extended-response questions are worth 4 points. For each multiple-choice question, mark your answer on the correct line of the answer document. Completely darken the appropriate circle on the answer document. If you change an answer, erase your old answer completely.

Respond to short-answer and extended-response questions in the space provided in your answer document. This answer space provides you with a grid, if you need one. Write all your short answers and extended responses on this grid paper.

Answers that are written in the test booklet will not be scored.

You should try your best to answer all the questions, even if you are not sure of the answers for some of them. Mark only one answer for each question.

During testing, if you discover that your test booklet or answer document is incomplete or defective, raise your hand and you will be given another.

Make announcements about time allotments and room arrangements. Say:

If you finish the test early, you may check your work. When you finish, raise your hand and your test materials will be collected.

Open your answer document to page 1. You will see the word "MATHEMATICS" at the top of the page. Now open your test booklet to page 1. The words "MATHEMATICS TEST" are across the top of the page.

(Pause)

Read the directions at the top of the page and begin.

Observe the time and write it down on the chalkboard. Complete the time chart on the board.

e	Start time
g	Half of testing period remaining
g	5 minutes of testing period remaining
e	Stop time

At the appropriate time, say:

#### Half of testing period remaining.

When only 5 minutes are remaining, say:

#### 5 minutes of testing period remaining.

Observe students to determine that they have understood the directions. First help those students who have questions. Then circulate among the students, checking that they are recording their answers properly. Answer any questions they have about procedures and correct anyone who is not following directions. Do not give them any examples, point out mechanical errors, or advise them about structure.

When students have finished their tests, collect their test booklets, answer documents, reference sheets and calculators. They may read or work on what they have selected prior to the start of the test. When only a small number are still working, you may wish to follow your building's examination plan for moving students who need additional time to complete the test to another area in the building. The transition or passing time is NOT included in the maximum amount of time allowed for each student.

For those students who require the maximum amount of time, at the end of the initial time allotment, say:

Stop. Put your pencil down and close your test booklet and answer document.

I will now collect your test materials.

Collect all the answer documents, test booklets, calculators, and reference sheets from the remaining students. Do not allow students to pass the test booklets or answer documents.

#### V. Administering the Writing Practice Test

The practice test closely mirrors the operational form of the test. Students are not permitted to use reference materials (printed or electronic forms of dictionaries, thesauruses, or spell-check software). Appropriate accommodations that are documented in an IEP or 504 plan should be afforded to students with disabilities who will be taking this practice test. Students' desks should be cleared of all materials except for pencils and perhaps an eraser. When you distribute the test booklets and answer documents, retain one copy of each as your reference.

Read aloud word for word the text that is indented, printed in **bold** type, and preceded by the word "say." You may repeat any part of these directions as needed. The material in standard type is information for you and should not be read to students.

After students are seated in the desired arrangement, and prior to distributing the test materials, say:

Testing is now in progress. You will now be taking the practice test version of the Ohio Graduation Test in Writing. You must use a No. 2 pencil to take this test. If you do not have a pencil, raise your hand and you will be given one.

You may not have anything on your desk except a pencil, and perhaps an eraser.

Distribute the pencils as needed. Say:

The answer documents will now be distributed. Do not open the answer documents until I have instructed you to do so.

After the answer documents have been distributed, say:

You will now till in some in	formation on the answer document. Look on the back
cover and locate box A. C	On the blank line labeled "Student Name," print your
first name, middle initial a	nd last name. On the blank line labeled "Teacher
Name," print the name of	your teacher. On the blank line labeled "School
Name," print the name of	your school. On the blank line labeled "District
Name," print	(Tell the students the name of the district
and print the name on the	chalkboard.)

After students have supplied the information for box A, say:

Locate box B labeled "Gender." Darken the appropriate circle.

Locate box C labeled "Date of Birth." There are three headings in this box: "MONTH," "DAY," and "YEAR." First locate the column labeled "MONTH." In this column, darken the circle next to the month you were born. For example, if you were born in January, you would darken the circle next to the letters "J-a-n."

Next, locate the column labeled "DAY." In the boxes provided, write the day of the month you were born. If you were born on the third day of the month, write a "0" (zero) in the left column and a "3" in the right column. Now darken the appropriate circle under each number you have written.

Under the column labeled "YEAR," write the last two numbers of the year you were born. For example, if you were born in 1986, you would write an "8" in the left column and a "6" in the right column. Now darken the appropriate circle under each number.

Pause until students appear finished, then say:

In box D, labeled "ETHNICITY," darken the circle next to the best description of your ethnic background.

After students have completed the information on the back cover of the answer document, say:

The test booklets will now be distributed. Do not open the test booklet until you are told to do so.

After the test booklets have been distributed, say:

Please keep your booklets closed while I read the directions to you. There are 13 questions on the Writing Practice Test. Ten of the questions are multiple-choice. One is a short answer, and there are two writing prompts that require you to write about a given topic. The short-answer question is worth 2 points; each writing prompt is worth 18 points.

For each multiple-choice question, mark your answer on the correct line of the answer document. Completely darken the appropriate circles. If you change an answer, erase your old answer completely.

Use the prewriting page to plan and practice your response to the writing prompt. Respond to the short-answer and writing-prompt questions in the space provided in your answer document.

Answers that are written in the test booklet will not be scored.

You should try your best to answer all the questions, even if you are not sure of the answers for some of them. Mark only one answer for each question.

During testing, if you discover that your test booklet or answer document is incomplete or defective, raise your hand and you will be given another.

Make announcements about time allotments and room arrangements. Say:

If you finish the test early, you may check your work. When you finish, raise your hand and your test materials will be collected.

Open your answer document to page 1. You will see the word "WRITING" at the top of the page. Now open your test booklet to page 1. The words "WRITING TEST" are across the top of the page.

(Pause)

Read the directions at the top of the page and begin.

Observe the time and write it down on the chalkboard. Complete the time chart on the board.

9	Start time
]	Half of testing period remaining
J	5 minutes of testing period remaining
ž	Stop time

At the appropriate time, say:

Half of testing period remaining.

When only 5 minutes are remaining, say:

5 minutes of testing period remaining.

Observe students to determine that they have understood the directions. First help those students who have questions. Then circulate among the students, checking that they are recording their answers properly. Answer any questions they have about procedures and correct anyone who is not following directions. Do not give them any examples, point out mechanical errors, or advise them about structure.

When students have finished their tests, collect their test booklets and answer documents. They may read or work on what they have selected prior to the start of the test. When only a small number are still working, you may wish to follow your building's examination plan for moving students who need additional time to complete the test to another area in the building. The transition or passing time is NOT included in the maximum amount of time allowed for each student.

For those students who require the maximum amount of time, at the end of the initial time allotment, say:

Stop. Put your pencil down and close your test booklet and answer document.

I will now collect your test booklet and answer document.

Collect all the answer documents and test booklets from the remaining students. Do not allow students to pass the booklets or answer documents.

#### VI. Administering the Science Practice Test

The practice test closely mirrors the operational form of the test. OGT calculators should be available to students during the Science test. You may either distribute them to all students or provide them to students upon request. Students are not permitted to use reference materials (printed or electronic forms of dictionaries, thesauruses, or spell-check software). Appropriate accommodations that are documented in an IEP or 504 plan should be afforded to students with disabilities who will be taking this practice test. Students' desks should be cleared of all materials except for pencils and perhaps an eraser and OGT calculator. When you distribute the test booklets and answer documents, retain one copy of each as your reference.

Read aloud word for word the text that is indented, printed in **bold** type, and preceded by the word "say." You may repeat any part of these directions as needed. The material in standard type is information for you and should not be read to students.

After students are seated in the desired arrangement, and prior to distributing the test materials, say:

Testing is now in progress. You will now be taking the practice test version of the Ohio Graduation Test in Science. You must use a No. 2 pencil to take this test. If you do not have a pencil, raise your hand and you will be given one.

You may not have anything on your desk except a pencil, and perhaps an eraser and OGT calculator.

Distribute the pencils as needed. Say:

The answer documents will now be distributed. Do not open the answer documents until I have instructed you to do so.

After the answer documents have been distributed, say:

You will now fill in some information on the answer document. Look on the back cover and locate box A. On the blank line labeled "Student Name," print your first name, middle initial and last name. On the blank line labeled "Teacher Name," print the name of your teacher. On the blank line labeled "School Name," print the name of your school. On the blank line labeled "District Name," print \_\_\_\_\_\_\_\_. (Tell the students the name of the district and print the name on the chalkboard.)

After students have supplied the information for box A, say:

Locate box B labeled "Gender." Darken the appropriate circle.

Locate box C labeled "Date of Birth." There are three headings in this box: "MONTH," "DAY," and "YEAR." First locate the column labeled "MONTH." In this column, darken the circle next to the month you were born. For example, if you were born in January, you would darken the circle next to the letters "J-a-n."

Next, locate the column labeled "DAY." In the boxes provided, write the day of the month you were born. If you were born on the third day of the month, write a "0" (zero) in the left column and a "3" in the right column. Now darken the appropriate circle under each number you have written.

Under the column labeled "YEAR," write the last two numbers of the year you were born. For example, if you were born in 1986, you would write an "8" in the left column and a "6" in the right column. Now darken the appropriate circle under each number.

Pause until students appear finished, then say:

In box D, labeled "ETHNICITY," darken the circle next to the best description of your ethnic background.

After students have completed the information on the back cover of the answer document, say:

The test booklets will now be distributed. Do not open the test booklet until you are told to do so.

After the test booklets have been distributed, say:

Please keep your booklets closed while I read the directions to you. There are 38 questions on the Science Practice Test. Most of the questions are multiple-choice. There are a few short-answer and extended-response questions. Short-answer questions are worth 2 points; extended-response questions are worth 4 points. For each multiple-choice question, mark your answer on the correct line of the answer document. Completely darken the appropriate circles. If you change an answer, erase your old answer completely. Respond to short-answer and extended-response questions in the space provided in your answer document. This answer space provides a grid, if you need one. Write all your short answers and extended responses on this grid.

Answers that are written in the test booklet will not be scored.

Many questions on the science test are based on science passages that may contain written material, tables, and/or diagrams. You will study these passages first, then answer the questions related to them.

Other science questions are independent and not based on passages. Directions in your test booklet will tell you which questions are related to a passage.

You should try your best to answer all the questions, even if you are not sure of the answers for some of them. Mark only one answer for each question.

During testing, if you discover that your test booklet or answer document is incomplete or defective, raise your hand and you will be given another.

Make announcements about time allotments and room arrangements. Say:

If you finish the test early, you may check your work. When you finish, raise your hand and your test materials will be collected.

Open your answer document to page 1. You will see the word "SCIENCE" at the top of the page. Now open your test booklet to page 1. The words "SCIENCE TEST" are across the top of the page.

(Pause)

Read the directions at the top of the page and begin.

Observe the time and write it down on the chalkboard. Complete the time chart on the board.

Start time
Half of testing period remaining
5 minutes of testing period remaining
 Stop time

At the appropriate time, say:

#### Half of the testing period remaining.

When only 5 minutes are remaining, say:

#### 5 minutes of the testing period remaining.

Observe students to determine that they have understood the directions. First help those students who have questions. Then circulate among the students, checking that they are recording their answers properly. Answer any questions they have about procedures and correct anyone who is not following directions. Do not give them any examples, point out mechanical errors, or advise them about structure.

When students have finished their tests, collect their test booklets, answer documents and calculators. They may read or work on what they have selected prior to the start of the test. When only a small number are still working, you may wish to follow your building's examination plan for moving students who need additional time to complete the test to another area in the building. The transition or passing time is NOT included in the maximum amount of time allowed for each student.

For those students who require the maximum amount of time, at the end of the initial time allotment, say:

Stop. Put your pencil down and close your test booklet and answer document.

I will now collect your test materials.

Collect all the answer documents, test booklets and calculators from the remaining students. Do not allow students to pass the booklets or answer documents.

#### VII. Administering the Social Studies Practice Test

The practice test closely mirrors the operational form of the test. Students are not permitted to use reference materials (printed or electronic forms of dictionaries, thesauruses, or spell-check software). Appropriate accommodations that are documented in an IEP or 504 plan should be afforded to students with disabilities who will be taking this practice test. Students' desks should be cleared of all materials except for pencils and perhaps an eraser. When you distribute the test booklets and answer documents, retain one copy of each as your reference.

Read aloud word for word the text that is indented, printed in **bold** type, and preceded by the word "say." You may repeat any part of these directions as needed. The material in standard type is information for you and should not be read to students.

After students are seated in the desired arrangement, and prior to distributing the test materials, say:

Testing is now in progress. You will now be taking the practice test version of the Ohio Graduation Test in Social Studies. You must use a No. 2 pencil to take this test. If you do not have a pencil, raise your hand and you will be given one.

You may not have anything on your desk except a pencil, and perhaps an eraser.

Distribute the pencils as needed. Say:

The answer documents will now be distributed. Do not open the answer documents until I have instructed you to do so.

After the answer documents have been distributed, say:

You will now fill in some i	nformation on the answer document. Look on the back
cover and locate box A.	On the blank line labeled "Student Name," print your
first name, middle initial	and last name. On the blank line labeled "Teacher
Name," print the name o	f your teacher. On the blank line labeled "School
Name," print the name o	f your school. On the blank line labeled "District
Name," print	(Tell the students the name of the district
and print the name on the	e chalkboard.)

After students have supplied the information for box A, say:

Locate box B labeled "Gender." Darken the appropriate circle.

Locate box C labeled "Date of Birth." There are three headings in this box: "MONTH," "DAY," and "YEAR." First locate the column labeled "MONTH." In this column, darken the circle next to the month you were born. For example, if you were born in January, you would darken the circle next to the letters "J-a-n."

Next, locate the column labeled "DAY." In the boxes provided, write the day of the month you were born. If you were born on the third day of the month, write a "0" (zero) in the left column and a "3" in the right column. Now darken the appropriate circle under each number you have written.

Under the column labeled "YEAR," write the last two numbers of the year you were born. For example, if you were born in 1986, you would write an "8" in the left column and a "6" in the right column. Now darken the appropriate circle under each number.

Pause until students appear finished, then say:

In box D, labeled "ETHNICITY," darken the circle next to the best description of your ethnic background.

After students have completed the information on the back cover of the answer document, say:

The test booklets will now be distributed. Do not open the test booklet until you are told to do so.

After the test booklets have been distributed, say:

Please keep your booklets closed while I read the directions to you. There are 38 questions on the Social Studies Practice Test. Most of the questions are multiple-choice. There are a few short-answer and extended-response questions. Short-answer questions are worth 2 points; extended-response questions are worth 4 points. For each multiple-choice question, mark your answer on the correct line of the answer document. Completely darken the appropriate circles. If you change an answer, erase your old answer completely. Respond to short-answer and extended-response questions in the space provided in your answer document.

Answers that are written in the test booklet will not be scored.

Some questions on the social studies test may be based on a map, chart, or text material. You will study the graphic or text first, and then answer the question about it.

Other questions will not involve graphics or text. Directions in your test booklet will advise you when you have to study additional material to answer the question.

You should try your best to answer all the questions, even if you are not sure of the answers for some of them. Mark only one answer for each question.

During testing, if you discover that your test booklet or answer document is incomplete or defective, raise your hand and you will be given another.

Make announcements about time allotments and room arrangements. Say:

If you finish the test early, you may check your work. When you finish, raise your hand and your test materials will be collected.

Open your answer document to page 1. You will see the words "SOCIAL STUDIES" at the top of the page. Now open your test booklet to page 1. The words "SOCIAL STUDIES TEST" are across the top of the page.

(Pause)

Read the directions at the top of the page and begin.

Observe the time and write it down on the chalkboard. Complete the time chart on the board.

 Start time
Half of testing period remaining
5 minutes of testing period remaining
Stop time

At the appropriate time, say:

Half of testing period remaining.

When only 5 minutes are remaining, say:

#### 5 minutes of testing period remaining.

Observe students to determine that they have understood the directions. First help those students who have questions. Then circulate among the students, checking that they are recording their answers properly. Answer any questions they have about procedures and correct anyone who is not following directions. Do not give them any examples, point out mechanical errors, or advise them about structure.

When students have finished their tests, collect their test booklets and answer documents. They may read or work on what they have selected prior to the start of the test. When only a small number are still working, you may wish to follow your building's examination plan for moving students who need additional time to complete the test to another area in the building. The transition or passing time is not included in the maximum amount of time allowed for each student.

For those students who require the maximum amount of time, at the end of the initial time allotment, say:

Stop. Put your pencil down and close your test booklet and answer document.

I will now collect your test booklet and answer document.

Collect all the answer documents and test booklets from the remaining students. Do not allow students to pass the booklets or answer documents.