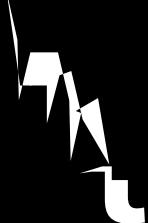


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Commissioner of Education and President of the University

BETTY A. ROSA, B.A., M.S. IN ED., M.S. IN ED., M.ED., ED.D.

Senior Deputy Commissioner, Office of Education Policy



It is a common mistake to think of the system as a whole as being a single entity. In fact, it is a collection of many different parts, each of which has its own characteristics and functions. The system as a whole is the result of the interaction of these parts.

For example, the system of a human body is a complex of many different parts, each of which has its own characteristics and functions. The system as a whole is the result of the interaction of these parts. **Teacher's Direction**



## STEP ONE

# Check Your Paper-Based Field Test Materials

### For the teacher

- *Teacher's Directions for Paper-Based Field Testing*
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- F
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### For each student

- F
- ( )

### Security

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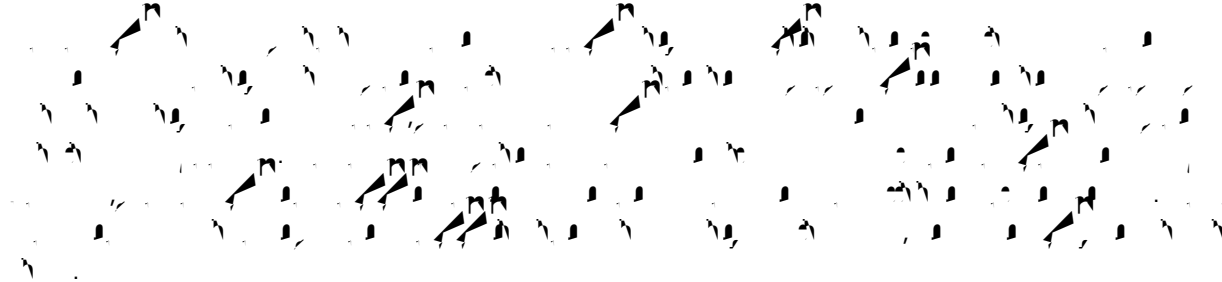
## Emergency Evacuation of a School Building



## Student Cheating



## Proctoring





**STEP TWO**

# Plan Your Paper-Based Field Testing Schedule



23 | 3, 2022.

## Use of Spell Checking Devices/Software

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## Use of Scribes or Tape Recorders

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## **STEP SIX** Administer the 2022 Grades 3–8 English Language Arts Paper-Based Field Test

Please read these instructions carefully before administering the field test. When you administer the field test, the instructions you are to read aloud are printed by **SAY**. Read all instructions to students at a moderate, steady pace. *Italicize* instructions to teachers so you **not** read aloud.

Make sure you have a copy of the field test booklet.

Make sure each student has a No. 2 pencil. Students may **not** use pens. Students may be permitted to use highlighters when taking this field test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to reformat their responses to questions or in a way that obscures their responses to questions.

Students are **not** to be given scratch paper.

Students must write all answers directly in their field test booklets.

At the beginning of the field test administration, proctors must read the following statement to all students taking State field tests:

**SAY** You cannot have any personal communications device, including a cell phone, with you during this field test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

- Cell phones
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Personal laptops, notebooks, or any other computing devices
- Cameras, other photographic equipment, and scanning devices
- Wearable devices/smart wearables, including smart watches and health wearables with a display
- Headphones, headsets, or in-ear headphones such as earbuds, and
- Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now.

**SAY** You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the field test begins.

Repeat list of evies. Pick up evies from stuents and return them after testing.

**SAY** Today, you will be taking the 2022 Grade [say appropriate grade] English Language Arts Writing Field Test. You will read the passages carefully and answer questions about what you have read. You must write your answers directly in your field test booklet.

You may use only a No. 2 pencil. You may not use a pen.

Are there any questions?

Pause for questions. When you are confident that all stuents understand the instructions, distribute to each stuent a field test booklet. If earlier to day the stuent identification labels were affixed to the back covers of the stuent field test booklets, make sure each stuent receives the correct field test booklet.

**SAY** This is your field test booklet. Do not open your field test booklet until I tell you to do so.

Look at the cover of your field test booklet. Make sure it says "2022 English Language Arts Writing Field Test" and "[say appropriate grade]." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

Check to make sure each stuent has written their name on the front cover of the field test booklet.

**SAY** Now, open your field test booklet and look at page 1. You will see Tips for Taking the Test.

Check that all stuents are looking at the correct page.

**SAY** Please read along silently as I read the Tips for Taking the Test aloud to you.

\_\_\_\_\_

\_\_\_\_\_

- In writing your responses, be sure to
  - z clearly organize your writing and express what you have learned;
  - z accurately and completely answer the questions being asked;
  - z support your responses with examples or details from the text; and
  - z write in complete sentences using correct spelling, grammar, capitalization, and punctuation.

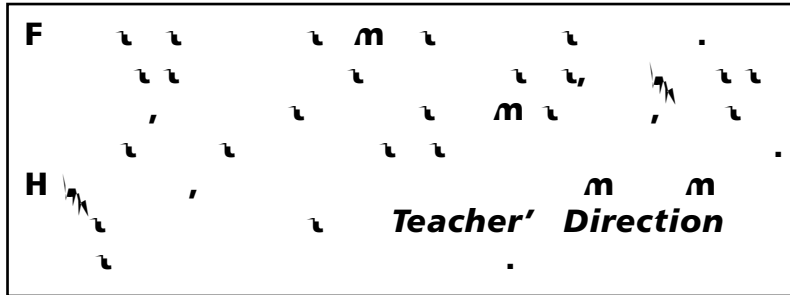
**SAY** Are there any questions?

*Pause for questions. When you are confident that all students understand the Tips for Taking the Test,*

**SAY** Read the passages and answer the questions. All of your answers must be written in the field test booklet in the space provided for each question. Make sure that you are not using space that has been provided for another question. You may not use additional paper for your answers.

When you see the words GO ON at the bottom of a test booklet page, go on to the next





**2022 Grades 3–8  
English Language Arts Field Tests  
Teacher’s Directions for  
Paper-Based Field Testing  
May 23–June 3, 2022**



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