This is a consolidated script for delivery of **Paper-Based Testing**. The verbiage can be used for all three Work Readiness tests. If something is specific to a test, it will be noted as such. Refer to the **District/Building Assessment Coordinator Testing Instructions** for more detailed instructions for test administration.

Testing Rules:

[SAY:] This is a secure test. During this test, you may not have any electronic or other device with you that can be used for communication, timing, imaging, or accessing the internet. At this time, please turn off and store electronic devices outside of your workspace. Your desk should be clear of everything except a #2 pencil.

[SAY:] You may not communicate with other students during the test, and you may not discuss specific test content after testing. You may not take copies of any test content or answers with you when you leave this room.

[SAY:] I can answer questions about the test directions, but I cannot discuss any test questions or answers with you before, during, or after the test. If you have questions, please raise your hand. Your test booklet must remain closed until further instruction.

Breaks: *Optional - to be used if you schedule a break*

[SAY:] There is one break during the test administration, which is scheduled after the second test. **[Edit based on the break schedule for your school.]**

Materials Check:

[SAY:] Be sure that you have a sharpened #2 pencil. If you do not have a #2 pencil, raise your hand and I will provide one for you. You may NOT use a pen, colored pencil, or marker on this test. I am going to give each of you an answer document, a test booklet, and scratch paper. Your test booklet must remain closed until further instruction.

Distributing and Finalizing Materials:

[SAY:] Look at the test booklet and answer document I have just given you. Please do not open the test booklet until I tell you to do so. Make sure the bar code label on the answer document has your correct information. If you do not have the correct answer document, please raise your hand.

[SAY:] Write your name on the scratch paper. On the front page of the test booklet, write your first and last name, school name, grade, today's date, and my name. [*Recommendation: write your name and the date on the board for the students to reference*]

Test ID and Version:

[It is essential to take the time to document Test ID and Version correctly as will impact scoring of the test.]

[SAY:] On the front cover of your test booklet, locate the test ID and version of your test. Fill in your test ID and version on your answer document. Your version should be **100A, 200B, 300C, 400B, 400C, or 500A.**

Test Administration

[SAY:] The test you are taking today is Work Ready _____. This test will be administered in one testing session. You must complete the entire test at this time. If necessary, you may skip a question and return to it again within this test session. Do your best to answer every question. The test consists of multiple-choice questions. Mark only one answer for each question. You will have 60 minutes to complete the test.

[SAY:] Points are only earned for correct answers, so you should attempt to answer all the questions. If you finish early, you may go back and check your work **in this section only**. Do not turn the page or enter another test section until instructed.

Math Specific

[SAY:] You may use the Formula Sheet provided in your test booklet, a calculator, and scratch paper during the test as needed.

[SAY:] I will now give each of you a calculator. Everything will be collected at the end of this testing session. **[Pause to pass out calculators as necessary]**

Starting the test:

[SAY:] Turn to the first page of the Work Ready _____ test and follow along as I read the example. Do NOT record an answer in the answer document. **[Read the example question and answer choices out loud].**

[SAY:] Turn to question 1 and begin.

Ending the test: *After 60 minutes*

[SAY:] Stop working and put your pencil down. The Work Ready _____ test is complete. Put your answer document and scratch paper on the page in your test book where you stopped working and close your test booklet.

Math Specific

[SAY:] I will collect school issued calculators at this time.

Optional Break: We will now break for ## minutes. Don't talk in the hallway or discuss the test questions with anyone.

After Final Assessment

[SAY:] The WIN Work Readiness assessments are now complete. Please remain seated. At this time, I will collect your answer documents and test booklets.

[SAY:] Do not discuss any questions or answers from the test. Your scores will be available in a few weeks. Thank you for your cooperation. You may now collect your belongings and quietly exit the testing location.