



Transitional Colorado Assessment Program

2012 TCAP TEST PROCTOR'S MANUAL GRADES 9 AND 10



Not a secure document

TCAP

TEST SECURITY REQUIREMENTS

TCAP Test Proctor's Manuals and all test materials must be used and returned according to instructions in this manual. Students must **not** be exposed to test questions or content before actual testing. If students have prior knowledge of test content, responses are not valid. When instruction is focused on specific test content, performance on the test may improve, but results may not be an accurate reflection of student skills and knowledge. TCAP Test Proctors must be responsible for maintaining the strict security of these documents and carefully follow test administration and scoring instructions.

The security of test materials must be maintained before, during, and after the test administration.

DO NOT REPRODUCE

No test materials may be reproduced in whole or in part or paraphrased. This includes discussing, memorizing, photocopying, photographing, scanning, encoding, e-mailing, Morse code, note taking, text messaging, blogging and other forms of social networking, or any other reproduction methodology that would violate the security of the test.

The following box appears in the test books as a reminder that the test books are secure materials.

Secure Materials — do NOT reproduce

Do **not** copy, by any means, any student work that results from this assessment.

Material from a test book must **not** be reproduced by any means.

For assistance and answers to questions, contact your School Assessment Coordinator.



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Overview for the Spring 2012 Administration of the TCAP

Purpose of the TCAP

The Transitional Colorado Assessment Program (TCAP) is Colorado's large-scale standardized achievement test. The purpose of the TCAP is to provide an annual measure of student performance relative to the Colorado Model Content Standards. Where the current blueprint allows, items will represent the overlap between the Colorado Model Content Standards and the new Colorado Academic Standards. It is a timed, standardized assessment and must be administered under standardized conditions to ensure the reliability and validity of results.

Using the *TCAP Test Proctor's Manual*

The *TCAP Test Proctor's Manual* must be used by the TCAP Test Proctor during the administration of the TCAP. The guidelines and test administration script provided in this manual ensure that every student in Colorado receives the same standard directions during the administration of the test.

The TCAP is a
timed, standardized
assessment. It must
be administered
under standardized
conditions to ensure
the reliability and
validity of results.

Test Security

Security Requirements

The security of test materials must be maintained before, during, and after test administration. Security requirements include making sure that:

- no test materials are reproduced
- a documented chain of custody is maintained for all test materials
- all students take the TCAP tests in a standardized manner per state requirements

Reproducing Test Materials

No test materials may be reproduced in whole or in part or paraphrased. This includes discussing, memorizing, photocopying, photographing, scanning, encoding, e-mailing, Morse code, note taking, text messaging, blogging and other forms of social networking, or any other reproduction methodology that would violate the security of the test.

The TCAP Test Proctor must adhere to the following guidelines:

- Do **not** copy, by any means, any student work that results from this assessment, unless required as part of an accommodated test administration.
- Do **not** reproduce materials from a test book by any means.
- Do **not** review or read test items, unless required as part of an accommodated test administration.
- Do **not** share knowledge of the content of any secure test item with anyone.

Note: Transcribed tests and all related materials used during the transcription process must be returned to the School Assessment Coordinator (SAC).

Chain of Custody

A documented chain of custody must be maintained for all test materials before, during, and after test administration. The following are chain of custody requirements for the TCAP administration:

- Secure materials must be delivered to school buildings **no more than one week in advance** of test administration.
- All test materials must be accounted for. The SAC must store the test materials in a secure and locked location before and after testing. Test materials must **not** be stored in classrooms.
- The SAC is responsible for the distribution of test materials to TCAP Test Proctors and for the collection of the test materials at the end of each testing session.

- TCAP Test Proctors may have access to test books **only** on the day the content area is assessed. However, when two content areas are tested on the same day, both test books must **not** be passed out to the TCAP Test Proctors at the same time. For example, the reading/writing test books must **not** be distributed during the time that mathematics is tested. This prevents the wrong test from being administered at the wrong time, which may result in misadministrations.
- Test books must be secured while in the TCAP Test Proctor’s possession.
- Students must **not** have access to the test books before the first testing session.
- Missing test books or any test irregularities must be reported to the School Assessment Coordinator and/or the District Assessment Coordinator (DAC).
- All test materials, both used and unused, must be returned to CTB/McGraw-Hill. No test materials may be destroyed.
- All large-print and Braille test books and the materials used for transcribing test books must be returned to CTB/McGraw-Hill.

Ensuring Standard Conditions

Test security requires that all students take the tests in a standardized manner—*at the same time, using the same test, and with no student interaction. Multiple grades and multiple content areas must not be tested in the same testing environment.*

Students Who Become Ill During Testing

If a student becomes ill during a test administration, the student may make up any incomplete or missed sessions at a later time, but he or she must **not** change responses to any questions already answered.

Students Who Move On to Another Session Without Permission

If students complete one session of a test and then proceed to the next session without receiving specific instructions from a TCAP Test Proctor to do so, the test has been misadministered. The standard consequence of misadministering a test is the invalidation of that test.

If a TCAP Test Proctor discovers that a student has proceeded to another session without proper instructions to do so, the TCAP Test Proctor must immediately stop the student and take the test book from the student. The content area assessment must then be invalidated using the “Misadministration” code on the student data grid. The student must **not** be allowed to complete the session.

Though the student will receive a “no score” for this content area, the district will still receive some information regarding the student’s performance in the electronic reports provided to the district. Therefore, the student should complete any remaining sessions in this content area that are scheduled to be administered.

Students must **not** have access to the test books before the first testing session.

Multiple grades and multiple content areas must not be tested in the same testing environment.

Standard Conditions for a Standardized Test

Standard Conditions

The TCAP must be administered to all students in Colorado in a standardized manner. The TCAP Test Proctor must prepare and maintain a secure testing environment that provides standard testing conditions for all students taking the TCAP.

Test Preparation Requirements

- Students must **not** have access to the test books before the first testing session.
- Only standard, wooden, graphite-based No. 2 pencils must be used on the test books. Mechanical pencils and pens must **not** be used on any part of the test books.
- Test sessions must be given in the order in which they appear in the test books.
- TCAP Test Proctors must follow the test administration script exactly as it is written.
- Electronic communication devices—including, but not limited to, cell phones, digital cameras, and handheld scanners—are **not** allowed in the testing environment during testing.
- Classroom manipulatives must **not** be used in place of the punch-out tools provided with the mathematics assessments.
- The use of calculators is **not** allowed for any part of the science or mathematics assessments, with two exceptions: Session 3 in both grade 9 and grade 10 mathematics.
- If students require specific accommodations, consult with the School Assessment Coordinator to ensure the appropriate accommodation is administered in the proper manner.
- If a student asks for clarification of test directions before the test begins, the oral directions from the test administration script may be repeated to the entire class.
- If students finish a test session before the allotted time for that session has ended, they may be allowed to read a book. Students must **not** be allowed to write.

Preparing the Testing Environment

The testing environment must be prepared in advance of test administration to ensure standard conditions are provided for all students taking the TCAP. All reference materials—such as wall charts, visual aids, posters, graphic organizers, and instructional materials that may be perceived as offering assistance in answering test questions—must be covered or removed before testing begins.

The TCAP Test Proctor must cover or remove the following:

- multiplication tables
- number lines that demonstrate odd/even or decimal/fractional parts

Electronic communication devices—including, but not limited to, cell phones, digital cameras, and handheld scanners—are **not** allowed in the testing environment during testing.

- tables of mathematical facts or formulas
- tables of scientific facts or formulas
- fraction equivalents
- writing aids and punctuation charts
- spelling or vocabulary lists
- phonics charts
- periodic charts

The TCAP Test Proctor must contact the SAC if there are any questions regarding specific displays.

Preparing Students for Testing

Before testing begins, students should be instructed to clear their desks of all materials, including pens, highlighters, colored pencils, markers, and calculators. Students must use **only** standard, wooden, graphite-based No. 2 pencils to respond to test questions. Only responses marked with No. 2 pencils can be scanned and scored.

The TCAP Test Proctor must prepare students for testing by:

- helping students approach testing in a relaxed, positive way
- encouraging students to put forth their best efforts
- explaining that it is important to do their best because the TCAP measures their academic growth from year to year
- explaining that by achieving proficiency on the TCAP, students will be able to progress in their skills and knowledge and be better prepared for the world of work and higher education

Important Precautions During Testing

It is important that the following precautions be observed:

- Do **not** provide feedback, including any hint about the correctness of a response or any guidance on work in the draft booklet.
- Do **not** coach, edit, or point out errors in student work.
- Do **not** encourage students to edit their responses through tone, gesture, or questions or statements such as “Are you sure?” “Look at that again,” or “You can write more.”
- Do **not** clarify test items.
- Do **not** answer content-related questions.
- Do **not** interfere with the demonstration of skills.
- Do **not** interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.
- Do **not** attempt to score student responses on the TCAP before returning the tests to CTB/McGraw-Hill.

Students must use **only** standard, wooden, graphite-based No. 2 pencils to mark or write answers.

Ethical Practices

All licensed Colorado educators and TCAP Test Proctors must conform to ethical practice when administering the TCAP. Ethical practice is defined by the *American Heritage* and *Merriam-Webster* dictionaries as “the accepted professional standards of conduct with respect to the rightness and wrongness of their actions and the goodness and badness of the motives and ends of such actions.”

Quality instruction will produce quality student performance on state tests. While teaching test-taking strategies and providing some regular instruction using formats similar to those found on standardized tests is appropriate, instruction that is explicitly designed as “practice for the TCAP” provides students with negative messages about what is important to their education and performance. This is **not** considered ethical practice. Further clarification regarding appropriate test preparation is provided in the table below.

Test Preparation for TCAP	Is This an Ethical Practice?	
	YES	NO
Developing instructional objectives based on the Colorado Model Content Standards and/or the new Colorado Academic Standards.	X	
Making changes in instruction that enhance student skills, learning, and achievement.	X	
Using TCAP-released items for professional development purposes and as examples in the classroom.	X	
Using TCAP-released items to familiarize students with the different item formats, how to indicate responses, and for general test-taking strategies.	X	
Motivating students to perform well on the assessment by talking to students and their parents.	X	
Developing curriculum based on specific TCAP items.		X
Preparing instructional objectives based on specific TCAP items and teaching accordingly, rather than developing instructional objectives based on the content standards.		X
Using TCAP-released items as the sole basis for curriculum and instruction.		X
Sharing an actual TCAP test instrument in a public forum (which is a violation of test security and could invalidate student results).		X
Copying test passages, test items, writing prompts, and/or student responses from an actual TCAP assessment for use in instructional planning, classroom instruction, or assessment.		X
Making a copy of the TCAP and/or preparing a student study guide based on the items on a particular assessment.		X

Copying the vocabulary words from TCAP test items, reading passages, or writing prompts (as opposed to words from the test directions), and using them as the basis for, or incorporating them into, language arts instruction.		X
Presenting items verbatim or paraphrased from the assessment to be given.		X
Knowingly deviating from the prescribed administration procedures in the TCAP Test Proctor's Manual in order to assist student performance.		X
Leaving visible "word walls," vocabulary posters, spelling words, multiplication tables, or any other aids that could artificially inflate student scores or that are expressly forbidden in TCAP manuals.		X
Allowing students to use dictionaries, thesauri, or word processors with spell and grammar check on the reading and writing assessments.		X
Scribing the essence of a student's response rather than scribing exact student responses—including grammatical errors and incorrect responses—when scribing is the accommodation.		X
Telling students the correct responses or allowing them to discuss answers among themselves.		X
Hinting to a student to reconsider an answer he or she has marked for any item.		X
Allowing the use of notes or other materials that may give students an unfair advantage.		X
Changing responses that students have written or bubbled in.		X
Excluding eligible, but lower-performing, students from the TCAP by: <ul style="list-style-type: none"> encouraging lower-performing, special education, or limited English proficient students to stay home during the testing period to artificially boost apparent school performance sending on field trips or dismissing lower-performing, special education, or limited English proficient students during the testing period to artificially inflate apparent school performance encouraging students who are not reading at grade level to stay home during the reading portion of the TCAP 		X
Not providing a student with the allowable accommodations on the TCAP that are normally used by him or her during regular assessment situations, including district, school, and classroom assessments.		X
Providing a student with accommodations on the assessment that are not normally used by him or her during regular assessment situations, including district, school, and classroom assessments.		X

Test Materials

Materials Required for Testing

Prior to the test administration, the TCAP Test Proctor is responsible for ensuring that an adequate supply of all materials required for testing is available in the testing environment.

Test materials required for testing include:

- test books (with bar code labels)
- draft booklets (reading/writing tests only)
- punch-out tools (mathematics tests only)
- Do Not Disturb sign (not supplied by CTB/McGraw-Hill)
- standard, wooden, graphite-based No. 2 pencils with erasers (not supplied by CTB/McGraw-Hill)

Pens, mechanical pencils, ink stamps, colored pencils, highlighters, markers, and crayons must not be used on any part of the test materials. Use of these marking tools may prevent tests from being accurately scanned.

- calculators (mathematics tests only)

In Session 3 only, make sure that all students have access to an acceptable working calculator that meets the guidelines listed. For more information on calculator use in Session 3, see pages 31 and 32 for grade 9 and pages 70 and 71 for grade 10.

The TCAP Test Proctor must notify the SAC if any of the following conditions exist:

- Materials are missing.
- Materials have been damaged.
- Materials contain printing irregularities.

Pens, mechanical pencils, ink stamps, colored pencils, highlighters, markers, and crayons must **not** be used on any part of the test materials.

Test Administration

Responsibilities of the TCAP Test Proctor

The primary responsibility of the TCAP Test Proctor is to provide a standardized, ethical administration of the TCAP. This will ensure that every student has an equal opportunity to demonstrate, within the standard conditions provided to all students in Colorado, what he or she knows and is able to do.

The responsibilities of the TCAP Test Proctor include:

- reviewing the *TCAP Test Proctor's Manual* prior to test administration
- preparing the testing environment
- preparing the materials for administering the TCAP
- ensuring the security of all materials at all times per state requirements
- following the schedule for test administration as communicated by the SAC
- following the school's communication protocol and, if a problem occurs, immediately notifying the SAC
- checking to see that students are marking answers in the correct manner during test administration
- ensuring that all students use **only** standard, wooden, graphite-based No. 2 pencils to mark their answers
- organizing test materials for return to the SAC after the test administration is completed

Test Administration Symbols

The test administration symbols shown below are used throughout the specific test administration directions.

*Information that is only for you and is **not** to be read aloud is printed in this type style.*



The directions you are to read aloud to students are preceded by **SAY** and are printed in **bold type**.



This symbol accompanies anything concerning the timing of the test.



This symbol indicates places where you may want to use a test book to show sample items or to make sure students have turned to the correct page.



This symbol indicates sessions where a calculator may be used. Calculators are allowed only in Session 3 of the mathematics tests.



This symbol indicates sessions where calculators must not be used.

Important: Whenever a Go On arrow appears, students are to turn the page and continue working.



Whenever a STOP sign appears, students must **not** proceed to the next part in the test.



STOP

Do not go on to the next page. Check that you have answered every question in this session.

In addition to the STOP icon shown above, there is a STOP page between sessions that says “ATTENTION! STOP. Do NOT turn the page until you are told to do so.” The STOP page will always be a right-hand page, and it will be preceded or followed by at least one page that says “Do not mark on this page.” These pages are provided to ensure that students know they must stop after each session and must **not** continue to the next session.

Administering the Grade 9 Reading/Writing Test

General Directions

The TCAP Test Proctor should do the following:

- Before administering the test, use a No. 2 pencil to write the name of the student, teacher, school, and district on the front cover of each test book. On the front cover of each draft booklet, write the student's name.
- Distribute the test books and draft booklets to the students, making sure that each student receives the test book and draft booklet with his or her name on the front covers.
- Tell students not to open or make any marks in either of their books until they receive instructions to do so.
- Open **one** test book to show students examples. You may walk around the testing environment so that all students can see the pages.
- Point to page 11 of the test book. Tell students to write **only** on the lines provided and not to write beyond the lines or across the gray bars that run along the edges of the page.
- Point to the "Do not mark on this page" between Sessions 1 and 2. Tell students that they must **not** make any marks on any page that says "Do not mark on this page."

During testing, no electronic communication devices are allowed in the testing environment.

Specific directions for test administration begin on page 12. It is important that the TCAP Test Proctor read all directions exactly as they are printed in the script.

In Session 2, students may refer to the writing task and the planning page in Session 1 as well as to the draft booklet. If there is time remaining in Sessions 3 through 6, students may go back and check their work or answer any questions they did not answer **in that session only**. The following may be written on the board as a reminder: **You may go back and check your work on this session only.**

GRADE 9 READING/ WRITING

Only No. 2 pencils may be used on any part of the test materials. This includes the front cover.

Session 1: Writing

Each student must have a test book, a draft booklet (Draft Booklet B), and a standard, wooden, graphite-based No. 2 pencil with an eraser.

SAY Today you will be tested on writing in Session 1 in your Grade 9 Reading/Writing test book for the Transitional Colorado Assessment Program.

You must use a standard, wooden, graphite-based No. 2 pencil for all parts of the test, whether you are writing or filling in bubbles.

Open your test book to page 1 and look at the directions at the top of the page. Read along silently while I read aloud. "As you work, you will see two pictures called icons. The following tells you what each icon means. Whenever you see a Go On arrow, you should turn the page and continue working. As you finish Sessions 3 through 6, you will see the following reminder. STOP. Do not go on to the next page. Check that you have answered every question in this session."

This icon means that you have reached the end of the session and that you must **not** go on to the next page. You should go back and check your answers to each question in that session **only**.

"Bubbles next to your answers should be filled in completely. All other bubbles should be empty." In Sessions 1 and 2, there will not be any bubbles.



Hold up a STOP page so that all students can see it.

SAY At the end of Session 1, you will see a page with the text "ATTENTION! STOP. Do NOT turn the page until you are told to do so." You must **not** go beyond this page.

Are there any questions?

Pause to answer any questions and then continue.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and draft booklet before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

When you have finished Session 1, you should go back and check your work in this session **only**. You must **not** go beyond the STOP page to Session 2 or any of the following sessions.

Check to make sure students have not turned the page or started to work.

SAY When you finish checking your work in Session 1, close your test book and draft booklet and place your pencil on top of the books. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read all the directions carefully and write only on the lines provided. Do not write beyond the lines.

You will be taking **only** Session 1 of the test now. Turn to Session 1 beginning on page 2 of your test book.



Show the page for planning in the test book on page 3 and the pages for writing the draft in the draft booklet.

SAY You are going to use the planning page in your test book and then write the first draft in your separate draft booklet. You will receive credit for any work you do on the planning page in your test book only. Remember, you must not go beyond the STOP page in your test book. Silently read the task to yourself. Then go on to do the work.

Are there any questions?

Pause to answer any questions and then continue.

SAY It is important for you to do your best so we can see how well you write. You may begin.

Record the starting and stopping times for Session 1.



RECORD THE STARTING TIME:	ADD 60 MINUTES	RECORD THE STOPPING TIME:
_____	+ 60	_____



While students are taking the test, walk quietly around the testing environment and check to see that students are writing in the correct areas and are working independently. If students are confused about how to navigate between the test book and the draft booklet,

SAY Use the planning space on page 3 to plan your writing. Then write your first draft in your separate draft booklet.

Otherwise, do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 60-minute testing session,

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

SAY **STOP. This is the end of the testing session. Close your test book and draft booklet.**

*Collect all remaining test materials. Make sure that each student hands in his or her test book and draft booklet and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books and draft booklets, make sure that their names are completely and legibly printed on the front covers of both documents. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!***

Session 2: Writing

SAY Today you are going to complete Session 2 in your Grade 9 Reading/Writing test book. Check to make sure that your name is on the test book and draft booklet I give you. Do not open your test book or your draft booklet until you are told to do so.

Distribute the test books and draft booklets to students and make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser.

Make sure that each student receives his or her own test book and draft booklet from Session 1 and that every student taking Session 2 has completed Session 1. Students who have not completed Session 1 must be administered Sessions 1 and 2 during consecutive makeup sessions.

SAY In this session, you will complete one editing task, and then you will revise your draft and write a final version.

We will begin by doing a sample editing task. Open your test book to pages 6 and 7. Leave your draft booklet unopened on your desk.



Check to make sure students are on the correct pages.

Sample A

SAY Now find Sample A. Read along silently as I read aloud.

“Read this paragraph about an English class. There are **four** words or phrases underlined in the paragraph. A word or phrase is underlined because it **may** contain a mistake in grammar and usage, punctuation, capitalization, or spelling.

“Do not write corrections in the paragraph. Write the corrections on the next page.”

Look at the top of page 7.

“Look carefully at the underlined word or phrase in the paragraph. If there is a mistake, write the word or phrase correctly on the blank line next to the word or phrase. If an underlined word or phrase is correct in the paragraph, write OK on the blank line.”

When you have finished Sample A, stop working.



Give students time to look at Sample A and correct the errors. Then discuss the sample with them.

- SAY** The correct answers for the four words or phrases in Sample A are:
(1) "English class" is correct; you should have written "OK" on the blank line next to the phrase "English class" on page 7
(2) "more perfect" is not correct; you should have written "perfect"
(3) "others'" is not correct; you should have written "other's" with an apostrophe between the "r" and the "s"
(4) "And" is not correct; you should have written "and" with a small letter

Are there any questions?

Pause to answer any questions and then continue.

- SAY** If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and draft booklet before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

When you have finished the editing task on pages 8 and 9, read the questions on page 10 to help you revise the draft you wrote during Session 1. You may go back to the writing task on page 2 and to your notes on the planning page on page 3 to revise and edit your writing in your draft booklet. After you have revised and edited your draft, write the final copy beginning on page 11 of your test book. When you have finished, use the Writer's Checklist on page 15 to help you make sure you have done your best.

Be careful that you allow enough time to write the final copy in the test book. Only the final copy of your writing will be scored. Your work must be written on the lines provided in your test book in order to be scored. You must use a standard, wooden, graphite-based No. 2 pencil.

Carefully follow the directions in your test book. When you are ready to revise your writing, if you have any questions about what part of the process you should do next, raise your hand.

When you have finished these tasks, you should go back and check your work. You must **not** go beyond the STOP page to Session 3 or any of the following sessions.

Check to make sure students have not turned the page or started to work.

- SAY** When you finish checking your work, close your test book and draft booklet and place your pencil on top of the books. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

- SAY** Read all the directions carefully and write only on the lines provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will be taking **only** Session 2 of the test now. Turn to the editing task on pages 8 and 9.

It is important for you to do your best so we can see how well you write. You may begin.

Record the starting and stopping times for Session 2.



RECORD THE
STARTING TIME:

ADD 60 MINUTES

RECORD THE
STOPPING TIME:

+ 60



While students are taking the test, walk quietly around the testing environment and check to see that students are writing in the correct areas and are working independently. If students are confused about how to navigate between the test book and the draft booklet,

SAY Use the revising questions in your test book to revise and edit the first draft you wrote in your draft booklet. Write your final copy in your test book beginning on page 11. Proofread your final copy using the Writer's Checklist on page 15 in your test book.

Otherwise, do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated. Make sure they complete the editing task **before** they write their final copy. Make sure they are using standard, wooden, graphite-based No. 2 pencils, **not** pens.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 60-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book and draft booklet.

Collect all remaining test materials. Make sure that each student hands in his or her test book and draft booklet and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books and draft booklets, make sure that their names are completely and legibly printed on the front covers of both documents. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!**

**GRADE 9
READING/
WRITING**

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

Session 3: Reading

SAY Today you are going to complete Session 3 in your Grade 9 Reading/Writing test book. Check to make sure that your name is on the test book I give you. Do not open your test book until you are told to do so.

Distribute the test books to students.

Make sure that each student receives his or her own test book from Sessions 1 and 2. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser. Students who have not completed Sessions 1 and 2 may begin testing with Session 3. Sessions 1 and 2 must be made up during consecutive makeup sessions.

*Do **not** distribute the draft booklets.*

SAY The reading portion of your test contains multiple-choice questions and questions that require you to give a written response. For your work in the reading sessions, you will not be scored on spelling, grammar and usage, punctuation, or capitalization.

You will write all your answers in your test book. For multiple-choice questions, fill in the bubble that goes with the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You should erase any stray marks in all other bubbles. For questions that require you to give a written response, you must write your answers on the lines provided. Do not write beyond the lines.

We will begin by doing some sample questions. These are some of the types of questions you will be answering during the reading sessions. You will mark or write your answers to the sample questions in the test book.

Open your test book to the sample reading questions on page 18.



Check to make sure students are on the correct page.

Samples B and C

SAY Read the directions and the sample passage about the Internet. Then do Samples B and C. When you have finished Samples B and C, stop working. You may refer back to the text as often as you like if that will help you answer the questions.



Give students time to answer Samples B and C. Then discuss the samples with them.

SAY The correct answer for Sample B is “easily obtainable” because “accessible” and “easily obtainable” have similar meanings in this statement.

The correct responses for Sample C (in any order) are “research,” “education,” and “entertainment.”

The best way to get full credit for written responses is to answer fully and to include details or ideas from the passage or text that is provided.

Are there any questions?

Pause to answer any questions and then continue.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors’ test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You **must** stop when you come to the STOP sign.

When you have finished answering all the questions in Session 3, you should go back and check your work in this session **only**. You **must not** go back to Session 1 or Session 2, and you **must not** go beyond the STOP page to Session 4 or any of the following sessions.

Check to make sure students have not started to work.

SAY When you finish checking your work in Session 3, close your test book and place your pencil on top of the book. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you **must not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read all the directions and questions carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you **must not** go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every question.

You will be taking **only** Session 3 of the test now. Look at Session 3 beginning on page 19.

It is important for you to do your best so we can see how well you read. You may begin.

Record the starting and stopping times for Session 3.



RECORD THE
STARTING TIME:

ADD 60 MINUTES

RECORD THE
STOPPING TIME:

+ 60



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 60-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book.

Collect all remaining test materials. Make sure that each student hands in his or her test book and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!**

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

Session 4: Reading

SAY Today you are going to complete Session 4 in your Grade 9 Reading/Writing test book. Check to make sure that your name is on the test book I give you. Do not open your test book until you are told to do so.

Distribute the test books to students.

Make sure that each student receives his or her own test book from Session 3. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser.

*Do **not** distribute the draft booklets.*

Administer the sample questions to any student who was absent for Session 3.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You **must** stop when you come to the STOP sign.

When you have finished answering all the questions in Session 4, you should go back and check your work in this session **only**. You must **not** go back to Session 3 or any other previous session, and you must **not** go beyond the STOP page to Session 5 or Session 6.

Check to make sure students have not opened the test books or started to work.

SAY When you finish checking your work in Session 4, close your test book and place your pencil on top of the book. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read all the directions and questions carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every question.

You will be taking **only** Session 4 of the test now. Open your test book to Session 4 beginning on page 36.

Pause while students open to the correct page.

SAY It is important for you to do your best so we can see how well you read. You may begin.

Record the starting and stopping times for Session 4.



**RECORD THE
STARTING TIME:**

ADD 60 MINUTES

**RECORD THE
STOPPING TIME:**

+ 60



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY **There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.**

At the end of the 60-minute testing session,

SAY **STOP. This is the end of the testing session. Close your test book.**

*Collect all remaining test materials. Make sure that each student hands in his or her test book and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!***

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

Session 5: Writing

- SAY** Today you are going to complete Session 5 in your Grade 9 Reading/Writing test book. Check to make sure that your name is on the test book and draft booklet I give you. Do not open your test book or your draft booklet until you are told to do so.

Distribute the test books and draft booklets to students.

Make sure that each student receives his or her own test book and draft booklet from previous sessions. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser. Provide a draft booklet to any student who was absent for Sessions 1 and 2.

- SAY** You are going to answer multiple-choice questions. You will also write two paragraphs in response to questions. For each paragraph, you may use one of the spaces provided on the inside back cover of your draft booklet to plan your writing.



Point to the planning spaces on the inside back cover of the draft booklet.

- SAY** We will begin by doing some sample multiple-choice questions. These are some of the types of questions you will be answering during this session. You will mark your answers to the sample questions in the test book.

Open your test book to the sample writing questions on page 58.



Check to make sure students are on the correct page.

Sample D

- SAY** Read Sample D. Fill in the bubble for the answer you choose. When you have finished Sample D, stop working.



*Give students time to answer Sample D.
Then discuss the sample with them.*

- SAY** The correct answer for Sample D is “The planet Saturn has rings and revolves around the Sun.” That sentence is the only one that combines the sentences in a logical order.

Are there any questions?

Pause to answer any questions and then continue.

Sample E

SAY Now read Sample E. Fill in the bubble for the answer you choose. When you have finished Sample E, stop working.



*Give students time to answer Sample E.
Then discuss the sample with them.*

SAY The correct answer for Sample E is “Farmers who learn the skill of beekeeping can sell honey and beeswax.” This answer choice is correct because that sentence has the words in the proper order and arranged correctly.

Are there any questions?

Pause to answer any questions and then continue.

SAY Now look at Samples F and G on page 59.

Sample F

SAY Read Sample F. Fill in the bubble for the answer you choose. When you have finished Sample F, stop working.



*Give students time to answer Sample F.
Then discuss the sample with them.*

SAY The correct answer for Sample F is “In the garden, we saw several unusual sculptures.” It is the only choice that has a subject, a verb, and a complete idea.

Are there any questions?

Pause to answer any questions and then continue.

Sample G

SAY Now read Sample G. Fill in the bubble for the answer you choose. When you have finished Sample G, stop working.



*Give students time to answer Sample G.
Then discuss the sample with them.*

SAY The correct answer for Sample G is “Use Topic Sentence 1 because it mentions the risks of playing the sport.” This answer choice is correct because it best explains the reason why Topic Sentence 1 fits with the paragraph.

Are there any questions?

Pause to answer any questions and then continue.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and draft booklet before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You **must** stop when you come to the STOP sign.

When you have finished answering all the questions in Session 5, you should go back and check your work in this session **only**. You must **not** go back to Session 4 or any other previous session, and you must **not** go beyond the STOP page to Session 6.

Check to make sure students have not turned the page or started to work.

SAY When you finish checking your work in Session 5, close your test book and draft booklet and place your pencil on top of the books. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read all the directions and questions carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every question.

You will be taking **only** Session 5 of the test now. Turn to Session 5 beginning on page 60.

Pause while students turn to the correct page.

SAY It is important for you to do your best so we can see how well you write. You may begin.

Record the starting and stopping times for Session 5.



RECORD THE STARTING TIME:	ADD 60 MINUTES	RECORD THE STOPPING TIME:
_____	+ 60	_____



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. If students are confused about how to navigate between the test book and the draft booklet,

SAY **Planning space is provided on the inside back cover of your draft booklet for questions that ask you to write a paragraph. You may choose to plan your writing, but you will not receive any points for planning. You will be scored only on the paragraph you write in your test book.**

Otherwise, do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY **There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.**

At the end of the 60-minute testing session,

SAY **STOP. This is the end of the testing session. Close your test book and draft booklet.**

*Collect all remaining test materials. Make sure that each student hands in his or her test book and draft booklet and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books and draft booklets, make sure that their names are completely and legibly printed on the front covers of both documents. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!***

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

Session 6: Reading/Writing

SAY Today you are going to complete Session 6 in your Grade 9 Reading/Writing test book. Check to make sure that your name is on the test book and draft booklet I give you. Do not open your test book or your draft booklet until you are told to do so.

Distribute the test books and draft booklets to students.

Make sure that each student receives his or her own test book and draft booklet from previous sessions. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser.

Administer the sample questions to any student who was absent for Sessions 3 and 4. Provide a draft booklet to any student who was absent for Sessions 1, 2, and 5.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and draft booklet before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working. Continue working until you come to a STOP sign.

When you have finished answering all the questions in Session 6, you should go back and check your work in this session **only**. You must **not** go back to Session 5 or any other previous session.

Check to make sure students have not opened the test books or draft booklets or started to work.

SAY When you finish checking your work in Session 6, close your test book and draft booklet and place your pencil on top of the books. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY For all your work in this session, **except** for the last question, you will not be scored on spelling, grammar and usage, punctuation, or capitalization.

On the last question in this session, you will be scored on writing, grammar and usage, spelling, punctuation, and capitalization, as well as on content, organization, and style. For the last question, you may use one of the spaces provided on the inside back cover of your draft booklet to plan your writing.



Point to the planning spaces on the inside back cover of the draft booklet.

SAY Are there any questions?

Pause to answer any questions and then continue.

SAY Read all the directions and questions carefully and mark or write your answers in the spaces provided. Do not write beyond the lines.

You will not lose any points for guessing, so try to answer every question.

You will be taking only Session 6 of the test now. Open your test book to Session 6 beginning on page 80.

Pause while students open to the correct page.

SAY It is important for you to do your best so we can see how well you read and write. You may begin.

Record the starting and stopping times for Session 6.



RECORD THE
STARTING TIME:

ADD 60 MINUTES

RECORD THE
STOPPING TIME:

+ 60



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. If students are confused about how to navigate between the test book and the draft booklet,

SAY Planning space is provided on the inside back cover of your draft booklet for questions that ask you to write a paragraph. You may choose to plan your writing, but you will not receive any points for planning. You will be scored only on the paragraph you write in your test book.

Otherwise, do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 60-minute testing session,

SAY **STOP.** This is the end of the testing session. Close your test book and draft booklet.

*Collect all remaining test materials. Make sure that each student hands in his or her test book and draft booklet and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books and draft booklets, make sure that their names are completely and legibly printed on the front covers of both documents. Separate the test books from the used draft booklets in order to return them to the School Assessment Coordinator. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!***

**GRADE 9
READING/
WRITING**

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, **"Are you completely finished with this session?"**

The test materials cannot be given back to the student once the proctor has removed them.

Only No. 2 pencils may be used on any part of the test materials. This includes the front cover.

Administering the Grade 9 Mathematics Test

General Directions

The TCAP Test Proctor should do the following:

- Before administering the test, use a No. 2 pencil to write the name of the student, teacher, school, and district on the front cover of each test book.
- Remove the punch-out tools from their sheets.
- Distribute the test books to the students, making sure that each student receives the test book with his or her name on the front cover.
- Tell students not to open or make any marks in their books until they receive instructions to do so.
- Distribute the punch-out tools to the students, making sure that each student receives a complete set.
- Open one test book to show students examples. You may walk around the testing environment so that all students can see the pages.
- Point to the edges of page 1 of the test book. Caution students not to make any marks across the gray bars that run along the edges of the page.
- Point to the “Do not mark on this page” between Sessions 1 and 2. Tell students that they must **not** make any marks on any page that says “Do not mark on this page.”

During testing, no electronic communication devices are allowed in the testing environment.

Specific directions for test administration begin on page 33. It is important that the TCAP Test Proctor read all directions exactly as they are printed in the script.

If there is time remaining in a testing session, students may go back and check their work or answer any problems they did not answer **in that session only**. The following may be written on the board as a reminder:
You may go back and check your work on this session only.

Calculator Use for the Mathematics Assessment*

Students may use calculators only on Session 3 of the grade 9 mathematics assessment.

The following information provides guidelines to determine which calculators may be used for Session 3 and which may **not** be used.

Students may use any four-function, scientific, or graphing calculator as long as it does **not** have any of the features listed on the next page.

Before the first day of testing, tell students who plan to use a calculator that they must bring one to the testing environment. Students may **not** share calculators.

Students should make sure their calculators work properly. They may bring a spare calculator and extra batteries if they wish.

Students may use a calculator **only** for Session 3.

The TCAP Test Proctor will make sure that students:

- are using an acceptable type of calculator
- use backup calculators **only** if their primary calculators fail
- do **not** share their calculators with any other test taker
- do **not** use the memory function to store any test materials
- use their calculators **only** for Session 3

If any student uses a calculator with large characters (one inch high or larger) or a raised display, assign that student to a seat where no other test taker can see the calculator.

The following types of calculators are permitted only if they are used as noted:

- models with paper tapes: *The paper must be removed.*
- models that make noise: *The sound feature must be turned off.*
- models that can communicate (transfer data or information) wirelessly with other calculators: *The wireless transfer capability must be disabled by placing opaque material (such as duct tape or electrical tape) over the infrared data port.*
- models that have a power cord: *The electrical cord must be removed.*

* Adapted from "Calculators and the ACT Math Test" copyright ©2000 by ACT, Inc. <<http://www.act.org>> (December 4, 2000).

Students may **not** use these calculators:

- pocket organizers
- handheld or laptop computers
- electronic writing pads or pen-input devices
- calculators built into cellular phones or other wireless communication devices
- models with a QWERTY (typewriter) keypad (Calculators with letters on the keys are permitted as long as the keys are **not** arranged in QWERTY format.)
- models with built-in capability to simplify algebraic expressions, multiply polynomials, or factor polynomials (often designated Computer Algebra Systems or CAS)

Following are examples of prohibited calculator models:

- Casio CFX-9970G
- Casio Algebra FX 2.0
- Hewlett-Packard HP-40G
- Hewlett-Packard HP-49G
- Texas Instruments TI-89
- Texas Instruments TI-92
- Texas Instruments TI-Nspire CAS (The TI-Nspire non-CAS version is permitted.)

Session 1: Mathematics

Each student must have a test book, punch-out tools, and a standard, wooden, graphite-based No. 2 pencil with an eraser.

SAY Today you are going to complete Session 1 in your Grade 9 Mathematics test book for the Transitional Colorado Assessment Program.



You must not use a calculator during this session.

Your mathematics test contains multiple-choice problems and problems that require you to show your work or give a response that may include words, numbers, or pictures. You will not be scored on spelling, grammar and usage, punctuation, or capitalization.

You will write all your answers in your test book. For problems that require you to show your work or give a response that may include words, numbers, or pictures, you must show all your work in the space or on the lines provided.

You must **not** use scratch paper during the test. For multiple-choice problems, if necessary, you may use the space near the problem to do your work. Then fill in the bubble that goes with the answer you choose.

Are there any questions?

Pause to answer any questions and then continue.

SAY You must use a standard, wooden, graphite-based No. 2 pencil for all parts of the test, whether you are writing or filling in bubbles.

Open your test book to page 1 and look at the directions at the top of the page. Read along silently while I read aloud. "As you work, you may see small pictures called icons. The following tells you what each icon means." Look at the first icon. "Use the ruler."

Have students locate and identify the ruler.

SAY Look at the second icon. "Use the protractor."

Have students locate and identify the protractor.

SAY The punch-out tools may help you solve the problems, but you may choose to solve the problems without using the tools.

Look at the third icon. "Do **not** use a calculator." This icon means you may not use a calculator to help you solve the problems in that session. You will see this icon in Session 1 and in Session 2.

Look at the fourth icon. "You may use a calculator." This icon means you are allowed to use a calculator to help you solve the problems in that session. You will see this icon only in Session 3.

"Whenever you see a Go On arrow, you should turn the page and continue working. As you finish each session, you will see the following reminder. STOP. Do not go on to the next page. Check that you have answered every question in this session."

This icon means that you have reached the end of the session and that you must **not** go on to the next page. You should go back and check your answers to each question in this session **only**.

SAY "Bubbles next to your answers should be filled in completely. All other bubbles should be empty." Be sure to make your marks heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You should erase any stray marks in all other bubbles.



Hold up a STOP page so that all students can see it.

SAY At the end of Session 1, you will see a page with the text "ATTENTION! STOP. Do NOT turn the page until you are told to do so." You must not go beyond this page.

Are there any questions?

Pause to answer any questions and then continue.

SAY We will begin by doing some sample problems. These are some of the types of questions you will be answering during this session. You will mark or write your answers to the sample problems in the test book.

Turn to the sample problems on page 2.



*Check to make sure students are on the correct page.
Point to the space next to Sample A.*

SAY You may use the space next to a problem to do your work.

Sample A

SAY Solve the problem in Sample A. Then fill in the bubble next to the answer you choose. When you have finished Sample A, stop working.



*Give students time to answer Sample A.
Then discuss the sample with them.*

SAY The correct answer for Sample A is "-14" because -6 minus 8 is -14. You should have filled in the bubble next to -14.

Are there any questions?

Pause to answer any questions and then continue.

Sample B

SAY Read Sample B. Then do the problem and fill in the bubble next to the answer you choose. When you have finished Sample B, stop working.



*Give students time to answer Sample B.
Then discuss the sample with them.*

SAY The correct answer for Sample B is "\$400." The Math Club raised 20% of the total amount, and 20% of \$2,000 is \$400. You should have filled in the bubble next to \$400.

Are there any questions?

Pause to answer any questions and then continue.

SAY Now look at Sample C on page 3.

Sample C

SAY Use the ruler to help you solve Sample C. Read Sample C. Then do the problem and write the answer on the line. When you have finished Sample C, stop working.



*Give students time to answer Sample C.
Then discuss the sample with them.*

SAY The correct answer for Sample C is "10 square meters." For a complete answer to this problem, you should have shown your work in the space below the problem and written the number "10" on the line next to the words "square meters."

In order to receive the maximum credit for this kind of problem, you must show all your work in the space provided **and** write your answer on the line.

Are there any questions?

Pause to answer any questions and then continue.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and punch-out tools before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You **must** stop when you come to the STOP sign.

When you have finished answering all the problems in Session 1, you should go back and check your work in this session **only**. You must **not** go beyond the STOP page to Session 2 or Session 3.

Check to make sure students have not turned the page or started to work.

SAY When you finish checking your work in Session 1, place your punch-out tools inside the front cover of your test book. Close your test book and place your pencil on top of the book. Sit quietly until everyone has finished and the 65-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read each problem carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every problem.

You will be taking only Session 1 of the test now. Turn to Session 1 beginning on page 4.

Pause while students turn to the correct page.

SAY It is important for you to do your best so we can see how well you solve problems in mathematics. You may begin.

Record the starting and stopping times for Session 1.



RECORD THE STARTING TIME:	ADD 65 MINUTES	RECORD THE STOPPING TIME:
_____	+ 65	_____



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 65-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book.

Collect all remaining test materials, including test books and punch-out tools. Make sure that each student hands in his or her test materials and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

Session 2: Mathematics

SAY Today you are going to complete Session 2 in your Grade 9 Mathematics test book. Check to make sure that your name is on the test book I give you. Do not open your test book until you are told to do so.



You must not use a calculator during this session.

Distribute the test materials to students.

Make sure that each student receives his or her own test book and punch-out tools from Session 1. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser.

Administer the sample problems to any student who was absent for Session 1.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and punch-out tools before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You **must** stop when you come to the STOP sign.

When you have finished answering all the problems in Session 2, you should go back and check your work in this session **only**. You must **not** go back to Session 1 or go beyond the STOP page to Session 3.

Check to make sure students have not opened the test books or started to work.

SAY When you finish checking your work in Session 2, place your punch-out tools inside the front cover of your test book. Close your test book and place your pencil on top of the book. Sit quietly until everyone has finished and the 65-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read each problem carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every problem.

You will be taking **only** Session 2 of the test now. Open your test book to Session 2 beginning on page 20.

Pause while students open to the correct page.

SAY It is important for you to do your best so we can see how well you solve problems in mathematics. You may begin.

Record the starting and stopping times for Session 2.



RECORD THE
STARTING TIME:

ADD 65 MINUTES

RECORD THE
STOPPING TIME:

+ 65



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 65-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book.

Collect all remaining test materials, including test books and punch-out tools. Make sure that each student hands in his or her test materials and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

Session 3: Mathematics

SAY Today you are going to complete Session 3 in your Grade 9 Mathematics test book. Check to make sure that your name is on the test book I give you. Do not open your test book until you are told to do so.



Calculators may be used during this session.

Distribute the test materials to students.

Make sure that each student receives his or her own test book and punch-out tools from Sessions 1 and 2. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser. If students are using calculators, make sure that each calculator is acceptable according to the guidelines listed on pages 31 and 32 of this TCAP Test Proctor's Manual.

Administer the sample problems to any student who was absent for Sessions 1 and 2.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book, calculator, and punch-out tools before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working. Continue working until you come to a STOP sign.

When you have finished answering all the problems in Session 3, you should go back and check your work in this session **only**. You must **not** go back to Session 1 or Session 2.

Check to make sure students have not opened the test books or started to work.

SAY When you finish checking your work in Session 3, close your test book. Place your calculator, punch-out tools, and pencil on top of the book. Sit quietly until everyone has finished and the 65-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read each problem carefully and mark or write your answers in the spaces provided. Do not write beyond the lines.

You will not lose any points for guessing, so try to answer every problem.

You will be taking only Session 3 of the test now. Open your test book to Session 3 beginning on page 36.

Pause while students open to the correct page.

SAY It is important for you to do your best so we can see how well you solve problems in mathematics. You may begin.

Record the starting and stopping times for Session 3.



RECORD THE STARTING TIME:	ADD 65 MINUTES	RECORD THE STOPPING TIME:
_____	+ 65	_____

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 65-minute testing session,

SAY **STOP. This is the end of the testing session. Close your test book. Make sure there are no punch-out tools inside your test book.**

The test materials cannot be given back to the student once the proctor has removed them.

*Collect all remaining test materials. Make sure that each student hands in his or her test materials and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!***

It is a district decision as to what will be done with the math punch-out tools once testing is complete. The DAC will decide if these tools can be kept by students and teachers, or if they must be returned with all of the testing materials.

Administering the Grade 10 Science Test

General Directions

The TCAP Test Proctor should do the following:

- Before administering the test, use a No. 2 pencil to write the name of the student, teacher, school, and district on the front cover of each test book.
- Distribute the test books to the students, making sure that each student receives the test book with his or her name on the front cover.
- Tell students not to open or make any marks in their books until they receive instructions to do so.
- Open **one** test book to show students examples. You may walk around the testing environment so that all students can see the pages.
- Point to page 2 of the test book. Tell students to write **only** on the lines provided and not to write beyond the lines or across the gray bars that run along the edges of the page.
- Point to the “Do not mark on this page” between Sessions 1 and 2. Tell students that they must **not** make any marks on any page that says “Do not mark on this page.”

During testing, no electronic communication devices are allowed in the testing environment.

Specific directions for test administration begin on page 42. It is important that the TCAP Test Proctor read all directions exactly as they are printed in the script.

If there is time remaining in a testing session, students may go back and check their work or answer any questions they did not answer **in that session only**. The following may be written on the board as a reminder: **You may go back and check your work on this session only.**

Only No. 2 pencils may be used on any part of the test materials. This includes the front cover.

**GRADE 10
SCIENCE**

Session 1: Science

Each student must have a test book and a standard, wooden, graphite-based No. 2 pencil with an eraser.

SAY Today you are going to complete Session 1 in your Grade 10 Science test book for the Transitional Colorado Assessment Program.

Your science test contains multiple-choice questions and questions that require you to give a written response. You will not be scored on spelling, grammar and usage, punctuation, or capitalization.

You will write all your answers in your test book. For multiple-choice questions, fill in the bubble that goes with the answer you choose. For questions that require you to give a written response, you must write your answers on the lines provided. Do not write beyond the lines.

Are there any questions?

Pause to answer any questions and then continue.

SAY You must use a standard, wooden, graphite-based No. 2 pencil for all parts of the test, whether you are writing or filling in bubbles.

Open your test book to the inside front cover and look at the directions at the top of the page. Read along silently while I read aloud. "As you work, you will see two pictures called icons. The following tells you what each icon means. Whenever you see a Go On arrow, you should turn the page and continue working. As you finish each session, you will see the following reminder. **STOP**. Do not go on to the next page. Check that you have answered every question in this session."

This icon means that you have reached the end of the session and that you must **not** go on to the next page. You should go back and check your answers to each question in this session **only**.

"Bubbles next to your answers should be filled in completely. All other bubbles should be empty." Be sure to make your marks heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You should erase any stray marks in all other bubbles.



Hold up a STOP page so that all students can see it.

SAY At the end of Session 1, you will see a page with the text "ATTENTION! STOP. Do NOT turn the page until you are told to do so." You must **not** go beyond this page.

Are there any questions?

Pause to answer any questions and then continue.

SAY We will begin by doing some sample questions. These are some of the types of questions you will be answering during this session. You will mark or write your answers to the sample questions in the test book.

Look at the sample questions on page 1.



Check to make sure students are on the correct page.

Sample A

SAY Read Sample A. Then fill in the bubble next to the answer you choose. When you have finished Sample A, stop working.



*Give students time to answer Sample A.
Then discuss the sample with them.*

SAY The correct answer for Sample A is the second choice, "CO." You should have filled in the bubble next to "CO."

Are there any questions?

Pause to answer any questions and then continue.

Sample B

SAY Now read Sample B. Then fill in the bubble next to the answer you choose. When you have finished Sample B, stop working.



*Give students time to answer Sample B.
Then discuss the sample with them.*

SAY The correct answer for Sample B is "obtain energy." You should have filled in the bubble next to "obtain energy."

Are there any questions?

Pause to answer any questions and then continue.

SAY Turn to Sample C on page 2.



Check to make sure students are on the correct page.

Sample C

SAY Read Sample C. Write your response on the lines provided. When you have finished Sample C, stop working.



*Give students time to answer Sample C.
Then discuss the sample with them.*

SAY A correct answer for Sample C is “Light colors reflect heat.”

If you mentioned only that dark colors absorb heat, you would still receive credit.

Are there any questions?

Pause to answer any questions and then continue.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors’ test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You **must** stop when you come to the STOP sign.

When you have finished answering all the questions in Session 1, you should go back and check your work in this session **only**. You must **not** go beyond the STOP page to Session 2 or Session 3.

Check to make sure students have not turned the page or started to work.

SAY When you finish checking your work in Session 1, close your test book and place your pencil on top of the book. Sit quietly until everyone has finished and the 65-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read each question carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every question.

You will be taking **only** Session 1 of the test now. Turn to Session 1 beginning on page 4.

Pause while students turn to the correct page.

SAY It is important for you to do your best so we can see how well you understand science concepts. You may begin.

Record the starting and stopping times for Session 1.



RECORD THE
STARTING TIME:

ADD 65 MINUTES

RECORD THE
STOPPING TIME:

+ 65



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 65-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book.

Collect all remaining test materials. Make sure that each student hands in his or her test book and that no student has an opportunity to take test books from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!**

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

**GRADE 10
SCIENCE**

Session 2: Science

SAY Today you are going to complete Session 2 in your Grade 10 Science test book. Check to make sure that your name is on the test book I give you. Do not open your test book until you are told to do so.

Distribute the test materials to students.

Make sure that each student receives his or her own test book from Session 1. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser.

Administer the sample questions to any student who was absent for Session 1.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You must stop when you come to the STOP sign.

When you have finished answering all the questions in Session 2, you should go back and check your work in this session **only**. You must **not** go back to Session 1 or go beyond the STOP page to Session 3.

Check to make sure students have not opened the test books or started to work.

SAY When you finish checking your work in Session 2, close your test book and place your pencil on top of the book. Sit quietly until everyone has finished and the 65-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read each question carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every question.

You will be taking **only** Session 2 of the test now. Open your test book to Session 2 beginning on page 20.

Pause while students open to the correct page.

SAY It is important for you to do your best so we can see how well you understand science concepts. You may begin.

Record the starting and stopping times for Session 2.



RECORD THE
STARTING TIME:

ADD 65 MINUTES

RECORD THE
STOPPING TIME:

+ 65



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 65-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book.

Collect all remaining test materials. Make sure that each student hands in his or her test book and that no student has an opportunity to take test books from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!**

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

**GRADE 10
SCIENCE**

Session 3: Science

SAY Today you are going to complete Session 3 in your Grade 10 Science test book. Check to make sure that your name is on the test book I give you. Do not open your test book until you are told to do so.

Distribute the test materials to students.

Make sure that each student receives his or her own test book from Sessions 1 and 2. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser.

Administer the sample questions to any student who was absent for Sessions 1 and 2.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working. Continue working until you come to a STOP sign.

When you have finished answering all the questions in Session 3, you should go back and check your work in this session **only**. You must **not** go back to Session 1 or Session 2.

Check to make sure students have not opened the test books or started to work.

SAY When you finish checking your work in Session 3, close your test book. Place your pencil on top of the book. Sit quietly until everyone has finished and the 65-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read each question carefully and mark or write your answers in the spaces provided. Do not write beyond the lines.

You will not lose any points for guessing, so try to answer every question.

You will be taking only Session 3 of the test now. Open your test book to Session 3 beginning on page 38.

Pause while students open to the correct page.

SAY It is important for you to do your best so we can see how well you understand science concepts. You may begin.

Record the starting and stopping times for Session 3.



RECORD THE
STARTING TIME:

ADD 65 MINUTES

RECORD THE
STOPPING TIME:

+ 65



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 65-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book.

Collect all remaining test materials. Make sure that each student hands in his or her test book and that no student has an opportunity to take test books from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!**

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

**GRADE 10
SCIENCE**

Administering the Grade 10 Reading/Writing Test

General Directions

The TCAP Test Proctor should do the following:

- Before administering the test, use a No. 2 pencil to write the name of the student, teacher, school, and district on the front cover of each test book. On the front cover of each draft booklet, write the student's name.
- Distribute the test books and draft booklets to the students, making sure that each student receives the test book and draft booklet with his or her name on the front covers.
- Tell students not to open or make any marks in either of their books until they receive instructions to do so.
- Open **one** test book to show students examples. You may walk around the testing environment so that all students can see the pages.
- Point to page 11 of the test book. Tell students to write **only** on the lines provided and not to write beyond the lines or across the gray bars that run along the edges of the page.
- Point to the "Do not mark on this page" between Sessions 1 and 2. Tell students that they must **not** make any marks on any page that says "Do not mark on this page."

During testing, no electronic communication devices are allowed in the testing environment.

Specific directions for test administration begin on page 51. It is important that the TCAP Test Proctor read all directions exactly as they are printed in the script.

In Session 2, students may refer to the writing task and the planning page in Session 1 as well as to the draft booklet. If there is time remaining in Sessions 3 through 6, students may go back and check their work or answer any questions they did not answer **in that session only**. The following may be written on the board as a reminder: **You may go back and check your work on this session only.**

Only No. 2 pencils may be used on any part of the test materials. This includes the front cover.

Session 1: Writing

Each student must have a test book, a draft booklet (Draft Booklet B), and a standard, wooden, graphite-based No. 2 pencil with an eraser.

SAY Today you will be tested on writing in Session 1 in your Grade 10 Reading/Writing test book for the Transitional Colorado Assessment Program.

You must use a standard, wooden, graphite-based No. 2 pencil for all parts of the test, whether you are writing or filling in bubbles.

Open your test book to page 1 and look at the directions at the top of the page. Read along silently while I read aloud. "As you work, you will see two pictures called icons. The following tells you what each icon means. Whenever you see a Go On arrow, you should turn the page and continue working. As you finish Sessions 3 through 6, you will see the following reminder. STOP. Do not go on to the next page. Check that you have answered every question in this session."

This icon means that you have reached the end of the session and that you must **not** go on to the next page. You should go back and check your answers to each question in that session **only**.

"Bubbles next to your answers should be filled in completely. All other bubbles should be empty." In Sessions 1 and 2, there will not be any bubbles.



Hold up a STOP page so that all students can see it.

SAY At the end of Session 1, you will see a page with the text "ATTENTION! STOP. Do NOT turn the page until you are told to do so." You must **not** go beyond this page.

Are there any questions?

Pause to answer any questions and then continue.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and draft booklet before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

When you have finished Session 1, you should go back and check your work in this session **only**. You must **not** go beyond the STOP page to Session 2 or any of the following sessions.

Check to make sure students have not turned the page or started to work.

SAY When you finish checking your work in Session 1, close your test book and draft booklet and place your pencil on top of the books. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read all the directions carefully and write only on the lines provided. Do not write beyond the lines.

You will be taking **only** Session 1 of the test now. Turn to Session 1 beginning on page 2 of your test book.



Show the page for planning in the test book on page 3 and the pages for writing the draft in the draft booklet.

SAY You are going to use the planning page in your test book and then write the first draft in your separate draft booklet. You will receive credit for any work you do on the planning page in your test book only. Remember, you must not go beyond the STOP page in your test book. Silently read the task to yourself. Then go on to do the work.

Are there any questions?

Pause to answer any questions and then continue.

SAY It is important for you to do your best so we can see how well you write. You may begin.

Record the starting and stopping times for Session 1.



RECORD THE STARTING TIME:	ADD 60 MINUTES	RECORD THE STOPPING TIME:
_____	+ 60	_____



While students are taking the test, walk quietly around the testing environment and check to see that students are writing in the correct areas and are working independently. If students are confused about how to navigate between the test book and the draft booklet,

SAY Use the planning space on page 3 to plan your writing. Then write your first draft in your separate draft booklet.

Otherwise, do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 60-minute testing session,

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.



STOP. This is the end of the testing session. Close your test book and draft booklet.

*Collect all remaining test materials. Make sure that each student hands in his or her test book and draft booklet and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books and draft booklets, make sure that their names are completely and legibly printed on the front covers of both documents. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!***

Session 2: Writing

SAY Today you are going to complete Session 2 in your Grade 10 Reading/Writing test book. Check to make sure that your name is on the test book and draft booklet I give you. Do not open your test book or your draft booklet until you are told to do so.

Distribute the test books and draft booklets to students and make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser.

Make sure that each student receives his or her own test book and draft booklet from Session 1 and that every student taking Session 2 has completed Session 1. Students who have not completed Session 1 must be administered Sessions 1 and 2 during consecutive makeup sessions.

SAY In this session, you will complete one editing task, and then you will revise your draft and write a final version.

We will begin by doing a sample editing task. Open your test book to pages 6 and 7. Leave your draft booklet unopened on your desk.



Check to make sure students are on the correct pages.

Sample A

SAY Now find Sample A. Read along silently while I read aloud.

“Read this paragraph about an English class. There are **four words or phrases underlined** in the paragraph. A word or phrase is underlined because it **may** contain a mistake in grammar and usage, punctuation, capitalization, or spelling.

“Do **not** write corrections in the paragraph. Write the corrections on the next page.”

Look at the top of page 7.

“Look carefully at the underlined word or phrase in the paragraph. If there is a mistake, write the word or phrase correctly on the blank line next to the word or phrase. If an underlined word or phrase is correct in the paragraph, write OK on the blank line.”

When you have finished Sample A, stop working.



Give students time to look at Sample A and correct the errors. Then discuss the sample with them.

- SAY** The correct answers for the four words or phrases in Sample A are:
- (1) "English class" is correct; you should have written "OK" on the blank line next to the phrase "English class" on page 7
 - (2) "more perfect" is not correct; you should have written "perfect"
 - (3) "others'" is not correct; you should have written "other's" with an apostrophe between the "r" and the "s"
 - (4) "And" is not correct; you should have written "and" with a small letter

Are there any questions?

Pause to answer any questions and then continue.

- SAY** If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and draft booklet before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

When you have finished the editing task on pages 8 and 9, read the questions on page 10 to help you revise the draft you wrote during Session 1. You may go back to the writing task on page 2 and to your notes on the planning page on page 3 to revise and edit your writing in your draft booklet. After you have revised and edited your draft, write the final copy beginning on page 11 of your test book. When you have finished, use the Writer's Checklist on page 15 to help you make sure you have done your best.

Be careful that you allow enough time to write the final copy in the test book. Only the final copy of your writing will be scored. Your work must be written on the lines provided in your test book in order to be scored. You must use a standard, wooden, graphite-based No. 2 pencil.

Carefully follow the directions in your test book. When you are ready to revise your writing, if you have any questions about what part of the process you should do next, raise your hand.

When you have finished doing these tasks, you should go back and check your work. You must **not** go beyond the STOP page to Session 3 or any of the following sessions.

Check to make sure students have not turned the page or started to work.

- SAY** When you finish checking your work, close your test book and draft booklet and place your pencil on top of the books. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

- SAY** Read all the directions carefully and write only on the lines provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will be taking **only** Session 2 of the test now. Turn to the editing task on pages 8 and 9.

It is important for you to do your best so we can see how well you write. You may begin.

Record the starting and stopping times for Session 2.



RECORD THE STARTING TIME:	ADD 60 MINUTES	RECORD THE STOPPING TIME:
_____	+ 60	_____

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"



While students are taking the test, walk quietly around the testing environment and check to see that students are writing in the correct areas and are working independently. If students are confused about how to navigate between the test book and the draft booklet,

SAY Use the revising questions in your test book to revise and edit the first draft you wrote in your draft booklet. Write your final copy in your test book beginning on page 11. Proofread your final copy using the Writer's Checklist on page 15 in your test book.

Otherwise, do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated. Make sure they complete the editing task **before** they write their final copy. Make sure they are using standard, wooden, graphite-based No. 2 pencils, **not** pens.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 60-minute testing session,

SAY **STOP. This is the end of the testing session. Close your test book and draft booklet.**

Collect all remaining test materials. Make sure that each student hands in his or her test book and draft booklet and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books and draft booklets, make sure that their names are completely and legibly printed on the front covers of both documents. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!**

The test materials cannot be given back to the student once the proctor has removed them.

Session 3: Reading

SAY Today you are going to complete Session 3 in your Grade 10 Reading/Writing test book. Check to make sure that your name is on the test book I give you. Do not open your test book until you are told to do so.

Distribute the test books to students.

Make sure that each student receives his or her own test book from Sessions 1 and 2. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser. Students who have not completed Sessions 1 and 2 may begin testing with Session 3. Sessions 1 and 2 must be made up during consecutive makeup sessions.

Do not distribute the draft booklets.

SAY The reading portion of your test contains multiple-choice questions and questions that require you to give a written response. For your work in the reading sessions, you will not be scored on spelling, grammar and usage, punctuation, or capitalization.

You will write all your answers in your test book. For multiple-choice questions, fill in the bubble that goes with the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You should erase any stray marks in all other bubbles. For questions that require you to give a written response, you must write your answers on the lines provided. Do not write beyond the lines.

We will begin by doing some sample questions. These are some of the types of questions you will be answering during this session. You will mark or write your answers to the sample questions in the test book.

Open your test book to the sample reading questions on page 18.



Check to make sure students are on the correct page.

Samples B and C

SAY Read the directions and the sample passage about the Internet. Then do Samples B and C. When you have finished Samples B and C, stop working. You may refer back to the text as often as you like if that will help you answer the questions.



Give students time to answer Samples B and C. Then discuss the samples with them.

SAY The correct answer for Sample B is “easily obtainable” because “accessible” and “easily obtainable” have similar meanings in this statement.

SAY The correct responses for Sample C (in any order) are “research,” “education,” and “entertainment.”

The best way to get full credit for written responses is to answer fully and to include details or ideas from the passage or text that is provided.

Are there any questions?

Pause to answer any questions and then continue.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors’ test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You **must** stop when you come to the STOP sign.

When you have finished answering all the questions in Session 3, you should go back and check your work in this session **only**. You must **not** go back to Session 1 or Session 2, and you must **not** go beyond the STOP page to Session 4 or any of the following sessions.

Check to make sure students have not started to work.

SAY When you finish checking your work in Session 3, close your test book and place your pencil on top of the book. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read all the directions and questions carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every question.

You will be taking **only** Session 3 of the test now. Look at Session 3 beginning on page 19.

It is important for you to do your best so we can see how well you read. You may begin.

Record the starting and stopping times for Session 3.



RECORD THE STARTING TIME:	ADD 60 MINUTES	RECORD THE STOPPING TIME:
_____	+ 60	_____



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 60-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book.

Collect all remaining test materials. Make sure that each student hands in his or her test book and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

Session 4: Reading

SAY Today you are going to complete Session 4 in your Grade 10 Reading/Writing test book. Check to make sure that your name is on the test book I give you. Do not open your test book until you are told to do so.

Distribute the test books to students.

Make sure that each student receives his or her own test book from Session 3. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser.

*Do **not** distribute the draft booklets.*

Administer the sample questions to any student who was absent for Session 3.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You **must** stop when you come to the STOP sign.

When you have finished answering all the questions in Session 4, you should go back and check your work in this session **only**. You **must not** go back to Session 3 or any other previous session, and you **must not** go beyond the STOP page to Session 5 or Session 6.

Check to make sure students have not opened the test books or started to work.

SAY When you finish checking your work in Session 4, close your test book and place your pencil on top of the book. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you **must not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read all the directions and questions carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you **must not** go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every question.

You will be taking **only** Session 4 of the test now. Open your test book to Session 4 beginning on page 38.

Pause while students turn to the correct page.

SAY It is important for you to do your best so we can see how well you read. You may begin.

Record the starting and stopping times for Session 4.



RECORD THE
STARTING TIME:

ADD 60 MINUTES

RECORD THE
STOPPING TIME:

+ 60



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 60-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book.

Collect all remaining test materials. Make sure that each student hands in his or her test book and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

**GRADE 10
READING/
WRITING**

Session 5: Writing

- SAY** Today you are going to complete Session 5 in your Grade 10 Reading/Writing test book. Check to make sure that your name is on the test book and draft booklet I give you. Do not open your test book or your draft booklet until you are told to do so.

Distribute the test books and draft booklets to students.

Make sure that each student receives his or her own test book and draft booklet from previous sessions. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser. Provide a draft booklet to any student who was absent for Sessions 1 and 2.

- SAY** You are going to answer multiple-choice questions. You will also write two paragraphs in response to questions. For each paragraph, you may use one of the spaces provided on the inside back cover of your draft booklet to plan your writing.



Point to the planning spaces on the inside back cover of the draft booklet.

- SAY** We will begin by doing some sample multiple-choice questions. These are some of the types of questions you will be answering during this session. You will mark your answers to the sample questions in the test book.

Open your test book to the sample writing questions on page 60.



Check to make sure students are on the correct page.

Sample D

- SAY** Read Sample D. Fill in the bubble for the answer you choose. When you have finished Sample D, stop working.



*Give students time to answer Sample D.
Then discuss the sample with them.*

- SAY** The correct answer for Sample D is “The planet Saturn has rings and revolves around the Sun.” That sentence is the only one that combines the sentences in a logical order.

Are there any questions?

Pause to answer any questions and then continue.

Sample E

SAY Now read Sample E. Fill in the bubble for the answer you choose. When you have finished Sample E, stop working.



*Give students time to answer Sample E.
Then discuss the sample with them.*

SAY The correct answer for Sample E is “Farmers who learn the skill of beekeeping can sell honey and beeswax.” This answer choice is correct because that sentence has the words in the proper order and arranged correctly.

Are there any questions?

Pause to answer any questions and then continue.

SAY Now look at Samples F and G on page 61.

Sample F

SAY Read Sample F. Then fill in the bubble for the answer you choose. When you have finished Sample F, stop working.



*Give students time to answer Sample F.
Then discuss the sample with them.*

SAY The correct answer for Sample F is “In the garden, we saw several unusual sculptures.” It is the only choice that has a subject, a verb, and a complete idea.

Are there any questions?

Pause to answer any questions and then continue.

Sample G

SAY Now read Sample G. Then fill in the bubble for the answer you choose. When you have finished Sample G, stop working.



*Give students time to answer Sample G.
Then discuss the sample with them.*

SAY The correct answer for Sample G is “Use Topic Sentence 1 because it mentions the risks of playing the sport.” This answer choice is correct because it best explains the reason why Topic Sentence 1 fits with the paragraph.

Are there any questions?

Pause to answer any questions and then continue.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and draft booklet before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You must stop when you come to the STOP sign.

When you have finished answering all the questions in Session 5, you should go back and check your work in this session **only**. You must **not** go back to Session 4 or any other previous session, and you must **not** go beyond the STOP page to Session 6.

Check to make sure students have not turned the page or started to work.

SAY When you finish checking your work in Session 5, close your test book and draft booklet and place your pencil on top of the books. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read all the directions and questions carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every question.

You will be taking **only** Session 5 of the test now. Turn to Session 5 beginning on page 62.

Pause while students turn to the correct page.

SAY It is important for you to do your best so we can see how well you write. You may begin.

Record the starting and stopping times for Session 5.



RECORD THE STARTING TIME:	ADD 60 MINUTES	RECORD THE STOPPING TIME:
_____	+ 60	_____



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. If students are confused about how to navigate between the test book and the draft booklet,

SAY Planning space is provided on the inside back cover of your draft booklet for questions that ask you to write a paragraph. You may choose to plan your writing, but you will not receive any points for planning. You will be scored only on the paragraph you write in your test book.

Otherwise, do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 60-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book and draft booklet.

Collect all remaining test materials. Make sure that each student hands in his or her test book and draft booklet and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books and draft booklets, make sure that their names are completely and legibly printed on the front covers of both documents. As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

**GRADE 10
READING/
WRITING**

Session 6: Reading/Writing

SAY Today you are going to complete Session 6 in your Grade 10 Reading/Writing test book. Check to make sure that your name is on the test book and draft booklet I give you. Do not open your test book or your draft booklet until you are told to do so.

Distribute the test books and draft booklets to students.

Make sure that each student receives his or her own test book and draft booklet from previous sessions. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser.

Administer the sample questions to any student who was absent for Sessions 3 and 4. Provide a draft booklet to any student who was absent for Sessions 1, 2, and 5.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and draft booklet before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working. Continue working until you come to a STOP sign.

When you have finished answering all the questions in Session 6, you should go back and check your work in this session **only**. You must **not** go back to Session 5 or any other previous session.

Check to make sure students have not opened the test books or draft booklets or started to work.

SAY When you finish checking your work in Session 6, close your test book and draft booklet and place your pencil on top of the books. Sit quietly until everyone has finished and the 60-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY For all your work in this session, **except** for the last question, you will not be scored on spelling, grammar and usage, punctuation, or capitalization.

On the last question in this session, you will be scored on writing, grammar and usage, spelling, punctuation, and capitalization, as well as on content, organization, and style. For the last question, you may use one of the spaces provided on the inside back cover of your draft booklet to plan your writing.



Point to the planning spaces on the inside back cover of the draft booklet.

SAY Are there any questions?

Pause to answer any questions and then continue.

SAY Read all the directions and questions carefully and mark or write your answers in the spaces provided. Do not write beyond the lines.

You will not lose any points for guessing, so try to answer every question.

You will be taking only Session 6 of the test now. Open your test book to Session 6 beginning on page 82.

Pause while students open to the correct page.

SAY It is important for you to do your best so we can see how well you read and write. You may begin.

Record the starting and stopping times for Session 6.



RECORD THE
STARTING TIME:

ADD 60 MINUTES

RECORD THE
STOPPING TIME:

+ 60



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. If students are confused about how to navigate between the text book and the draft booklet,

SAY Planning space is provided on the inside back cover of your draft booklet for questions that ask you to write a paragraph. You may choose to plan your writing, but you will not receive any points for planning. You will be scored only on the paragraph you write in your test book.

Otherwise, do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 60-minute testing session,

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

**GRADE 10
READING/
WRITING**



STOP. This is the end of the testing session. Close your test book and draft booklet.

*Collect all remaining test materials. Make sure that each student hands in his or her test book and draft booklet and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books and draft booklets, make sure that their names are completely and legibly printed on the front covers of both documents. Separate the test books from the used draft booklets in order to return them to the School Assessment Coordinator. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!***

Administering the Grade 10 Mathematics Test

General Directions

The TCAP Test Proctor should do the following:

- Before administering the test, use a No. 2 pencil to write the name of the student, teacher, school, and district on the front cover of each test book.
- Remove the punch-out tools from their sheets.
- Distribute the test books to the students, making sure that each student receives the test book with his or her name on the front cover.
- Tell students not to open or make any marks in their books until they receive instructions to do so.
- Distribute the punch-out tools to the students, making sure that each student receives a complete set.
- Open **one** test book to show students examples. You may walk around the testing environment so that all students can see the pages.
- Point to the edges of page 1 of the test book. Caution students not to make any marks across the gray bars that run along the edges of the page.
- Point to the “Do not mark on this page” between Sessions 1 and 2. Tell students that they must **not** make any marks on any page that says “Do not mark on this page.”

During testing, no electronic communication devices are allowed in the testing environment.

Specific directions for test administration begin on page 72. It is important that the TCAP Test Proctor read all directions exactly as they are printed in the script.

If there is time remaining in a testing session, students may go back and check their work or answer any problems they did not answer **in that session only**. The following may be written on the board as a reminder:
You may go back and check your work on this session only.

Only No. 2 pencils may be used on any part of the test materials. This includes the front cover.

Calculator Use for the Mathematics Assessment*

Students may use calculators only on Session 3 of the grade 10 mathematics assessment.

The following information provides guidelines to determine which calculators may be used for Session 3 and which may **not** be used.

Students may use any four-function, scientific, or graphing calculator as long as it does **not** have any of the features listed on the next page.

Before the first day of testing, tell students who plan to use a calculator that they must bring one to the testing environment. Students may **not** share calculators.

Students should make sure their calculators work properly. They may bring a spare calculator and extra batteries if they wish.

Students may use a calculator **only** for Session 3.

The TCAP Test Proctor will make sure that students:

- are using an acceptable type of calculator
- use backup calculators **only** if their primary calculators fail
- do **not** share their calculators with any other test taker
- do **not** use the memory function to store any test materials
- use their calculators **only** for Session 3

If any student uses a calculator with large characters (one inch high or larger) or a raised display, assign that student to a seat where no other test taker can see the calculator.

The following types of calculators are permitted only if they are used as noted:

- models with paper tapes: *The paper must be removed.*
- models that make noise: *The sound feature must be turned off.*
- models that can communicate (transfer data or information) wirelessly with other calculators: *The wireless transfer capability must be disabled by placing opaque material (such as duct tape or electrical tape) over the infrared data port.*
- models that have a power cord: *The electrical cord must be removed.*

* Adapted from "Calculators and the ACT Math Test" copyright ©2000 by ACT, Inc. <<http://www.act.org>> (December 4, 2000).

Students may **not** use these calculators:

- pocket organizers
- handheld or laptop computers
- electronic writing pads or pen-input devices
- calculators built into cellular phones or other wireless communication devices
- models with a QWERTY (typewriter) keypad (Calculators with letters on the keys are permitted as long as the keys are **not** arranged in QWERTY format.)
- models with built-in capability to simplify algebraic expressions, multiply polynomials, or factor polynomials (often designated Computer Algebra Systems or CAS)

Following are examples of prohibited calculator models:

- Casio CFX-9970G
- Casio Algebra FX 2.0
- Hewlett-Packard HP-40G
- Hewlett-Packard HP-49G
- Texas Instruments TI-89
- Texas Instruments TI-92
- Texas Instruments TI-Nspire CAS (The TI-Nspire non-CAS version is permitted.)

Session 1: Mathematics

Each student must have a test book, punch-out tools, and a standard, wooden, graphite-based No. 2 pencil with an eraser.

SAY Today you are going to complete Session 1 in your Grade 10 Mathematics test book for the Transitional Colorado Assessment Program.



You must not use a calculator during this session.

Your mathematics test contains multiple-choice problems and problems that require you to show your work or give a response that may include words, numbers, or pictures. You will not be scored on spelling, grammar and usage, punctuation, or capitalization.

You will write all your answers in your test book. For problems that require you to show your work or give a response that may include words, numbers, or pictures, you must show all your work in the space or on the lines provided.

You must **not** use scratch paper during the test. For multiple-choice problems, if necessary, you may use the space near the problem to do your work. Then fill in the bubble that goes with the answer you choose.

Are there any questions?

Pause to answer any questions and then continue.

SAY You must use a standard, wooden, graphite-based No. 2 pencil for all parts of the test, whether you are writing or filling in bubbles.

Open your test book to page 1 and look at the directions at the top of the page. Read along silently while I read aloud. "As you work, you may see small pictures called icons. The following tells you what each icon means." Look at the first icon. "Use the ruler."

Have students locate and identify the ruler.

SAY Look at the second icon. "Use the protractor."

Have students locate and identify the protractor.

SAY The punch-out tools may help you solve the problems, but you may choose to solve the problems without using the tools.

Look at the third icon. "Do not use a calculator." This icon means you may not use a calculator to help you solve the problems in that session. You will see this icon in Session 1 and in Session 2.

Look at the fourth icon. "You may use a calculator." This icon means you are allowed to use a calculator to help you solve the problems in that session. You will see this icon only in Session 3.

"Whenever you see a Go On arrow, you should turn the page and continue working. As you finish each session, you will see the following reminder. STOP. Do not go on to the next page. Check that you have answered every question in this session."

SAY This icon means that you have reached the end of the session and that you must **not** go on to the next page. You should go back and check your answers to each question in this session **only**.

“Bubbles next to your answers should be filled in completely. All other bubbles should be empty.” Be sure to make your marks heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark. You should erase any stray marks in all other bubbles.



Hold up a STOP page so that all students can see it.

SAY At the end of Session 1, you will see a page with the text “ATTENTION! STOP. Do NOT turn the page until you are told to do so.” You must **not** go beyond this page.

Are there any questions?

Pause to answer any questions and then continue.

SAY We will begin by doing some sample problems. These are some of the types of questions you will be answering during this session. You will mark or write your answers to the sample problems in the test book.

Turn to the sample problems on page 2.



*Check to make sure students are on the correct page.
Point to the space next to Sample A.*

SAY You may use the space next to a problem to do your work.

Sample A

SAY Solve the problem in Sample A. Then fill in the bubble next to the answer you choose. When you have finished Sample A, stop working.



*Give students time to answer Sample A.
Then discuss the sample with them.*

SAY The correct answer for Sample A is “-14” because -6 minus 8 is -14. You should have filled in the bubble next to -14.

Are there any questions?

Pause to answer any questions and then continue.

Sample B

SAY Read Sample B. Then do the problem and fill in the bubble next to the answer you choose. When you have finished Sample B, stop working.



*Give students time to answer Sample B.
Then discuss the sample with them.*

SAY The correct answer for Sample B is "\$400." The Math Club raised 20% of the total amount, and 20% of \$2,000 is \$400. You should have filled in the bubble next to \$400.

Are there any questions?

Pause to answer any questions and then continue.

SAY Now look at Sample C on page 3.

Sample C

SAY Use the ruler to help you solve Sample C. Read Sample C. Then do the problem and write the answer on the line. When you have finished Sample C, stop working.



*Give students time to answer Sample C.
Then discuss the sample with them.*

SAY The correct answer for Sample C is "10 square meters." For a complete answer to this problem, you should have shown your work in the space below the problem and written the number "10" on the line next to the words "square meters."

In order to receive the maximum credit for this kind of problem, you must show all your work in the space provided **and** write your answer on the line.

Are there any questions?

Pause to answer any questions and then continue.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and punch-out tools before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You **must** stop when you come to the STOP sign.

When you have finished answering all the problems in Session 1, you should go back and check your work in this session **only**. You must **not** go beyond the STOP page to Session 2 or Session 3.

Check to make sure students have not turned the page or started to work.

SAY When you finish checking your work in Session 1, place your punch-out tools inside the front cover of your test book. Close your test book and place your pencil on top of the book. Sit quietly until everyone has finished and the 65-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read each problem carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every problem.

You will be taking **only** Session 1 of the test now. Turn to Session 1 beginning on page 4.

Pause while students turn to the correct page.

SAY It is important for you to do your best so we can see how well you solve problems in mathematics. You may begin.

Record the starting and stopping times for Session 1.



RECORD THE
STARTING TIME:

ADD 65 MINUTES

RECORD THE
STOPPING TIME:

+ 65



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 65-minute testing session,

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

**GRADE 10
MATHEMATICS**

SAY **STOP.** This is the end of the testing session. Close your test book.

*Collect all remaining test materials, including test books and punch-out tools. Make sure that each student hands in his or her test materials and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. **As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!***

Session 2: Mathematics

SAY Today you are going to complete Session 2 in your Grade 10 Mathematics test book. Check to make sure that your name is on the test book I give you. Do not open your test book until you are told to do so.



You must not use a calculator during this session.

Distribute the test materials to students.

Make sure that each student receives his or her own test book and punch-out tools from Session 1. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser.

Administer the sample problems to any student who was absent for Session 1.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book and punch-out tools before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working.

Continue working until you come to a STOP sign. You **must** stop when you come to the STOP sign.

When you have finished answering all the problems in Session 2, you should go back and check your work in this session **only**. You **must not** go back to Session 1 or go beyond the STOP page to Session 3.

Check to make sure students have not opened the test books or started to work.

SAY When you finish checking your work in Session 2, place your punch-out tools inside the front cover of your test book. Close your test book and place your pencil on top of the book. Sit quietly until everyone has finished and the 65-minute testing session has ended. You may read a book, but you **must not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read each problem carefully and mark or write your answers in the spaces provided. Do not write beyond the lines. Remember, you must not go beyond the STOP page in your test book.

You will not lose any points for guessing, so try to answer every problem.

You will be taking **only** Session 2 of the test now. Open your test book to Session 2 beginning on page 20.

Pause while students open to the correct page.

SAY It is important for you to do your best so we can see how well you solve problems in mathematics. You may begin.

Record the starting and stopping times for Session 2.



RECORD THE STARTING TIME:	ADD 65 MINUTES	RECORD THE STOPPING TIME:
_____	+ 65	_____



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 65-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book.

Collect all remaining test materials, including test books and punch-out tools. Make sure that each student hands in his or her test materials and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

Session 3: Mathematics

SAY Today you are going to complete Session 3 in your Grade 10 Mathematics test book. Check to make sure that your name is on the test book I give you. Do not open your test book until you are told to do so.



Calculators may be used during this session.

Distribute the test materials to students.

Make sure that each student receives his or her own test book and punch-out tools from Sessions 1 and 2. Also make sure that each student has a standard, wooden, graphite-based No. 2 pencil with an eraser. If students are using calculators, make sure that each calculator is acceptable according to the guidelines listed on pages 70 and 71 of this TCAP Test Proctor's Manual.

Administer the sample problems to any student who was absent for Sessions 1 and 2.

SAY If at any time you need to leave the room, raise your hand. Only one student may leave at a time, and you must hand in your test book, calculator, and punch-out tools before you leave the room.

During the test, there is to be no talking or disturbance. You are to look only at your own test book, not your neighbors' test books.

Whenever you see a Go On arrow at the bottom of a page, turn the page and keep working. Continue working until you come to a STOP sign.

When you have finished answering all the problems in Session 3, you should go back and check your work in this session **only**. You must **not** go back to Session 1 or Session 2.

Check to make sure students have not opened the test books or started to work.

SAY When you finish checking your work in Session 3, close your test book. Place your calculator, punch-out tools, and pencil on top of the book. Sit quietly until everyone has finished and the 65-minute testing session has ended. You may read a book, but you must **not** do any writing.

Are there any questions?

Pause to answer any questions and then continue.

SAY Read each problem carefully and mark or write your answers in the spaces provided. Do not write beyond the lines.

You will not lose any points for guessing, so try to answer every problem.

You will be taking only Session 3 of the test now. Open your test book to Session 3 beginning on page 36.

Pause while students open to the correct page.

SAY It is important for you to do your best so we can see how well you solve problems in mathematics. You may begin.

Record the starting and stopping times for Session 3.



RECORD THE STARTING TIME:	ADD 65 MINUTES	RECORD THE STOPPING TIME:
_____	+ 65	_____



While students are taking the test, walk quietly around the testing environment and check to see that students are marking answers in the correct areas and are working independently. Do not interact with the students in any way unless they are working in the wrong session or are behaving in a manner that might result in their test session being invalidated.

When there are 10 minutes remaining in the testing session,

SAY There are 10 minutes remaining. Remember to check your work and make sure you have answered all of the questions. You may continue working in this session only.

At the end of the 65-minute testing session,

SAY STOP. This is the end of the testing session. Close your test book. Make sure there are no punch-out tools inside your test book.

Collect all remaining test materials. Make sure that each student hands in his or her test materials and that no student has an opportunity to take test materials from the testing environment. As students hand in their test books, make sure that their names are completely and legibly printed on the front covers. As the TCAP Test Proctor, you are responsible for maintaining the security of the test materials while they are in your possession—lock them up!

It is a district decision as to what will be done with the math punch-out tools once testing is complete. The DAC will decide if these tools can be kept by students and teachers, or if they must be returned with all of the testing materials.

If a student finishes before the session has ended, the proctor may collect the student's test materials after asking, "Are you completely finished with this session?"

The test materials cannot be given back to the student once the proctor has removed them.

Preparing Test Materials for Return to the School Assessment Coordinator

Checking Student Test Materials

After testing is complete, the TCAP Test Proctor must check students' test books to ensure the following:

- The student's name, the teacher's name, and the school and district names are filled in properly (with a No. 2 pencil) on the front cover of each student's test book.
- All test books are placed in alphabetical order.

Organizing and Processing Test Materials

The TCAP Test Proctor should check to make sure that:

- All transcribed test books are returned with other completed tests.
- All materials used for transcribing the test books are returned to the SAC as secure test materials.
- A TCAP reading/writing test book and draft booklet have been returned for every student who took the reading/writing TCAP.
- All draft booklets for the writing assessment have been **separated** from test books. These will be packaged separately with the other materials that are not to be scored.
- A TCAP mathematics test book has been returned for every student who took the mathematics TCAP.
- Punch-out tools have been removed from mathematics test books.
- A TCAP science test book has been returned for every student who took the science TCAP.

When all test materials have been fully checked and accounted for, the TCAP Test Proctor should return all test books, draft booklets, large-print and Braille test books, Brailled student response pages, and any unused materials to the SAC.

Note: TCAP test books do not have to be completed for students taking the Colorado Alternate Assessment (CoAlt).

The TCAP Test Proctor should return all test books, draft booklets, large-print and Braille test books, Brailled student response pages, and any unused materials to the SAC.
