VIRGINIA
Assessment Program

Supplement to the *Examiner's Manual* for

Grades 6, 7, & 8 Tests

Directions for Paper Tests

Regular and Special Forms

Revised October 2023

Only those persons who have signed the *School Division Personnel Test Security Agreement* may participate in the administration of the Virginia Assessment Program tests to students.

EXAMINER'S/PROCTOR'S CHECKLIST FOR ADMINISTERING PAPER TESTS

Activities Before Test Administration		
❑	1.	Read this *Supplement to the Examiner's Manual*, the *Examiner's Manual* itself, and any local directions you have been given. Resolve any questions you might have with your STC (this *Supplement*, Section 2.1).
❑	2.	Prior to participating in the SOL test administration, read and sign the *School Division Personnel Test Security Agreement*, and read the legislation passed by the Virginia General Assembly (§ 22.1–19.1 and § 22.1–292.1) regarding the repercussions of violating test security. For more information, refer to the *School Division Personnel Test Security Agreement* in the *Examiner's Manual.*
❑	3.	Inform students of testing (refer to the *Examiner's Manual*).
❑	4.	Prepare students for testing (refer to the *Examiner's Manual*). Teachers/Examiners should discuss with students the consequences of: having access to cell phones, electronic devices, or other unauthorized materials during testing, and cheating (refer to the *Examiner's Manual*).
❑	5.	Prepare the test site for testing. Ensure all items that are capable of providing an unfair advantage are covered or removed as appropriate (refer to the *Examiner's Manual*).
❑	6.	Verify the use of Proctors or need for additional assistance (refer to the *Examiner's Manual*).
❑	7.	Be aware of the alternate test site for students who may not finish their test by the end of the allotted test administration time and understand the process of moving students from one test site to another (refer to the *Examiner's Manual*).
❑	8.	Be familiar with the directions for administering the test (*Supplement*, Section 2.2). Paper test directions are located in Sections 5.2–5.5 of this *Supplement*.
❑	9.	Review the materials needed for testing (*Supplement*, Section 2.3).
❑	10.	If you are administering tests to students who require special accommodations, become familiar with the accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. Coordinate with your STC how accommodations will be provided. Refer to the *Examiner's Resource Guide.*
❑	11.	Understand the requirements for a student-initiated break (refer to the *Examiner's Manual*).
❑	12.	Know if the student or an authorized staff member will hand code the student information fields on the answer document (*Supplement*, Sections 3.1 and 3.2).
❑	13.	Understand how students should mark the answer document or how to complete the answer document for students with certain accommodations (*Supplement*, Sections 3.3 and 3.4).
❑	14.	Use the directions in Section 4 if students will fill out the demographic portions of their own answer documents.
CAUTION: Before you begin testing, verify that you are using the appropriate answer documents. Using the wrong answer documents will result in inaccurate scores and delay delivery of test results.		

Examiner's Checklist for Administering Paper Tests, continued

Activities During Test Administration		
❑	1.	On the day of testing, receive test materials needed for the paper test session(s) from the STC; verify receipt of secure materials by signing the appropriate transmittal form; and fill out *Assembly ID Sheets* as you open test booklet packs (*Supplement*, Section 5.1).
❑	2.	Verify the preparation of the testing room. It must meet the requirements specified in the *Examiner's Manual*.
❑	3.	Know the procedure for reporting test errors to the STC as reported by students (refer to the *Examiner's Manual*).
❑	4.	Administer the paper test by reading the directions verbatim, or reading the directions with modifications for students with certain testing accommodations (*Supplement* Sections 5.2, 5.3, 5.4, or 5.5).
❑	5.	Monitor the students as they test, following the guidelines in *Supplement* Sections 5.2.1, 5.3.1, 5.4.1, or 5.5.1, and understand how to answer student questions and respond to common test scenarios.
❑	6.	Collect the students' answer documents and test materials as described in the (*Supplement* Sections 5.2.2, 5.3.2, 5.4.2, or 5.5.2).

Activities After Test Administration		
❑	1.	Inspect students' answer documents per STC directions (*Supplement*, Section 6.1).
❑	2.	Organize secure test materials for return to the STC (*Supplement*, Section 6.2).
❑	3.	Return **ALL** test materials to the STC (*Supplement*, Section 6.3).
❑	4.	Read and sign the *Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors* or the *Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors* (refer to the *Supplement to the Writing and Non-Writing Test Implementation Manuals*).
❑	5.	Inform the STC of any student absent from the test session (*Supplement*, Section 7).
❑	6.	Be prepared to assist with make-up testing for absent students.

IMPORTANT REMINDERS

Using the *Supplement to the Examiner's Manual*

- This Supplement to the *Examiner's Manual* provides the testing directions that Test Examiners and Proctors must use for the administration of the paper Grade 6 *Mathematics* and *Reading*, Grade 7 *Mathematics* and *Reading*, Grade 8 *Mathematics*, *Reading*, and *Science* Standards of Learning (SOL) Assessments. This *Supplement* must be used in conjunction with the *Examiner's Manual* for Grades 6–8 assessments, which contains additional information, guidance, procedures, and responsibilities that the Test Examiner and Proctor are required to follow in order to administer the SOL tests.
- Unlike the *Examiner's Manual*, this *Supplement* is not available as a paper manual sent to the divisions in the non-secure shipments. Instead, it is available in electronic format at the Virginia Department of Education Web site, where it may be downloaded:

https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development

Paper Test Format

All students are required to take the online version of the tests with the exception of students who meet one of the criteria for paper testing. Those criteria are listed below:

- The student attends school in a location where a secure network connection or the required technology is not available to access an online test. Such locations include the following: special situations schools; homebound, residential, or hospital placement; night school or Governor's school.
- The student requires an accommodation specified in their Individualized Education Plan (IEP), 504 Plan, or English Learner (EL) Assessment Participation Plan that is described in the *Examiner's Resource Guide* as requiring a paper test (e.g., large-print test, braille test, brailler, and multiple test sessions).
- The student has a documented medical condition, such as a seizure disorder, where exposure to a testing device will aggravate the student's condition.
- The student's eligibility for paper/pencil tests has been established using the *Documentation of Need for Paper* Assessment form, which is retained in the office of the Division Director of Testing. The procedure for completing this document establishes that the use of paper/pencil tests is intended only to provide access to the SOL assessments for the following students:
    - students with disabilities who require other accommodations that necessitate a paper test
    - students with medical conditions that render them unable to take an online test.
- The use of paper tests may not be permitted for the purpose of improving performance.

IMPORTANT REMINDERS, continued

Answer Documents

- Use Version 2.0 answer documents for all *Reading*, *Mathematics*, and Grade 8 *Science* tests. **NOTE**: For *Reading* and *Mathematics* tests leave Field D, Gender, blank.

If you have questions about your school's testing procedures, contact your School Test Coordinator (STC). If you have concerns about the testing procedures being followed in your school and your STC is unable to address them, contact the Division Director of Testing (DDOT) in your school division's central office. If you have concerns that your DDOT cannot address, please contact the Office of Student Assessment at (804) 225-2102 or by e-mail at Student_Assessment@doe.virginia.gov.

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1. USE OF THIS *SUPPLEMENT* FOR THE ADMINISTRATION OF PAPER STANDARDS OF LEARNING (SOL) GRADES 6, 7, AND 8 TESTS

This *Supplement to the Examiner's Manual* describes procedures that the Test Examiners and Proctors must use for the administration of the paper Grades 6, 7, and 8 Standards of Learning (SOL) Assessments. This *Supplement* must be used in conjunction with the *Examiner's Manual* for the Grades 6–8 assessments. The *Examiner's Manual* contains additional information, guidance, procedures, and responsibilities that the Examiner/Proctor is required to follow in order to administer the paper SOL tests. The *Examiner's Manual* is available for download from the Virginia Department of Education Web site at:

https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development

2. PREPARE FOR ADMINISTERING PAPER TESTS

2.1 Read All Materials

Prior to the day of testing, carefully read this *Supplement to the Examiner's Manual*, the *Examiner's Manual* itself, your students' Individualized Education Programs (IEPs), 504 Plans, English Learner (EL) Assessment Participation Plans, and any local directions you have received.

Review the Examiner's/Proctor's Checklist (in the front of this *Supplement to the Examiner's Manual*) to make sure that you understand the activities before, during, and after the test administration and your duties and responsibilities. Resolve any questions you might have with your STC well in advance of test administration.

You should be familiar with the *Examiner's Resource Guide*. It contains additional information the Examiner/Proctor may need for the administration of Growth or SOL *Writing* and *Non-Writing* assessments (such as information regarding special testing accommodations, health management devices, hearing aids, testing condition adjustments available for all students, test irregularity form). The *Examiner's Resource Guide* is located on the Virginia Department of Education (VDOE) SOL Test Administration and Development webpage located at:

https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development

2.2 Be Familiar with the Directions for Administering the Test

All directions that Examiners must read aloud to the students are in **bold type** so that they stand out from the rest of the text. This text must be read **exactly as written**, using a natural tone and manner. If a mistake is made in reading directions, the Examiner should stop and say, **"No, that is wrong. I must read it to you again."** Then re-read the direction.

Other text is for your information and should not be read to students. It is essential that you become familiar with the instructions in this manual **before** the test administration and that you follow them exactly as they appear.

Examiners may mark up this manual in order to help deliver the directions to the students in the clearest possible way. However, directions may not be modified or deleted unless it is necessary due to a student's disability. For example, students who "mark their answers in the test booklet" (Examiner Records Responses, accommodation code 18) would not be given the directions about marking their answers on their answer document, but would be directed to circle their answers in their test booklet.

Specific Audio/Read-Aloud directions are contained in a gray box. Note that the directions in the box begin with a sentence in which the first part is in brackets: **[Read the sample question and each answer choice to yourself] as I read them aloud.** The bracketed part has already been read to students, in the previous direction, and need not be re-read. The Examiner should continue with "… as I read them aloud," keeping a natural flow to the voice. For example:

SAY **Read the sample question and each answer choice to yourself.** (Pause.)

AUDIO/READ-ALOUD TESTS ONLY (🎧 or 🗣)

SAY **[Read the sample question and each answer choice to yourself] as I read aloud.**

Other testing directions contained in brackets indicate options for the Examiner. For example, in the following direction the Examiner must state either **"six"** or **"seven"** to match the content area of the students being tested:

SAY **Today you will be taking the Grade [6** or **7]** ***Mathematics*** **test.**

Mixed group testing: If students taking the audio test (using a compact disc player headphones) will be testing in the same room as students taking the test without the audio accommodation, the Test Examiner may read the audio/read-aloud directions to all students. Students administered a read-aloud test must be tested in a "read-aloud only" test room.

2.3 Review Materials Needed for Testing

Students should be familiar with the tools and materials needed for the test they will be taking. Refer to the materials listed in the following tables.

Table 1. Materials Permitted on the Paper Grades 6–8 SOL Tests

Materials Description	Gr. 6, 7, & 8 *Reading*	Gr. 6 & 7 *Mathematics*	Gr. 8 *Mathematics*	Gr. 8 *Science*
Test Booklets **Regular test booklets, or as required:** • **Regular Audio Test Booklet Kit**—regular test booklet • **Large-Print Test Booklet Kit**—large-print test booklet, Examiner's copy of the test in regular print • **Braille Test Booklet Kit**—braille test booklet, Examiner's copy of the test in regular print, two sheets of braille paper. Consult the DDOT regarding the braille formats available for each SOL test. * NOTE: Audio kits are not available for the Grades 6, 7, and 8 *Mathematics* and *Reading* tests and the Grade 8 *Science* test. Students must be provided a read-aloud administration.	**Yes***	**Yes***	**Yes***	**Yes***
Answer Documents (as appropriate)	**Version 2.0**	**Version 2.0**	**Version 2.0**	**Version 2.0**
Pencils Only No. 2 pencils or mechanical pencils with No. 2 lead must be used when completing the answer document. Have extra No. 2 pencils available.	**Yes**	**Yes**	**Yes**	**Yes**

Table 1. Materials Permitted on the Paper Grades 6–8 SOL Tests, continued

Materials Description	Gr. 6, 7, & 8 *Reading*	Gr. 6 & 7 *Mathematics*	Gr. 8 *Mathematics*	Gr. 8 *Science*
Scratch Paper Scratch paper must be of a single color and blank (must not contain any words, numbers, symbols, labels, graphics, etc.). Acceptable scratch paper includes plain paper (no lines), lined paper, grid paper, sticky notes, and note cards. Patty paper is permitted for paper testing only. Students may not be issued any form of a graphic organizer, writing web, template, outline, enhanced scratch/grid paper (such as with added raised lines, some lines darker than others), etc. Students may be issued multiple sheets and multiple types of scratch paper; however, Examiners must keep track of all scratch paper distributed to students and ensure that it is all collected and accounted for before students are dismissed from the testing session. The STC may distribute the scratch paper to Examiners prior to testing or on the day of testing, or may instruct Examiners to provide their own scratch paper for testing sessions. All scratch paper must be returned to the STC. Examples of acceptable grid/graph paper are posted on the VDOE Web site at: **https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development/ancillary-test-materials**	**Yes**	**Yes**	**Yes**	**Yes**
Calculator Students who are eligible for paper Grade 6-8 *Mathematics* and/or Grade 8 *Science* SOL tests may use a state-approved hand-held scientific calculator or have access to the Desmos Virginia scientifc calculator using the Desmos Virginia Calculator tests available in the PearsonAccess^{next} Training Center using a separate device. For assistance with calculator accommodations refer to the Testing Accommodations for Students with Disabilities section in the *Examiner's Resource Guide.*	**No**	**Yes** Approved Scientific Calculator on Part 2 only	**Yes** Approved Scientific Calculator	**Yes** Approved Scientific or Four-Function Calculator
Metric/Standard Ruler or Straightedge Tool	**No**	**Yes**	**Yes**	**Yes**

Table 1. Materials Permitted on the Paper Grades 6–8 SOL Tests, continued

Materials Description	Gr. 6, 7, & 8 *Reading*	Gr. 6 & 7 *Mathematics*	Gr. 8 *Mathematics*	Gr. 8 *Science*
Middle School Mathematics Formula Sheet Students taking paper Grades 6–8 *Mathematics* SOL tests will be instructed to remove the formula sheet included in their test booklets and return them to the Examiner. The Examiner will provide the Middle School Mathematics Formula Sheet. However, large-print and braille kits will contain the new Middle School Mathematics Formula Sheet in large print or braille, as applicable. **Quad 8 Grades 6-8 Mathematics Paper tests**—students taking designated Quad 8 Grades 6, 7, or 8 *Mathematics* SOL tests will receive the paper Middle School Mathematics formula sheet provided in the Quad 8 *Mathematics* test booklet.	**No**	**Yes**	**Yes**	**No**
Periodic Table of the Elements Students taking the Grade 8 *Science* SOL test will receive the Periodic Table of the Elements in their test booklet.	**No**	**No**	**No**	**Yes**
Protractor or Angle Ruler	**No**	**Yes-Grade 6 No-Grade 7**	**No**	**No**
OPTIONAL: Highlighter, Colored Pencil, or Pen In addition to the No. 2 pencil, as previously described, students may be provided two additional writing implements such as highlighters, colored pencils, or colored pens. The student may use the writing implements in the test booklet and on the scratch paper. The highlighters, colored pencils, or pens **must not** be used anywhere on the student's answer document. Answer documents submitted with highlighter, colored pencil, or pen marks will not scan properly and therefore cannot be scored. The student's answer document must only be completed with the No. 2 pencil.	**Yes**	**Yes**	**Yes**	**Yes**

The Hand-Held Calculator Guidelines should be followed when addressing calculator use on the SOL tests.

Hand-Held Calculator Guidelines

The calculator should be provided according to the student's accommodation(s).

- Students may only use one hand-held State-approved calculator during a test and are allowed to use only one model of a calculator.
- All calculators must meet the guidelines and/or be reset/prepared prior to each test session. If a student is moved to an alternate test site, they may continue to use the original calculator issued for the test. However, if the student is issued a different calculator, it must meet the guidelines and/or be reset/prepared prior to being issued to the student. Refer to the document, *Approved Calculators for the Virginia Standards of Learning Assessments*, located on the VDOE Mathematics webpage under VDOE Guidelines at:

https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/sol-test-administration-development

- If the calculator provides a language option for the display, English must be selected.
- Divisions wishing to use calculators which are not on the state-approved list must receive prior approval from the Office of Student Assessment.
- The calculator cannot provide information to a student through its display or formatting that may assist the student with content knowledge during testing.
- Students should be familiar with the calculator they are to use. The SOL test administration should not be the first time a student uses an approved calculator.
- Either a school-owned or student-owned calculator may be used on the test.
- Non state-approved materials that provide information on calculator use or course content may not be used or attached to or included with the calculator or its case during testing. Such materials include but are not limited to formula cards, calculator instruction sheets/manuals, note cards, etc.
- A QWERTY keyboard may not be used.

2.4 Accommodations

- Before testing, appropriate staff should become familiar with special test accommodations specified in students' IEPs, 504 Plans, or EL Assessment Participation Plans. Accommodations and any required materials or equipment are described in detail in the *Examiner's Resource Guide.* Appropriate staff should also be familiar with the following documents: *Participation in the Virginia Assessment Program: A Resource for Educators and Parents of Students with Disabilities, Testing Accommodations for Students with Disabilities: Growth Assessments and Standards of Learning Tests,* and *Procedures for Determining English Learner Participation in the Virginia Assessment Program*, available on the VDOE Participation and Inclusion webpage located at:

  https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program/participation-inclusion

- **Temporary Conditions:** Special test accommodations may be provided to students with a documented temporary condition, such as a broken arm or injured hand. Documentation of the temporary condition and necessary accommodations must be maintained in the student's school/division file. The STC should coordinate with the Examiner on how accommodations

will be provided during the testing session.

- **Read-aloud tests:** Audio format is not available for any Grades 6-8 *Reading* and *Mathematics* and Grade 8 *Science* tests. Students must be provided a read-aloud administration.
- **Response Accommodations:** To meet any response accommodations specified in the student's IEP, 504 Plan, or EL Assessment Participation Plan, directions read aloud to students may be modified. For example, the directions on how to select answers online or mark the answer document may be modified for students who have the accommodation Examiner Records Responses (accommodation code 18.)
    - The testing directions may be modified for students who do not enter their answers onto the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, or by circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans or EL Assessment Participation Plans. The Examiner then enters the student's choices onto the answer document.

      The Examiner may omit the test directions pertaining to the student completing the information on the answer document and writing their name on the test booklet. Before or after testing, the Examiner should complete the test information fields on the answer document and write the student's name on their test booklet.

      Examiners may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to "circle the answer in your test booklet," "say your answer," or "point to the answer." The direction to write on the lined pages of the answer document may be modified to "type your paper in the word processor" or "dictate your paper to me." Refer to the *Examiner's Resource Guide* for the requirements for administering tests with accommodations.
- **Braille tests:** Examiners/Proctors responsible for monitoring students using braille tests should be familiar with the Braille Notes and Transcriber's Notes included in the Examiner's copy of the braille test. The Braille Notes list the differences between the braille test form and the corresponding Examiner's copy and are intended to help the Examiner answer any questions that a student may have regarding reading and interpreting items in the braille form. Transcriber's Notes provide information to the (braille) reader that is not readily apparent by reading the test item's text alone. If a student has a question pertaining to the Transcriber's Notes on their test, the Examiner can consult the Examiner's copy for assistance. Consult the DDOT regarding the braille formats available for each SOL test.
- **Large-print tests:** Examiners/Proctors responsible for monitoring students using large-print tests should be aware of font size variations that may appear on a student's test.
    - For all test item questions (stem) and answer options the font type is Tahoma and font size is 20 point.
    - All text, including, numbers, variables, labels and captions on graphs, pictures, diagrams, maps, charts, coordinate planes, equations, exponential numbers and letters, subscripts and superscripts, notes, and footnotes, are presented in 18–20 point type. Due to the complexity of graphics in some test items, some text embedded within graphics may be enlarged proportionally to the graphic rather than enlarged to 20 point in order to lessen the impact of reformatting the test items. The Special Forms Committee provides recommendations for items of this nature on an item-by-item basis.

2.5 Testing Condition Adjustments Available to All Students

- The following adjustments to the conditions under which an SOL test may be administered are available to any student as needed. Refer to the *Examiner's Resource Guide* for further information.
  - group size
  - environmental modifications
  - large diameter pencil, special pencil, pencil grip
  - assistance with directions
  - the student reads their own test out loud
  - student requires a health management device
  - student requires hearing aids with Internet-enabled device

3. MANAGING STUDENTS' ANSWER DOCUMENTS

All Grades 6, 7, and 8 *Mathematics* and *Reading* and Grade 8 *Science* tests must use Version 2.0 answer documents.

3.1 Prepare Answer Documents with Student Information

Identification information for each student must be included on the answer document by carefully hand-coding the information in the spaces provided.

Refer to Section 3.2, which contains additional directions on how to complete the demographic information. If it is not clear how to complete the demographic information on the answer document, be sure to ask your STC for directions well in advance of the test administration dates.

3.2 Complete Student Information

Answer document data fields must be completed by hand, as directed by your STC. If you are instructed to have the students complete Fields B and C, prior to administering the test, go to Section 4, *Directions for Completion of Student Information on Answer Document*. As directed by your STC, the field for Student Testing Identifier must be completed by you, or another designated adult, to ensure accuracy.

3.3 Understand How Students Should Mark the Answer Document

Remind students to handle their answer documents with care. They should record their answers by completely darkening the circle on the answer document with a No. 2 pencil, and avoid making extra marks anywhere else on the answer document. Answer documents should never be folded, clipped, stapled, or torn.

While students may write in the SOL test booklets, they should not be encouraged to record their answers in the test booklet first and later transcribe them to the answer document. Errors in transcription may adversely affect the student's test score. Errors may not be corrected by staff or the student after the student turns in their answer document.

3.4 Completing Answer Documents for Students with Accommodations

Some special testing accommodations permit the student to indicate their answer in a different manner, as specified in the student's IEP, 504 Plan, or EL Assessment Participation Plan. For example, the student may circle the answer in their test booklet; respond verbally; point to the answer, etc. In these instances, the student should not be given the answer document. The Examiner/Proctor should fill in the student information sections on the answer document either before or after testing. It is essential that the hand entered information for Student Name and Date of Birth match the identity of the student taking the test and the student information entered in Field A. The Examiner/Proctor should also complete the Form and Test Date fields on the answer document that the student would normally fill on the day of testing. The Examiner/Proctor must verify the form number entered in Field F matches the form number on the student's test booklet. If the answer document contains a Gender field, it should be left blank.

Guidance for modifying the testing directions is located at the beginning of Sections 5.2, 5.3, 5.4 and 5.5.

Refer to the *Examiner's Resource Guide* for the requirements for administering tests with accommodations.

4. DIRECTIONS FOR COMPLETION OF STUDENT INFORMATION ON THE ANSWER DOCUMENT

DIRECTIONS: If you have been instructed by your STC to have students complete Fields B and C before or during the testing session, then you should read the following directions to students.

SAY **Today you are going to complete only the information on your answer document in Fields B and C.**

Before distributing answer documents to students, make sure that all desks/workstations are clear of books and all other materials. Ensure that each student has two sharpened soft-lead (No. 2) pencils with erasers.

SAY **I will give each of you an answer document. When you receive it, leave it on your desk. Do not write anything on it until I tell you what to do. Do not fill in any boxes except the ones I tell you to fill in. Some of the boxes may be left blank.**

Distribute the answer documents with the directions side facing up. Version 2.0 answer documents have Fields A and B on the front page. Fields C, D, E, F and G are on the back page.

SAY **In Field B, find the box that contains areas labeled "Last Name" and "First Name." In the area labeled "Last Name," print your last name in the boxes at the top of each column. Begin in the left-hand column, and write only one letter in each box.**

Give help as needed. When all students have finished,

SAY **Now, in the area labeled "First Name," print your first name in the boxes at the top of each column. Begin in the left-hand column, and write only one letter in each box.**

Give help as needed. When all students have finished,

SAY **Now, fill in the matching circle beneath each letter in your name. Be sure you fill in only one circle for each letter. Are there any questions?**

Give help as needed. When all students have finished,

SAY **Now find Field C, which is labeled "Date of Birth." In the area labeled "Month," find the circle for the month of your birthday and fill it in.**

Give help as needed. When all students have finished,

SAY **The next area is labeled "Day." In the boxes, write the date on which you were born, entering one number in each box. For example, if your birthday is between the 1st and the 9th of the month, you would write "0" in the first box and the correct number in the second box. Are there any questions?**

Answer all questions, and give help as needed. When all students have finished,

SAY **Now beneath each box, fill in the circle that has the same number that you wrote in the box.**

Give help as needed. When all students have finished,

SAY **The next area is labeled "Year." Fill in the circle next to "20". In the next boxes, write the last two digits of the year in which you were born. Then fill in the circles for these two digits.**

Give help as needed.

If the student's answer document contains a field for Gender, it should be left blank. When all students have finished,

SAY **The fields for Form and Test Date will be completed during the actual testing session.**

On the back page of your answer document, find the top two boxes labeled "Last Name" and "First Name." (Demonstrate.) **Print your Last Name and First Name in the labeled boxes. Are there any questions?**

Give help as needed. Answer students' questions. Collect answer documents and keep them in a secure location until testing begins.

NOTE: As directed by your STC, the field for the student's State Testing Identifier (STI) must be completed. The STC will determine who fills this in.

5. DIRECTIONS FOR ADMINISTERING THE PAPER GRADES 6, 7, and 8 TESTS

5.1 Receive Test Materials

On the day of testing, you will receive all materials needed to administer the SOL Grade 6, 7, or 8 tests. Refer to Section 2.3 for information regarding manipulatives and materials.

The STC will ask you to initial a *Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors* or *Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors* (Appendix of the *Supplement to the Writing and Non-Writing Test Implementation Manuals*), or a similar form, verifying your receipt of the test materials. The purpose of these forms is to track the secure materials throughout the test administration period.

Upon receipt of the test booklets, open each package and count the number of test booklets. Indicate the number of test booklets contained in each package by checking off the applicable statement on the *Assembly ID Sheet* (Appendix). Then sign and date the *Assembly ID Sheet*.

Be sure to count the number of test booklets, Special Test Forms Kits, including individual audiotapes, if applicable, and Examiner's copies of the special test forms received from the STC before you initial the transmittal/affidavit form(s).

For the read-aloud accommodation, the Examiner and all students in the read-aloud group must have the same test form number.

5.2 Specific Directions for Administering the Paper Grades 6, 7, and 8 *Reading* Tests

Once you and the students enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

NOTE: The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. You then enter the student's choices into the answer document.

You may omit the test directions pertaining to the student completing the information in Field A and the fields for Form and Test Date on the answer document and writing their name on the test booklet. Before or after testing, the Examiner should complete Fields A, Form, and Test Date, and write the student's name on their test booklet.

You may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to "circle the answer in your test booklet," "say your answer," or "point to the answer." Refer to the *Examiner's Resource Guide* for the requirements for administering tests with accommodations.

Before distributing the answer documents,

SAY **Today you will be taking the Grade [6,** or **7,** or **8]** ***Reading*** **test. Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.**

Ensure that unauthorized materials (backpacks, books, papers, cell phones, electronic devices, etc.) have been removed from the students' work areas and are inaccessible to students. Refer to the *Examiner's Manual* for details.

SAY **I am going to give each of you an answer document. Do not write anything on it until I tell you what to do.**

All *Reading* answer documents must indicate Version 2.0.

Distribute the correct answer documents with the front page facing up. Ensure all students have two sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

SAY **Verify the answer document says "Answer Document Version 2.0" in the upper right corner. Raise your hand if there is a problem with your answer document.**

We will complete some of the information on the front page. In Field A, find the line labeled "Student Name." Carefully print your last name, then your first name, and then your middle initial.

Give help as needed.

ADDITIONAL TEST DIRECTIONS (OPTIONAL)

If instructed by the STC to complete the remaining information in Field A,

SAY **Now, on the other lines in Field A, fill in the rest of the information requested—teacher, school, school division, grade, your date of birth, and today's date as the testing date.** (Provide students with the month, day, and year.) **Are there any questions?**

NOTE: You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

SAY **Now look at the back page of your answer document.** (Demonstrate.) **Find the top two boxes labeled "Last Name" and "First Name."** (Point.) **Print your last name and first name in the labeled boxes.**

Answer all questions, and give help as needed.

SAY **I am going to give each of you a test booklet and scratch paper. Do not open your test booklet until I tell you to do so.**

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

Distribute test booklets, and scratch paper. Remember, all scratch paper distributed, whether used or not used, must be collected and returned to the STC at the end of testing. Ensure that students also have any materials or supplies required for accommodations.

SAY **Look at the front cover of your test booklet for the form number of the test you are taking. Find the "R" followed by four numbers.** (Demonstrate using a student's test booklet.) **On your answer document, find the field for Form.** (Point.) **The letter "R" has been written for you. In the empty boxes, write the four numbers that appear after the "R" from the front cover of your test booklet.**

Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level [6, 7, or 8], subject test code (3-digit numbers), followed by a dash (-), an "R," and four numbers. However, only the last four numbers following the "R" must be entered on the answer document.

As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is on the top right corner of the test booklet's front cover. The form number for a braille test booklet is on its front cover, at the bottom center. Correct completion of the form number is essential for accurate scoring.

SAY **Find the field for Test Date.** (Point.) **In the area labeled "Month," find the circle for the month of this test date and fill it in.** (Specify the month.)

When all students have finished,

SAY **The next area is labeled "Day." In the two boxes write the test date, entering one number in each box.** (Specify the test date.) **For example, if the test date is between the 1st and the 9th of the**

month, you would write "0" in the first box and the correct number in the second box. Are there any questions?

Assist students as necessary. When all students have finished,

SAY **Beneath each box, fill in the circle that has the same number that you wrote in the box.**

When all students have finished,

SAY **The next area is labeled "Year." In the last two boxes, write __.** (Examiner should state the last two digits of the current year.)

SAY **Beneath each box, fill in the circle that has the same number that you wrote in the box.**

Give help as needed.

SAY **Look at your test booklet. On the front cover find the box labeled "Student Name."** (Point, using a student's test booklet.) **Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.**

Give help as needed.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

SAY **Open your test booklet to page 3.** (Demonstrate using a student's test booklet.)

If you are administering a braille or large-print test form, check your Examiner's copy of a braille test or large-print test to verify the starting page number.

Make sure all students have their test booklets open to the correct page.

SAY **Find the directions at the top of page 3 of your test booklet. Read them to yourself as I read them aloud.**

DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY

SAY **Directions: Read the passage. Then read each question about the passage and choose the best answer.**

DIRECTIONS FOR ALL OTHER GRADE 6–8 *READING* TESTS

SAY **Directions: Read the passage. Then read each question about the passage and choose the best answer. Fill in the circle on your answer document for the answer you have chosen.**

SAY **Find the sample passage.** (Point to the sample passage using a student's test booklet.)

SAY **Read the Sample A passage to yourself.**

Pause, while students read the sample question.

READ-ALOUD TESTS ONLY

SAY [Read the sample passage to yourself] as I read it aloud.

Pause while students find the sample passage.

"Mia's Art.

Mia rushed home and threw open the front door. Her mother whirled around, surprised that Mia was home from school so early.

"I won first place in the art contest!" Mia said with pride.

"That's wonderful, Mia!" her mother replied. "What was the subject of your art project?"

Though Mia had worked eagerly on her art submission for weeks, she had not told her mother what the project involved. Grinning from ear to ear, Mia handed over her artwork. It was a portrait of her mother."

SAY Now read the Sample A item and each answer choice to yourself.

READ-ALOUD TESTS ONLY

SAY [Now read the Sample A item and each answer choice to yourself] while I read aloud.

Mia rushes home from school because she wants to—(A) show her mother the portrait… (B) begin another art submission… (C) answer questions from her mother… (D) explain how to win a contest.

SAY Which answer did you choose? (Pause for replies.)

SAY The best answer is "A." (Pause.)

SAY On the back page of your answer document look at the bottom section. (Demonstrate.) **Now find the shaded box labeled Samples.** (Point to this section.)

Make sure all students have found the correct section of the answer document.

SAY For Sample A, fill in the circle for the letter "A" because "A" is the letter for the best answer.

Find Sample B in your test booklet. (Point.**) Now read the Sample B item and each answer choice to yourself**

READ-ALOUD TESTS ONLY

SAY [Now read the Sample B item and each answer choice to yourself] as I read aloud.

Sample B. Which phrase from the story shows that Mia is looking forward to surprising her mother? (F) What was the subject… (G) her art submission… (H) Grinning from ear to ear… (J) handed over her artwork..

SAY Which answer did you choose?

Pause for replies.

SAY **The best answer is "H." (Pause.) For Sample B, fill in the circle for the letter "H" because "H" is the letter for the best answer.**

SAY **Are there any questions about how to mark an answer on your answer document?**

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of selecting a response.

SAY **You should read each passage; then answer the questions about the passage. You should answer all of the questions. You may have as much time as you need today to complete this test.**

SAY **You may write in your test booklet or on your scratch paper but make sure to fill in your answers on your answer document.** (Point to this section.)

SAY **Notice that odd numbered questions have answer choices labeled "A," "B," "C," and "D," and even-numbered questions have answers labeled "F," "G," "H," and "J." Fill in only one answer for each question. If you decide to change your answer, make sure to erase the first answer completely.**

SAY **Work until you come to the stop sign.** (Demonstrate using a student's test booklet.) **When you have finished, you may go back to any question and check your work. Are there any questions?**

Answer only questions related to the mechanics of selecting a response. Do not answer any questions pertaining to the content of test questions.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY **When you have finished, raise your hand. After I have collected your materials,**

[If students will be staying in the classroom, **SAY: you may sit quietly or read if you wish.]**

[If students will be dismissed individually back to class, **SAY: you will be dismissed to class.]**

Remember you must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone.

You may start working now.

STRUGGLING ELs

As you are monitoring students, be especially observant of ELs who appear to be struggling with reading the test items. Testing may be discontinued after an EL has had sufficient time to answer items on the *Reading* test and indicates that he or she is unable to complete any more items. Students must answer at least five items to be counted as a participant in the *Reading* test.

After the student has indicated verbally or non-verbally that he or she is unable to respond to any more test items,

SAY **If you have completed as many items as you can, you may stop now. I will collect your materials. After I have collected your materials, [you may sit quietly** or **read if you wish or you will be dismissed to class].**

Collect the student's answer document and all other test materials. After testing, you should notify the STC of the need to discontinue testing for the EL student. The STC should notify the DDOT. After the test is submitted for scoring, if the student answered less than five questions, not including the samples, the test will be alerted and a testing status must be applied. If the student answered five or more questions, no testing status is to be applied.

5.2.1 Monitoring the Test and Answering Student Questions

- **Examiner/Proctor monitoring.** During the test administration, monitor the testing process by moving as unobtrusively as possible about the room. You must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. Students must not be left unattended for any length of time.

- **Student access to unauthorized materials.** Ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. **If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident.

- **Examiner/Proctor reviewing test items.** Before, during, or after testing, do not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (You may report a problem with a test item to their STC. Refer to the *Examiner's Manual* for guidelines.)

- **Examiner/Proctor providing help.** Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student's answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, remind the student that the test questions cannot be discussed.

- **Students leaving the testing room during the test.** Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to cell phones, electronic devices, or educational materials.

- **Students moving to an alternate test room.** If students are moved to an alternate testing site to complete their tests, collect their testing materials prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student's own materials and resume testing.

- **Answer selection.** If a student needs assistance with the mechanics of selecting a response, you may provide directions to the student, such as: **"Fill in the circle on your answer document for the letter you have chosen."**

- **Circling in the test booklet.** Do not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test-booklet accommodation may test without an answer document, circling answers in their test booklet.

- **Prompting students.** Do not prompt the student to go back to any specific question such as any left *unanswered*, or questions *multiple-marked*. You may tell students, **"Review your answer document carefully."** Once the student's answer document has been collected it may not be returned to the student.

- **Questions about test items.** If a student asks a question during the test about a test item, the student should be told, **"Read it carefully and choose the best answer."** Help must not be given on any test items. Refer to the bullet above regarding prohibited help.

- **Cheating.** Immediately notify the STC if a student is found cheating on the test. **If the student is testing at the time of the discovery of cheating, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current session. If the test was an EOC SOL test, the student may retest during the next regularly scheduled session. The STC/DDOT must invalidate the test and the student will receive a score of "0." The student's test record will note the student cheated on the test.

- **Student Inactivity.** If you observe an inactive student during testing, you may ask the student, **"Are you finished with your test?"** If the student responds "No," then you may say, **"You need to continue working on your test."** If the student responds, "Yes," then collect the student's testing materials. Once the student's answer document has been collected, it may not be returned to the student.

- **Reporting an error with a test item.** If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject-area, test level, format (online or paper), question number, and a brief statement describing the student's concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to, **"Read the question carefully and choose the best answer."** Notify the STC of the student's concern.

5.2.2 Collecting Students' Test Materials

- Before you accept the answer document from the student, you may quickly review the multiple choice section of the student's answer document.

  If you notice any questions left unanswered, you may only tell the student:

  SAY Review your answer document carefully.

  Do not prompt the student to go back to any specific question such as any left *unanswered*, or questions *multiple-marked*. Once the student's answer document has been collected it may not be returned to the student. As students finish testing, collect all items (i.e., answer document, test booklet, audio, formula sheet, and scratch paper) from each individual student, one student at a time. Do not have students pass materials up or down the rows of desks or workstations.

- Be sure to account for all test materials including test booklets, answer documents, scratch paper, audios, and audio equipment. Ensure that all sheets of scratch paper distributed to each student are collected and accounted for **before** students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.
- All test materials must be kept in a secure location until they are returned to the STC.

5.3 Specific Directions for Administering the Paper Grades 6 and 7 *Mathematics* Tests

Once you and the students enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

NOTE: The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, or circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. You then enter the students' choices into the answer document.

You may omit the test directions pertaining to the student completing the information in Field A and the fields for Form and Test Date on the answer document and writing his/her name on the test booklet. Before or after testing, the Examiner should complete Fields A, Form, and Test Date, and write the student's name on his/her test booklet.

You may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to "circle the answer in your test booklet," "say your answer," or "point to the answer." Refer to the *Examiner's Resource Guide* for the requirements for administering tests with accommodations.

Eligible students with disabilities may use approved calculators and/or arithmetic tools on sections of the Grades 6 and 7 *Mathematics* SOL assessments in which a calculator is not allowed. For assistance with calculator accommodations refer to the Testing Accommodations for Students with Disabilities section in the *Examiner's Resource Guide*.

Before distributing the answer documents,

SAY **Today you will be taking the Grade [6** or **7] *Mathematics* test. Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.**

Ensure that unauthorized materials (backpacks, books, papers, cell phones, electronic devices, etc.) have been removed from the students' work areas and are inaccessible to students. Refer to the *Examiner's Manual* for details.

SAY **I am going to give each of you an answer document. Do not write anything on it until I tell you what to do.**

Mathematics answer documents must indicate Version 2.0.

Distribute the correct answer documents with the front page facing up. Ensure all students have two sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

SAY **Verify the answer document says "Answer Document Version 2.0" in the upper right corner. Raise your hand if there is a problem with your answer document.**

We will complete some of the information on the front page. In Field A, find the line labeled "Student Name." Carefully print your last name, then your first name, and then your middle initial.

Give help as needed.

ADDITIONAL TEST DIRECTIONS (OPTIONAL)

If instructed by the STC to complete the remaining information in Field A:

SAY **Now, on the other lines in Field A, fill in the rest of the information requested—teacher, school, school division, grade, your date of birth, and today's date as the testing date.** (Provide students with the month, day, and year.) **Are there any questions?**

NOTE: You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

SAY **Now look at the back page of your answer document.** (Demonstrate.) **Find the top two boxes labeled "Last Name" and "First Name."** (Point.) **Print your last name and first name in the labeled boxes.**

Answer all questions, and give help as needed.

SAY **I will now give each of you a test booklet, a ruler, [**for Grade 6 Mathematics say (either) **a protractor** or **an angle ruler], and scratch paper. Do not open your test booklet until I tell you to do so.**

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

Distribute test booklets, scratch paper, and rulers. For the *Grade 6 Mathematics* test only, distribute a protractor or an angle ruler to each student. Remember, all scratch paper distributed, whether used or not used, must be collected and returned to the STC at the end of testing. Do not distribute scientific calculators for this section of the test.

Ensure that students also have any materials or supplies required for accommodations.

SAY **Look at the front cover of your test booklet for the form number of the test you are taking. Find the "M" followed by four numbers.** (Demonstrate using a student's test booklet.) **On your answer document, find the field for Form.** (Point.) **The letter "M" has been written for you. In the empty boxes, write the four numbers that appear after the "M" from the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.**

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level (6 or 7), subject test code (3-digit numbers), followed by a dash (-), an "M," and four numbers. However, only the last four numbers following the "M" must be entered on the answer document.

As an Examiner, you may need to complete this field for students with disabilities. On a large print test booklet, the form number is on the top right corner of the test booklet's front cover. The form number for a braille test booklet is on its front cover at the bottom center. Correct completion of the form number is essential for accurate scoring.

SAY **Find the field for Test Date.** (Point.) **In the area labeled "Month," find the circle for the month of this test date and fill it in.** (Specify the month.)

When all students have finished,

SAY **The next area is labeled "Day." In the two boxes, write the test date, entering one number in each box.** (Specify the test date.) **For example, if the test date is between the 1st and the 9th of**

the month, you would write "0" in the first box and the correct number in the second box. Are there any questions?

Assist students as necessary. When all students have finished,

SAY **Beneath each box, fill in the circle that has the same number that you wrote in the box.**

When all students have finished,

SAY **The next area is labeled "Year." In the last two boxes, write ___.** (Examiner should state the last two digits of the current year.)

SAY **Beneath each box, fill in the circle that has the same number that you wrote in the box.**

Give help as needed.

SAY **Look at your test booklet. On the front cover find the box labeled "Student Name."** (Point.) **Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.**

Give help as needed. Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

SAY **Open your test booklet to the first page and carefully tear out the formula sheet.**

Demonstrate using a student's test booklet. Make sure all students have found the formula page. It is located immediately after the front cover.

Students using designated Quad 8 Grades 6-7 test booklet, or non-quad 8, large-print or braille test forms have the correct Middle School Mathematics Formula Sheet in their test booklets or kit and will not need to tear out the formula sheet. They will not need to turn in their formula sheet to the Examiner since the Quad 8 tests and the large-print or braille kit contain the correct Middle School Mathematics Formula sheet in large print or braille as required. Make sure these students have found the formula page.

Read only to students who have NOT been issued a Quad 8 test booklet or any large-print or braille *Mathematics* Test.

SAY **I will collect these formula sheets and give you the Middle School Mathematics Formula Sheet.**

You should collect and account for each formula sheet from each student. Provide the Middle School Mathematics Formula Sheet to each student.

STARTING PAGE NUMBERS: REGULAR AND SPECIAL TEST FORMS

Most regular test forms begin on page 3, but some begin on page 5. If you are administering a Grade 6 or 7 *Mathematics* test that begins on page 5, adjust your directions accordingly.

The starting page numbers for Special Test Forms will vary. Therefore, check the starting page number—the page with the sample item—in your Examiner's copy of the test booklet prior to reading the directions to the students. Adjust your directions as necessary.

➡ GRADE 6 *MATHEMATICS* DIRECTIONS CONTINUE ON PAGE 24 ➡

➡ GRADE 7 *MATHEMATICS* DIRECTIONS CONTINUE ON PAGE 25 ➡

GRADE 6 *MATHEMATICS* TESTS

SAY Open your test booklet to page [3 or **5].**

Make sure all students have their test booklets open to the correct page.

SAY Find the directions at the top of page [3 or 5] of your test booklet. Read them to yourself as I read them aloud.

DIRECTIONS FOR LARGE-PRINT OR BRAILLE GRADE 6 *MATHEMATICS* TESTS ONLY

SAY Read each question and choose the best answer.

DIRECTIONS FOR ALL OTHER GRADE 6 *MATHEMATICS* TESTS

SAY Directions: Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen.

SAY Now find the sample. Read the sample to yourself.

Point to the sample question using a student's test booklet. **.**

READ-ALOUD TESTS ONLY

SAY [Read the sample to yourself] as I read it aloud:

"What is the solution to 2 "x" equals 6? (A) "x" equals 3 [x=3]... (B) "x" equals 4 [x=4]... (C) "x" equals 8 [x=8]... (D) "x" equals twelve [x=12]."

Wait for students to select their response.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "A." (Pause.)

SAY On the back page of your answer document look at the bottom section. (Demonstrate.) **Now find the shaded box labeled "Sample A" on your answer document.**

Point to the section. Make sure all students have found the correct section on the answer document.

SAY Fill in the circle for the letter "A" because "A" is the letter for the best answer.

➡ DIRECTIONS CONTINUE ON PAGE 26 ➡

GRADE 7 *MATHEMATICS* TESTS

SAY **Open your test booklet to page [3** or **5].**

Make sure all students have their test booklets open to the correct page.

SAY **Find the directions at the top of page [3** or **5] of your test booklet. Read them to yourself as I read them aloud.**

Pause while students read the directions.

DIRECTIONS FOR LARGE-PRINT OR BRAILLE GRADE 7 *MATHEMATICS* TESTS ONLY

SAY **Read each question and choose the best answer.**

DIRECTIONS FOR ALL OTHER GRADE 7 *MATHEMATICS* TESTS

SAY **Directions: Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen.**

SAY **Now find the sample. Read the Sample A to yourself.** (Point to the sample question using a student's test booklet.

READ-ALOUD TESTS ONLY

SAY **[Read the Sample to yourself] as I read it aloud:** ***"What value of y makes the following true? 2 "y" minus 6 equals 2. (A) 2... (B) 4... (C) 5... (D) 6 ..."***

Pause.

SAY **Which answer did you choose?**

Pause for replies.

SAY **The best answer is "B."**

SAY **On the back page of your answer document look at the bottom section.** (Demonstrate.) **Now find the shaded box labeled "Sample A" on your answer document.**

Point to the section. Make sure all students have found the correct section on the answer document.

SAY **Fill in the circle for the letter "B" because "B" is the letter for the best answer.**

➡ DIRECTIONS CONTINUE ON PAGE 26 ➡

⬇ DIRECTIONS FOR ALL PAPER GRADE 6 OR 7 *MATHEMATICS* TESTS
TESTS CONTINUE HERE ⬇

SAY **Are there any questions about how to mark an answer on your answer document?**

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of selecting a response. Examiners must not answer any questions pertaining to test content.

SAY **You should answer all of the questions on this part of the test. You may use your scratch paper, formula sheet, and the tools you were given at any time. You may write in your test booklet or on your scratch paper, but be sure to fill in your answers on your answer document.** (Point to this section.) **Are there any questions?**

Answer only questions related to the mechanics of selecting a response. Do not answer any questions pertaining to the content of test questions.

SAY **Work until you finish section one where you see the stop sign.** (Demonstrate using a student's test booklet.) **You will not be able to return to these questions after you have finished this part of the test.**

SAY **Notice that odd-numbered questions have answer choices labeled "A," "B," "C," and "D," and even-numbered questions have answers labeled "F," "G," "H," and "J." Fill in only one answer for each question. If you decide to change your answer to a question, make sure to erase the first answer completely.**

When you have finished section one, you may check your work for questions in section one only. Then raise your hand. I will then give further directions. Do NOT go past the STOP sign into section two of the *Mathematics* test. Remember, you must do your own work and not discuss the test at any time with anyone, including your classmates and teachers. Are there any questions?

Answer only questions related to the mechanics of selecting a response. Do not answer any questions pertaining to the content of test questions.

SAY **Remember, you must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone.**

You may start working now.

➡ When students reach the stop sign between the non-calculator and calculator portions of the test and raise their hands, continue with the directions on Page 27. ➡

If the student indicates they require a break, the break must be supervised. Test security must be maintained at all times during the break. The student must not be allowed to discuss the test in any way, must not have access to any educational materials or electronic devices during the break, and must not disrupt other students who are continuing to test. The student's test materials must not be accessible or viewable to other students.

Students may continue to use the manipulatives they were given for section one. Important: Verify that the correct calculators are available for the test, then read the following directions for the calculator section quietly to each student.

SAY **You may use the [hand-held scientific calculator] [Desmos Virginia Scientific calculator available online using the separate workstation]. Raise your hand if you have a problem with your calculator during the test.**

Important: Provide the students either the Desmos Virginia Scientific calculator, provided through the PearsonAccess^{next} Training Center, on a separate device or an appropriate hand-held scientific calculator. The calculator should be provided according to the student's accommodation(s).

Using a student's test booklet, verify the beginning page number for the **calculator section** of the Grade 6 or 7 *Mathematics* test.

Make sure the student has their test booklet open to the correct page.

SAY **Beginning on this page, you should answer all the questions in section two. Keep working until you come to the stop sign.** (Demonstrate using a student's test booklet.) **You may have as much time as you need today to complete this section.** (Pause.)

SAY **When you finish, you may check your work on questions in section two only. Do NOT go back to questions in section one of your test booklet. Are there any questions?**

When you have finished, raise your hand. After I have collected your materials,

[If students will be staying in the classroom, **SAY: you may sit quietly or read if you wish**.**]**

[If students will be dismissed individually back to class, **SAY: you will be dismissed to class**.**]**

SAY **Remember, you must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone.**

You may start working now.

➡ EXAMINER/PROCTOR MONITORING GUIDELINES ON PAGE 28 ➡

5.3.1 Monitoring the Test and Answering Student Questions

- **Examiner/Proctor monitoring.** During the test administration, monitor the testing process by moving as unobtrusively as possible about the room. You must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. Students must not be left unattended for any length of time.
- **Student access to unauthorized materials.** Ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. **If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident.
- **Examiner/Proctor reviewing test items.** Before, during, or after testing, do not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (You may report a problem with a test item to their STC. Refer to the *Examiner's Manual* for guidelines.)
- **Examiner/Proctor providing help.** Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student's answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, remind the student that the test questions cannot be discussed.
- **Students leaving the testing room during the test.** Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to cell phones, electronic devices, or educational materials.
- **Students moving to an alternate test room.** If students are moved to an alternate testing site to complete their tests, collect their testing materials prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student's own materials and resume testing. The student should be re-issued the same calculator their received for the test. If the student is issued a different calculator, it must meet the Hand-held Calculator Guidelines as described in Section 2.3, prior to being issued to the student.
- **Answer selection.** If a student needs assistance with the mechanics of selecting a response, you may provide directions to the student, such as: **"Fill in the circle on your answer document for the letter you have chosen."**
- **Circling in the test booklet.** Do not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test-booklet accommodation may test without an answer document, circling answers in their test booklet.

- **Prompting students.** Do not prompt the student to go back to any specific question such as any left *unanswered*, or questions *multiple-marked*. You may tell students, **"Review your answer document carefully."** Once the student's answer document has been collected it may not be returned to the student.
- **Questions about test items.** If a student asks a question during the test about a test item, the student should be told, **"Read it carefully and choose the best answer."** Help must not be given on any test items. Refer to the bullet above regarding prohibited help.
- **Cheating.** Immediately notify the STC if a student is found cheating on the test. **If the student is testing at the time of the discovery of cheating, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current session. If the test was an EOC SOL test, the student may retest during the next regularly scheduled session. The STC/DDOT must invalidate the test and the student will receive a score of "0." The student's test record will note the student cheated on the test.
- **Student Inactivity.** If you observe an inactive student during testing, you may ask the student, **"Are you finished with your test?"** If the student responds "No," then you may say, **"You need to continue working on your test."** If the student responds, "Yes," then collect the student's testing materials. Once the student's answer document has been collected, it may not be returned to the student.
- **Reporting an error with a test item.** If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject-area, test level, format (online or paper), question number, and a brief statement describing the student's concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to, **"Read the question carefully and choose the best answer."** Notify the STC of the student's concern.
- **Assistance with hand-held calculators.** If a student's calculator malfunctions or stops working, replace it with another approved calculator for this test.

5.3.2 Collecting Students' Test Materials

- Before you accept the answer document from the student, you may quickly review the multiple-choice section of the student's answer document.

  If you notice any questions left unanswered, you may only tell the student:

  SAY Review your answer document carefully.

  Do not prompt the student to go back to any specific question such as any left *unanswered*, or questions *multiple-marked*. Once the student's answer document has been collected it may not be returned to the student. As students finish testing, collect all items (i.e., answer document, test booklet, audio, and scratch paper) from each individual student, one student at a time. Do not have students pass materials up or down the rows of desks or workstations
- Be sure to account for all test materials including test booklets, answer documents, scratch paper, formula sheets, audios, and audio equipment. Ensure that all sheets of scratch paper distributed to each student are collected and accounted for **before** students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.
- All test materials must be kept in a secure location until they are returned to the STC.

5.4 Specific Directions for Administering the Paper Grade 8 *Mathematics* 2016 SOL Tests

Once you and the students enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

NOTE: The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, or circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. You then enter the student's choices into the answer document.

You may omit the test directions pertaining to the student completing the information in Field A and the fields for Form and Test Date on the answer document and writing their name on the test booklet. Before or after testing, the Examiner should complete Fields A, Form, and Test Date, and write the student's name on their test booklet.

You may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to "circle the answer in your test booklet," "say your answer," or "point to the answer." Refer to the *Examiner's Resource Guide* for the requirements for administering tests with accommodations.

Students may be provided either the Desmos Virginia Scientific calculator, provided through the PearsonAccess^{next} Training Center, on a separate device or an appropriate hand-held scientific calculator. The calculator should be provided according to the student's accommodation(s).

SAY **Today you will be taking the Grade 8 *Mathematics* test. Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.**

Ensure that unauthorized materials (backpacks, books, papers, cell phones, electronic devices, etc.) have been removed from the students' work areas and are inaccessible to students. Refer to the *Examiner's Manual* for details.

SAY **I am going to give each of you an answer document. Do not write anything on it until I tell you what to do.**

All *Mathematics* answer documents must indicate Version 2.0.

Distribute the correct answer documents with the front page facing up. Ensure all students have sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

SAY **Verify the answer document says "Answer Document Version 2.0" in the upper right corner. Raise your hand if there is a problem with your answer document.**

We will complete some of the information on the front page. In Field A, find the line labeled "Student Name." Carefully print your last name, then your first name, and then your middle initial.

ADDITIONAL TEST DIRECTIONS (OPTIONAL)

If instructed by the STC to complete the remaining information in Field A:

SAY **Now, on the other lines in Field A, fill in the rest of the information requested—teacher, school, school division, grade, your date of birth, and today's date as the testing date.** (Provide students with the month, day, and year.) **Are there any questions?**

NOTE: You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

Give help as needed.

SAY **Now look at the back page of your answer document.** (Demonstrate.) **Find the top two boxes labeled "Last Name" and "First Name."** (Point.) **Print your last name and first name in the labeled boxes.**

Give help as needed and answer student questions.

SAY **I am going to give each of you a test booklet, scratch paper, and a ruler. You may use the [hand-held scientific calculator] [Desmos Virginia Scientific calculator available online using the separate workstation]. Do not open your test booklet until I tell you to do so.**

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

Important: Provide the students either the Desmos Virginia Scientific calculator, provided through the PearsonAccess^{next} Training Center, on a separate device or an appropriate hand-held scientific calculator. The calculator should be provided according to the student's accommodation(s).

Distribute test booklets, scratch paper, and rulers. Remember, all scratch paper distributed, whether used or not used, must be collected and returned to the STC at the end of testing. Important: Verify that the correct calculators are available for the test. Ensure that students also have any materials or supplies required for accommodations.

SAY **Raise your hand if you have a problem with your calculator during the test.**

Look at the front cover of your test booklet for the form number of the test you are taking. Find the "M" followed by four numbers. (Demonstrate using a student's test booklet.) **On your answer document find field for Form.** (Point.) **The letter "M" has been written for you. In the empty boxes, write the four numbers that appear after the "M" from the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.**

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level (8), subject test code (3-digit numbers), followed by a dash (-), an "M," and four numbers. However, only the last four numbers following the "M" must be entered on the answer document.

As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is on the top right corner of the test booklet's front cover. The form number for a braille test booklet is on its front cover, at the bottom center. Correct completion of the form number is essential for accurate scoring.

SAY **Find Field G, Test Date.** (Point.) **In the area labeled "Month," find the circle for the month of this test date and fill it in.** (Specify the month.)

After students have finished,

SAY **The next area is labeled "Day." In the two boxes, write the test date, entering one number in each box.** (Specify the test date.) **For example, if the test date is between the 1st and the 9th of the month, you would write "0" in the first box and the correct number in the second box. Are there any questions?**

Answer all questions. Examiners/Proctors must not answer any questions pertaining to the content of test questions. When everyone has finished,

SAY **Beneath each box, fill in the circle that has the same number that you wrote in the box.**

After students have finished,

SAY **The next area is labeled "Year." In the last two boxes, write ___.** (Examiner should state the last two digits of the current year.)

SAY **Beneath each box, fill in the circle that has the same number that you wrote in the box.**

Give help as needed.

SAY **Look at your test booklet. On the front cover find the box labeled "Student Name."**

Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Give help as needed.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

SAY **Open your test booklet to the first page and carefully tear out the formula sheet.**

Demonstrate using a student's test booklet. Make sure all students have found the formula page. It is located immediately after the front cover.

Students using designated Quad 8 Grades 6-7, large-print or braille test forms have the correct Middle School Mathematics Formula Sheet in their test booklets or kit and will not need to tear out the formula sheet. They will not need to turn in their formula sheet to the examiner since the large-print or braille kit contains the correct Middle School Mathematics Formula sheet in large print or braille as required. Make sure these students have found the formula page.

Read only to students who have NOT been issued a Quad 8 or any large-print or braille *Mathematics* Test.

SAY **I will collect these formula sheets and give you the Middle School Mathematics Formula Sheet.**

You should collect and account for each formula sheet from each student. Provide the Middle School Mathematics Formula Sheet to each student.

STARTING PAGE NUMBERS: REGULAR AND SPECIAL TEST FORMS

Most regular test forms begin on page 3, but some begin on page 5 or 6. If you are administering a Grade 8 *Mathematics* test that begins on page 5 or 6, adjust your directions accordingly.

The starting page numbers for Special Test Forms will vary. Therefore, check the starting page number—the page with the sample item—in your Examiner's copy of the test booklet prior to reading the directions to the students. Adjust your directions as necessary.

SAY **Open your test booklet to page [3,** or **5,** or **6].**

Make sure all students have their test booklets open to the correct page.

SAY **Find the directions at the top of page and read them to yourself as I read them aloud.**

DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY

SAY **Read each question and choose the best answer.** (Pause.)

DIRECTIONS FOR ALL OTHER GRADE 8 *MATHEMATICS* TESTS

SAY **Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen.** (Pause.)

SAY **Now read the sample to yourself.**

READ-ALOUD TESTS ONLY

SAY **[Read the sample to yourself] as I read it aloud.**

"Which of these could be the measurements of two vertical angles? (A) forty-four degrees and one hundred thirty-six degrees… (B) forty-four degrees and ninety degrees… (C) forty-four degrees and forty-six degrees… (D) forty-four degrees and forty-four degrees."

Pause.

SAY **Which answer did you choose?**

Pause for replies.

SAY **The best answer is "D."**

On the back page of your answer document look at the bottom section. (Demonstrate.) **Now find the shaded box labeled "Sample A."**

Point to this section.

Make sure all students have found the correct section of the answer document.

SAY **Fill in the circle for the letter "D" because "D" is the letter for the best answer.**

Are there any questions about how to mark this answer on your answer document?

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of selecting a response.

Answer all questions related to the mechanics of completing the answer document.

SAY **You should read and answer all of the questions. You may have as much time as you need today to complete this test.**

SAY **You may use the calculator, ruler, or the formula sheet at any time during the test. Raise your hand if you have a problem with your calculator during the test. You may write in your test booklet or on your scratch paper, but be sure to fill in the answers on your answer document.**

(Point to this section.)

SAY **Notice that odd-numbered questions have answer choices labeled "A," "B," "C," and "D" and even-numbered questions have answers labeled "F," "G," "H," and "J." Fill in only one answer for each question. If you decide to change your answer, make sure to erase your first answer completely. Work until you come to the stop sign.** (Demonstrate using a student's test booklet.) **When you have finished, you may go back to any question and check your work. Are there any questions?**

Answer only questions related to the mechanics of selecting a response. Do not answer any questions pertaining to the content of test questions.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY **When you have finished, raise your hand. After I have collected your materials,**

[If students will be staying in the classroom, **SAY: you may sit quietly or read if you wish**.**]**

[If students will be dismissed individually back to class, **SAY: you will be dismissed to class**.**]**

SAY **Remember you must do your own work. At <u>no</u> time may you discuss, or share, by any means, the questions on the test with anyone. You may start working now.**

5.4.1 Monitoring the Test and Answering Student Questions

- **Examiner/Proctor monitoring.** During the test administration, monitor the testing process by moving as unobtrusively as possible about the room. You must not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. Students must not be left unattended for any length of time.
- **Student access to unauthorized materials.** Ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. **If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident.
- **Examiner/Proctor reviewing test items.** Before, during, or after testing, do not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (You may report a problem with a test item to their STC. Refer to the *Examiner's Manual* for guidelines.)
- **Examiner/Proctor providing help.** Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student's answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, remind the student that the test questions cannot be discussed.
- **Students leaving the testing room during the test.** Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to cell phones, electronic devices, or educational materials.
- **Students moving to an alternate test room.** If students are moved to an alternate testing site to complete their tests, collect their testing materials prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student's own materials and resume testing. The student should be re-issued the same calculator they received for the test. If the student is issued a different calculator, it must meet the Hand-held Calculator guidelines as described in Section 2.3, prior to being issued to the student.
- **Answer selection.** If a student needs assistance with the mechanics of selecting a response, you may provide directions to the student, such as: **"Fill in the circle on your answer document for the letter you have chosen."**
- **Circling in the test booklet.** Do not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test-booklet accommodation may test without an answer document, circling answers in their test booklet.

- **Prompting students.** Do not prompt the student to go back to any specific question such as any left *unanswered*, or questions *multiple-marked*. You may tell students, **"Review your answer document carefully."** Once the student's answer document has been collected it may not be returned to the student.
- **Questions about test items.** If a student asks a question during the test about a test item, the student should be told, **"Read it carefully and choose the best answer."** Help must not be given on any test items. Refer to the bullet above regarding prohibited help.
- **Cheating.** Immediately notify the STC if a student is found cheating on the test. **If the student is testing at the time of the discovery of cheating, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current session. If the test was an EOC SOL test, the student may retest during the next regularly scheduled session. The STC/DDOT must invalidate the test and the student will receive a score of "0." The student's test record will note the student cheated on the test.
- **Student Inactivity.** If you observe an inactive student during testing, you may ask the student, **"Are you finished with your test?"** If the student responds "No," then you may say, **"You need to continue working on your test."** If the student responds, "Yes," then collect the student's testing materials. Once the student's answer document has been collected, it may not be returned to the student.
- **Reporting an error with a test item.** If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject-area, test level, format (online or paper), question number, and a brief statement describing the student's concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to, **"Read the question carefully and choose the best answer."** Notify the STC of the student's concern.
- **Assistance with hand-held calculators.** If a student's calculator malfunctions or stops working, replace it with another approved calculator for this test.

5.4.2 Collecting Students' Test Materials

- Before you accept the answer document from the student, you may quickly review the multiple-choice section of the student's answer document.

  If you notice any questions left unanswered, you may only tell the student:

  SAY Review your answer document carefully.

  Do not prompt the student to go back to any specific question such as any left *unanswered*, or questions *multiple-marked*. Once the student's answer document has been collected it may not be returned to the student. As students finish testing, collect all items (i.e., answer document, test booklet, audio, formula sheet, and scratch paper) from each individual student, one student at a time. Do not have students pass materials up or down the rows of desks or workstations.

- Be sure to account for all test materials including test booklets, answer documents, scratch paper, formula sheets, audios, and audio equipment. Ensure that all sheets of scratch paper distributed to each student are collected and accounted for **before** students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.
- All test materials must be kept in a secure location until they are returned to the STC.

5.5 Specific Directions for Administering the Paper Grade 8 *Science* Tests

Once you and the students enter the testing room, all instruction and/or review of the content covered by the test or discussion of testing strategies must stop.

NOTE: The testing directions may be modified for students who do not enter their answers into the answer document themselves. Such students indicate their answers in a different way (verbally, by pointing, or circling answers in the test booklet) according to the testing accommodations specified in their IEPs, 504 Plans, or EL Assessment Participation Plans. You then enter the student's choices into the answer document.

You may omit the test directions pertaining to the student completing the information in Field A and the fields for Form and Test Date on the answer document and writing their name on the test booklet. Before or after testing, the Examiner should complete Fields A, Form, and Test Date and write the student's name on their test booklet.

You may modify the testing directions to reflect the accommodation. For example, the direction to fill in the circle on the answer document for the letter of the best answer may be modified to "circle the answer in your test booklet," "say your answer," or "point to the answer." Refer to the *Examiner's Resource Guide* for the requirements for administering tests with accommodations.

An audio test is not available for the Grade 8 *Science* test. Students who normally receive an audio administration must be provided a read-aloud administration where the Examiner reads the test to the student.

SAY **Today you will be taking the Grade 8 *Science* test. Please check your work area. You should only have the materials that are allowed for this test. Cell phones and devices that can transmit, receive, photograph, or record information must be removed during all tests.**

Mathematics answer documents must indicate Version 2.0.

Distribute the correct answer documents with the front page facing up. Ensure all students have two sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

SAY **I am going to give each of you an answer document. Do not write anything on it until I tell you what to do.**

I am going to give each of you an answer document. Do not write anything on it until I tell you what to do.

Mathematics answer documents must indicate Version 2.0.

Distribute the correct answer documents with the front page facing up. Ensure all students have two sharpened No. 2 pencils with erasers. Ensure that students also have any needed materials or supplies required for accommodations.

SAY **Verify the answer document says "Answer Document Version 2.0" in the upper right corner. Raise your hand if there is a problem with your answer document.**

SAY **We will complete some of the information on the front page. In Field A, find the line labeled "Student Name." Carefully print your last name, then your first name, and then your middle initial.**

ADDITIONAL TEST DIRECTIONS (OPTIONAL)

If instructed by the STC to complete the remaining information in Field A:

SAY **Now, on the other lines in Field A, fill in the rest of the information requested—teacher, school, school division, grade, your date of birth, and today's date as the testing date.** (Provide students with the month, day, and year.) **Are there any questions?**

NOTE: You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

Answer students' questions. Refer them to the dry-erase board or chalkboard if you have written identification information there. While students are completing the information, walk around the room to see that they are following instructions. Give help as needed.

SAY **Now look at the back page of your answer document.** (Demonstrate.) **Find the top two boxes labeled "Last Name" and "First Name."** (Point.) **Print your last name and first name in the labeled boxes.**

Answer all questions, and give help as needed.

SAY **I am going to give each of you a test booklet, scratch paper, and a ruler. You may use the [hand-held scientific calculator] [Desmos Virginia Scientific calculator available online using the separate workstation]. Do not open your test booklet until I tell you to do so.**

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

Important: Provide the students either the Desmos Virginia Scientific calculator, provided through the PearsonAccess^{next} Training Center, on a separate device or an appropriate hand-held scientific calculator. The calculator should be provided according to the student's accommodation(s).

Distribute test booklets, scratch paper, and rulers. Remember, all scratch paper distributed, whether used or not used, must be collected and returned to the STC at the end of testing. Important: Verify that the correct calculators are distributed for the test.

SAY **Check to make sure your calculator is working.** (Pause.)

SAY **Look at the front cover of your test booklet for the form number of the test you are taking. Find the "S" followed by four numbers.** (Demonstrate using a student's test booklet.) **On your answer document, find Field F, Form.** (Point.) **The letter "S" has been written for you. In the empty boxes, write the four numbers that appear after the "S" from the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in.**

Assist students as necessary.

To assist in the identification of the test form, the complete form number indicates the test level (8), subject test code (3-digit numbers), followed by a dash (-), an "S," and four numbers. However, only the last four numbers following the "S" must be entered on the answer document.

As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is on the top right corner of the test booklet's front cover. The form number

for a braille test booklet is on its front cover at the bottom center. Correct completion of the form number is essential for accurate scoring.

SAY **Find Field G, Test Date.** (Point.) **In the area labeled "Month," find the circle for the month of this test date and fill it in.** (Specify the month.)

When all students have finished,

SAY **The next area is labeled "Day." In the two boxes, write the test date, entering one number in each box.** (Specify the test date.) **For example, if the test date is between the 1st and the 9th of the month, you would write "0" in the first box and the correct number in the second box. Are there any questions?**

Answer all questions. Examiners/Proctors must not answer any questions pertaining to the content of test questions. When everyone has finished,

SAY **Beneath each box, fill in the circle that has the same number that you wrote in the box.**

When all students have finished,

SAY **The next area is labeled "Year." In the last two boxes, write ___.** (Examiner should state the last two digits of the current year.)

SAY **Beneath each box, fill in the circle that has the same number that you wrote in the box.**

Give help as needed.

SAY **Now look at your test booklet. On the front cover, find the box labeled "Student Name."** (Point using a student's test booklet.) **Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.**

Give help as needed. Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklet.

SAY **Open your test booklet to the first page and carefully tear out the Periodic Table of the Elements.**

Demonstrate using a student's test booklet. Make sure all students have found the Periodic Table. It is located immediately after the front cover. Students using large-print or braille test forms will not need to tear out the Periodic Table. It is contained in the kit as a separate page. The Examiner must provide it to the student. Make sure all students have the Periodic Table.

SAY **Open your test booklet to page 3.** (Demonstrate using a student's test booklet.)

If you are administering a braille or large-print test form: Check your Examiner's copy of a braille test or large-print test to verify the starting page number.

Make sure all students have their test booklet open to the correct page.

SAY **Find the directions at the top of page 3 in your test booklet. Read them to yourself as I read them aloud.**

DIRECTIONS FOR LARGE-PRINT OR BRAILLE FORMS ONLY

SAY **Read each question and choose the best answer.** (Pause.)

DIRECTIONS FOR ALL OTHER GRADE 8 *SCIENCE* TESTS

SAY Directions: Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen. (Pause.)

SAY Find the sample. Read the sample to yourself.

READ-ALOUD TESTS ONLY

SAY [Read the sample to yourself] as I read it aloud. *"These animals are grouped together because all of them— (A) live in the water... (B) are fish... (C) are warm-blooded... (D) lay eggs."*

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "A."

SAY On the back page of your answer document look at the bottom section. (Demonstrate.) **Now find the shaded box labeled "Sample A."** (Point to this section.)

Make sure all students have found the correct section of the answer document.

SAY Fill in the circle for the letter "A" because "A" is the letter for the best answer.

Pause.

SAY Are there any questions about how to mark this answer on your answer document?

Before actual testing starts, make sure the test procedures are very clear and that students understand the mechanics of selecting a response.

SAY You should read and answer all of the questions. You may have as much time as you need today to complete the test. You may use the calculator and ruler at any time during the test. Raise your hand if you have a problem with your calculator during the test. You may write in your test booklet or on your scratch paper, but be sure to fill in the answers on your answer document. (Point to this section.)

SAY Notice that odd-numbered questions have answer choices labeled "A," "B," "C," and "D," and even-numbered questions have answers labeled "F," "G," "H," and "J." Fill in only one answer for each question. If you decide to change your answer, make sure to erase your first answer completely.

Work until you come to the stop sign. (Demonstrate using a student's test booklet.) **When you have finished, you may go back to any question and check your work. Are there any questions?**

Answer only questions related to the mechanics of selecting a response. Do not answer any questions pertaining to the content of test questions.

As instructed by the STC, after students have completed the test session, they may remain in the room until all have finished or they may be dismissed individually to class.

SAY When you have finished, raise your hand. After I have collected your materials,

[If students will be staying in the classroom, **SAY: you may sit quietly or read if you wish**.]

[If students will be dismissed individually back to class, **SAY: you will be dismissed to class**.]

Remember you must do your own work. At no time may you discuss, or share, by any means, the questions on the test with anyone.

SAY **You may start working now.**

5.5.1 Monitoring the Test and Answering Student Questions

- **Examiner/Proctor monitoring.** During the test administration, monitor the testing process by moving as unobtrusively as possible about the room. Do not engage in other activities that would interfere with monitoring. Such activities include but are not limited to reading, grading papers, using electronic devices, etc. Students must not be left unattended for any length of time.
- **Student access to unauthorized materials.** Ensure that students are working independently and do not have access to unauthorized materials, cell phones, or any other electronic devices in the testing room while any students are testing. Immediately notify the STC if a student accessed or had access to a cell phone, electronic device, or other unauthorized material that could provide an unfair advantage while any students were testing. **If the student is testing at the time of the discovery of the cell phone, electronic device, or unauthorized material, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident.
- **Examiner/Proctor reviewing test items.** Before, during, or after testing, do not spend time reading any test items, creating any type of answer key to the test items, copying test items or portions of test items, taking notes about test items, recording student responses to test items, or discussing test items with anyone. (You may report a problem with a test item to their STC. Refer to the *Examiner's Manual* for guidelines.)
- **Examiner/Proctor providing help.** Help must not be given on specific test items. Examples of prohibited help include but are not limited to: pronouncing words, rewording the question, providing hints and clues, and/or giving reminders, giving verbal indications or non-verbal cues about the correctness of a student's answer. Test questions or portions of the question may not be read to students unless specified by their IEPs, 504 Plans, or EL Assessment Participation Plans. If, after testing is complete, a student asks to discuss a question, remind the student that the test questions cannot be discussed.
- **Students leaving the testing room during the test.** Students may not leave the testing site and subsequently return to finish the test unless they are closely monitored. Students may not discuss the test or any test items with anyone. Students must not be allowed to interact with each other or any other students in any way, or have access to cell phones, electronic devices, or educational materials.
- **Students moving to an alternate test room.** If students are moved to an alternate testing site to complete their tests, collect their testing materials prior to the move. Students must not be permitted to discuss the test or course content in any way with anyone or have access to any educational materials, cell phones, or other electronic devices during the move. Once in the alternate site, return each student's own materials and resume testing. The student should be re-issued the same calculator they received for the test. If the student is issued a

different calculator, it must meet the Hand-Held Calculator Guidelines as described in Section 2.3, prior to being issued to the student.

- **Answer selection.** If a student needs assistance with the mechanics of selecting a response, you may provide directions to the student, such as: **"Fill in the circle on your answer document for the letter you have chosen."**
- **Circling in the test booklet.** Do not direct students to circle answer choices in their test booklets first and then transfer their answers to their answer documents. Only students with the mark-in-test-booklet accommodation may test without an answer document, circling answers in their test booklet.
- **Prompting students.** Do not prompt the student to go back to any specific question such as any left *unanswered*, or questions *multiple-marked*. You may tell students, **"Review your answer document carefully."** Once the student's answer document has been collected it may not be returned to the student.
- **Questions about test items.** If a student asks a question during the test about a test item, the student should be told, **"Read it carefully and choose the best answer."** Help must not be given on any test items. Refer to the bullet above regarding prohibited help.
- **Cheating.** Immediately notify the STC if a student is found cheating on the test. **If the student is testing at the time of the discovery of cheating, the student may not be permitted to continue testing.** The STC must submit an irregularity to the DDOT providing the details about the incident. If the school division makes the determination that a student cheated, the student is not eligible for a retest during the current session. If the test was an EOC SOL test, the student may retest during the next regularly scheduled session. The STC/DDOT must invalidate the test and the student will receive a score of "0." The student's test record will note the student cheated on the test.
- **Student Inactivity.** If you observe an inactive student during testing, you may ask the student, **"Are you finished with your test?"** If the student responds "No," then you may say, **"You need to continue working on your test."** If the student responds, "Yes," then collect the student's testing materials. Once the student's answer document has been collected, it may not be returned to the student.
- **Reporting an error with a test item.** If the student reports there is an error with a test question or answer choice, you should record the name of the student, subject-area, test level, format (online or paper), question number, and a brief statement describing the student's concern. However, under no circumstances should the test question or answer choices be written down or discussed with the student or with other staff members. Tell the student that the concerns will be reported. The student may continue with the test; you may tell the student to, **"Read the question carefully and choose the best answer."** Notify the STC of the student's concern.
- **Assistance with hand-held calculators.** If a student's calculator malfunctions or stops working, replace it with another approved calculator for this test.

5.5.2 Collecting Students' Test Materials

- Before you accept the answer document from the student, you may quickly review the multiple-choice section of the student's answer document.

  If the Examiner/Proctor notices any questions left unanswered, you may only tell the student:

  SAY Review your answer document carefully.

  Do not prompt the student to go back to any specific question such as any left *unanswered*, or questions *multiple-marked*. Once the student's answer document has been collected it

may not be returned to the student. As students finish testing, collect all items (i.e., answer document, test booklet, formula sheet, and scratch paper) from each individual student, one student at a time. Do not have students pass materials up or down the rows of desks or workstations.

- Be sure to account for all test materials including test booklets, answer documents, scratch paper, and formula sheets. Ensure that all sheets of scratch paper distributed to each student are collected and accounted for **before** students are moved to an alternate test site or dismissed from the test session. All scratch paper that has been written on must be destroyed in accordance with local policies.
- All test materials must be kept in a secure location until they are returned to the STC.

6. SPECIFIC DUTIES OF EXAMINERS: AFTER TESTING

6.1 Inspect Answer Documents

Remember that the students' completed answer documents are secure test materials. They must be returned to your STC **no later than the end of the school day on which the test was administered.** Examiners should check the answer document to ensure:

- Box A is correctly completed.
- Field B (*Last Name, First Name*) and Field C (*Date of Birth*) must be correctly completed. If the answer document has a field for Gender, it should be left blank.
- The field for the State Testing Identifier must be filled out; however, the STC will determine who fills this in
- The field for Form number matches the form number on the student's test booklet.

The student's answer choices must not be altered in any way.

6.2 Organize Test Materials for Return to the STC

As directed by your STC, assemble the following materials for return to the STC:

Prepare Scorable Test Materials (Answer Documents)

Verify the following:

- There is a completed or partially completed answer document for each student that was administered the test, including answer documents for irregularities that required retesting.
- The number of students tested, the number of completed answer documents, and the number of test booklets (identified with students' names) match the testing/classroom attendance roster.

Prepare Non-Scorable Test Materials

Verify that the number of test booklets and the Special Test Forms Kits returned match the number you received initially and recorded on the *Assembly ID Sheet*. Include:

- regular test booklets
- if applicable, Special Test Forms Kits including
  - students' test booklets
  - accompanying Examiner's copy of braille or large-print test booklets

Check test booklets to ensure students' answer documents are not included.

Separate these items from answer documents and test booklets:

- unused answer documents
- all scratch paper, Periodic Tables of the Elements, and formula sheets
- damaged and/or "VOID" answer documents
- student paper, audio, or electronic responses used for transcriptions
- audio/electronic and video copies of testing sessions (e.g., read-aloud)
- completed *Assembly ID Sheets*

6.3 Return All Test Materials to the STC After Testing

After all materials are inspected and verified, return them to your STC. Return three separate groups of materials as follows:

- **Group 1—Scorable Secure Answer Documents:**
  - All completed and partially completed answer documents. **NOTE: No loose scratch paper should be included with the scorable answer documents.**
- **Group 2—Non-Scorable Secure Test Materials:**
  - all test booklets issued to you for the test session (include braille and large-print Examiner's copies)
  - damaged and/or "VOID" answer documents
  - used formula sheets, Periodic Tables of the Elements, and scratch paper written on by students
  - student paper, audio, or electronic responses used for transcriptions
  - audio/electronic and video copies of testing sessions (e.g., read-aloud)

  The STC will verify that you have returned all test materials and initial the "IN" column on the *Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors* or the *Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors*, or other document.
- **Group 3—Remaining Non-Scorable, Non-Secure Materials:**
  - completed *Assembly ID Sheets*
  - unused and/or unmarked answer documents
  - unused scratch paper
  - this *Supplement to the Examiner's Manual*
  - the *Examiner's Manual*

  NOTE: The unused answer documents, *Examiner's Manual*, and their *Supplements* may be reused in subsequent administrations.

6.4 Sign the Examiner's/Proctor's Affidavit

After the SOL Grades 6, 7, or 8 tests have been administered and materials returned to the STC, Examiners and Proctors are required to sign the affidavit certifying that the test was administered according to the *School Division Personnel Test Security Agreement*.

For this certification, the STC should provide the *Test Booklets/Prompts Transmittal Form and Affidavit for Examiners/Proctors* or *Special Test Forms/Kits Transmittal Form and Affidavit for Examiners/Proctors* (located in the Appendix of the *Supplement to the Writing and Non-Writing Test Implementation Manuals*).

7. MAKE-UP TESTING

Every student who is absent on the regular test date must be given an opportunity to take the missed test, provided the make-up sessions are within the testing window.

Your STC will provide you with information regarding the schedule for make-up testing sessions.

- Students will use a test booklet from the school's original distribution of main materials. However, for irregularities that require retesting use the alternate multiple-choice form as directed by the Virginia Department of Education.
- The STC must provide you with the appropriate test booklets.
- The STC will provide you with information regarding the schedule for make up testing sessions.
- Consult with your STC if you have any questions about make-up testing.

THANK YOU

The Virginia Department of Education appreciates your time and effort in administering the SOL Assessments for Grades 6, 7, or 8.

Please e-mail any comments or suggestions for improving this manual to: **student_assessment@doe.virginia.gov**

SAMPLE ANSWER DOCUMENT

Virginia Assessment Program

READING TEST
GRADE 6

Answer Document
Version 2.0

Directions

The student's name in field A and fields B through G must be completed. After this document has been submitted for scoring, any corrections to the student's information must be completed in the online system.

A STUDENT NAME		TEACHER	
SCHOOL		SCHOOL DIVISION	
GENDER	GRADE	DATE OF BIRTH	TEST DATE

B LAST NAME	FIRST NAME

200313-001:321 Printed in the USA by Pearson ISD3877 VA00040318

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

SAMPLE ANSWER DOCUMENT

STUDENT NAME

Last Name	First Name

READING TEST
GRADE 6
Version 2.0

C DATE OF BIRTH

MONTH	DAY		YEAR	
◯ Jan			◯ 19	
◯ Feb			◯ 20	
◯ Mar	0	0		0 0
◯ Apr	1	1		1 1
◯ May	2	2		2 2
◯ Jun	3	3		3 3
◯ Jul		4		4 4
◯ Aug		5		5 5
◯ Sep		6		6 6
◯ Oct		7		7 7
◯ Nov		8		8 8
◯ Dec		9		9 9

D GENDER

◯ Female
◯ Male

E STATE TESTING IDENTIFIER

	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

F FORM

R				
	0	0		0
	1	1	1	1
	2	2	2	2
	3	3	3	3
	4	4	4	4
	5	5	5	5
	6	6	6	6
	7	7		7
	8	8		8
	9	9		9

G TEST DATE

MONTH	DAY		YEAR	
◯ Jan			20	
◯ Feb				
◯ Mar	0	0		0 0
◯ Apr	1	1		1 1
◯ May	2	2		2 2
◯ Jun	3	3		3 3
◯ Jul		4		4 4
◯ Aug		5		5 5
◯ Sep		6		6 6
◯ Oct		7		7 7
◯ Nov		8		8 8
◯ Dec		9		9 9

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READING

SAMPLES
A Ⓐ Ⓑ Ⓒ Ⓓ
B Ⓕ Ⓖ Ⓗ Ⓙ

1	Ⓐ Ⓑ Ⓒ Ⓓ	16	Ⓕ Ⓖ Ⓗ Ⓙ	31	Ⓐ Ⓑ Ⓒ Ⓓ
2	Ⓕ Ⓖ Ⓗ Ⓙ	17	Ⓐ Ⓑ Ⓒ Ⓓ	32	Ⓕ Ⓖ Ⓗ Ⓙ
3	Ⓐ Ⓑ Ⓒ Ⓓ	18	Ⓕ Ⓖ Ⓗ Ⓙ	33	Ⓐ Ⓑ Ⓒ Ⓓ
4	Ⓕ Ⓖ Ⓗ Ⓙ	19	Ⓐ Ⓑ Ⓒ Ⓓ	34	Ⓕ Ⓖ Ⓗ Ⓙ
5	Ⓐ Ⓑ Ⓒ Ⓓ	20	Ⓕ Ⓖ Ⓗ Ⓙ	35	Ⓐ Ⓑ Ⓒ Ⓓ
6	Ⓕ Ⓖ Ⓗ Ⓙ	21	Ⓐ Ⓑ Ⓒ Ⓓ	36	Ⓕ Ⓖ Ⓗ Ⓙ
7	Ⓐ Ⓑ Ⓒ Ⓓ	22	Ⓕ Ⓖ Ⓗ Ⓙ	37	Ⓐ Ⓑ Ⓒ Ⓓ
8	Ⓕ Ⓖ Ⓗ Ⓙ	23	Ⓐ Ⓑ Ⓒ Ⓓ	38	Ⓕ Ⓖ Ⓗ Ⓙ
9	Ⓐ Ⓑ Ⓒ Ⓓ	24	Ⓕ Ⓖ Ⓗ Ⓙ	39	Ⓐ Ⓑ Ⓒ Ⓓ
10	Ⓕ Ⓖ Ⓗ Ⓙ	25	Ⓐ Ⓑ Ⓒ Ⓓ	40	Ⓕ Ⓖ Ⓗ Ⓙ
11	Ⓐ Ⓑ Ⓒ Ⓓ	26	Ⓕ Ⓖ Ⓗ Ⓙ	41	Ⓐ Ⓑ Ⓒ Ⓓ
12	Ⓕ Ⓖ Ⓗ Ⓙ	27	Ⓐ Ⓑ Ⓒ Ⓓ	42	Ⓕ Ⓖ Ⓗ Ⓙ
13	Ⓐ Ⓑ Ⓒ Ⓓ	28	Ⓕ Ⓖ Ⓗ Ⓙ	43	Ⓐ Ⓑ Ⓒ Ⓓ
14	Ⓕ Ⓖ Ⓗ Ⓙ	29	Ⓐ Ⓑ Ⓒ Ⓓ	44	Ⓕ Ⓖ Ⓗ Ⓙ
15	Ⓐ Ⓑ Ⓒ Ⓓ	30	Ⓕ Ⓖ Ⓗ Ⓙ	45	Ⓐ Ⓑ Ⓒ Ⓓ

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

SAMPLE ANSWER DOCUMENT

Virginia Assessment Program

MATHEMATICS TEST
GRADE 6

Answer Document
Version 2.0

Directions

The student's name in field A and fields B through G must be completed. After this document has been submitted for scoring, any corrections to the student's information must be completed in the online system.

A STUDENT NAME		TEACHER	
SCHOOL		SCHOOL DIVISION	
GENDER	GRADE	DATE OF BIRTH	TEST DATE

B LAST NAME	FIRST NAME

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PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

SAMPLE ANSWER DOCUMENT

STUDENT NAME

Last Name	First Name

MATHEMATICS TEST
GRADE 6
Version 2.0

C DATE OF BIRTH

MONTH	DAY		YEAR		
◯ Jan			◯ 19		
◯ Feb			◯ 20		
◯ Mar	0	0		0	0
◯ Apr	1	1		1	1
◯ May	2	2		2	2
◯ Jun	3	3		3	3
◯ Jul		4		4	4
◯ Aug		5		5	5
◯ Sep		6		6	6
◯ Oct		7		7	7
◯ Nov		8		8	8
◯ Dec		9		9	9

D GENDER

◯ Female
◯ Male

E STATE TESTING IDENTIFIER

	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

F FORM

M				
	0	0		0
	1	1	1	1
	2	2	2	2
	3	3	3	3
	4	4	4	4
	5	5	5	5
	6	6	6	6
	7	7		7
	8	8		8
	9	9		9

G TEST DATE

MONTH	DAY		YEAR		
◯ Jan			20		
◯ Feb					
◯ Mar	0	0		0	0
◯ Apr	1	1		1	1
◯ May	2	2		2	2
◯ Jun	3	3		3	3
◯ Jul		4		4	4
◯ Aug		5		5	5
◯ Sep		6		6	6
◯ Oct		7		7	7
◯ Nov		8		8	8
◯ Dec		9		9	9

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MATHEMATICS

SAMPLE
A Ⓐ Ⓑ Ⓒ Ⓓ

1 Ⓐ Ⓑ Ⓒ Ⓓ	16 Ⓕ Ⓖ Ⓗ Ⓙ	31 Ⓐ Ⓑ Ⓒ Ⓓ	46 Ⓕ Ⓖ Ⓗ Ⓙ
2 Ⓕ Ⓖ Ⓗ Ⓙ	17 Ⓐ Ⓑ Ⓒ Ⓓ	32 Ⓕ Ⓖ Ⓗ Ⓙ	47 Ⓐ Ⓑ Ⓒ Ⓓ
3 Ⓐ Ⓑ Ⓒ Ⓓ	18 Ⓕ Ⓖ Ⓗ Ⓙ	33 Ⓐ Ⓑ Ⓒ Ⓓ	48 Ⓕ Ⓖ Ⓗ Ⓙ
4 Ⓕ Ⓖ Ⓗ Ⓙ	19 Ⓐ Ⓑ Ⓒ Ⓓ	34 Ⓕ Ⓖ Ⓗ Ⓙ	49 Ⓐ Ⓑ Ⓒ Ⓓ
5 Ⓐ Ⓑ Ⓒ Ⓓ	20 Ⓕ Ⓖ Ⓗ Ⓙ	35 Ⓐ Ⓑ Ⓒ Ⓓ	50 Ⓕ Ⓖ Ⓗ Ⓙ
6 Ⓕ Ⓖ Ⓗ Ⓙ	21 Ⓐ Ⓑ Ⓒ Ⓓ	36 Ⓕ Ⓖ Ⓗ Ⓙ	
7 Ⓐ Ⓑ Ⓒ Ⓓ	22 Ⓕ Ⓖ Ⓗ Ⓙ	37 Ⓐ Ⓑ Ⓒ Ⓓ	
8 Ⓕ Ⓖ Ⓗ Ⓙ	23 Ⓐ Ⓑ Ⓒ Ⓓ	38 Ⓕ Ⓖ Ⓗ Ⓙ	
9 Ⓐ Ⓑ Ⓒ Ⓓ	24 Ⓕ Ⓖ Ⓗ Ⓙ	39 Ⓐ Ⓑ Ⓒ Ⓓ	
10 Ⓕ Ⓖ Ⓗ Ⓙ	25 Ⓐ Ⓑ Ⓒ Ⓓ	40 Ⓕ Ⓖ Ⓗ Ⓙ	
11 Ⓐ Ⓑ Ⓒ Ⓓ	26 Ⓕ Ⓖ Ⓗ Ⓙ	41 Ⓐ Ⓑ Ⓒ Ⓓ	
12 Ⓕ Ⓖ Ⓗ Ⓙ	27 Ⓐ Ⓑ Ⓒ Ⓓ	42 Ⓕ Ⓖ Ⓗ Ⓙ	
13 Ⓐ Ⓑ Ⓒ Ⓓ	28 Ⓕ Ⓖ Ⓗ Ⓙ	43 Ⓐ Ⓑ Ⓒ Ⓓ	
14 Ⓕ Ⓖ Ⓗ Ⓙ	29 Ⓐ Ⓑ Ⓒ Ⓓ	44 Ⓕ Ⓖ Ⓗ Ⓙ	
15 Ⓐ Ⓑ Ⓒ Ⓓ	30 Ⓕ Ⓖ Ⓗ Ⓙ	45 Ⓐ Ⓑ Ⓒ Ⓓ	

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

SAMPLE ANSWER DOCUMENT

Virginia Assessment Program

READING TEST
GRADE 7

Answer Document
Version 2.0

Directions

The student's name in field A and fields B through G must be completed. After this document has been submitted for scoring, any corrections to the student's information must be completed in the online system.

A STUDENT NAME		TEACHER	
SCHOOL		SCHOOL DIVISION	
GENDER	GRADE	DATE OF BIRTH	TEST DATE

B LAST NAME	FIRST NAME

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SERIAL #

SAMPLE ANSWER DOCUMENT

STUDENT NAME

Last Name	First Name

READING TEST
GRADE 7
Version 2.0

C DATE OF BIRTH

MONTH	DAY		YEAR	
◯ Jan			◯ 19	
◯ Feb			◯ 20	
◯ Mar	0	0		0 0
◯ Apr	1	1		1 1
◯ May	2	2		2 2
◯ Jun	3	3		3 3
◯ Jul		4		4 4
◯ Aug		5		5 5
◯ Sep		6		6 6
◯ Oct		7		7 7
◯ Nov		8		8 8
◯ Dec		9		9 9

D GENDER

◯ Female
◯ Male

E STATE TESTING IDENTIFIER

	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

F FORM

R				
	0	0		0
	1	1	1	1
	2	2	2	2
	3	3	3	3
	4	4	4	4
	5	5	5	5
	6	6	6	6
	7	7		7
	8	8		8
	9	9		9

G TEST DATE

MONTH	DAY		YEAR	
◯ Jan			20	
◯ Feb				
◯ Mar	0	0		0 0
◯ Apr	1	1		1 1
◯ May	2	2		2 2
◯ Jun	3	3		3 3
◯ Jul		4		4 4
◯ Aug		5		5 5
◯ Sep		6		6 6
◯ Oct		7		7 7
◯ Nov		8		8 8
◯ Dec		9		9 9

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READING

SAMPLES
A Ⓐ Ⓑ Ⓒ Ⓓ
B Ⓕ Ⓖ Ⓗ Ⓙ

1	Ⓐ Ⓑ Ⓒ Ⓓ	16	Ⓕ Ⓖ Ⓗ Ⓙ	31	Ⓐ Ⓑ Ⓒ Ⓓ
2	Ⓕ Ⓖ Ⓗ Ⓙ	17	Ⓐ Ⓑ Ⓒ Ⓓ	32	Ⓕ Ⓖ Ⓗ Ⓙ
3	Ⓐ Ⓑ Ⓒ Ⓓ	18	Ⓕ Ⓖ Ⓗ Ⓙ	33	Ⓐ Ⓑ Ⓒ Ⓓ
4	Ⓕ Ⓖ Ⓗ Ⓙ	19	Ⓐ Ⓑ Ⓒ Ⓓ	34	Ⓕ Ⓖ Ⓗ Ⓙ
5	Ⓐ Ⓑ Ⓒ Ⓓ	20	Ⓕ Ⓖ Ⓗ Ⓙ	35	Ⓐ Ⓑ Ⓒ Ⓓ
6	Ⓕ Ⓖ Ⓗ Ⓙ	21	Ⓐ Ⓑ Ⓒ Ⓓ	36	Ⓕ Ⓖ Ⓗ Ⓙ
7	Ⓐ Ⓑ Ⓒ Ⓓ	22	Ⓕ Ⓖ Ⓗ Ⓙ	37	Ⓐ Ⓑ Ⓒ Ⓓ
8	Ⓕ Ⓖ Ⓗ Ⓙ	23	Ⓐ Ⓑ Ⓒ Ⓓ	38	Ⓕ Ⓖ Ⓗ Ⓙ
9	Ⓐ Ⓑ Ⓒ Ⓓ	24	Ⓕ Ⓖ Ⓗ Ⓙ	39	Ⓐ Ⓑ Ⓒ Ⓓ
10	Ⓕ Ⓖ Ⓗ Ⓙ	25	Ⓐ Ⓑ Ⓒ Ⓓ	40	Ⓕ Ⓖ Ⓗ Ⓙ
11	Ⓐ Ⓑ Ⓒ Ⓓ	26	Ⓕ Ⓖ Ⓗ Ⓙ	41	Ⓐ Ⓑ Ⓒ Ⓓ
12	Ⓕ Ⓖ Ⓗ Ⓙ	27	Ⓐ Ⓑ Ⓒ Ⓓ	42	Ⓕ Ⓖ Ⓗ Ⓙ
13	Ⓐ Ⓑ Ⓒ Ⓓ	28	Ⓕ Ⓖ Ⓗ Ⓙ	43	Ⓐ Ⓑ Ⓒ Ⓓ
14	Ⓕ Ⓖ Ⓗ Ⓙ	29	Ⓐ Ⓑ Ⓒ Ⓓ	44	Ⓕ Ⓖ Ⓗ Ⓙ
15	Ⓐ Ⓑ Ⓒ Ⓓ	30	Ⓕ Ⓖ Ⓗ Ⓙ	45	Ⓐ Ⓑ Ⓒ Ⓓ

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

SAMPLE ANSWER DOCUMENT

Virginia Assessment Program

MATHEMATICS TEST
GRADE 7

Answer Document
Version 2.0

Directions

The student's name in field A and fields B through G must be completed. After this document has been submitted for scoring, any corrections to the student's information must be completed in the online system.

A STUDENT NAME		TEACHER	
SCHOOL		SCHOOL DIVISION	
GENDER	GRADE	DATE OF BIRTH	TEST DATE

B LAST NAME | FIRST NAME

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PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

SAMPLE ANSWER DOCUMENT

STUDENT NAME

Last Name	First Name

MATHEMATICS TEST
GRADE 7
Version 2.0

C DATE OF BIRTH

MONTH	DAY		YEAR		
◯ Jan			◯ 19		
◯ Feb			◯ 20		
◯ Mar	0	0		0	0
◯ Apr	1	1		1	1
◯ May	2	2		2	2
◯ Jun	3	3		3	3
◯ Jul		4		4	4
◯ Aug		5		5	5
◯ Sep		6		6	6
◯ Oct		7		7	7
◯ Nov		8		8	8
◯ Dec		9		9	9

D GENDER

◯ Female
◯ Male

E STATE TESTING IDENTIFIER

	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

F FORM

M				
	0	0		0
	1	1	1	1
	2	2	2	2
	3	3	3	3
	4	4	4	4
	5	5	5	5
	6	6	6	6
	7	7		7
	8	8		8
	9	9		9

G TEST DATE

MONTH	DAY		YEAR		
◯ Jan			20		
◯ Feb					
◯ Mar	0	0		0	0
◯ Apr	1	1		1	1
◯ May	2	2		2	2
◯ Jun	3	3		3	3
◯ Jul		4		4	4
◯ Aug		5		5	5
◯ Sep		6		6	6
◯ Oct		7		7	7
◯ Nov		8		8	8
◯ Dec		9		9	9

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MATHEMATICS

SAMPLE
A Ⓐ Ⓑ Ⓒ Ⓓ

1 Ⓐ Ⓑ Ⓒ Ⓓ	16 Ⓕ Ⓖ Ⓗ Ⓙ	31 Ⓐ Ⓑ Ⓒ Ⓓ	46 Ⓕ Ⓖ Ⓗ Ⓙ
2 Ⓕ Ⓖ Ⓗ Ⓙ	17 Ⓐ Ⓑ Ⓒ Ⓓ	32 Ⓕ Ⓖ Ⓗ Ⓙ	47 Ⓐ Ⓑ Ⓒ Ⓓ
3 Ⓐ Ⓑ Ⓒ Ⓓ	18 Ⓕ Ⓖ Ⓗ Ⓙ	33 Ⓐ Ⓑ Ⓒ Ⓓ	48 Ⓕ Ⓖ Ⓗ Ⓙ
4 Ⓕ Ⓖ Ⓗ Ⓙ	19 Ⓐ Ⓑ Ⓒ Ⓓ	34 Ⓕ Ⓖ Ⓗ Ⓙ	49 Ⓐ Ⓑ Ⓒ Ⓓ
5 Ⓐ Ⓑ Ⓒ Ⓓ	20 Ⓕ Ⓖ Ⓗ Ⓙ	35 Ⓐ Ⓑ Ⓒ Ⓓ	50 Ⓕ Ⓖ Ⓗ Ⓙ
6 Ⓕ Ⓖ Ⓗ Ⓙ	21 Ⓐ Ⓑ Ⓒ Ⓓ	36 Ⓕ Ⓖ Ⓗ Ⓙ	
7 Ⓐ Ⓑ Ⓒ Ⓓ	22 Ⓕ Ⓖ Ⓗ Ⓙ	37 Ⓐ Ⓑ Ⓒ Ⓓ	
8 Ⓕ Ⓖ Ⓗ Ⓙ	23 Ⓐ Ⓑ Ⓒ Ⓓ	38 Ⓕ Ⓖ Ⓗ Ⓙ	
9 Ⓐ Ⓑ Ⓒ Ⓓ	24 Ⓕ Ⓖ Ⓗ Ⓙ	39 Ⓐ Ⓑ Ⓒ Ⓓ	
10 Ⓕ Ⓖ Ⓗ Ⓙ	25 Ⓐ Ⓑ Ⓒ Ⓓ	40 Ⓕ Ⓖ Ⓗ Ⓙ	
11 Ⓐ Ⓑ Ⓒ Ⓓ	26 Ⓕ Ⓖ Ⓗ Ⓙ	41 Ⓐ Ⓑ Ⓒ Ⓓ	
12 Ⓕ Ⓖ Ⓗ Ⓙ	27 Ⓐ Ⓑ Ⓒ Ⓓ	42 Ⓕ Ⓖ Ⓗ Ⓙ	
13 Ⓐ Ⓑ Ⓒ Ⓓ	28 Ⓕ Ⓖ Ⓗ Ⓙ	43 Ⓐ Ⓑ Ⓒ Ⓓ	
14 Ⓕ Ⓖ Ⓗ Ⓙ	29 Ⓐ Ⓑ Ⓒ Ⓓ	44 Ⓕ Ⓖ Ⓗ Ⓙ	
15 Ⓐ Ⓑ Ⓒ Ⓓ	30 Ⓕ Ⓖ Ⓗ Ⓙ	45 Ⓐ Ⓑ Ⓒ Ⓓ	

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SERIAL #

SAMPLE ANSWER DOCUMENT

Virginia Assessment Program

READING TEST
GRADE 8

Answer Document
Version 2.0

Directions

The student's name in field A and fields B through G must be completed. After this document has been submitted for scoring, any corrections to the student's information must be completed in the online system.

A STUDENT NAME		TEACHER	
SCHOOL		SCHOOL DIVISION	
GENDER	GRADE	DATE OF BIRTH	TEST DATE

B LAST NAME	FIRST NAME

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SERIAL #

SAMPLE ANSWER DOCUMENT

STUDENT NAME

Last Name	First Name

READING TEST
GRADE 8
Version 2.0

C DATE OF BIRTH

MONTH	DAY		YEAR	
◯ Jan			◯ 19	
◯ Feb			◯ 20	
◯ Mar	0	0		0 0
◯ Apr	1	1		1 1
◯ May	2	2		2 2
◯ Jun	3	3		3 3
◯ Jul		4		4 4
◯ Aug		5		5 5
◯ Sep		6		6 6
◯ Oct		7		7 7
◯ Nov		8		8 8
◯ Dec		9		9 9

D GENDER

◯ Female
◯ Male

E STATE TESTING IDENTIFIER

	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

F FORM

R				
	0	0		0
	1	1	1	1
	2	2	2	2
	3	3	3	3
	4	4	4	4
	5	5	5	5
	6	6	6	6
	7	7		7
	8	8		8
	9	9		9

G TEST DATE

MONTH	DAY		YEAR	
◯ Jan			20	
◯ Feb				
◯ Mar	0	0		0 0
◯ Apr	1	1		1 1
◯ May	2	2		2 2
◯ Jun	3	3		3 3
◯ Jul		4		4 4
◯ Aug		5		5 5
◯ Sep		6		6 6
◯ Oct		7		7 7
◯ Nov		8		8 8
◯ Dec		9		9 9

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READING

SAMPLES
A Ⓐ Ⓑ Ⓒ Ⓓ
B Ⓕ Ⓖ Ⓗ Ⓙ

1 Ⓐ Ⓑ Ⓒ Ⓓ	16 Ⓕ Ⓖ Ⓗ Ⓙ	31 Ⓐ Ⓑ Ⓒ Ⓓ	46 Ⓕ Ⓖ Ⓗ Ⓙ
2 Ⓕ Ⓖ Ⓗ Ⓙ	17 Ⓐ Ⓑ Ⓒ Ⓓ	32 Ⓕ Ⓖ Ⓗ Ⓙ	47 Ⓐ Ⓑ Ⓒ Ⓓ
3 Ⓐ Ⓑ Ⓒ Ⓓ	18 Ⓕ Ⓖ Ⓗ Ⓙ	33 Ⓐ Ⓑ Ⓒ Ⓓ	48 Ⓕ Ⓖ Ⓗ Ⓙ
4 Ⓕ Ⓖ Ⓗ Ⓙ	19 Ⓐ Ⓑ Ⓒ Ⓓ	34 Ⓕ Ⓖ Ⓗ Ⓙ	49 Ⓐ Ⓑ Ⓒ Ⓓ
5 Ⓐ Ⓑ Ⓒ Ⓓ	20 Ⓕ Ⓖ Ⓗ Ⓙ	35 Ⓐ Ⓑ Ⓒ Ⓓ	50 Ⓕ Ⓖ Ⓗ Ⓙ
6 Ⓕ Ⓖ Ⓗ Ⓙ	21 Ⓐ Ⓑ Ⓒ Ⓓ	36 Ⓕ Ⓖ Ⓗ Ⓙ	51 Ⓐ Ⓑ Ⓒ Ⓓ
7 Ⓐ Ⓑ Ⓒ Ⓓ	22 Ⓕ Ⓖ Ⓗ Ⓙ	37 Ⓐ Ⓑ Ⓒ Ⓓ	52 Ⓕ Ⓖ Ⓗ Ⓙ
8 Ⓕ Ⓖ Ⓗ Ⓙ	23 Ⓐ Ⓑ Ⓒ Ⓓ	38 Ⓕ Ⓖ Ⓗ Ⓙ	53 Ⓐ Ⓑ Ⓒ Ⓓ
9 Ⓐ Ⓑ Ⓒ Ⓓ	24 Ⓕ Ⓖ Ⓗ Ⓙ	39 Ⓐ Ⓑ Ⓒ Ⓓ	54 Ⓕ Ⓖ Ⓗ Ⓙ
10 Ⓕ Ⓖ Ⓗ Ⓙ	25 Ⓐ Ⓑ Ⓒ Ⓓ	40 Ⓕ Ⓖ Ⓗ Ⓙ	55 Ⓐ Ⓑ Ⓒ Ⓓ
11 Ⓐ Ⓑ Ⓒ Ⓓ	26 Ⓕ Ⓖ Ⓗ Ⓙ	41 Ⓐ Ⓑ Ⓒ Ⓓ	2002 STANDARDS USE ONLY
12 Ⓕ Ⓖ Ⓗ Ⓙ	27 Ⓐ Ⓑ Ⓒ Ⓓ	42 Ⓕ Ⓖ Ⓗ Ⓙ	
13 Ⓐ Ⓑ Ⓒ Ⓓ	28 Ⓕ Ⓖ Ⓗ Ⓙ	43 Ⓐ Ⓑ Ⓒ Ⓓ	
14 Ⓕ Ⓖ Ⓗ Ⓙ	29 Ⓐ Ⓑ Ⓒ Ⓓ	44 Ⓕ Ⓖ Ⓗ Ⓙ	
15 Ⓐ Ⓑ Ⓒ Ⓓ	30 Ⓕ Ⓖ Ⓗ Ⓙ	45 Ⓐ Ⓑ Ⓒ Ⓓ	

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SERIAL #

SAMPLE ANSWER DOCUMENT

Virginia Assessment Program

MATHEMATICS TEST
GRADE 8

Answer Document
Version 2.0

Directions

The student's name in field A and fields B through G must be completed. After this document has been submitted for scoring, any corrections to the student's information must be completed in the online system.

A STUDENT NAME		TEACHER	
SCHOOL		SCHOOL DIVISION	
GENDER	GRADE	DATE OF BIRTH	TEST DATE

B LAST NAME	FIRST NAME

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SERIAL #

SAMPLE ANSWER DOCUMENT

STUDENT NAME

Last Name	First Name

MATHEMATICS TEST
GRADE 8
Version 2.0

C DATE OF BIRTH

MONTH	DAY		YEAR	
◯ Jan			◯ 19	
◯ Feb			◯ 20	
◯ Mar	0	0	0	0
◯ Apr	1	1	1	1
◯ May	2	2	2	2
◯ Jun	3	3	3	3
◯ Jul		4	4	4
◯ Aug		5	5	5
◯ Sep		6	6	6
◯ Oct		7	7	7
◯ Nov		8	8	8
◯ Dec		9	9	9

D GENDER

◯ Female
◯ Male

E STATE TESTING IDENTIFIER

	0	0	0	0	0	0	0	0	0
	1	1	1	1	1	1	1	1	1
	2	2	2	2	2	2	2	2	2
	3	3	3	3	3	3	3	3	3
	4	4	4	4	4	4	4	4	4
	5	5	5	5	5	5	5	5	5
	6	6	6	6	6	6	6	6	6
	7	7	7	7	7	7	7	7	7
	8	8	8	8	8	8	8	8	8
	9	9	9	9	9	9	9	9	9

F FORM

M				
	0	0		0
	1	1	1	1
	2	2	2	2
	3	3	3	3
	4	4	4	4
	5	5	5	5
	6	6	6	6
	7	7		7
	8	8		8
	9	9		9

G TEST DATE

MONTH	DAY		YEAR	
◯ Jan			2	0
◯ Feb				
◯ Mar	0	0	0	0
◯ Apr	1	1	1	1
◯ May	2	2	2	2
◯ Jun	3	3	3	3
◯ Jul		4	4	4
◯ Aug		5	5	5
◯ Sep		6	6	6
◯ Oct		7	7	7
◯ Nov		8	8	8
◯ Dec		9	9	9

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MATHEMATICS

SAMPLE
A Ⓐ Ⓑ Ⓒ Ⓓ

1 Ⓐ Ⓑ Ⓒ Ⓓ	16 Ⓕ Ⓖ Ⓗ Ⓙ	31 Ⓐ Ⓑ Ⓒ Ⓓ	46 Ⓕ Ⓖ Ⓗ Ⓙ
2 Ⓕ Ⓖ Ⓗ Ⓙ	17 Ⓐ Ⓑ Ⓒ Ⓓ	32 Ⓕ Ⓖ Ⓗ Ⓙ	47 Ⓐ Ⓑ Ⓒ Ⓓ
3 Ⓐ Ⓑ Ⓒ Ⓓ	18 Ⓕ Ⓖ Ⓗ Ⓙ	33 Ⓐ Ⓑ Ⓒ Ⓓ	48 Ⓕ Ⓖ Ⓗ Ⓙ
4 Ⓕ Ⓖ Ⓗ Ⓙ	19 Ⓐ Ⓑ Ⓒ Ⓓ	34 Ⓕ Ⓖ Ⓗ Ⓙ	49 Ⓐ Ⓑ Ⓒ Ⓓ
5 Ⓐ Ⓑ Ⓒ Ⓓ	20 Ⓕ Ⓖ Ⓗ Ⓙ	35 Ⓐ Ⓑ Ⓒ Ⓓ	50 Ⓕ Ⓖ Ⓗ Ⓙ
6 Ⓕ Ⓖ Ⓗ Ⓙ	21 Ⓐ Ⓑ Ⓒ Ⓓ	36 Ⓕ Ⓖ Ⓗ Ⓙ	51 Ⓐ Ⓑ Ⓒ Ⓓ
7 Ⓐ Ⓑ Ⓒ Ⓓ	22 Ⓕ Ⓖ Ⓗ Ⓙ	37 Ⓐ Ⓑ Ⓒ Ⓓ	52 Ⓕ Ⓖ Ⓗ Ⓙ
8 Ⓕ Ⓖ Ⓗ Ⓙ	23 Ⓐ Ⓑ Ⓒ Ⓓ	38 Ⓕ Ⓖ Ⓗ Ⓙ	53 Ⓐ Ⓑ Ⓒ Ⓓ
9 Ⓐ Ⓑ Ⓒ Ⓓ	24 Ⓕ Ⓖ Ⓗ Ⓙ	39 Ⓐ Ⓑ Ⓒ Ⓓ	54 Ⓕ Ⓖ Ⓗ Ⓙ
10 Ⓕ Ⓖ Ⓗ Ⓙ	25 Ⓐ Ⓑ Ⓒ Ⓓ	40 Ⓕ Ⓖ Ⓗ Ⓙ	55 Ⓐ Ⓑ Ⓒ Ⓓ
11 Ⓐ Ⓑ Ⓒ Ⓓ	26 Ⓕ Ⓖ Ⓗ Ⓙ	41 Ⓐ Ⓑ Ⓒ Ⓓ	56 Ⓕ Ⓖ Ⓗ Ⓙ
12 Ⓕ Ⓖ Ⓗ Ⓙ	27 Ⓐ Ⓑ Ⓒ Ⓓ	42 Ⓕ Ⓖ Ⓗ Ⓙ	57 Ⓐ Ⓑ Ⓒ Ⓓ
13 Ⓐ Ⓑ Ⓒ Ⓓ	28 Ⓕ Ⓖ Ⓗ Ⓙ	43 Ⓐ Ⓑ Ⓒ Ⓓ	58 Ⓕ Ⓖ Ⓗ Ⓙ
14 Ⓕ Ⓖ Ⓗ Ⓙ	29 Ⓐ Ⓑ Ⓒ Ⓓ	44 Ⓕ Ⓖ Ⓗ Ⓙ	59 Ⓐ Ⓑ Ⓒ Ⓓ
15 Ⓐ Ⓑ Ⓒ Ⓓ	30 Ⓕ Ⓖ Ⓗ Ⓙ	45 Ⓐ Ⓑ Ⓒ Ⓓ	60 Ⓕ Ⓖ Ⓗ Ⓙ

2009
STANDARDS
USE ONLY

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

SAMPLE ANSWER DOCUMENT

Virginia Assessment Program

SCIENCE TEST
Grade 8

Answer Document
Version 2.0

Directions

The student's name in field A and fields B through F must be completed. After this document has been submitted for scoring, any corrections to the student's information must be completed in the online system.

A STUDENT NAME		TEACHER	
SCHOOL		SCHOOL DIVISION	
GENDER	GRADE	DATE OF BIRTH	TEST DATE

B LAST NAME	FIRST NAME

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PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

SAMPLE ANSWER DOCUMENT

STUDENT NAME

Last Name	First Name

SCIENCE TEST
Grade 8
Version 2.0

C DATE OF BIRTH

MONTH	DAY	YEAR
Jan		20
Feb		
Mar	0 0	0 0
Apr	1 1	1 1
May	2 2	2 2
Jun	3 3	3 3
Jul	4	4 4
Aug	5	5 5
Sep	6	6 6
Oct	7	7 7
Nov	8	8 8
Dec	9	9 9

D STATE TESTING IDENTIFIER

	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

E FORM

S				
	0	0	0	0
	1	1	1	1
	2	2	2	2
	3	3	3	3
	4	4	4	4
	5	5	5	5
	6	6	6	6
	7	7	7	7
	8	8	8	8
	9	9	9	9

F TEST DATE

MONTH	DAY	YEAR
Jan		20
Feb		
Mar	0 0	0 0
Apr	1 1	1 1
May	2 2	2 2
Jun	3 3	3 3
Jul	4	4 4
Aug	5	5 5
Sep	6	6 6
Oct	7	7 7
Nov	8	8 8
Dec	9	9 9

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SCIENCE

SAMPLE
A Ⓐ Ⓑ Ⓒ Ⓓ

1	Ⓐ Ⓑ Ⓒ Ⓓ	16	Ⓕ Ⓖ Ⓗ Ⓙ	31	Ⓐ Ⓑ Ⓒ Ⓓ
2	Ⓕ Ⓖ Ⓗ Ⓙ	17	Ⓐ Ⓑ Ⓒ Ⓓ	32	Ⓕ Ⓖ Ⓗ Ⓙ
3	Ⓐ Ⓑ Ⓒ Ⓓ	18	Ⓕ Ⓖ Ⓗ Ⓙ	33	Ⓐ Ⓑ Ⓒ Ⓓ
4	Ⓕ Ⓖ Ⓗ Ⓙ	19	Ⓐ Ⓑ Ⓒ Ⓓ	34	Ⓕ Ⓖ Ⓗ Ⓙ
5	Ⓐ Ⓑ Ⓒ Ⓓ	20	Ⓕ Ⓖ Ⓗ Ⓙ	35	Ⓐ Ⓑ Ⓒ Ⓓ
6	Ⓕ Ⓖ Ⓗ Ⓙ	21	Ⓐ Ⓑ Ⓒ Ⓓ	36	Ⓕ Ⓖ Ⓗ Ⓙ
7	Ⓐ Ⓑ Ⓒ Ⓓ	22	Ⓕ Ⓖ Ⓗ Ⓙ	37	Ⓐ Ⓑ Ⓒ Ⓓ
8	Ⓕ Ⓖ Ⓗ Ⓙ	23	Ⓐ Ⓑ Ⓒ Ⓓ	38	Ⓕ Ⓖ Ⓗ Ⓙ
9	Ⓐ Ⓑ Ⓒ Ⓓ	24	Ⓕ Ⓖ Ⓗ Ⓙ	39	Ⓐ Ⓑ Ⓒ Ⓓ
10	Ⓕ Ⓖ Ⓗ Ⓙ	25	Ⓐ Ⓑ Ⓒ Ⓓ	40	Ⓕ Ⓖ Ⓗ Ⓙ
11	Ⓐ Ⓑ Ⓒ Ⓓ	26	Ⓕ Ⓖ Ⓗ Ⓙ	41	Ⓐ Ⓑ Ⓒ Ⓓ
12	Ⓕ Ⓖ Ⓗ Ⓙ	27	Ⓐ Ⓑ Ⓒ Ⓓ	42	Ⓕ Ⓖ Ⓗ Ⓙ
13	Ⓐ Ⓑ Ⓒ Ⓓ	28	Ⓕ Ⓖ Ⓗ Ⓙ	43	Ⓐ Ⓑ Ⓒ Ⓓ
14	Ⓕ Ⓖ Ⓗ Ⓙ	29	Ⓐ Ⓑ Ⓒ Ⓓ	44	Ⓕ Ⓖ Ⓗ Ⓙ
15	Ⓐ Ⓑ Ⓒ Ⓓ	30	Ⓕ Ⓖ Ⓗ Ⓙ	45	Ⓐ Ⓑ Ⓒ Ⓓ

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

SAMPLE TEST BOOKLET PACKAGE
ASSEMBLY ID SHEET

VIRGINIA
STANDARDS OF LEARNING
NON-WRITING SECURE TEST MATERIALS

Assembly ID Sheet

Name of Test

Form Number

8 MATH 2016, FM R3054, PK 5

VA00033013

Level

Quantity

AFTER OPENING THIS PACKAGE BUT BEFORE DISTRIBUTING ITS CONTENTS TO THE STUDENTS:

1. Count the number of test materials contained in this package.
2. Check the one that is applicable and explain any discrepancy.
   ____ The number of test materials in this package matches the number indicated in the description.
   ____ The number of test materials in this package DOES NOT match the number indicated in the description.

   Discrepancy: _____

   _____

3. Signature _____ Date_____
4. Return this Assembly ID sheet to the STC along with all enclosed test materials

For Internal Use Only:		Pack Station: H
PGM-SSN: N/A	Discrete Job: 2833367	Batch #: N/A
Page: 1	PKT: **N/A** Of **N/A**	Seq #: **N/A**

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