



**Directions for Administering (DFA)  
English Language Version**

**Winter 2012 Administration**

**Retest Only**



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# General Directions for Administering

## Who Is to Be Tested?

The winter 2012 New Mexico High School Competency Examination (NMHSCE) should be administered only to individuals who have not passed all subtests of the NMHSCE or have not taken the examination at all. Individuals who have fulfilled other course and credit requirements may return within five years of exiting the school system to take and pass the NMHSCE even though they are not enrolled. Test takers will **only** participate in the subtests that they did not pass in prior administrations of the NMHSCE. For example, if an individual has passed Reading, Writing Composition, Language Arts, Mathematics, and Science but has not yet passed Social Studies, that person will take only the Social Studies subtest.

## Preparation for the NMHSCE

To ensure reliable results, administer the NMHSCE under carefully controlled conditions, as outlined in this manual.

## Test Security Guidelines

The following measures are required in order to preserve the security of the statewide assessment program. District superintendents, district and school test coordinators (DTCs and STCs), building supervisors, test administrators (TAs), and proctors are all charged with following these guidelines in order to preserve the integrity of the assessment.

### **Security of Test Materials**

The NMHSCE test materials are secure materials. It is important that test participants are not provided any access to test materials prior to test administration. This exposure to the test will invalidate the data results for the test.

NMHSCE test materials may not be photocopied or reproduced in any fashion, including paraphrasing. Unauthorized reproduction of test materials is a violation of the Federal Copyright Act and the New Mexico Public Education Department (PED) regulation 6.10.7 NMAC, which addresses testing security and administration of the New Mexico Statewide Assessment Program (NMSAP).

One requirement of this regulation is that signs be posted near school copy machines prior to and during the test administration window to notify individuals of these prohibitions.

The test materials may not be provided to any persons except those conducting the testing process and those being tested.

Test items may not be taught in part or in whole or presented in any other way (except during the actual test administration) to test participants prior to, during, or after testing. The answers to items may not be provided to test participants in writing, orally, or by any other method. Answers to test items may not be erased or altered by anyone except the test participant during the course of taking the test. Reading test items aloud to test participants is not permitted, unless the individual qualifies for such allowable accommodation(s). SBA accommodations apply to the NMHSCE. Guidance is available at the Web site below.

Test items should not be reviewed or read by teachers, TAs, or proctors, except as necessary during the normal course of test administration. Examples of possible exceptions include the need to prepare special equipment or planning for allowable accommodations.

**School staff members are prohibited from studying or discussing test items in any manner, either among themselves or with test takers.**

All administrations of the tests are to be conducted under standardized procedures as described in the manuals provided to DTCs, STCs, and TAs. The State of NM Confidentiality Agreement provided by the PED shall be completed and signed by any person who is likely to come into contact with standardized testing materials, including teachers, aides, educational assistants, substitutes, volunteers, and licensed and unlicensed office staff. The form can be found on the Assessment and Evaluation Web page at: <http://www.ped.state.nm.us/AssessmentAccountability/AssessmentEvaluation/index.html>. Materials must be held secure before testing, at the end of testing sessions, and after testing is completed. Materials should not leave the school except to be returned to a central location within the district. Test materials should not be taken off campus unless specifically authorized by the Assistant Secretary of the Assessment and Accountability Division of the PED.

DTCs, STCs, TAs, and proctors should become knowledgeable about all test security requirements which are explained in the *NMSAP Procedures Manual* at the Web site listed above prior to test administration. If a proctor is required during test administration, the proctor should remain with the TA and test takers prior to and until all testing is completed for each session.

Each district is responsible for developing and implementing a test security plan that fully addresses security and assigns responsibilities to school staff in order to meet all of the foregoing requirements (6.10.7.9 NMAC).

**Cell phones are not allowed to be in the possession of test takers during test sessions.**

## Security and Test Takers' Rights

Individual test scores, as well as all other aspects of a test taker's record, are considered confidential in nature. Scores should not be released except in instances of school staff having "the need to know." Other legitimate purposes include valid requests for transcripts and the test taker's right to inspect and request explanations of his or her records. In some instances, a court order or subpoena may require the release of this information; however, the test taker/parent must be informed of this request. Test scores may also be released to parents or guardians when the test taker is enrolled in a New Mexico public school.

Researchers may obtain test scores as long as the information requested is at the group or cohort level and no information is reported for groups smaller than 10 individuals.

Those who work with test scores are expected to withhold confidential information unless proper release is granted by the caretaker of test taker records. The school is also charged with maintaining the results of standardized tests as part of academic records.

## Reporting a Test Irregularity or a Breach of Security

All administrations of the tests are to be conducted under standardized procedures as described in the manuals provided to STCs and TAs. Individual irregularities, such as suspicion of cheating, and any breach of security should be reported immediately by the TA to the DTC or STC. Invalidation of a test due to a testing irregularity shall be determined after a thorough investigation and consultation between the DTC, STC, and the district/school superintendent. As required by state regulations, the Deputy Director of Assessment and Accountability of the PED shall be informed of a testing irregularity or breach of security within three working days of the occurrence and the DTC must follow up with a written report containing the allegation(s), findings, and corrective action(s). Anonymous reports will be considered; however, if a name is provided, the name of the person initiating the report may be held in confidence if the district superintendent feels it is best to do so.

**If any certified school employee is involved with any of the unauthorized activities mentioned in the Test Security Guidelines, that employee is in jeopardy of possible license revocation by the PED.**

## Important Information about NMHSCE Scoring of Answer Documents and Cut Score Application

Measured Progress will score all NMHSCE content area subtests and will maintain the passing score (175) applied in the past.

### Preparation by the Test Administrator

Before administering the test, you should become thoroughly familiar with the materials and the directions for administration in this manual.

### Materials

**Test Booklets** Each test booklet contains seven sections: Writing (Composition), Reading, Language Arts, Mathematics (Part 1 and Part 2), Science, and Social Studies. All sections except Writing are multiple-choice only. For security purposes, each test booklet contains a unique test booklet identification number. The identification numbers will be used to check in and account for all test booklets upon completion of testing.

**Answer Documents** The answer document is eight pages in length. Pages 1 and 2 contain spaces for recording information such as the test taker's name, district and school codes, State ID number or NASIS ID number (as applicable), birth date, gender, and ethnicity. Page 3 contains lines for the test taker to prepare an outline for the writing topic. Page 4 contains the Writing Skills Checklist. Pages 5 through 7 contain lined pages for the test taker to write his or her final composition. The test taker must limit his or her final composition to these three lined pages. Test participants will record answers to the multiple-choice questions on page 8. Each test taker must receive one, and only one, answer document.

**Security Seals** A sheet of adhesive security seals is provided for each test taker. They will be used to seal each of the seven sections of the test booklet after testing is complete for each section. You may also apply the labels before testing for subtests a participant does not need to take to help the test taker focus on the correct section(s) he or she must take, and to increase security. Seals must not be placed on answer documents.

**Other Materials** The school should have a sufficient supply of the following:

- Several No. 2 lead pencils with erasers for each test taker. **DO NOT ALLOW TEST TAKERS TO USE MECHANICAL PENCILS DURING TESTING.**
- Lined writing paper (for writing the rough draft) for individuals taking the writing composition
- Scratch paper for test takers to use for any necessary computing for the mathematics test

- Calculators for test takers who do not have access to their own. (Calculators may only be used for Part Two of the mathematics test.)
- Dictionaries and thesauruses for test takers to use during the writing composition test
- A sufficient number of answer documents and separate test booklets
- *Directions for Administering* in Spanish or English
- A “Do Not Disturb” sign (not included with test materials)
- School Security Checklist—STCs and TAs should use this checklist or another documentation method daily during test administration for checking in and checking out of all test materials.

Pencils, drafts of the written compositions, scratch paper used for mathematics, and calculators should be collected after each testing session in which they are used. Scratch/rough draft paper becomes secure after it is used and must be returned to Measured Progress with other secure materials.

## Scheduling

Plan testing to help all test takers perform their best. Consider the following:

- Districts set the testing schedule within the state-established test administration window.
- Administer the test on Tuesday, Wednesday, and Thursday, if possible.
- Avoid testing on days just before or after vacations or important school or community functions.
- Schedule the testing so that there will be sufficient time to complete each section of the test.
- Minimize distractions such as bells.
- Use a “Do Not Disturb” sign on the door of the testing room.

## Preparing Test Participants

Test takers should be informed of the importance of the NMHSCE—that their performance on the test will determine whether they receive a diploma. Assure test takers that they will be given ample time to do their best.

Test takers **must** use a No. 2 pencil for all tests. No mechanical pencils are allowed.

Test takers may not use or reference any other materials **except** a dictionary or thesaurus to check their drafts of the writing composition.

Calculators **may only** be used in Part Two of the mathematics test.

## Environmental Considerations

The NMHSCE must be administered in a supportive and nonthreatening environment. Any special arrangements for classroom organization should be made prior to the day of testing so that test takers are comfortable.

Test participants should be seated in a manner that discourages copying. Test takers should be reminded to do their own work and that talking and sharing answers are not allowed. TAs or proctors must remain attentive and remain in the room during the entire testing session.

Each section of the test has been designed to measure a specific content area and to be completed in less than one class period; however, these tests are **not** timed and test takers should be given sufficient time to complete each section of the test. Testing should be stopped when the TA is certain that additional time will **not** help test takers.

## Test Booklet Distribution

As TA, you are responsible for all test booklets assigned to you.

**Upon receipt of test booklets, count the number of both test booklets and answer documents.**

If there are not enough booklets, or if you have any other problems, contact your STC at once.

Each district should establish its own test administration schedule within the state-established test administration window. Please check with your STC for specific instructions concerning the number of sections to be administered at one time, breaks between testing sessions, etc. All test participants must begin a section together. Each time the booklets are collected, recheck your list to be sure that all are returned.

Materials needed for each test taker include one test booklet (front cover face-up on the desk), one sheet of security seals, one answer document, and a No. 2 pencil. Have available extra No. 2 pencils, lined paper for the writing composition, and scratch paper and calculators for the mathematics test.

## After Testing

Collect **all** test booklets, answer documents, scratch paper for Mathematics, and rough draft for Writing Compositions. Before dismissing the test takers, count all test booklets and answer documents to make sure that all materials have been returned.

If a **test booklet** is missing, a search for it must be conducted immediately. In the event the test booklet is not found, the TA must immediately notify the STC of the missing test booklet, the classroom in which the test booklet was used, and any other pertinent details relating to the incident. Upon receipt of this information, the STC will immediately contact the DTC.

- You **must** inspect the **answer documents** for completeness and verify that all identifying data for test takers are accurately and completely filled in on page 1, including the following:
  - Last name
  - First name (no nicknames)
  - Middle initial
  - District and school codes
  - Birth date
  - Gender
  - State ID number or NASIS ID number
  - Ethnicity
- Complete the “For Test Administrator Use Only” section on page 2, as appropriate, including the following:
  - **Box I—Test Completion Status**—Mark the appropriate bubble(s) after testing is completed for each content area that should not be scored due to nonallowed modifications or test irregularities.
  - **Box J—ELL Accommodations**—Mark the bubble(s) with the code that corresponds to the accommodation(s) that was/were used for each subtest for any test takers who are ELL and participated in any part of this administration with an accommodation.
  - **Box K—SWD or 504 Plan Accommodations**—Mark the bubble(s) with the code that corresponds to the accommodation(s) that was/were used for each subtest for any test takers who are Special Education and/or have a 504 Plan who participated in any part of this administration with an accommodation.
  - **Box L—Void**—TAs do not have the authority to void an entire answer document. If the answer document should not be processed at all, the TA and DTC or STC must agree to void it. To void an entire answer document, simply fill in the circle in Box L under “Void.”  
**Caution:** Completing this bubble will result in the answer document not being processed at all, which means it will not be scored.

- Verify that
  - response marks are in No. 2 pencil, heavy and dark, and completely fill the circles,
  - responses changed by the test takers have been completely erased, and
  - any answer document that has been badly folded, crumpled, torn, or otherwise damaged must be placed at the top of the stack of answer documents and identified to the STC for inclusion in the Special Handling Envelope.

**For your information:** On the multiple-choice portion of the NMHSCE, a subtest will be scored if there are at least five (5) attempted responses within the first fifteen (15) items of the subtest. Otherwise, the subtest will be considered a “nonattempt.”

## Specific Directions for Administering

Test takers may only participate in the content area subtests that they have not yet passed. Administer subtests to test takers who are retesting, as needed, in the following order:

- Writing Composition
- Reading
- Language Arts
- Mathematics
- Science
- Social Studies

Again, administer only the subtest(s) that a test taker has not yet passed.

Directions and sample questions in this *Directions for Administering* (DFA) manual that are to be read aloud are in boldface type and preceded by the word **SAY**. All other instructions are to the TA and should **not** be read to the test participants.

- Read directions exactly as written, using a natural tone and manner.
- If necessary, supplement directions with your own explanations, but do not give help with specific test questions.
- If you make a mistake in reading a direction or sample question, stop and say, “No, that is wrong. I will start again.” Then read the direction or question again.

Encourage test takers to do their best. Check periodically to make sure that test takers are

- recording their answers properly;
- not returning to previous test sections; and
- not going beyond the section in which they are supposed to be working.

Ensure that test takers work until they reach the end of the section.

### Directions for Completing Answer Document Biogrids

Distribute one answer document and one No. 2 pencil to each test taker.

**SAY** Look at the back cover of your answer document. Read the Marking Directions while I read them aloud. Do not mark in the test booklet. Use only soft black lead pencil (No. 2). Do NOT use ink or ballpoint pen. Make heavy black marks that completely fill the circle. Erase

**completely any marks you wish to change. Make NO stray marks on the answer document. Look at the sample marks below. (Pause) Raise your hand if you have any questions.**

Answer any procedural questions. Write the school and district names on the board and write the three-digit district code plus the three-digit school code next to each name. When all test takers are ready,

**SAY Turn your answer document over to the front cover. Write the school name and the district name on the lines in the box in the bottom right corner.**

Pause to allow test takers to fill in this information.

**SAY To complete the biogrid, find Box A, NAME. In the spaces labeled Last Name, print one letter of your last name in each box. If your last name has more letters than there are boxes, print only as many letters as there are boxes. In the spaces labeled First Name, print one letter of your first name in each box. If there are not enough boxes, print only as many letters of your first name as there are boxes. Do not use a nickname. In the space labeled MI, print your middle initial. If you do not have a middle name, do not print anything in this box.**

Pause to allow test takers to fill in this information.

**SAY There are circles with letters under your name. Fill in the circle that has the same letter as the first letter of your last name. Repeat the process for each of the letters in your name. Mark only one circle in each column. For each empty box in the name section, fill in the blank circle in the top row.**

Pause to allow test takers to fill in this information.

**SAY In Boxes B and C, below the words “DISTRICT CODE” and “SCHOOL CODE,” write in the number codes as I have written them on the board. Next, fill in the circle below each number just as you did for your name.**

Pause to allow test takers to fill in this information.

**SAY In Box D under BIRTH DATE, fill in the circle next to the month in which you were born. Then write and fill in the circles for the day and year you were born. Use two numbers for the day you were born. For example, if you were born on the fifth, write the numbers zero and five and then fill in the circle below each number. Use four numbers for the year you were born.**

Pause to allow test takers to fill in this information.

**SAY** When you have finished filling in your birth date, fill in the circle for male or female in Box E under GENDER.

Pause to allow test takers to fill in this information.

For all test takers who are not part of the BIE system,

**SAY** In Box F under STATE ID, fill in your State ID number beginning on the left. First write the numbers in the boxes; then fill in the circle below each number. Your State ID is exactly 9 numbers long.

Pause to allow test takers to fill in this information.

For all BIE test takers,

**SAY** In Box G under BIE ONLY–NASIS ID, fill in your BIE NASIS ID number beginning on the left. First write the numbers in the boxes; then fill in the circle below each number. Your BIE NASIS ID is exactly 9 numbers long.

Pause to allow test takers to fill in this information.

**SAY** In Box H under ETHNICITY, fill in the circle for one of the codes listed.

TAs and proctors should make sure that all test takers are marking the circles correctly.

Pause to allow test takers to fill in this information.

**SAY** Do not fill in any of the circles on page 2.

**SAY** Has everyone completed the identification information on the answer document? You should have written and filled in your full name, district and school codes, birth date, gender, State ID number or BIE NASIS ID number, and ethnicity. Also the school name and district name should be written on the lines in the bottom right corner. (Pause.)

## Test Directions for Administering the Writing Composition

The writing composition is to be administered over a two-hour block of time with short breaks, and only to test takers who have not yet passed the writing subtest.

The front covers of answer documents should already have been completed. If the test takers' biogrid information is not yet completed, turn to the "Directions for Completing Answer Document Biogrids" section on pages 11–13 of this manual and follow the biogrid completion directions, helping test takers as much as needed.

If the biogrid information is already completed on the answer document covers, distribute No. 2 pencils, answer documents, lined paper, and security seals to test takers.

**SAY I am now going to give you a test booklet. Keep the test booklet closed on your desk and write your name on the front cover.**

Distribute test booklets.

**SAY Open your test booklet to page 1. For this part of the test, you will write a composition. Read the directions silently while I read them aloud.**

**Below is a writing topic. You must write a composition about this topic.**

**Plan your composition on page 3 of your answer document. Then write a draft of your composition on the separate sheets of lined paper I gave you. Your composition should have more than one paragraph. You may use a dictionary and thesaurus to write the draft of your composition.**

**After finishing your draft, read it over and make any changes you want to make to improve your composition. Then check your composition for errors. Use the Writing Skills Checklist on page 4 of your answer document to help you check your composition. You may also use a dictionary and thesaurus to check your draft of your composition. You may not use a dictionary or thesaurus when writing your final composition. Write your final composition on pages 5 through 7 of your answer document.**

Read the writing topic aloud to the test takers from a test booklet.

**SAY** Now open your answer document to page 3 where you will plan your composition. You have about an hour to complete your outline and to draft your composition. Then we'll take a short break to stretch. After the break, you will have about an hour to check and rewrite your final composition. I will tell you when you have five minutes left and when it is time for the break. You will seal this section of the test booklet after everyone has finished, so check your work carefully. You will not be able to return to the writing composition after this subtest is over and the section is sealed. Are there any questions?

Answer any questions test takers may have about taking the test. However, do not discuss the writing topic or offer any suggestions.

**SAY** You may begin now. If you need to take a break during this hour, raise your hand.

Sixty minutes should be an adequate amount of time for test takers to outline and draft their compositions; however, pace the test takers so that they have enough time to perform at their best. Walk around the room to see how they are progressing.

If test takers need to take a break in the middle of this session, let them leave one at a time. Proctors should make sure that a test taker returns before allowing another one to leave. A proctor must retain the test booklet and answer document while the test taker is out of the room.

When you think all test takers are nearly finished with their outlines and drafts,

**SAY** Five minutes remain for completing your drafts.

When test takers are finished,

**SAY** Please stop writing. I will now collect the dictionaries and thesauruses. You may take a five-minute stretching break. Stay at your desk. Please do not talk.

Make sure that no test takers or test materials leave the room. When you resume testing,

**SAY** During the next hour, you will be using the Writing Skills Checklist to revise your draft and write your final composition. When you have finished your final composition, draw a line through your draft. If you finish before the stopping time, check your composition carefully and then close your answer document.

**Write your final composition on pages 5 through 7 of your answer document. Remember, you will have about an hour to revise your composition using the Writing Skills Checklist and to write your final composition. I will tell you when you have five minutes left and when it is time to stop. Are there any questions?**

Answer any questions test takers may have about taking the test. However, do not discuss the writing topic or offer any suggestions.

**SAY You may begin now. If you need to take a break during this hour, raise your hand.**

If test takers need to take a break in the middle of this session, let them leave one at a time. Proctors should make sure that a test taker returns before allowing another one to leave. A proctor must retain the test booklet and answer document while the test taker is out of the room.

About one hour should be an adequate amount of time for test takers to check and rewrite their compositions. When you think test takers have finished their compositions,

**SAY Five minutes remain for writing. Please complete your compositions.**

When all test takers have finished,

**SAY Please stop writing. This is the end of the writing test.**

After test takers finish each section, the completed section of the test booklet must be sealed with one of the self-adhesive security seals provided. Once a section is sealed, it should **not** be reopened. Therefore, it is extremely important that test takers know exactly which pages should be sealed. Demonstrate if necessary.

**SAY Now you will seal this section of your test booklet. Place half of a seal on the white half-circle on page 2, and then fold it over onto the corresponding half-circle on the cover.**

If this is the last subtest to be administered on this testing day, collect pencils, test booklets, answer documents, rough draft papers, and security seals. If administering the next subtest, collect only the rough draft papers. Then continue with the directions. Lined paper used for rough drafts becomes secure when test takers write about the secure writing topic on it, so it is important that you return all rough draft pages to the STC.

## General Test Directions

If the biogrid information on the front cover of the answer document is not yet completed, turn to the “Directions for Completing Answer Document Biogrids” section on pages 11–13 of this manual and follow the biogrid completion directions. Help test takers as much as needed.

If the test takers’ biogrid information is already completed on the answer document covers, distribute pencils, test booklets, answer documents, and security seals to test takers. Make sure that each test taker has his or her own test booklet and answer document.

**SAY** Now you will be taking the multiple-choice portion of the examination.

**Open your test booklet to page 3. Read the instructions silently while I read them aloud. The Reading, Language Arts, Mathematics, Science, and Social Studies sessions in this booklet have multiple-choice questions only. Do not take subtests if you have already passed them. For the subtest(s) you take, you may not know the answer to every question, but please try to answer as many as you can. If you are not sure which answer is correct, make your best guess by eliminating those that you know are wrong. Then use any ideas you may have to choose your answer from those that are left. Be sure to mark only one answer in your answer document for each question.**

**The questions in this booklet have four possible answers, which are labeled A, B, C, and D. The numbers of the questions and these letters match the numbers and letters in your answer document.**

**Read each question carefully and completely. Read all four possible answers before you decide which one is best. When you have decided, find the number in your answer document that matches the number of the question you are working on. Then mark the space that contains the letter that matches the answer you have selected. Be sure to indicate your answer clearly. Do this for every question. Make sure that the number of the question in the test booklet matches the number of the question in the answer document. If you skip a question, also skip that number in the answer document. Do not make any extra marks in your answer document.**

**In some cases, there is a chart or table that you will need to use to answer a particular question. Be sure to look at all the material carefully before you try to answer the question.**

**For some questions, you will need to do some figuring. Do your figuring on the scratch paper provided, not in your test booklet. Then mark the answer in your answer document.**

**Now look at this example and the spaces on page 8 of your answer document labeled “EXAMPLES.” Please complete both questions.**

Pause while test takers complete examples X and Y.

**SAY Did everyone understand why circle D was darkened for Example X? Did everyone fill in an answer for Example Y? Good.**

Check each test taker’s answer document to be certain that a circle for Example Y is correctly filled in. Do not be concerned whether the sample question is answered correctly. If test takers ask, the correct response for Example Y is C, 30¢.

Continue to the specific directions for each test section. Stop administration at the end of a section when you are sure that test takers have had enough time to finish.

## Test Directions for Administering Reading

If beginning a new testing session, distribute pencils, test booklets, answer documents, and security seals to test takers. Make sure that each test taker has his or her own answer document.

**SAY We are ready to begin. You will have as much time as you need. Stop at the end of the section, which ends on page 14. Do not go on to another section in your test booklet. You will seal this section of the test booklet after everyone has finished, so check your work carefully. You will not be able to return to this section after it is sealed. Turn to page 4 of your test booklet and begin.**

After test takers complete the reading test,

**SAY Stop. This is the end of the reading test. Now you will seal this section of your test booklet. Place half of the seal on the white half-circle on the first page of the next section, which is page 16. Then fold it over onto the corresponding half-circle, which is on page 3.**

If this is the last subtest to be administered on this testing day, collect pencils, test booklets, answer documents, and security seals. If administering the next subtest, continue with the directions.

## Test Directions for Administering Language Arts

If beginning a new testing session, distribute pencils, test booklets, answer documents, and security seals to test takers. Make sure that each test taker has his or her own answer document.

**SAY** We are ready to begin. You will have as much time as you need. Stop at the end of this section, which ends on page 21. Do not go on to another section in your test booklet. You will seal this section of the test booklet after everyone has finished, so check your work carefully. You will not be able to return to this section after it is sealed. Turn to page 16 and begin.

After test takers complete the language arts test,

**SAY** Stop. You have completed the language arts test. Now you will seal this section of your test booklet. Place half of the seal on the white half-circle on the first page of the next section, which is page 22. Then fold it over onto the corresponding half-circle on page 3.

If this is the last subtest to be administered on this testing day, collect pencils, test booklets, answer documents, and security seals. If administering the next subtest, continue with the directions.

## Test Directions for Administering Mathematics

If beginning a new testing session, distribute pencils, test booklets, answer documents, and security seals to test takers. Distribute clean scratch paper and have calculators available. Make sure that each test taker has his or her own answer document.

**SAY** There are two parts to the mathematics test. You are not allowed to use a calculator in Part 1, but you may use a calculator in Part 2. After completing Part 1, which ends on page 23, seal that section. You may then request a calculator for Part 2 if you do not have one with you. You will have as much time as you need. Stop at the end of the last section of mathematics, which ends on page 27. Do not go on to another section in your test booklet. Turn to page 22 and begin.

Check that Part 1 has been sealed before giving the test taker a calculator or granting permission to use a personal calculator. It is not necessary to provide a break between Part 1 and Part 2.

After test takers complete the mathematics test,

**SAY** Stop. You have completed the mathematics test. Now you will seal the Part 2 section of your test booklet. Place half of the seal on the white half-circle on the first page of the next section, which is page 28. Then fold it over onto the corresponding half-circle on page 3.

Collect the scratch paper and school calculators. The scratch paper becomes secure when test takers write about the secure mathematics questions. Scratch paper must be returned to the STC. If this is the last subtest to be administered on this testing day, collect pencils, test booklets, answer documents, and security seals. If administering the next subtest, continue with the directions.

### Test Directions for Administering Science

If beginning a new testing session, distribute pencils, test booklets, answer documents, and security seals to test takers. Make sure that each test taker has his or her own answer document.

**SAY We are ready to begin. You will have as much time as you need. Stop at the end of this section, which ends on page 35. Do not go on to another section in your test booklet. You will seal this section of the test booklet after everyone has finished, so check your work carefully. You will not be able to return to this section after it is sealed. Turn to page 28 and begin.**

After test takers complete the science test,

**SAY Stop. You have completed the science test. Now you will seal this section of your test booklet. Place half of the seal on the white half-circle on the first page of the next section, which is page 36. Then fold it over onto the corresponding half-circle on page 3.**

If this is the last subtest to be administered on this testing day, collect pencils, test booklets, answer documents, and security seals. If administering the next subtest, continue with the directions.

### Test Directions for Administering Social Studies

If beginning a new testing session, distribute pencils, test booklets, answer documents, and security seals to test takers. Make sure that each test taker has his or her own answer document.

**SAY We are ready to begin. You will have as much time as you need. Stop at the end of this section, which ends on page 40. You will seal this section of the test booklet after everyone has finished, so check your work carefully. You will not be able to return to this section after it is sealed. Turn to page 36 and begin.**

After test takers complete the social studies test,

**SAY Stop. You have completed the social studies test. Now you will seal this section of your test booklet. Place half of the seal on the white half-circle on the back cover. Then fold it over onto the corresponding social studies half-circle on page 3.**

Collect pencils, test booklets, and answer documents and prepare the materials for return to the STC.

**Thank you for your assistance with the administration of the NMHSCE.**