



**Directions for Administering (DFA)
Spanish 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 **DIGA**. 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, eso está incorrecto. Comenzaré otra vez.” 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.

DIGA **Diríjense a la contraportada de su folleto de respuestas. Lean en silencio las instrucciones de cómo llenar esta sección mientras yo las leo en voz alta. No escriban en el folleto de prueba. Usen lápiz negro (No. 2). No usen pluma de tinta. Llenen completamente el círculo con lápiz negro. Borren completamente las marcas que quieran cambiar. NO hagan otras marcas en este folleto. Fíjense en las marcas de ejemplo debajo de las instrucciones.**
(Pause.) **Levanten la mano si tienen preguntas.**

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,

DIGA Volteen su folleto de respuestas a la portada. Escriban el nombre de la escuela y el nombre del distrito en los renglones correspondientes dentro de la casilla ubicada en la esquina inferior derecha.

Pause to allow test takers to fill in this information.

DIGA Para completar la sección de datos personales, encuentren la casilla A, “Nombre”. Escriban su apellido, colocando una letra en cada cuadrito, debajo de la palabra “Apellido”. Si su apellido es demasiado largo y no cabe en los cuadritos, escriban sólo las letras que quepan. Escriban su primer nombre, colocando una letra en cada cuadrito, debajo de las palabras “Primer Nombre”. Si no hay suficientes cuadritos para escribir todo su primer nombre, escriban sólo las letras que quepan. No usen un apodo o sobrenombre. Escriban la inicial de su segundo nombre en el cuadrito debajo de las letras “MI”. Si no tienen segundo nombre, no escriban nada en este cuadrito.

Pause to allow test takers to fill in this information.

DIGA Debajo de su nombre aparecen círculos con letras. En cada columna llenen el círculo que corresponde a cada letra de su apellido. Repitan el proceso para cada letra en su nombre completo. Llenen solamente un círculo en cada columna. Por cada cuadrito vacío en la sección del nombre y apellido llenen el círculo en blanco de la primera fila.

Pause to allow test takers to fill in this information.

DIGA En las casillas B y C debajo de las palabras “Número del Distrito” y “Número de la Escuela” escriban los números de los códigos tal y como los he escrito en el pizarrón. Después, llenen el círculo debajo de cada número tal y como lo hicieron con su nombre y apellido.

Pause to allow test takers to fill in this information.

DIGA En la casilla D debajo de las palabras “Fecha de Nacimiento”, llenen el círculo correspondiente al mes de su fecha de nacimiento. Luego escriban y llenen los círculos correspondientes al día y el año de su fecha de nacimiento. Usen dos números para indicar el día de su fecha de nacimiento. Por ejemplo, si nacieron el 5 de un mes, escriban los números cero y cinco y luego llenen el círculo correspondiente debajo de cada número. Usen cuatro números para indicar el año de su fecha de nacimiento.

Pause to allow test takers to fill in this information.

DIGA Cuando hayan terminado de llenar su fecha de nacimiento, llenen el círculo correspondiente a su género, masculino o femenino, en la casilla E debajo de la palabra “Sexo”.

Pause to allow test takers to fill in this information.

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

DIGA En la casilla F debajo de las palabras “Número Estatal”, llenen su número de identificación estatal empezando por el lado izquierdo. Primero escriban los números en los cuadritos; luego llenen cada círculo debajo de cada número. Su número de identificación estatal tiene exactamente 9 números.

Pause to allow test takers to fill in this information.

For all BIE test takers,

DIGA En la casilla G debajo de las palabras “BIE NASIS ID”, llenen su número de identificación BIE NASIS empezando por el lado izquierdo. Primero escriban los números en los cuadritos; luego llenen cada círculo debajo de cada número. Su número de identificación BIE NASIS tiene exactamente 9 números.

Pause to allow test takers to fill in this information.

DIGA En la casilla H debajo de la palabra “Etnicidad”, llenen el círculo correspondiente a su origen étnico.

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.

DIGA No llenen ninguno de los círculos en la página 2.

DIGA ¿Han terminado todos de completar la información de identificación en sus folletos de respuestas? Ustedes deberían haber escrito y llenado su nombre completo, su número de código del distrito y de la escuela, su fecha de nacimiento, su sexo, su número de identificación estatal o su número de identificación BIE NASIS, y su origen étnico. También el nombre de la escuela y el nombre del distrito deben estar escritos en la casilla ubicada en la esquina inferior derecha. (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.

DIGA **Ahora les voy a dar un folleto de prueba. Manténganlo cerrado sobre su escritorio y escriban su nombre en la portada.**

Distribute test booklets.

DIGA **Abran su folleto de prueba en la página 1. Para esta parte de la prueba, escribirán una composición. Lean en silencio las instrucciones mientras yo las leo en voz alta.**

Abajo hay un tema para la composición escrita. Tienes que escribir una composición acerca de este tema.

Haz un plan para tu composición en la página 3 de tu folleto de respuestas. Luego haz un borrador de tu composición en una hoja de papel por separado. Tu composición debe tener dos o más párrafos. Puedes usar un diccionario y un tesoro para escribir el borrador de tu composición.

Después de terminar tu borrador, lee lo que escribiste y haz los cambios necesarios para mejorar tu composición. Revisa tu composición para ver si hay errores. Usa la Lista de destrezas de escritura en la página 4 de tu folleto de respuestas para que te ayude a revisar tu composición. También puedes usar un diccionario y un diccionario de sinónimos.

Escribe tu composición final en las páginas 5, 6 y 7 de tu folleto de respuestas.

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

DIGA Ahora abran su folleto de respuestas en la página 3 donde harán un plan para su composición. Tienen aproximadamente una hora para completar su bosquejo y escribir su borrador. Luego, tomaremos un breve descanso. Después del descanso, tendrán aproximadamente una hora para revisar y reescribir su composición. Yo les avisaré cuando les queden cinco minutos y cuando sea tiempo de tomar el descanso. Sellarán esta sección del folleto de prueba después de que todos hayan terminado, por lo tanto revisen su trabajo cuidadosamente. No podrán regresar a su composición después de que esta parte de la prueba haya terminado y la sección esté sellada. ¿Alguien tiene alguna pregunta?

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

DIGA Pueden comenzar a trabajar ahora. Si necesitan tomar un descanso durante esta hora, levanten la mano.

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 also 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,

DIGA Les quedan cinco minutos para terminar sus borradores.

When test takers are finished,

DIGA Por favor dejen de escribir. Ahora recogeré los diccionarios y los diccionarios de sinónimos. Pueden tomar cinco minutos de descanso. Quédense en su escritorio. Por favor no hablen.

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

DIGA Durante la hora siguiente, usarán la Lista de destrezas de escritura para revisar su borrador y escribir su composición final. Cuando hayan terminado su composición final, tracen una línea sobre su borrador. Si terminan antes del tiempo límite, revisen cuidadosamente su composición y luego cierren su folleto de respuestas.

Escriban su composición final en las páginas 5 a 7 de su folleto de respuestas. Recuerden que tendrán aproximadamente una hora para revisar su composición usando la Lista de destrezas de escritura y para escribir su composición final. Yo les avisaré cuando les queden cinco minutos y cuando sea tiempo de parar. ¿Alguien tiene alguna pregunta?

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

DIGA Pueden comenzar a trabajar ahora. Si necesitan tomar un descanso durante esta hora, levanten la mano.

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,

DIGA Les quedan cinco minutos para escribir. Por favor terminen sus composiciones.

When all test takers have finished,

DIGA Por favor dejen de escribir. Éste es el final de la prueba de composición escrita.

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.

DIGA Ahora sellarán esta sección de su folleto de prueba. Pongan la mitad del sello en el medio círculo blanco en la página 2, y luego doblen el sello sobre el otro medio círculo correspondiente que está en la portada.

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 through 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.

DIGA Ahorán van a tomar la parte de la prueba que contiene preguntas de opción múltiple.

Abran sus folletos de prueba en la página 3. Lean en silencio las instrucciones mientras yo las leo en voz alta.

Los problemas de lectura, artes del lenguaje, matemáticas, ciencias y estudios sociales en este folleto de prueba tienen solamente preguntas de opción múltiple. No necesitas tomar las partes de la prueba que ya hayas aprobado. Para la parte o partes que sí tomes, tal vez no puedas contestar todas las preguntas, pero por favor trata de contestar todas las que puedas. Si no estás seguro de la respuesta correcta, elimina las que sabes que no están correctas. Luego utiliza cualquier idea que tengas para escoger tu respuesta de las que te quedan. Asegúrate de marcar solamente una respuesta por cada pregunta en tu folleto de respuestas.

Las preguntas en este folleto tienen cuatro respuestas posibles que están clasificadas como A, B, C y D. Los números de las preguntas y estas letras corresponden a los números y las letras del folleto de respuestas.

Lee cada pregunta cuidadosamente y completamente. Lee las cuatro respuestas posibles antes de decidir cuál es la mejor. Cuando hayas decidido, busca el número en tu folleto de respuestas que corresponda al número de la pregunta en que estás trabajando. Entonces marca el círculo que contenga la letra de la respuesta que hayas seleccionado. Asegúrate de indicar tu respuesta claramente. Haz lo mismo para responder a cada pregunta.

Asegúrate de que el número de la pregunta en el folleto de prueba corresponda al número de la pregunta en el folleto de respuestas. Si te saltas una pregunta, también saltéate ese número en el folleto de respuestas. No hagas ninguna otra marca en tu folleto de respuestas.

En algunos casos, hay una tabla o gráfica que vas a necesitar usar para dar respuesta a cierta pregunta. Revisa todo el material cuidadosamente antes de tratar de responder a la pregunta.

Para responder a algunas preguntas, tendrás que hacer cuentas en papel. **Haz tus cuentas en el papel de borrador que se te provee, no lo hagas en tu folleto de prueba. Luego marca la respuesta en tu folleto de respuestas.**

Ahora fijate en este ejemplo y los espacios en la página 8 de tu folleto de respuestas que dice “Ejemplos”. Por favor responde ambas preguntas.

Pause while test takers complete examples X and Y.

DIGA ¿Todos entendieron por qué el círculo con la letra D se llenó para el Ejemplo X? ¿Todos marcaron una respuesta para el Ejemplo Y? Bien.

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.

DIGA **Estamos listos para comenzar. Tendrán tanto tiempo como necesiten. Paren al final de esta parte de la prueba que termina en la página 14. No pasen a ninguna otra sección en su folleto de prueba. Sellarán esta sección del folleto de prueba después de que todos hayan terminado. Por lo tanto, revisen cuidadosamente su trabajo. No podrán regresar a esta sección después de que la hayan sellado. Pasen a la página 4 de su folleto de prueba y comiencen a trabajar.**

After test takers complete the reading test,

DIGA Alto. Este es el final de la prueba de lectura. Ahora sellarán esta sección de su folleto de prueba. Pongan el medio sello en el medio círculo blanco que se encuentra en la primera página de la próxima sección, la cuál es la página 16. Luego doblen el sello sobre el otro medio círculo correspondiente que está en la página 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.

DIGA Estamos listos para comenzar. Tendrán tanto tiempo como necesiten. Paren al final de esta parte de la prueba que termina en la página 23. No pasen a ninguna otra sección en su folleto de prueba. Sellarán esta sección del folleto de prueba después de que todos hayan terminado. Por lo tanto, revisen cuidadosamente su trabajo. No podrán regresar a esta sección después de que la hayan sellado. Pasen a la página 16 de su folleto de prueba y comiencen a trabajar.

After test takers complete the language arts test,

DIGA Alto. Este es el final de la prueba de artes del lenguaje. Ahora sellarán esta sección de su folleto de prueba. Pongan la mitad del sello en el medio círculo blanco que se encuentra en la primera página de la próxima sección, la cuál es la página 24. Luego doblen el sello sobre el otro medio círculo correspondiente que está en la página 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.

DIGA Hay dos partes en la prueba de matemáticas. No pueden utilizar una calculadora en la Parte 1, pero pueden utilizar una calculadora en la Parte 2. Después de completar la Parte 1, que termina en la página 25, sellen esa sección. Entonces pueden solicitar una calculadora para la Parte 2 si no tienen una. Tendrán tanto tiempo cuanto necesiten. Paren

de trabajar al final de la última sección de matemáticas que termina en la página 31. No pasen a ninguna otra sección de su folleto de prueba. Pasen a la página 24 de su folleto de prueba y comiencen a trabajar.

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,

DIGA Alto. Han completado la prueba de matemáticas. Ahora sellarán la sección correspondiente a la Parte 2 de su folleto de prueba. Pongan la mitad del sello en el medio círculo blanco que se encuentra en la primera página de la próxima sección, la cuál es la página 32. Luego doblen el sello sobre el otro medio círculo correspondiente que está en la página 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.

DIGA Estamos listos para comenzar. Tendrán tanto tiempo como necesiten. Paren al final de esta parte de la prueba que termina en la página 43. No pasen a ninguna otra sección en su folleto de prueba. Sellarán esta sección del folleto de prueba después de que todos hayan terminado. Por lo tanto, revisen su trabajo cuidadosamente. No podrán regresar a esta sección después de que la hayan sellado. Pasen a la página 32 de su folleto de prueba y comiencen a trabajar.

After test takers complete the science test,

DIGA Alto. Han completado la prueba de ciencias. Ahora sellarán esta sección de su folleto de prueba. Pongan la mitad del sello en el medio círculo blanco que se encuentra en la primera página de la próxima sección, la cuál es la página 44. Luego doblen el sello sobre el otro medio círculo correspondiente que está en la página 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.

DIGA **Estamos listos para comenzar. Tendrán tanto tiempo como necesiten. Paren al final de esta parte de la prueba que termina en la página 47. Sellarán esta sección del folleto de prueba después de que todos hayan terminado. Por lo tanto, revisen su trabajo cuidadosamente. No podrán regresar a esta sección después de que la hayan sellado. Pasen a la página 44 de su folleto de prueba y comiencen a trabajar.**

After test takers complete the social studies test,

DIGA **Alto. Han completado la prueba de estudios sociales. Ahora sellarán esta sección de su folleto de prueba. Pongan la mitad del sello en el medio del círculo blanco que se encuentra en la contraportada. Luego doblen el sello sobre el otro medio círculo correspondiente que está en la página 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.

