

New York State Testing Program

2023 Grades 3–5 Mathematics Paper-Based Tests

Teacher's Directions
May 2–4, 2023

Grades 3, 4, and 5

2023

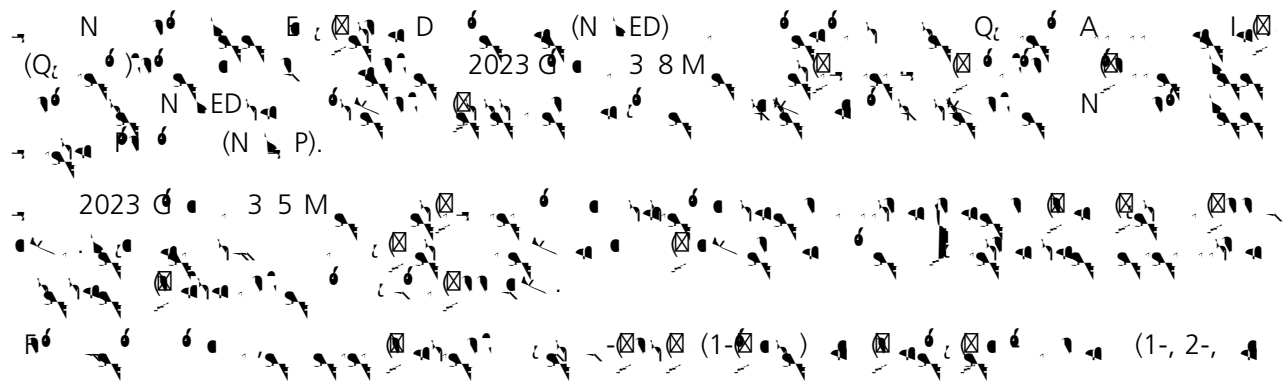


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It is important to read all of Steps One–Five and the pertinent grade-level information in Step Six prior to administering the test.

Test booklets and scoring materials must be kept secure. You are not to discuss the test, show it to anyone, or photocopy the materials, as the security of the test could be breached. However, school personnel may make photocopies of this *Teacher’s Directions* if additional copies are needed.

Introduction





Temporary Absence from Testing Room



Emergency Evacuation of a School Building



School Administrator's Manual.

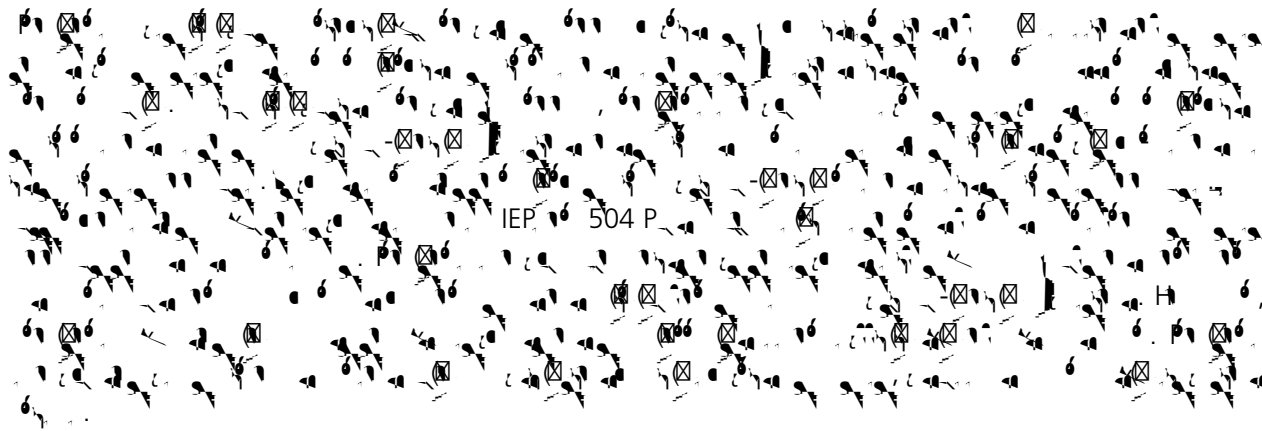
Student Cheating



Illness



Proctoring



Misadministration



STEP TWO Plan Your Paper-Based Testing Schedule





2023 Grade 3 Mathematics Paper-Based Test

Day 1, Session 1	25 multiple-choice questions (Students record their answer choices by darkening the circles on their Session 1 Answer Sheet.)
Day 2, Session 2	5 multiple-choice questions (Students record their answer choices by darkening the circles on their Session 2 Answer Sheet.) 8 constructed-response questions (Students write their answers directly in their Session 2 test booklet.)

2023 Grade 4 Mathematics Paper-Based Test

Day 1, Session 1	30 multiple-choice questions (Students record their answer choices by darkening the circles on their Session 1 Answer Sheet.)
Day 2, Session 2	5 multiple-choice questions (Students record their answer choices by darkening the circles on their Session 2 Answer Sheet.) 9 constructed-response questions (Students write their answers directly in their Session 2 test booklet.)

2023 Grade 5 Mathematics Paper-Based Test

Day 1, Session 1	30 multiple-choice questions (Students record their answer choices by darkening the circles on their Session 1 Answer Sheet.)
Day 2, Session 2	5 multiple-choice questions (Students record their answer choices by darkening the circles on their Session 2 Answer Sheet.) 9 constructed-response questions (Students write their answers directly in their Session 2 test booklet.)

Testing Accommodations for Students with IEPs and 504 Plans

IEP (IEP) 504 A P (504 P) 2023
3 8 M
School Administrator's Manual.

Use of Scribes:

School Administrator's Manual.

Test Read: B

IEP 504 P 2023

Use of Mathematics Spatial Boards with Large Type or Braille Editions

IEP 504 P 2023 3 8 M

Use of Calculators and Other Devices

IEP 504 P 2023 3 8 M
B 2023 3 5 M not

More Information on Testing Accommodations for Students with IEPs and 504 Plans

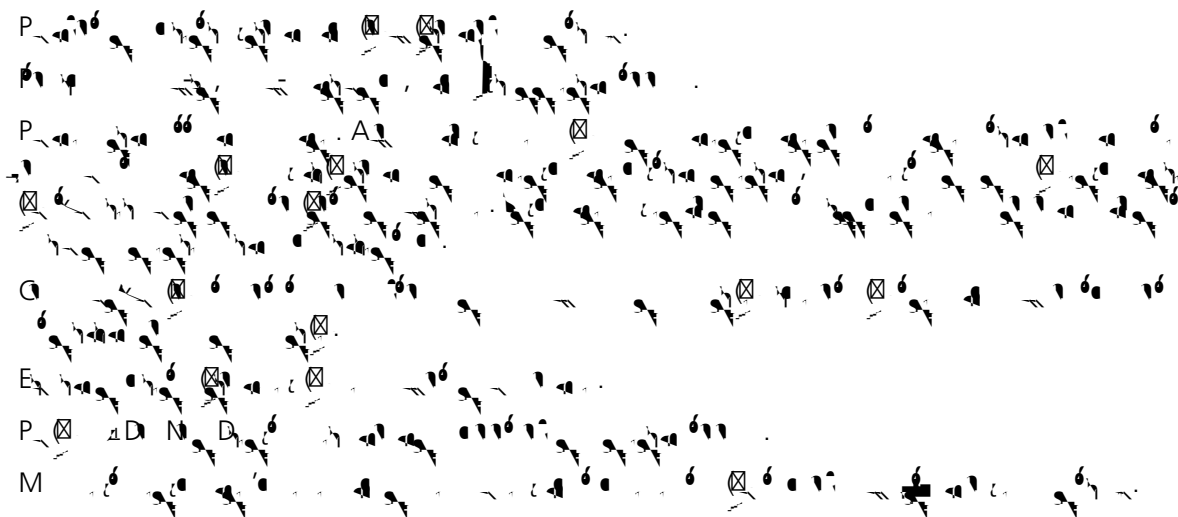
M
C Testing Accommodations for Students with Disabilities Guidance Document
(12/1/2018)

Testing Accommodations for English Language Learners

E L L (ELL) ELL
School Administrator's Manual.

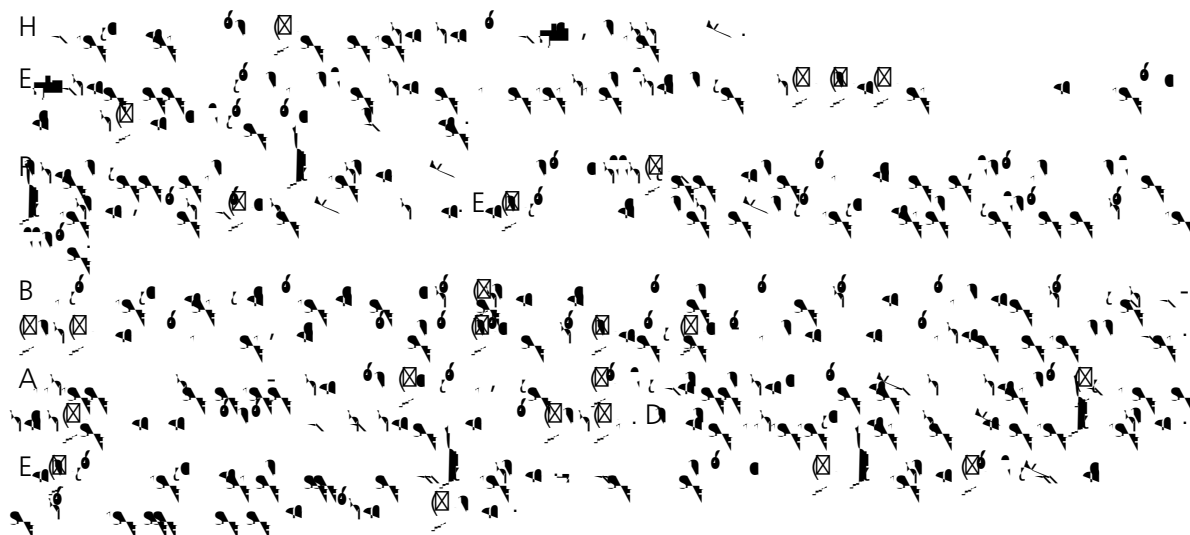
STEP THREE

Prepare Your Paper-Based Testing Room



STEP FOUR

Prepare Your Students



Use Standardized Testing Procedures



STEP SIX

Administer the 2023 Grade 3 Mathematics Paper-Based Test

*Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by **SAY**. Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.*

Grade 3 — Day 1, Session 1

Make sure you have a copy of the Session 1 test booklet.

*Make sure each student has a No. 2 pencil and a ruler. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on the answer sheet.*

*Students are **not** to be given scratch paper.*

*Students will be recording the answers to the multiple-choice questions in Session 1 on their Session 1 Answer Sheet. **Only** the responses marked on the students' answer sheets will be scored.*

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

SAY You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

Cell phones

iPods and MP3 players

iPads, tablets, and other eReaders

Laptops, notebooks, or any other personal computing devices

Cameras, other photographic equipment, and personal scanning devices

Wearable devices/smart wearables, including smart watches and health wearables

SAY If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY You will be taking the 2023 Grade 3 Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.

You may use your ruler to help you solve some of the problems on the test. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question. You will have as much time as you need today to answer the questions.

Distribute a Session 1 Answer Sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 1. The page number is indicated in the upper right-hand corner of the answer sheet.

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question. Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely. Make no stray marks on the answer sheet. Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in your Session 1 test booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 test booklet to each student.

SAY This is your Session 1 test booklet. Do not open your test booklet until I tell you to do so.

Look at the cover of your test booklet. Make sure it says "2023 Mathematics Test Session 1" and "Grade 3." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

SAY Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

Check to make sure each student has written their name on the front cover of the test booklet.

SAY All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.

Are there any questions?

Pause for questions. When you are confident that all students understand the directions,

SAY Now, open your test booklet and look at the page opposite page 1.

Check that all students are looking at the correct page.

SAY Look at the shaded box. Please follow along while I read what is in the box.

Your answer sheet has a section labeled "SESSION 1 Form" located above the area in

SAY Are there any questions?

Pause for questions. When you are confident that all students understand how to take the test,

SAY You must work independently, and you may not speak with each other while the test is being administered. Take the test,

Grade 3 — Day 2, Session 2

Make sure you have a copy of the Session 2 test booklet.

Make sure each student has a No. 2 pencil and a ruler. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on their answer sheets.

Students are **not** to be given scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 2 on their Session 2 Answer Sheet. **Only** the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students **must** write their answers to the constructed-response questions in their test booklet. **Only** answers to constructed-response questions written in the test booklet will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

SAY You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

Cell phones

iPods and MP3 players

iPads, tablets, and other eReaders

Laptops, notebooks, or any other personal computing devices

Cameras, other photographic equipment, and personal scanning devices

Wearable devices/smart wearables, including smart watches and health wearables with a display

Headphones, headsets, or in-ear headphones such as earbuds, and

Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY Today, you will be taking the 2023 Grade 3 Mathematics Test, Session 2.

You may use your ruler to help you solve some of the problems on the test. You will mark your answers to multiple-choice questions on your Session 2 Answer Sheet

Make sure students are making their marks heavy and dark on their answer sheets for the multiple-choice questions and are recording their answers to the constructed-response questions in their test booklet.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet.

Students who finish the test before other students should check their work. Once the student is finished, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2023 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

SAY If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY You will be taking the 2023 Grade 4 Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.

You may use your ruler and protractor to help you solve some of the problems on the test. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question. You will have as much time as you

SAY All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.

Are there any questions?

Pause for questions. When you are confident that all students understand the directions,

SAY Now, open your test booklet and look at the page opposite page 1.

Check that all students are looking at the correct page.

SAY Look at the shaded box. Please follow along while I read what is in the box.

Your answer sheet has a section labeled "SESSION 1 Form" located above the area in which you will place your responses to the test questions. Find this area on your answer sheet now.

Pause as students find the area on their answer sheet. When you are certain that all students have located the correct area,

SAY Darken the circles to indicate the letter and the number of the form you are using. Your test booklet will show you which form to fill in on your answer sheet. Please darken the circles on your answer sheet as shown below.

Are there any questions?

Pause for questions, then circulate around the room and verify that each student has filled in the correct form.

SAY Now, look at page 1 in your test booklet. Please read along silently as I read the Tips for Taking the Test aloud to you.

Read the Tips for Taking the Test aloud as the students follow along.

SAY Here are some suggestions to help you do your best:

Read each question carefully.

Pause for questions. When you are confident that all students understand how to take the test,

SAY You must work independently, and you may not speak with each other while the test is being administered.

Now, please turn to page 2 and begin.

Make sure that students are on the correct page and are darkening the circles on the answer sheet

Grade 4 — Day 2, Session 2

Make sure you have a copy of the Session 2 test booklet.

*Make sure each student has a No. 2 pencil, a ruler, and a protractor. Students may **not***

SAY Today, you will be taking the 2023 Grade 4 Mathematics Test, Session 2.

You may use your ruler and protractor to help you solve some of the problems on the

Make sure students are making their marks heavy and dark on their answer sheets for the multiple-choice questions and are recording their answers to the constructed-response questions in their test booklet.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet.

Students who finish the test before other students should check their work. Once the student is finished, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2023 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

STEP SIX

Administer the 2023 Grade 5 Mathematics Paper-Based Test

*Please read these directions carefully before administering the test. When you administer the test, the directions you are to read aloud are preceded by **SAY**. Read all directions to students at a moderate, steady pace. The italicized instructions to teachers should **not** be read aloud.*

Grade 5 — Day 1, Session 1

Make sure you have a copy of the Session 1 test booklet.

*Make sure each student has a No. 2 pencil, a ruler, and a protractor. Students may **not** use pens. Students*

SAY If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY You will be taking the 2023 Grade 5 Mathematics Test. There are two sessions for this test. Today, you will answer the questions in Session 1. You will answer the questions in Session 2 tomorrow.

You may use your ruler, protractor, and mathematics reference sheet, which is inside the test booklet, to help you solve some of the problems on the test. You must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer for each question. You will have as much time as you need today to answer the questions.

Distribute a Session 1 Answer Sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 1. The page number is indicated in the upper right-hand corner of the answer sheet.

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question. Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely. Make no stray marks on the answer sheet. Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers. Only the answers marked on your answer sheet will be scored. However, you may use all available space in your Session 1 test booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 1 test booklet to each student.

SAY This is your Session 1 test booklet. Do not open your test booklet until I tell you to do so.

Look at the cover of your test booklet. Make sure it says "2023 Mathematics Test Session 1" and "Grade 5." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

SAY Find the word “Name” at the top of the cover. Write your first and last name on the blank line.

Check to make sure each student has written their name on the front cover of the test booklet.

SAY All of your answers must be marked on your answer sheet. You may, however, make notes, highlight, or underline in your test booklet as you read.

Are there any questions?

Pause for questions. When you are confident that all students understand the directions,

SAY Now, open your test booklet and remove your mathematics reference sheet. You can use the reference sheet during this session of the test.

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

SAY Now, look at the page opposite page 1.

Check that all students are looking at the correct page.

SAY Look at the shaded box. Please follow along while I read what is in the box.

Your answer sheet has a section labeled “SESSION 1 Form” located above the area in which you will place your responses to the test questions. Find this area on your answer sheet now.

Pause as students find the area on their answer sheet. When you are certain that all students have located the correct area,

SAY Darken the circles to indicate the letter and the number of the form you are using. Your test booklet will show you which form to fill in on your answer sheet. Please darken the circles on your answer sheet as shown below.

Are there any questions?

Pause for questions, then circulate around the room and verify that each student has filled in the correct form.

SAY Now, look at page 1 in your test booklet. Please read along silently as I read the Tips for Taking the Test aloud to you.

Read the Tips for Taking the Test aloud as the students follow along.

SAY Here are some suggestions to help you do your best:

Read each question carefully and think about the answer before making

SAY Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 1. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.

Are there any questions?

Pause for questions. When you are confident that all students understand how to take the test,

SAY You must work independently, and you may not speak with each other while the test is being administered.

Now, please turn to page 2 and begin.

Make sure that students are on the correct page and are darkening the circles on the answer sheet appropriately by making their marks heavy and dark with a No. 2 pencil.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet. Make sure to also collect all mathematics reference sheets.

Students who finish the test before other students should check their work. Once the student is finished, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2023 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

Grade 5 — Day 2, Session 2

Make sure you have a copy of the Session 2 test booklet.

Make sure each student has a No. 2 pencil, a ruler, and a protractor. Students may **not** use pens. Students may be permitted to use highlighters when taking this test. You must, however, monitor student use of highlighters to ensure that they are not being used by students to record their responses to questions on their answer sheets.

Students are **not** to be given scratch paper.

Students will be recording the answers to the multiple-choice questions in Session 2 on their Session 2 Answer Sheet. **Only** the responses marked on the students' answer sheets for the multiple-choice questions will be scored. Students **must** write their answers to the constructed-response questions in their test booklet. **Only** answers to constructed-response questions written in the test booklet will be scored.

At the beginning of the test administration, proctors must read the following statement to all students taking State tests:

SAY You cannot have any personal communications device, including a cell phone, with you during this test or during any breaks, such as a restroom visit. Such devices include, but are not limited to:

Cell phones

iPods and MP3 players

iPads, tablets, and other eReaders

Laptops, notebooks, or any other personal computing devices

Cameras, other photographic equipment, and personal scanning devices

Wearable devices/smart wearables, including smart watches and health wearables with a display

Headphones, headsets, or in-ear headphones such as earbuds, and

Any other device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content, or sending/receiving text, audio, or video messages

If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor, or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your examination will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?

This is your last opportunity to do so before the test begins.

Repeat list of devices. Pick up devices from students and return them after testing.

SAY Today, you will be taking the 2023 Grade 5 Mathematics Test, Session 2.

You may use your ruler, protractor, and mathematics reference sheet, which is inside the test booklet, to help you solve some of the problems on the test. You will mark your answers to multiple-choice questions on your Session 2 Answer Sheet and you will write your responses to the written-response questions in your test booklet. You will have as much time as you need today to answer the questions.

Distribute a Session 2 Answer Sheet to each student. If answer sheets are precoded, make sure each student receives the correct answer sheet.

SAY This is the answer sheet you will use during today's test session. Look at your answer sheet and make sure you are on page 3. The page number is indicated in the upper right-hand corner of the answer sheet. Use your answer sheet to record your answers to the multiple-choice questions in Session 2.

When marking answers on your answer sheet, you must darken the circle for the letter that matches your answer for each question. Be sure to use only a No. 2 pencil. You may not use a pen or highlighter on your answer sheet. When you darken the circles, make heavy black marks.

If you make a mistake, erase it completely. Make no stray marks on the answer sheet. Do not make any marks on the back of your answer sheet.

You may *not* use additional paper for your answers for the multiple-choice questions. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. However, you may use all available space in your Session 2 test booklet for any calculations or helpful markings you may need to make.

Are there any questions about how to darken the circles on your answer sheet?

Pause for questions. When you are confident that all students understand how to use the answer sheet, distribute a Session 2 test booklet to each student. If the student identification labels were affixed to the back covers of the student test booklets earlier today, make sure each student receives the correct test booklet.

SAY This is your Session 2 test booklet. Do not open your test booklet until I tell you to do so.

Look at the cover of your test booklet. Make sure it says "2023 Mathematics Test Session 2" and "Grade 5." If you do not have the correct booklet, please raise your hand and I will give you the correct one.

Find the word "Name" at the top of the cover. Write your first and last name on the blank line.

Check to make sure each student has written their name on the front cover of the test booklet.

SAY Now, open your test booklet and remove your mathematics reference sheet. You can use the reference sheet during this session of the test.

Pause as students remove their mathematics reference sheets. When you are certain that all students are done,

SAY Now, look at page 1.

Check that all students are looking at the correct page in Session 2.

SAY Please read along silently as I read the Tips for Taking the Test aloud to you.

Read the Tips for Taking the Test aloud as the students follow along.

SAY Here are some suggestions to help you do your best:

Read each question carefully and think about the answer before making your choice or writing your response.

You have been provided with mathematics tools (a ruler and a protractor) and a reference sheet to use during the test. It is up to you to decide when each tool and the reference sheet will be helpful. You should use mathematics tools and the reference sheet whenever you think they will help you to answer the question.

Be sure to show your work when asked.

Are there any questions?

Pause for questions. When you are confident that all students understand the Tips for Taking the Test,

SAY Before each written-response question you will see how many credits the question is worth. For example, "This question is worth 2 credits."

Are there any questions?

Pause for questions. When you are confident that all students understand the statement indicating the question's credit value,

SAY For Session 2 multiple-choice questions, you must mark your answers on your answer sheet by darkening the circle for the letter that matches your answer. Only the answers marked on your answer sheet for the multiple-choice questions will be scored. Use only a No. 2 pencil. If you make a mistake on your answer sheet, erase your mistake completely and darken the circle for the letter that matches your answer.

For Session 2 written-response questions, you must write your answers directly in your test booklet in the space provided. You may not use additional paper for your answers. Only the answers written in your test booklet will be scored. Write your answers clearly and legibly. It is important to show all your work when asked as well as your final answer in your test booklet. If you make a mistake, erase it completely or draw a line through it. Use only a No. 2 pencil. You may not use a pen or highlighter to record any of your answers.

When you see the words GO ON at the bottom of a test booklet page, go on to the next page. When you come to the word STOP, you have reached the end of Session 2. You may go back and check your work. When you are finished please place your answer sheet inside the front cover of your test booklet and close your test booklet.

SAY Are there any questions?

Pause for questions. When you are confident that all students understand how to take the test,

SAY You must work independently, and you may not speak with each other while the test is being administered.

Now, please turn to page 2 and begin.

Make sure students are making their marks heavy and dark on their answer sheets for the multiple-choice questions and are recording their answers to the constructed-response questions in their test booklet.

Students should remain quietly at their desks when they finish the test. The proctor may collect the test materials either as students complete the test or when most of the students have finished. When collecting the test materials, make sure each student's answer sheet has been inserted into their test booklet. Make sure to also collect all mathematics reference sheets.

Students who finish the test before other students should check their work. Once the student is finished, test materials may be collected by the proctor. After a student's test materials are collected, that student may be permitted to read silently. This privilege is granted at the discretion of each school. No talking and no other schoolwork is permitted. Once all students complete the test, you may end the session.

Given that the Spring 2023 tests have no time limits, schools and districts have the discretion to create their own approach to ensure that all students who are productively working are given the time they need to continue to take the tests within the confines of the regular school day. Students should be productively engaged in completing assessments and not be retained beyond that point. School personnel should use their best professional judgment and knowledge about individual students to determine how long a student should be engaged in taking a particular assessment and when it is in the student's best interest to release them.

If the test is administered in a large-group setting, school administrators may prefer to allow students to hand in their test materials as they finish and then leave the room. If so, take care that students leave the room as quietly as possible so as not to disturb the students who are still working on the test.

Follow security procedures established by your principal or school administrator for returning secure test materials.

Test booklets and scoring materials must be kept secure. You are not to discuss the test, show it to anyone, or photocopy the materials, as the security of the test could be breached. However, school personnel may make photocopies of this *Teacher's Directions* if additional copies are needed.



**2023 Grades 3–5
Mathematics Paper-Based Tests
Teacher's Directions
May 2–4, 2023**

