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GRADE 4

INTERMEDIATE 1

KNOWLEDGE STANFORD ACHIEVEMENT TEST SERIES TENTH EDITION EXCELLENCE • POWER

South Dakota DAKOTA STEP STATE TEST OF EDUCATIONAL PROGRESS

South Dakota STEP

Grade 4

Directions for Administering

FORM D

Harcourt

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TEACHER / EXAMINER CHECKLIST OF ACTIVITIES

Before test administration

- ☐ Attend a training session provided by your Test Coordinator
- ☐ Review this manual and any specific instructions provided by your Test Coordinator
- ☐ Follow your school's testing schedule
- ☐ Inform students of scheduled testing dates and times
- ☐ Arrange for appropriate physical conditions for testing
- ☐ Arrange for the provision of testing accommodations (if applicable)
- ☐ Assemble the materials needed for testing
- ☐ Ensure that you have received all necessary test materials from your Test Coordinator
- ☐ Ensure that each student has access to a working calculator during the *Mathematics Problem Solving* subtest. Refer to the *General Directions for Administering* section for specific information regarding the types of calculators that can be used with modifications, and those that are prohibited for use on the tests.

During test administration

- ☐ Follow all directions as stated in these *Directions for Administering*
- ☐ Ensure that student demographic information is completed on answer documents prior to the first test session. If using Pre-ID labels, follow the instructions provided by your Test Coordinator.
- ☐ Maintain test security before, during, between, and after each testing session

After test administration

- ☐ Inspect students' answer documents, ensuring that all information is completed accurately
- ☐ Ensure that information related to the students' education status (LEP, IEP, or 504) and Students with Disabilities status is completed (if applicable)
- ☐ Complete the Scoring Services Identification (SSID) sheet and paper-band the bundle of student answer documents
- ☐ Return ALL test materials to your Test Coordinator

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GENERAL DIRECTIONS FOR ADMINISTERING

Preliminary Planning

Familiarize yourself with these *Directions for Administering*.

Inform students in advance of scheduled testing dates and times. Remind students to bring sharpened No. 2 pencils to the testing sessions as well as something to read if they finish early.

Make sure the physical conditions in the testing room are satisfactory. There should be adequate lighting for all students. Students should be seated so that there is enough space between them. Post a "Testing — Do Not Disturb" sign on the door. If the group is larger than a normal-sized class, it is recommended that there should be one assistant for every 25 students.

Proposed Schedule for Administering

The *Dakota STEP* subtests are untimed. Approximate testing times are included below for each of the subtests for planning purposes only. The time allotted for the administration of each of the subtests should be adequate for most students. However, additional time should be provided for students to complete each of the subtests as long as they are actively engaged in testing.

Answer documents have been modified to coordinate with the STOP signs that appear in the students' test booklets. Please ensure that students resume testing by marking their answers in the correct area of their answer documents, and that students have completed each session accurately before collecting their test materials.

The remaining subtests may be administered in separate sessions, or you may combine subtests if your testing schedule permits. If two subtests are administered in a single sitting, students should be given a rest period of at least 10 minutes between subtests.

SUBTEST	APPROXIMATE TESTING TIME
Word Study Skills	**25 minutes**
Reading Vocabulary	**30 minutes**
Reading Comprehension	
First Session	**55 minutes**
Second Session	**55 minutes**
Mathematics Problem Solving	
First Session	**60 minutes**
Second Session	**60 minutes**
Third Session	**60 minutes**
Mathematics Procedures	**45 minutes**
Language	**40 minutes**
Science	**40 minutes**
Social Science	**40 minutes**

GENERAL DIRECTIONS FOR ADMINISTERING

Test Security

Before you administer the *Dakota STEP*, you will be asked to review and sign the *Test Security Agreement* provided by your Test Coordinator. When you sign this document, you are agreeing to exercise necessary precautions and to follow established procedures that will help ensure the security of the content of all test materials.

It is important to follow test security measures before, during, between, and after testing to ensure the integrity and validity of the assessment. All testing materials must be kept in a secure location except when being used to test students. Breaches in security include, but are not limited to:

- keeping or reproducing any test booklets or student answer documents
- coaching students or altering student responses in any way
- allowing any unauthorized access to test materials before, during, between, or after testing

Any potential breach of test security should be reported immediately to your Test Coordinator.

Materials Required by the Teacher/Examiner

1. Directions for Administering
2. A supply of *Dakota STEP* test booklets, including one for demonstration purposes
3. A supply of answer documents, including one for demonstration purposes
4. A supply of sharpened, soft-lead (No. 2) pencils with erasers
5. A supply of scratch paper for both mathematics subtests
6. A supply of rulers with inch and centimeter markings for the *Mathematics Problem Solving* subtest. Rulers are included in the packet of ancillary materials provided by Harcourt.
7. A supply of permissible calculators for the *Mathematics Problem Solving* subtest

Materials Required by Each Student

1. A *Dakota STEP* test booklet
2. An answer document
3. Two sharpened, soft-lead (No. 2) pencils with erasers
4. Several sheets of scratch paper for both mathematics subtests
5. A ruler with inch and centimeter markings for the *Mathematics Problem Solving* subtest
6. A permissible calculator for the *Mathematics Problem Solving* subtest

GENERAL DIRECTIONS FOR ADMINISTERING

Calculator Use on the *Mathematics Problem Solving* Subtest

All students should have a calculator available for use during the *Mathematics Problem Solving* subtest administration. Students may use any four-function, scientific, or graphing calculator, unless it has features described in the following **Prohibited** list. For models on the **Permitted with Modification** list, you will be required to modify some of the features of the calculator before it is used.

PROHIBITED Calculators

The following types of calculators are **prohibited**:

- pocket organizers
- handheld or laptop computers
- electronic writing pads or pen-input devices—*The Sharp EL9600* ***is permitted*** *for use because it is not considered a pen-input device.*
- calculators built into cellular phones or other wireless communication devices
- calculators with a typewriter keypad (keys in QWERTY format)—*Calculators with letter keys* ***not*** *in QWERTY format are permitted.*
- calculators with built-in Computer Algebra Systems—***Prohibited*** *calculators in this category include* ***all*** *calculators in* ***all*** *of the following series:*
  - Casio CFX-9970G and Algebrafx2.0 have built-in Computer Algebra Systems.
  - Texas Instruments TI-89 and TI-92 (including TI-92 Plus). All calculators in the Texas Instruments TI-92 series are prohibited because they have QWERTY (typewriter) keyboards and built-in Computer Algebra Systems.
  - Hewlett-Packard HP-40G and HP-49G. Calculators in the Hewlett-Packard HP-38G series and HP-48G series may be used only if the infrared communications port is covered with heavy, opaque material such as duct tape or electrician's tape.

Calculators PERMITTED WITH MODIFICATION

The following types of calculators are **permitted only if modified as noted:**

- calculators with paper tape—*Remove the tape.*
- calculators that make noise—*Turn off the sound feature.*
- calculators that can communicate wirelessly with other calculators—*Completely cover the infrared data port with heavy, opaque material such as duct tape or electrician's tape.*
- calculators that have power cords—*Remove all power/electrical cords.*

SPECIFIC DIRECTIONS FOR ADMINISTERING

Maintain a natural classroom atmosphere during the test sessions, and encourage students to do their best. To avoid interruptions during the test sessions, make sure that students have had an opportunity to visit the restroom and to get a drink of water before beginning each test session.

All directions and test questions that you are to read to students are printed in **boldface text**. Read them exactly as they are written, using a natural tone and manner. If necessary, you may supplement the directions with your own explanations, but do not give help on specific test questions. If you make a mistake when reading a direction or question, stop and say, "No, that is wrong. Listen again." Then read the direction or question again.

Different icons are used at the top of each subtest. As you are helping your students find each subtest, you will explain to them what icon to look for. For example, a picture of an open book is used for the *Reading Comprehension* subtest. The icons will also be readily apparent to you as you move about the room to ensure that students have turned to the correct subtest.

Check periodically throughout the test sessions to make sure that students are following instructions and recording their answers correctly on their answer documents. Remind students to handle their answer documents with care and record their answers with heavy, dark pencil marks.

See that students keep working until the end of each subtest (or session). Collect the test booklets and answer documents from students who finish early. These students may sit quietly and read until others have completed the subtest.

Large-Print and Braille Test Materials

Large-print versions of the *Dakota STEP* are available for visually impaired students whose IEPs call for such test materials. In most situations, students' sight/vision disability precludes their ability to use a regular student answer document. The Teacher/Examiner and the student should determine the best method for the student to record his/her responses to the test questions. Students may mark directly on the test booklet or, if tested individually, respond orally to the Teacher/Examiner. In either case, the Teacher/Examiner must transfer or record all student responses to the regular student answer document using a sharpened, soft-lead (No. 2) pencil.

Large-print test booklets are enlargements of the regular test booklets. In some cases, art has been adapted or revised for clarity and readability. Students using the large-print test booklets should have a large workspace to accommodate an open 11" x 17" test booklet. Special attention should also be given to lighting considerations for low-vision students. Please check with your Test Coordinator for special instructions and test materials if you will be administering a Braille test form.

SPECIFIC DIRECTIONS FOR ADMINISTERING

Preparing the Student Answer Documents

Your Test Coordinator will provide you with specific instructions regarding the application of Pre-ID labels and/or pre-filling the student demographic information on the answer documents.

For students WITHOUT Pre-ID labels, the following demographic identification sections of the answer document must be completed by hand. It is strongly recommended that this information be completed prior to test administration to enhance accuracy.

- STUDENT NAME—In Box 2, students should fill in their last name, first name, and middle initial, and then grid the appropriate letter below each box.
- DATE OF BIRTH—In Box 3, students should fill in and grid the month, day, and year of their birth.
- GENDER—In Box 4, students should grid the appropriate bubble.
- RACE/ETHNICITY—In Box 5, the South Dakota Department of Education requires students to grid "Race/Ethnicity." Ethnic identification is a student's personal choice. No corrections should be made to a student's selection. Grid one of the following:
  - American Indian or Alaska Native
  - Asian or Pacific Islander
  - Black or African American (Non-Hispanic)
  - Hispanic
  - White (Non-Hispanic)
  - Other
- STUDENT NUMBER—In Box 6, fill in and grid the 9-digit student number. The South Dakota Department of Education requires that all districts use the Student Information Management System (SIMS) number for each student.

Distributing the Student Answer Documents

Be sure all desks or tables are cleared of books and other materials not needed for the test. See that each student has two sharpened soft-lead (No. 2) pencils and an eraser. Before distributing the answer documents,

SAY For the next few days, you will be taking the Dakota STEP test. This test is designed to show how much you have learned.

I will give you each an answer document. Leave your answer document closed until I tell you what to do.

Distribute the *Dakota STEP* answer documents with the demographic information page facing up.

SAY At the top of the page in Box 1, on the line where it says "Student Name," carefully print your last name, and then your first name and middle initial. STOP if you have a pre-printed label on your answer document.

If you have students that do NOT have pre-printed labels, follow the instructions in the previous section. Students should complete the information in Boxes 2 through 6 on the demographic page.

Remind students to handle their answer documents with care; to record their answers with heavy, dark marks; and to avoid making any stray marks on their answer documents.

WORD STUDY SKILLS

Make sure that all desks are cleared of books and other materials not needed for the subtest, and that each student has his or her answer document, two sharpened soft-lead (No. 2) pencils, and an eraser.

SAY I am going to give you a test booklet. Do not open your test booklet until I tell you what to do.

Distribute the test booklets. When all students have their test booklets and answer documents,

SAY Open your test booklet to the Word Study Skills subtest on page 2, where you see the picture of the blocks with letters at the top of the page.

Walk around the room to be sure everyone is looking at page 2, the first page of the Word Study Skills subtest. Then read the directions and go over Sample A.

SAY Look at the directions at the top of the page. Follow along in your test booklet as I read the directions aloud. "Directions: In each question, there are three words. Decide which word is a compound word. Then mark the space for the answer you have chosen."

Now look at Sample A in the first column. Here you see the words *classroom* … *about* … and *honey.* Which one of these words is made up of two words?

Pause for replies.

SAY Yes. That's right. *Classroom* is made up of two words—*class* and *room.*

Now find the section for Word Study Skills on your answer document.

Make sure all students have found the section for Word Study Skills on their answer documents.

SAY Look at the box marked "Sample A." The space for the letter "A" has been marked because "A" is the letter of the correct answer, *classroom*. Are there any questions?

Answer any questions students may have. Repeat the sample, if necessary.

SAY Find Question 1, right below the sample.

Check to make sure everyone has found Question 1.

SAY You will do Questions 1 through 3 in the same way we did Sample A. Remember, find the compound word and mark the space for the answer you have chosen on your answer document. Does everyone understand what to do for Questions 1 through 3?

Answer any questions.

WORD STUDY SKILLS

SAY **When you have finished Question 3, you will find different kinds of questions. You will see directions, followed by Sample B. After Question 8, you will see another set of directions, followed by Sample C.**

Read the directions for each part as you come to it and study the sample. Note that the answer spaces for the correct answers have been filled in on your answer document. Then answer each question that follows. Mark the space for your answer on your answer document. Do not write in the test booklet. If you have a question about what you are supposed to do, raise your hand and I will help you.

You are to answer all of the questions on pages 2 through 5. Keep working until you come to the word "STOP" at the bottom of page 5. If you finish before I say "Stop," you may check your work on pages 2 through 5 only. Do not go on to any other pages. Does everyone understand what to do for this test?

Answer any questions.

SAY **You will have as much time as you need to work on this test. If you are not sure about the answer to a question, do the best you can, but don't spend too much time on any one question.**

You may start working now.

While students are working, walk around the room to make sure that they are following directions and marking their answers correctly. Check to see that students mark only one answer for each question and that they continue working until they finish the questions on page 5. If a student has trouble understanding what to do or has trouble reading a question, explain as quickly and quietly as you can. However, do not give help on specific test questions.

This subtest is untimed. After about 25 minutes or when most of the students have finished,

SAY **If you have finished, place your answer document inside the front cover of your test booklet and raise your hand. I will collect your test materials. After I have collected your test booklet and answer document, you may sit quietly or read if you wish. If you have not finished, please continue working.**

If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering the next subtest.

READING VOCABULARY

If you are beginning a new testing session, make sure that all desks are cleared of books and other materials not needed for the subtest, and that each student has two sharpened soft-lead (No. 2) pencils and an eraser.

SAY **I am going to give you your test booklet and answer document. Do not open your test booklet or take out your answer document until I tell you what to do.**

Distribute the test booklets with the answer documents. Check to see that each student receives the answer document with his/her name on it. When all students have their test booklets and answer documents,

SAY **Open your test booklet to the Reading Vocabulary subtest on page 6, where you see the picture of a crossword puzzle at the top of the page.**

Check to see that students have page 6 showing, with the icon of the crossword puzzle at the top of the page.

SAY **Look at the directions at the top of page 6. Read them to yourself as I read them aloud. "Directions: Choose the word or group of words that means the same, or about the same, as the underlined word. Then mark the space for the answer you have chosen."**

Now look at Sample A. Read the sample to yourself as I read it aloud. *"To capture is to* — A, *catch* … B, *sign* … C, *pedal* … D, *prepare."* Which word correctly completes the sentence?

Pause for replies.

SAY **Yes. The word *catch* is the right answer. To capture is to *catch.***

Now find the section for Reading Vocabulary on your answer document.

Make sure all students have found the section for Reading Vocabulary on their answer documents.

SAY **Look at the box marked "Sample A." The space for the letter "A" has been marked because "A" is the letter of the correct answer, *catch.***

You will do all of the questions on this page and the next page in the same way we did Sample A.

Does everyone understand what to do for Questions 1 through 8?

Answer any questions students may have.

SAY **When you have finished Question 8, you will find different kinds of questions. On page 8, you will see a set of directions followed by Sample B. On page 10, you will see another set of directions followed by Sample C.**

READING VOCABULARY

Read the directions for each section as you come to it, study the sample, and then answer each question. Mark the space for your answer on your answer document. Do not write in the test booklet. If you have a question about what you are supposed to do, raise your hand and I will help you.

When you finish the questions on this page, go on to pages 7 through 11. Keep working until you come to the bottom of page 11 where it says "STOP." If you finish before I say "Stop," you may check your work on pages 6 through 11 only. Do not go on to any other pages.

Does everyone understand what to do for this test?

Answer any questions.

SAY **You will have as much time as you need to work on this test. If you are not sure about the answer to a question, do the best you can, but don't spend too much time on any one question.**

You may start working now.

While students are working, walk around the room to make sure that they are following directions and marking their answers correctly. Check to see that students mark only one answer for each question and that they continue working until they finish the questions on page 11. If a student has trouble understanding what to do or has trouble reading a question, explain as quickly and quietly as you can. However, do not give help on specific test questions.

This subtest is untimed. After about 30 minutes, or when most of the students have finished,

SAY **If you have finished, place your answer document inside the front cover of your test booklet and raise your hand. I will collect your test materials. After I have collected your test booklet and answer document, you may sit quietly or read if you wish. If you have not finished, please continue working.**

If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering the next subtest.

READING COMPREHENSION

First Session

If you are beginning a new testing session, make sure that all desks are cleared of books and other materials not needed for the subtest, and that each student has two sharpened soft-lead (No. 2) pencils and an eraser.

SAY **I am going to give you your test booklet and answer document. Do not open your test booklet or take out your answer document until I tell you what to do.**

Distribute the test booklets with the answer documents. Check to see that each student receives the answer document with his/her name on it. When all students have their test booklets and answer documents,

SAY **Open your test booklet to the Reading Comprehension subtest on page 13, where you see the picture of the open book at the top of the page.**

Make sure all students have page 13 showing, with the icon of the open book at the top of the page.

SAY **Look at the directions at the top of the page. Read them to yourself as I read them aloud. "Directions: Read each passage. Then read each question about the passage. Decide which is the best answer to the question. Mark the space for the answer you have chosen."**

Now find the sample poem, right below the directions.

Make sure everyone has found the sample poem.

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

Pause about two minutes while students read the sample poem.

SAY **Now look at the first sample, Sample A.**

Read Sample A to yourself as I read it aloud. *"You can tell that the speaker does not like* — A, *hearing the alarm clock* … B, *eating breakfast* … C, *mowing the grass* … D, *riding in a car."* Which is the correct answer?

Pause for replies.

SAY **Yes. That's right. The speaker does not like *hearing the alarm clock*.**

Now find the section for Reading Comprehension on your answer document.

Look at Sample A in the box marked "Samples." The space for "A," *hearing the alarm clock*, has been filled in to show that "A" is the correct answer. Are there any questions?

Answer any questions students may have.

SAY **Now look at Sample B. Read the question to yourself. Mark the space for your answer.**

READING COMPREHENSION

First Session (continued)

Pause while students mark their answers.

SAY Which space did you mark?

Pause for replies.

SAY That's right. You should have marked the answer space for "D," *Thinking about when you first wake up*. Does anyone have a question?

Answer any questions students may have.

SAY You are to read each passage and then answer the questions about the passage. Choose the best answer for each question and mark the space for your answer on your answer document. Do not write in your test booklet.

You will have as much time as you need to read the passages and answer the questions. You should keep working until you come to the end of page 25, where you see the word "STOP" at the bottom of the page. If you are not sure about the answer to a question, do the best you can, but don't spend too much time on any one question. Once you finish, you may check your work on pages 14 through 25, but do not go on to any other pages.

Does everyone understand what to do?

Answer any questions.

SAY You may turn to page 14 and begin working.

While students are working, walk around the room to make sure that they are following directions and marking their answers correctly. Check to see that students mark only one answer for each question and that they continue working until they finish the question on page 25. If a student has trouble understanding what to do or has trouble reading a question, explain as quickly and quietly as you can. However, do not give help on specific test questions.

This session is untimed. After about 55 minutes, or when most students have finished,

SAY If you have finished, place your answer document inside the front cover of your test booklet and raise your hand. I will collect your test materials. After I have collected your test booklet and answer document, you may sit quietly or read if you wish. If you have not finished, please continue working.

If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering the next session.

READING COMPREHENSION

Second Session

Be sure all desks or tables are cleared of books and other materials not needed for the subtest. See that each student has his or her own test booklet and answer document, two sharpened soft-lead (No. 2) pencils, and an eraser.

SAY **Open your test booklet to page 26 of the Reading Comprehension subtest. You will see the passage titled *Deep in a Swamp* at the top of the page.**

Make sure all students have page 26 showing.

SAY **Continue to read each passage and then answer the questions about the passage. Choose the best answer and then mark the space for your answer on your answer document. Keep working until you come to the bottom of page 39 where you see the word "STOP." If you finish early, you may check your work on pages 26 through 39 only. Do not go back to the other sessions or go on to any other pages.**

Does everyone understand what to do?

Answer any questions the students have.

SAY **You will have as much time as you need to work on this part of the test. If you have trouble reading a question, raise your hand, and I will help you. If you are not sure about the answer to a question, do the best you can, but don't spend too much time on any one question.**

You may begin working now.

While students are working, walk around the room to make sure that they are following directions and marking their answers correctly. Check to see that students mark only one answer for each question and that they continue working until they finish the questions on page 39. If a student has trouble understanding what to do or has trouble reading a question, explain as quickly and quietly as you can. However, do not give help on specific test questions.

This session is untimed. After about 55 minutes, or when most students have finished,

SAY **If you have finished, place your answer document inside the front cover of your test booklet and raise your hand. I will collect your test materials. After I have collected your test booklet and answer document, you may sit quietly or read if you wish. If you have not finished, please continue working.**

If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering the next subtest.

MATHEMATICS PROBLEM SOLVING

First Session

If you are beginning a new testing session, make sure that all desks are cleared of books and other materials not needed for the subtest, and that each student has two sharpened soft-lead (No. 2) pencils and an eraser. Students will need scratch paper, rulers with inch and centimeter markings on them, and calculators for this subtest.

SAY **I am going to give you your test booklet and answer document. Do not open your test booklet or take out your answer document until I tell you what to do.**

Distribute the test booklets with the answer documents. Check to see that each student receives the answer document with his/her name on it. When all students have their test booklets and answer documents,

SAY **I am going to give you some scratch paper and a ruler. You will need the ruler to answer some of the questions.**

Distribute the scratch paper, rulers, and calculators (if provided by the school).

SAY **Open your test booklet to the Mathematics Problem Solving subtest on page 40, where you see a picture of a ruler at the top of the page.**

Make sure all students have page 40 showing, with the icon of the ruler at the top of the page.

SAY **Look at the directions at the top of the page. Read them to yourself as I read them aloud. "Directions: Read each question or problem carefully. Then answer the question or work the problem. Mark the space for your answer." Now look at the samples in the box.**

Read Sample A to yourself as I read it aloud. *"Jill saw this chart showing the average height above sea level of several states.* (Pause) ***Of the states listed, which one has the <u>greatest</u> average height above sea level?"*** **What is the answer?**

Pause for replies.

SAY **Yes. *Colorado* is the correct answer.**

Now find the section for Mathematics Problem Solving on your answer document.

Look at Sample A in the box marked "Samples." The space for the letter "B" has been marked because "B" is the letter of the correct answer, *Colorado*. Are there any questions?

MATHEMATICS PROBLEM SOLVING

First Session (continued)

Answer any questions.

SAY **Now look at Sample B. Read the sample to yourself as I read it aloud. *"Mr. Garza had one hundred seventy-two shells in his collection. Which statement best describes the number of shells in Mr. Garza's collection?"* Mark the space for your answer.**

Pause while students mark their answers.

SAY **Which space did you mark?**

Pause for replies.

SAY **Yes. You should have marked the space for the letter "A" because that is the letter for the correct answer, *He had about two hundred shells*. Are there any questions?**

Answer any questions.

SAY **Now practice using your calculator. Are there any questions?**

Answer all questions. Be sure everyone understands how to use the calculators.

SAY **You will have as much time as you need to answer the questions. Read each question carefully and use your scratch paper for working the problems or doing any necessary computations. Do not write in your test booklet. Choose the best answer for each question and mark the space for your answer on your answer document. Continue working until you come to the end of page 49, where you see the word "STOP" at the bottom of the page. Once you finish, you may check your work on pages 40 through 49, but do not go on to any other pages.**

Does everyone understand what to do?

After any questions have been answered,

SAY **You will have as much time as you need to work on this test. If you are not sure about an answer, do the best you can, but do not spend too much time on any one question.**

You may begin working now.

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First Session (continued)

While the students are working, walk around the room to make sure they are following directions and marking their answers correctly. Check to see that students mark only one answer for each question and that they go on until they finish the questions on page 49. If a student has trouble understanding what to do or has trouble reading a question, explain as quickly and quietly as you can. However, do not give help on specific test questions.

This session is untimed. After about 60 minutes, or when most students have finished,

SAY **If you have finished, place your answer document inside the front cover of your test booklet and raise your hand. I will collect your test materials. After I have collected your test booklet and answer document, you may sit quietly or read if you wish. If you have not finished, please continue working.**

If you wish to end the testing session at this time, collect the rulers and calculators for use in the next session. Collect the scratch paper and dispose of it. If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering the second session of the Mathematics Problem Solving subtest.

MATHEMATICS PROBLEM SOLVING

Second Session

Be sure all desks or tables are cleared of books and other materials not needed for the subtest. See that each student has his/her test booklet and answer document, two sharpened soft-lead (No. 2) pencils, an eraser, a ruler, a calculator, and scratch paper.

SAY **Open your test booklet to page 50 of the Mathematics Problem Solving subtest. You will see problem number 31 at the top of the page.**

Make sure all students have page 50 showing.

SAY **Continue to answer the questions and work the problems in your test booklet. Use scratch paper for working the problems or doing any necessary computations. Choose the best answer for each question and mark the space for your answer on your answer document. Do not write in your test booklet. Continue working until you come to the bottom of page 61, where you see the word "STOP." If you finish early, you may check your work on pages 50 through 61 only. Do not go back to the other sessions or go on to any other pages.**

Does everyone understand what to do?

Answer any questions.

SAY **You will have as much time as you need to work on this part of the test. If you have trouble reading a question, raise your hand and I will help you. If you are not sure about the answer to a question, do the best you can, but don't spend too much time on any one question.**

You may begin working now.

While students are working, walk around the room to make sure that they are following directions and marking their answers correctly. Check to see that students mark only one answer for each question and that they go on until they finish the questions on page 61. If a student has trouble understanding what to do or has trouble reading a question, explain as quickly and quietly as you can. However, do not give help on specific test questions.

This session is untimed. After about 60 minutes, or when most students have finished,

SAY **If you have finished, place your answer document inside the front cover of your test booklet and raise your hand. I will collect your test materials. After I have collected your test booklet and answer document, you may sit quietly or read if you wish. If you have not finished, please continue working.**

If you wish to end the testing session at this time, collect the rulers and calculators for use in the next session. Collect the scratch paper and dispose of it. If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering the third session of the Mathematics Problem Solving subtest.

MATHEMATICS PROBLEM SOLVING

Third Session

Be sure all desks or tables are cleared of books and other materials not needed for the subtest. See that each student has his/her test booklet and answer document, two sharpened soft-lead (No. 2) pencils, an eraser, a ruler, a calculator, and scratch paper.

SAY **Open your test booklet to page 62 of the Mathematics Problem Solving subtest. You will see problem number 63 at the top of the page.**

Make sure all students have page 62 showing.

SAY **Continue to answer the questions and work the problems in your test booklet. Use scratch paper for working the problems or doing any necessary computations. Choose the best answer for each question and mark the space for your answer on your answer document. Do not write in your test booklet. Continue working until you come to the bottom of page 75, where you see the word "STOP." When you finish, you may check your work on pages 62 through 75 only. Do not go back to the other sessions or on to any other pages.**

Does everyone understand what to do?

Answer any questions.

SAY **You will have as much time as you need to work on this part of the test. If you are not sure about the answer to a question, do the best you can, but don't spend too much time on any one question.**

You may begin working now.

While students are working, walk around the room to make sure that they are following directions and marking their answers correctly. Check to see that students mark only one answer for each question and that they go on until they finish the questions on page 75. If a student has trouble understanding what to do or has trouble reading a question, explain as quickly and quietly as you can. However, do not give help on specific test questions.

This session is untimed. After about 60 minutes, or when most students have finished,

SAY **If you have finished, place your answer document inside the front cover of your test booklet and raise your hand. I will collect your test materials. After I have collected your test booklet and answer document, you may sit quietly or read if you wish. If you have not finished, please continue working.**

Collect the scratch paper and dispose of it. Collect the rulers and calculators.

If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering the next subtest.

MATHEMATICS PROCEDURES

If you are beginning a new testing session, have all desks cleared of books and other materials not needed for the subtest, and see that each student has two sharpened soft-lead (No. 2) pencils and an eraser. Calculator use is NOT permitted on the Mathematics Procedures subtest.

SAY **I am going to give you your test booklet, answer document, and some scratch paper. Do not open your test booklet or take out your answer document until I tell you what to do.**

Distribute the test booklets with the answer documents. Distribute the scratch paper. Check to see that each student receives the answer document with his/her name on it. When all students have their test booklets and answer documents,

SAY **Open your test booklet to the Mathematics Procedures subtest on page 76, where you see the picture of the mathematics symbols at the top of the page.**

Make sure all students have page 76 showing, with the icon of the mathematics symbols at the top of the page.

SAY **Look at the directions at the top of the page. Read them to yourself as I read them aloud. "Directions: Read each question or problem carefully. Then answer the question or work the problem. Mark the space for your answer. If a correct answer is *not here*, mark the space for NH." Now look at Sample A.**

Read the sample to yourself as I read it aloud. *"Fifty-three plus twenty-one."*

What answer did you choose?

Pause for replies.

SAY **Yes. The correct answer is letter B, *seventy-four*.**

Now find the section for Mathematics Procedures on your answer document. Look at Sample A in the box marked "Samples." In Sample A, the space for "B" has been marked, because "B," *seventy-four*, is the correct answer. Does anyone have a question?

Answer any questions students may have.

SAY **Now look at Sample B. Read the question to yourself as I read it aloud. *"Myra sold six hundred seventy-three tickets to the school fair. Jacob sold four hundred ninety-four tickets. How many more tickets did Myra sell than Jacob did?"* Mark your answer.**

MATHEMATICS PROCEDURES

Pause while students mark their answers.

SAY Which answer did you mark?

Pause for replies.

SAY Yes. You should have marked the space for letter "E," *NH,* because the answer to this question, *one hundred seventy-nine,* is *not here.* Are there any questions?

Answer any questions students may have. Make sure students understand the *not here* option.

SAY Read each question carefully and use your scratch paper for working the problems or doing any necessary computations. Do not write in your test booklet. Choose the best answer for each question and mark the space for your answer on your answer document. Continue working until you come to the end of page 82, where you see the word "STOP" at the bottom of the page.

Does everyone understand what to do?

Answer any questions.

SAY You will have as much time as you need to answer the questions in this test. When you finish, you may check your work on pages 76 through 82 only. Do not go back to or work ahead on any other subtest.

You may start working now.

While students are working, walk around the room to make sure that they are following directions and marking their answers correctly. Check to see that students mark only one answer for each question and that they continue working until they finish the question on page 82. If a student has trouble understanding what to do or has trouble reading a question, explain as quickly and quietly as you can. However, do not give help on specific test questions. If students ask about sales tax on any of the problems involving purchases, tell them there is no sales tax unless otherwise stated.

This subtest is untimed. After about 45 minutes, or when most students have finished,

SAY If you have finished, place your answer document inside the front cover of your test booklet and raise your hand. I will collect your test materials. After I have collected your test booklet and answer document, you may sit quietly or read if you wish. If you have not finished, please continue working.

Collect the scratch paper and dispose of it. If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering the next subtest.

LANGUAGE

If you are beginning a new testing session, make sure that all desks are cleared of books and other materials not needed for the subtest, and that each student has two sharpened soft-lead (No. 2) pencils and an eraser.

SAY **I am going to give you your test booklet and answer document. Do not open your test booklet or take out your answer document until I tell you what to do.**

Distribute the test booklets with the answer documents. Check to see that each student receives the answer document with his/her name on it. When all students have their test booklets and answer documents,

SAY **Open your test booklet to page 83, the first page of the Language subtest. There is a picture of an open journal and pencil at the top of the page.**

Make sure that all students have page 83 showing, with the icon of the open journal and pencil at the top of the page.

SAY **Look at the directions at the top of the page. Read them to yourself as I read them aloud. "Directions: Read each passage in the boxes. Then read each question after the passages. Choose the best answer. Then mark the space for the answer you have chosen."**

Now read the passage about *The Great Museum Trip* and answer Sample A that follows.

Pause while students read the passage and the question.

SAY **What is the correct answer?**

Pause for replies.

SAY **Yes. Letter "A," *Listing what happened on the field trip*, is the correct answer. The space for letter "A" is marked on your answer document to show that it is the correct answer. Are there any questions?**

Answer any questions students may have.

SAY **Now turn the page and look at Sample B. Read the first part of Latoya's letter and then answer the question that follows the letter.**

Pause while students read the passage and mark their answers.

SAY **Which of these is <u>not</u> a complete sentence?**

Pause for replies.

SAY **Yes. Letter "B," *With eyes made from white balls,* is not a sentence, so it is the right answer. You should have marked the letter "B" on your answer document.**

Now look at Sample C at the top of the next page. Read the second part of the letter and then answer the question that follows.

LANGUAGE

Pause while students read the passage and mark their answers.

SAY How should *Woodside Puppet Museum* be written?

Pause for replies.

SAY Yes. Letter "D," *As it is*, is the right answer. There was nothing wrong with the way it was written, was there? Everyone should have marked the letter "D," *As it is.* Are there any questions?

Answer any questions and review the samples, if necessary.

SAY You will answer questions 1 through 30 in the same way. Remember to read each passage, and then read each question about the passage. Choose the best answer for each question and mark the space for your answer on your answer document. Do not write in the test booklet.

You will have as much time as you need to work on these questions. If you are not sure about an answer, do the best you can, but do not spend too much time on any one question. Continue working until you see the word "STOP" at the bottom of page 97. When you finish, you may check your work on pages 86 through 97 only. Do not go on to any other pages.

Does everyone understand what to do?

Answer all questions.

SAY You may turn the page and start working now.

While students are working, walk around the room to make sure that they are following directions and marking their answers correctly. Check to see that students mark only one answer for each question and that they continue working until they finish the questions on page 97. If a student has trouble understanding what to do or has trouble reading a question, explain as quickly and quietly as you can. However, do not give help on specific test questions.

This subtest is untimed. After about 40 minutes, or when most students have finished,

SAY If you have finished this session, place your answer document inside the front cover of your test booklet and raise your hand. I will collect your test materials. After I have collected your test booklet and answer document, you may sit quietly or read if you wish. If you have not finished, please continue working.

If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering the next subtest.

SCIENCE

If you are beginning a new testing session, make sure that all desks are cleared of books and other materials not needed for the subtest, and that each student has two sharpened soft-lead (No. 2) pencils and an eraser.

SAY **I am going to give you your test booklet and answer document. Do not open your test booklet or take out your answer document until I tell you what to do.**

Distribute the test booklets with the answer documents. Check to see that each student receives the answer document with his/her name on it. When all students have their test booklets and answer documents,

SAY **Open your test booklet to the Science subtest on page 98, where you see the picture of the telescope at the top of the page.**

Make sure all students have page 98 showing, with the icon of the telescope at the top of the page.

SAY **Look at the directions at the top of the page. Read them to yourself as I read them aloud. "Directions: Read each question and choose the best answer. Then mark the space for the answer you have chosen."**

Now look at the sample in the box. Read the sample to yourself as I read it out loud. *"What is the main difference between snow and rain?"*

Pause for replies.

SAY **Yes, "B," *Snow is a solid; rain is a liquid*, is the best answer.**

Now find the section for Science on your answer document.

In the box marked "Sample," the space for "B" has been marked, because "B" is the correct answer. Are there any questions?

Answer any questions students may have.

SAY **You will have as much time as you need to answer the questions in this test. Continue working until you come to the end of page 109, where you see the word "STOP" at the bottom of the page. Choose the best answer for each question and mark the space for your answer on your answer document. Do not write in your test booklet. When you finish, you may check your work on pages 98 through 109 only. Do not go back to or work ahead on any other test.**

Does everyone understand what to do?

Answer any questions.

SAY **You may start working now.**

SCIENCE

While students are working, walk around the room to make sure that they are following directions and marking their answers correctly. Check to see that students mark only one answer for each question and that they continue working until they finish the questions on page 109. If a student has trouble understanding what to do or has trouble reading a question, explain as quickly and quietly as you can. However, do not give help on specific test questions.

This subtest is untimed. After about 40 minutes, or when most students have finished,

SAY **If you have finished this session, place your answer document inside the front cover of your test booklet and raise your hand. I will collect your test materials. After I have collected your test booklet and answer document, you may sit quietly or read if you wish. If you have not finished, please continue working.**

If testing is to continue, give the students a rest period of about 10 minutes, and then continue with the directions for administering the next subtest.

SOCIAL SCIENCE

If you are beginning a new testing session, make sure that all desks are cleared of books and other materials not needed for the subtest, and that each student has two sharpened soft-lead (No. 2) pencils and an eraser.

SAY **I am going to give you your test booklet and answer document. Do not open your test booklet or take out your answer document until I tell you what to do.**

Distribute the test booklets with the answer documents. Check to see that each student receives the answer document with his/her name on it. When all students have their test booklets and answer documents,

SAY **Open your test booklet to the Social Science subtest on page 110, where you see the picture of the ship at the top of the page.**

Make sure all students have page 110 showing, with the icon of the ship at the top of the page.

SAY **Look at the directions at the top of the page. Read them to yourself as I read them aloud. "Directions: Read each question and choose the best answer. Then mark the space for the answer you have chosen."**

Look at the sample. Read it to yourself as I read it aloud. *"How do people who work at jobs usually get paid?* A, *With money* … B, *With food* … C, *With gold* … D, *With clothes."* Which is the correct answer?

Pause for replies.

SAY **Yes. Letter "A," *With money*, is the correct answer.**

Now find the section for Social Science on your answer document.

In the box marked "Sample," the space for the letter "A" has been marked because "A" is the letter of the correct answer, *With money.* Are there any questions?

Answer any questions students may have.

SAY **You will have as much time as you need to answer the questions in this test. Continue working until you come to the end of page 118, where you see the word "STOP" at the bottom of the page. Choose the best answer for each question and mark the space for your answer on your answer document. Do not write in your test booklet. When you finish, you may check your work on pages 110 through 118 only. Do not go back to or work ahead on any other test.**

Does everyone understand what to do?

Answer any questions.

SAY **You may start working now.**

SOCIAL SCIENCE

While students are working, walk around the room to make sure that they are following directions and marking their answers correctly. Check to see that students mark only one answer for each question and that they continue working until they finish the questions on page 118. If a student has trouble understanding what to do or has trouble reading a question, explain as quickly and quietly as you can. However, do not give help on specific test questions.

This subtest is untimed. After about 40 minutes, or when most students have finished,

SAY **If you have finished this session, place your answer document inside the front cover of your test booklet and raise your hand. I will collect your test materials. After I have collected your test booklet and answer document, you may sit quietly or read if you wish. If you have not finished, please continue working.**

This concludes the *Dakota STEP*. Please see the next section of these *Directions for Administering* for instructions on preparing student test booklets for scoring.

PREPARING STUDENT ANSWER DOCUMENTS FOR SCORING

Inspect and Organize Answer Documents

Separate all answer documents from the test booklets. Careful inspection of the students' answer documents will help prevent scoring delays. After each testing session and at the end of the final testing session, you must make sure that the answer documents are undamaged and complete and that they contain all appropriate identification information.

Inspect all answer documents for improper marks. All marks to be read by the scanners must be very dark. Marks made with ballpoint pen, felt-tipped pen, or hard or colored pencils will not be scanned properly. Darken all light marks with a soft-lead (No. 2) pencil. Check the answer sections for all subject areas. Stray marks must be completely erased. Scanning machines are extremely sensitive and can sometimes pick up stray marks and incomplete erasures as intended responses. When a student has made a change, make sure that the unwanted response is completely erased. Remove any loose sheets of paper.

Inspect answer documents for damage. No tape, staples, paper clips, or other foreign objects or substances can be on the answer documents. Answer documents which are not in good physical condition (bent corners, folds, or wrinkles) cannot be scanned by electronic machines. If such an answer document is found, transcribe the student's multiple-choice answers and demographic page information to a blank answer document.

Complete Box 7 and 8 for special populations. Teachers/examiners should complete Box 7, "Special Test Form," and Box 8, "Accommodations for Special Populations," following the administration of the *Dakota STEP*.

- Box 7—Teachers/examiners must grid the appropriate circle if students were assessed with special versions of the *Dakota STEP*.
  - Braille
  - Large Print
- Box 8—Teachers/examiners must grid the appropriate circle for students with
  - an active IEP
  - 504 plan
  - LEP status

  AND

  teachers/examiners must grid the appropriate circle for both reading and math regarding test administration.
  - No Accommodations
  - Standard Accommodations

PREPARING STUDENT ANSWER DOCUMENTS FOR SCORING

Verify and Complete the SSID Sheet

The Scoring Services Identification (SSID) sheet is used by the Scoring Center to identify the source and expected quantity of the used answer documents you return. It is important that all of the necessary information is printed and/or gridded accurately on this sheet. SSID sheets are scannable documents. **Photocopies are not acceptable for Scoring Center use.** If you do not have a scannable, preprinted SSID, obtain one from your Test Coordinator.

SIDE 1 of the SSID Sheet

Verify the preprinted information on the SSID sheet including the division name, city, state, school name, and grade.

Enter the NUMBER OF DOCUMENTS in the lower left corner of Side 1 of the SSID sheet. The number in these columns **must** match the number of answer documents submitted for scoring from your classroom. Right-justify and zero-fill the quantity of answer documents returned. For example, a bundle of 32 documents would be recorded as "0032." Grid the corresponding circles in each column.

SIDE 2 of the SSID Sheet

Side 2 of the SSID sheet must be completed for grades 3 through 5 to generate a class-level score report. Please complete the following information:

- **IF YOU ARE USING THIS SIDE, PLEASE MARK THIS CIRCLE**—You must grid this circle if completing information on Side 2 of the SSID sheet.
- **TEACHER, COUNSELOR, OR GROUP NAME**—Print your name in the boxes, and then grid the corresponding circles.
- **GROUP CODE**—Print your teacher certification number (optional).

Each classroom constitutes a separate grouping. Each Teacher/Examiner must place a completed SSID sheet on top of the answer documents. Arrange the answer documents so that the back cover with the student name grid is facing up and the margin that contains the black horizontal bars is on the left. Place the paper band provided around the stack. (A paper band is a long piece of paper that must be wrapped around each bundle of answer documents and fastened to itself with tape.) Be sure that the paper band is also clearly marked with the school name and grade. Count the total number of bundles of answer documents and number them sequentially (e.g., 1 of 5, 2 of 5, etc.) on the paper band of each grouping. **Do not bind answer documents with clips or rubber bands; they will damage the edges.**

PREPARING STUDENT ANSWER DOCUMENTS FOR SCORING

Return Test Materials to Your Test Coordinator

Once you have paper-banded the student answer documents, collect all used and unused test booklets (including any large-print and/or Braille versions) and return all testing materials to your Test Coordinator.

Thank you for your time and effort during the Dakota STEP administration.

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