



Directions for Administering (DFA) Spanish Language Version

Fall 2009 Administration

Grades 11, 12, and "13" Only



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General Directions for Administering

Who Is To Be Tested

The fall 2009 administration of the *New Mexico High School Competency Examination* (NMHSCE) should be administered only to students in Grades 11 and 12 who have not passed or taken the NMHSCE and students in Grade “13” who have exited the school system and have fulfilled other course and credit requirements and who have not yet passed or taken the NMHSCE at all. Grade “13” students may return within five years of exiting the school system to take and pass the NMHSCE. Only the content area subtests that have not been previously passed by each student should be administered. As of 1990, a passing score on all subtests of the NMHSCE is required in order to receive a high school diploma. The student must qualify as English Language Learner (ELL), and a request for modification must have been granted before the administration of the Spanish-Language Version.

Preparation for the NMHSCE

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

Test Security Guidelines

In order to maintain the validity of the tests administered in the statewide assessment program, security of test items and test materials is absolutely necessary. When security is breached or compromised the assessment results may not be valid. If one student, school, or district has advantages not awarded to another, the test is no longer standardized and loses the important distinction of being appropriate for program accountability.

The following measures are required in order to preserve the security of the statewide assessment program. District superintendents, District and School Test Coordinators (DTCs and STCs), building supervisors, Test Administrators (TAs), and proctors are all charged with following these guidelines in order to preserve the integrity of the assessment program.

- **Security of Test Materials**

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

NMHSCE test materials may not be photocopied or reproduced in any fashion, including paraphrasing. Unauthorized reproduction of test materials is a violation of the Federal Copyright

Act and of the New Mexico Public Education Department (PED) regulation 6.10.7 NMAC, which addresses testing security and administration of the New Mexico Statewide Assessment Program (NMSAP). One requirement of this regulation is that signs be posted near school copy machines prior to and during the test administration window to notify individuals of these prohibitions.

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

Test items may not be taught in part or in whole or presented in any other way (except during the actual test administration) to students prior to, during, or after testing. The answers to items may not be provided to students in writing, orally, or by any other method. Answers to test items may not be erased or altered by anyone except the student during the course of taking the test. Reading test items aloud to students, except in instances specified by the test, is not permitted, unless the student qualifies for such allowable accommodation(s).

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

School staff is prohibited from studying or discussing test items in any manner, either among themselves or with students.

All administrations of the tests are to be conducted under standardized procedures as described in the manuals provided to DTCs, STCs, and TAs.

A Confidentiality Agreement, provided by the PED in the appendix of the *New Mexico Statewide Assessment Program (NMSAP) 2009–2010 Procedures Manual*, shall be completed and signed by any person who is likely to come into contact with standardized testing materials, including teachers, aides, educational assistants, substitutes, volunteers, and licensed and unlicensed office staff. Materials must be held secure before testing, at the end of testing sessions, and after testing is completed. Materials should not leave the school except to be returned to a central location within the district. Test materials should not be taken off campus unless specifically authorized by the Assistant Secretary, Assessment and Accountability Division of the PED.

DTCs, STCs, TAs, and proctors should become knowledgeable about all test security requirements prior to test administration. If a proctor is required during test administration, the

proctor should remain with the TA and students prior to and until all testing is completed for each session.

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

- **Security and Students' Rights**

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

Researchers may obtain test scores as long as the information requested is at the group or cohort level.

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

- **Reporting a Test Irregularity or a Breach of Security**

All administrations of the tests are to be conducted under standardized procedures as described in the manuals provided to STCs and TAs. **Individual irregularities**, such as suspicion of cheating, should be reported immediately by the TA to the DTC or STC. Invalidation of a test due to a testing irregularity shall be determined after a thorough investigation and consultation between DTC, STC, and the district/school superintendent. As required by state regulations, the Assistant Secretary, Assessment and Accountability Division of the PED shall be informed of a testing irregularity within three working days of the occurrence and the DTC must follow up with a written report of the investigation within a reasonable time.

Any **breach of security** must be reported immediately to the DTC. In turn, the DTC must report the suspected test irregularity by telephone to the Assistant Secretary, Assessment and Accountability Division of the PED within three working days and follow up with a written report containing the allegation(s), findings, and corrective action(s). Anonymous reports will be

considered; however, if a name is provided, the name of the person initiating the report may be held in confidence if the district superintendent feels it is best to do so.

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

Important Information about the NMHSCE Scoring of Answer Booklets and Cut Score Application

All NMHSCE content area subtests will be scored by Measured Progress using the 175 passing score.

Preparation by the Test Administrator

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

Materials

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

Answer Booklets The answer booklet is eight pages in length. The front cover contains a student name grid as well as grids for recording information such as birth date and student I.D. number. The inside of the front cover contains grids for students to record their answers to the 150 multiple choice questions.

Page 3 contains lines for the student to prepare an outline for the writing topic. Page 4 contains the Writing Skills Checklist. Pages 5, 6, and 7 contain lined pages for the student to write his or her final composition. The student must limit his or her final composition to these three lined pages. Each student must receive one, and only one, answer booklet. To facilitate scoring, each answer booklet is uniquely numbered. These numbers will be used to match the student's name and multiple choice information with the score the student receives on his or her written composition.

Security Seals A "sheet" of six red adhesive security seals is provided for each student.

They will be used to seal each of the six multiple choice sections of the test. (Seals must not be placed on answer booklets.)

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

- No. 2 lead pencils with erasers for each student;
- plain, lined paper for each student to prepare a draft of his or her written composition;
- scratch paper for each student to use for figuring during the mathematics test (allowed for NMHSCE, but not for SBA);
- calculators, should students choose to use them (for Part 2 of the mathematics test only); and
- “Do Not Disturb” signs.

Pencils, drafts of the written compositions, scratch paper used for mathematics and calculators should be collected after each testing session in which they are used.

Scheduling

Plan testing to help all students do their best. Consider the following:

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

Preparation of the Students

Students should be informed of the importance of the NMHSCE—that their performance on the test will determine whether or not they receive a diploma. Assure students that they will be given ample time to do their best.

Students **must** use a No. 2 pencil for all tests.

Students may not use any other materials, including a dictionary, thesaurus, etc., **except** to check their drafts of the written composition.

Calculators **may only** be used in Part 2 of the mathematics test.

Testing Environmental Considerations

The NMHSCE must be administered in a supportive and non-threatening environment. Any special arrangements for classroom organization should be made prior to the day of testing so that students are comfortable with the change.

Students should be seated so that copying is discouraged. Students should be reminded to do their own work and that talking and sharing answers are not allowed. TAs/proctors must remain attentive and remain in the room during the entire testing session.

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

Test Booklet Distribution

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

Upon receipt of booklets, count the number of booklets and record the sequence of test booklet identification numbers. If there are not enough booklets, or if you have any other problems, contact your STC at once. Each district should establish its own test administration schedule within the state-established test administration window. Please check with your STC for specific instructions concerning the number of sections to be administered at one time, breaks between testing sessions, etc. All students must begin a section together. Each time the booklets are collected, recheck your list to be sure that all are returned.

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

Reading the Instructions

Read the following instructions in a normal voice, making sure every student can hear. Adjust your pace as necessary. Repeat the appropriate instructions during each testing session.

Read aloud the directions printed in boldface type preceded by the word **DIGA**. All other instructions are to the TA and should **not** be read to the students.

Directions for Completing Answer Booklet Biogrids

Distribute one answer booklet and one No. 2 pencil to each student.

DIGA Lean la lista de instrucciones que se encuentran en la contraportada de su folleto de respuestas en silencio mientras yo la leo en voz alta. “Instrucciones: Usar lápiz negro (No. 2). No se puede usar pluma de tinta. Llenar completamente el círculo con lápiz negro. Borrar completamente las marcas que quieres cambiar. No hagas otras marcas en este libro”. Mira las marcas ejemplares abajo de la lista de instrucciones. (Pause.) Levanten la mano si tienen preguntas.

Answer any questions. Write the school and district names on the board and write the three-digit code for both the district and school next to the names. When all students are ready,

DIGA Ahora volteen su folleto de respuestas a la portada. Debajo de las palabras que dicen NOMBRE DE ESCUELA, escriban el nombre de la escuela tal y como lo he escrito en el pizarrón.

Pause to allow students to fill in this information.

DIGA Debajo de las palabras que dicen NOMBRE DE DISTRITO, escriban el nombre del distrito tal y como lo he escrito en el pizarrón.

Pause to allow students to fill in this information.

DIGA Para completar la sección de datos personales, encuentren la sección rotulada NOMBRE DE ESTUDIANTE. Escriban claramente su apellido con letra de molde en los cuadritos debajo de la palabra que dice “Apellido”, luego escriban su nombre con letra de molde en los cuadritos debajo de “Primer Nombre” y escriban la primera letra de su segundo nombre en el cuadrito debajo de “MI”. Escriban solamente una letra en cada cuadrito. Si su nombre o apellido es demasiado largo y no cabe en los cuadritos, escriban sólo las letras que puedan acomodarse. No omitan ninguna letra de su nombre ni usen un apodo. Por ejemplo, si su nombre

es “Ricardo” y algunos les llaman “Rick”, escriban “Ricar” con letra de molde en los cuadritos debajo de “Primer Nombre”. Si no tienen inicial de Segundo nombre, no escriban nada en el cuadrito debajo de “MI”.

Pause to allow students to fill in this information.

DIGA Debajo de su nombre aparecen círculos con letras. En cada columna llenen el círculo que corresponde a cada letra de su nombre. Repitan el proceso para cada letra en su nombre. Llenen los cuadritos vacíos que no usaron en su nombre y apellido. Asegúrense de que han llenado un círculo en cada columna. Para saber cómo llenar los círculos, pueden referirse al ejemplo en la contraportada de su folleto de respuestas.

Show the students the example of correct gridding on the back cover of the answer booklet.

DIGA Si todavía tienen alguna pregunta, levanten la mano.

Pause for questions. Make sure that all students are marking the circles properly.

DIGA Cuando hayan terminado de escribir su nombre, escriban su Número de identificación de estudiante en los nueve espacios debajo de las palabras que dicen NÚMERO DE ESTUDIANTE, comenzando a la izquierda. Primero, escriban los números en los cuadritos y luego llenen los círculos, que se encuentran debajo de los cuadritos.

Pause to allow students to fill in this information.

DIGA Debajo de las palabras que dicen CÓDIGO DE DISTRITO y CÓDIGO DE ESCUELA, escriban los números de los códigos tal y como los he escrito en el pizarrón. Después, llenen el círculo debajo de cada número tal y como lo hicieron con su nombre y número de estudiante.

Pause to allow students to fill in this information.

DIGA Debajo de las palabras que dicen INFORMACIÓN GENERAL, llenen el círculo que corresponde a uno de los códigos en la lista.

NOTE: ALL APPLICABLE FIELDS MUST BE COMPLETELY FILLED OUT AND BUBBLED.

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

DIGA Debajo de las palabras que dicen FECHA DE NACIMIENTO, llenen los círculos correspondientes a su fecha de nacimiento y escriban el día y año de su fecha de nacimiento.

Pause to allow students to fill in this information.

DIGA Debajo de la palabra que dice GRADO, llenen el círculo que corresponde a su grado. Si no están inscritos como estudiantes, llenen el círculo correspondiente al Grado 13.

Pause to allow students to fill in this information.

DIGA Debajo de la palabra que dice SEXO, llenen el círculo que corresponde a su sexo. La M es para masculino y la F para femenino.

Pause to allow students to fill in this information.

DIGA No llenen ningún círculo debajo de las palabras FOR TEST ADMIN. USE ONLY. ni el círculo en la casilla nula.

DIGA ¿Han terminado todos de completar la información de identificación del estudiante en su folleto de respuestas? Ustedes debieran haber escrito el nombre de la escuela y del distrito, su nombre, identificación de estudiante, el código de distrito y de escuela, la información general, fecha de nacimiento, grado y sexo. La casilla nula y la FOR TEST ADMIN. USE ONLY deben estar vacías. (Pause.) Muy bien.

Directions for Test Administrators on Completing the “For Test Admin. Use Only” Section

To ensure that all students' results are accurate, the grid on the cover of the answer booklet that says FOR TEST ADMIN. USE ONLY should be filled in by the TA after testing is completed for each student. Note the special instructions below for entering information on free/reduced price lunch (FRPL).

Bubbles are provided to indicate that a student is an English Language Learner (ELL), enrolled in a Bilingual Program, a Special Education student, a migrant student, or eligible for FRPL. Other bubbles are provided to indicate whether a student took the test with accommodations.

ELL Standardized—Mark this bubble if the student is an ELL who takes the test with a standardized administration.

Bilingual Program—Mark this bubble if the student is enrolled in a Bilingual Program at your school.

Special Ed Standardized—Mark this bubble if the student is receiving Special Education services and takes the test with no accommodations.

Migrant—Mark this bubble for migrant students who have been accurately identified and recorded on an official list of migrant students obtained from the school district's migrant coordinator.

FRPL—Information on free/reduced price lunch eligibility is confidential and is not to be shared. **The FRPL bubble is to be filled in following test administration only by the district or school staff member having access to the FRPL student list.** If a student is eligible for a free/reduced price lunch, fill in this bubble after testing is completed.

Accommodations—Mark the appropriate bubbles after testing is completed.

- **ELL with Accommodation**—Mark this bubble for an ELL student who takes the test with an allowable ELL accommodation.
- **SE with Accommodation**—Mark this bubble for a Special Education student who takes the test with Category 2 accommodations as required in the student's Individual Education Program (IEP).
- **504 with Accommodation**—Mark this bubble for a student who has a 504 plan requiring accommodations. Any accommodations used must be designated in the school plan for this student.

Test Invalidation in Specific Content Areas

TAs do not have the authority to invalidate all or any single subtests/content area tests. A recommendation must be made to the STC, who may, following communication with and verification from the DTC, invalidate all or any specific subtests. To invalidate a specific subtest fill in all the answer bubbles, A through D, for the first five items of the invalidated subtest, but only after verification from the DTC.

Voiding An Entire Answer Booklet

TAs do not have the authority to void an entire answer booklet. An answer booklet should be voided in agreement between the TA and DTC or STC if the answer booklet should not be processed at all. Occasionally answer booklets will need to be voided for situations such as when a student begins testing who does not need to participate in any subtests or a student's answer booklet becomes damaged during testing and the student switches to a clean booklet and copies over all the responses from the damaged booklet, etc. To void an entire answer document, simply fill in the "Void" bubble on page 1 of the answer booklet. **Caution:** Completing this bubble will result in the answer booklet not being processed at all, which means it will not be scored or reported.

After Testing

Collect **all** test booklets and answer booklets. Before dismissing the students, count all test booklets and answer booklets to make sure that all materials have been returned.

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

The **answer booklets** must be inspected for completeness. Make sure that:

- all identifying data for students are accurately and completely filled in, including:
 - Last name
 - First name
 - Middle initial
 - Student ID number
 - District and School Codes
 - OTHER INFORMATION box
 - Birth date

- Grade
- Sex
- FOR TEST ADMIN. USE ONLY box;
- response marks are in pencil, heavy and dark, and completely fill the circles;
- responses changed by the student have been completely erased;
- stray or extraneous marks or smudges have been completely erased; and
- no answer booklet has been badly folded, crumpled, torn or otherwise damaged; such answer booklets must be placed at the top of the stack of answer booklets for inclusion in the Special Handling Envelope.

Please refer to the *Test Coordinator's Manual (TCM)* for directions for returning materials to the STC.

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

Specific Directions for Administering

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

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

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

Directions and sample questions in this *Directions for Administering (DFA)* manual that are to be read aloud are in bold.

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

Encourage students to do their best.

Check periodically to make sure that students are:

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

Ensure that students work until they reach the end of the section(s) of the test.

Test Directions for Administering the Writing Prompt

The written composition should be administered before the multiple choice portion of the test and only to students who have not yet passed the writing subtest. The written composition is to be administered over a two-hour block of time with short breaks. Distribute pencils, answer booklets, and lined loose-leaf paper to students.

DIGA Dejen cerrados su folleto de respuestas hasta que yo les diga qué hacer. Para esta parte de la prueba, escribirán una composición. En su folleto de respuestas, tienen cinco páginas para usar: una página en la que planearán su escritura y harán un bosquejo; otra página para hacer una lista de destrezas de escritura para ayudarles a revisar su borrador, el cual escribirán por separado en una hoja de papel en blanco; y tres páginas en las cuáles escribirán su composición final. Yo les he dado hojas de papel en blanco para que escriban el borrador de su composición. No tienen que usar todo el espacio en las páginas para escribir su composición. Tendrán proximadamente una hora para hacer su bosquejo y escribir su borrador. Luego tendrán otra hora para revisar su borrador y escribir su composición final. Si terminan antes del tiempo límite, revisen cuidadosamente su trabajo y luego cierren su folleto de respuestas.

Pause.

DIGA Abran su folleto de respuestas. Lean en silencio las instrucciones en la portada interior mientras yo las leo en voz alta. En tu prueba de escritura hay un tema que debes usar para escribir una composición.

Haz un plan o un bosquejo para tu composición en la siguiente página. Haz un borrador de tu composición en una hoja de papel. Tu composición debe tener dos o más párrafos.

Cuando termines tu primer borrador, lee lo que escribiste y haz los cambios necesarios para mejorar tu composición. Revisa tu composición para ver si hay errores. Usa la lista de destrezas de escritura cuando revises tu composición. También puedes usar un diccionario y un tesoro.

Escribe tu composición final en las páginas 5, 6 y 7 de este libro. Voltea tu folleto de prueba cosa que ves la contraportada. Abre la contraportada y allí encontrarás el tema.

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

DIGA Recuerden, tendrán aproximadamente una hora para completar su bosquejo y su borrador. Luego tomaremos un breve descanso. Después del descanso, tendrán aproximadamente una hora para revisar y reescribir su composición. Yo les avisaré cuando les queden cinco minutos y cuando sea el tiempo de tomar otro descanso. ¿Alguien tiene alguna pregunta?

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

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

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

If students need to take a break, let them leave one at a time. Proctors should make sure that a student returns before allowing another one to leave. A proctor should also retain the student's answer booklet while the student is out of the room.

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

DIGA Les quedan cinco minutos para completar sus borradores.

When students are finished,

DIGA Por favor dejen de escribir. Pueden tomar cinco minutos de descanso. Quédense en su escritorio. Por favor no platiquen con sus compañeros.

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

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

Escriban su composición final en las páginas 5, 6 y 7 de su folleto de respuestas. Recuerden que tienen aproximadamente una hora para revisar y completar su composición final. Yo les diré cuando queden cinco minutos y cuando sea tiempo de terminar. ¿Alguien tiene alguna pregunta?

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

DIGA Pueden comenzar a trabajar ahora. Si necesitan un descanso, levanten la mano.

If students need to take a break, let them leave one at a time. Proctors should make sure that a student returns before allowing another one to leave. A proctor should also retain the student's answer booklet while the student is out of the room.

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

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

When all students have finished,

DIGA Por favor dejen de escribir.

Collect the pencils, answer booklets, and draft papers. Return the answer booklets and draft papers to the STC.

General Test Directions

Distribute pencils, test booklets, answer booklets, and security seals to students. Make sure that each student has his or her own answer booklet.

DIGA Ahora van a tomar la primera parte de la prueba que contiene preguntas de opción múltiple. Lean la lista de instrucciones que se encuentran en la contraportada de su folleto de respuestas en silencio mientras yo la leo en voz alta. "Instrucciones: Usar lápiz negro (No. 2). No se puede usar pluma de tinta. Llenar completamente el círculo con lápiz negro. Borrar completamente las marcas que quieres cambiar. No hagas otras marcas en este libro".

Ahora miren la página 3 del folleto de prueba. Lean las instrucciones en silencio, mientras yo las leo en voz alta. “Instrucciones: Las preguntas en este folleto son de problemas de lectura, artes de lenguaje, matemáticas, ciencias y estudios sociales. Tal vez no puedas contestar todas las preguntas, pero por favor trata de contestar todas las que puedas. Si no estás seguro de la respuesta correcta, elimina las que sabes que no están correctas y selecciona la mejor respuesta de las que quedan. Usarás la hoja de respuestas para marcar las respuestas. Asegúrate de marcar sólo una respuesta para cada pregunta.

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

Lee cada pregunta cuidadosa y completamente. Lee todas las respuestas antes de decidir cuál es la mejor. Cuando hayas decidido, busca el número en tu hoja de respuestas que corresponda al número de la pregunta en que estés trabajando. Entonces marca el círculo que contenga la letra de la respuesta que has seleccionado. Indica la respuesta claramente. Haz lo mismo para responder a cada pregunta. Asegúrate de que el número de la pregunta en el folleto de prueba corresponda al número de la pregunta en la hoja de respuestas. No hagas ninguna otra marca en la hoja de respuestas.

En algunos casos, hay una tabla o gráfica que vas a necesitar usar para dar respuesta a cierta pregunta. Revisa todo el material cuidadosamente antes de tratar de responder a la pregunta. Para responder a algunas preguntas, tendrás que hacer cuentas en papel. Puedes hacer las cuentas en tu folleto de prueba, pero marca la respuesta en la hoja de respuestas.

Ahora, fíjate en este ejemplo y en la parte oscura de la hoja de respuestas que dice ‘Ejemplos’”. Por favor completen ambas preguntas.

Pause while students complete Examples X and Y.

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

Check each student's answer booklet to be certain that a circle for Example Y is correctly filled in. Do not be concerned whether or not the sample question is answered correctly. If students ask, the correct response for Sample Y is C, 30¢.

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

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

Test Directions for Administering Reading

If beginning a new testing session, distribute pencils, test booklets, answer booklets, and security seals to students. Make sure that each student has his or her own answer booklet.

DIGA Estamos listos para comenzar. Tendrán cuánto tiempo necesiten. Van a parar de trabajar al final de esta parte de la prueba. No pasen a ninguna otra sección en su folleto de prueba. Van a tener que sellar esta sección del folleto de prueba después de que todos hayan terminado. Revisen su trabajo cuidadosamente. No podrán revisar esta sección después de que la hayan sellado. Pasen a la página 4 de su folleto de prueba y comiencen a trabajar.

After students complete the reading test,

DIGA Alto. Este es el final de la prueba de lectura. Ahora deben sellar esta parte del folleto de prueba. Pongan la mitad del sello rojo en la mitad del círculo negro que se encuentra en la página 16. Luego, doblen el sello sobre la otra mitad del círculo correspondiente, que está en la página 3.

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

Test Directions for Administering Language Arts

If beginning a new testing session, distribute pencils, test booklets, answer booklets, and security seals to students. Make sure that each student has his or her own answer booklet.

DIGA **Estamos listos para comenzar. Tendrán cuánto tiempo necesiten. Van a parar de trabajar al final de esta parte de la prueba. No pasen a ninguna otra sección. Van a tener que sellar esta sección del folleto de prueba después de que todos hayan terminado. Revisen su trabajo cuidadosamente. No podrán revisar esta sección después de que la hayan sellado. Pasen a la página 16 de su folleto de prueba y comiencen a trabajar.**

After students complete the language arts test,

DIGA **Alto. Este es el final de la prueba de artes de lenguaje. Ahora deben sellar esta parte del folleto de prueba. Pongan la mitad del sello rojo en la mitad del círculo negro que se encuentra en la página 24. Luego, doblen el sello sobre la otra mitad del círculo correspondiente, que está en la página 3.**

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

Test Directions for Administering Mathematics

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

DIGA **Hay dos partes en la prueba de matemáticas. No están permitidos utilizar una calculadora en la Parte 1, pero pueden utilizar una en la Parte 2. Después de completar la Parte 1, sellen esa sección. Entonces pueden solicitar una calculadora para la Parte 2 si no tienen una. Tendrán cuánto tiempo necesiten. Paren de trabajar al final de la última sección de matemáticas. No pasen a ninguna otra sección. Pasen a la página 24 de su folleto de prueba y comiencen a trabajar.**

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

After students complete the mathematics test,

DIGA Alto. Han completado la prueba de matemáticas. Ahora deben sellar la sección de la Parte 2 del folleto de prueba. Pongan la mitad del sello rojo en la mitad del círculo negro que se encuentra en la página 32. Luego, doblen el sello sobre el sello de la Parte 1 de matemáticas, que está en la página 3.

Collect the scratch paper and school's calculators. If this is the last subtest to be administered on this testing day, collect pencils, security seals, test booklets, and answer booklets. If administering the next subtest, continue with the directions.

Test Directions for Administering Science

If beginning a new testing session, distribute pencils, test booklets, answer booklets, and security seals to students. Make sure that each student has his or her own answer booklet.

DIGA Estamos listos para comenzar. Tendrán cuánto tiempo necesiten. Van a parar de trabajar al final de esta parte de la prueba. No pasen a ninguna otra sección de su folleto de prueba. Van a tener que sellar esta sección del folleto de prueba después de que todos hayan terminado. Revisen su trabajo cuidadosamente. No podrán revisar esta sección después de que la hayan sellado. Pasen a la página 32 de su folleto de prueba y comiencen a trabajar.

After students complete the science test,

DIGA Alto. Este es el final de la prueba de ciencias. Ahora deben sellar esta parte del folleto de prueba. Pongan la mitad del sello rojo en la mitad del círculo negro que se encuentra en la página 44. Luego, doblen el sello sobre la otra mitad del círculo correspondiente, que está en la página 3.

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

Test Directions for Administering Social Studies

If beginning a new testing session, distribute pencils, test booklets, answer booklets, and security seals to students. Make sure that each student has his or her own answer booklet.

DIGA **Estamos listos para comenzar. Tendrán cuánto tiempo necesiten. Van a parar de trabajar al final de esta parte de la prueba. Van a tener que sellar esta sección del folleto de prueba después de que todos hayan terminado. Revisen su trabajo cuidadosamente. No podrán revisar esta sección después de que la hayan sellado. Pasen a la página 44 de su folleto de prueba y comiencen a trabajar.**

After students complete the social studies test,

DIGA **Alto. Este es el final de la prueba de estudios sociales. Ahora deben sellar esta parte del folleto de prueba. Pongan la mitad del sello rojo en la mitad del círculo negro que se encuentra en la contraportada. Luego, doblen el sello sobre la otra mitad del círculo correspondiente en la página 3.**

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

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

