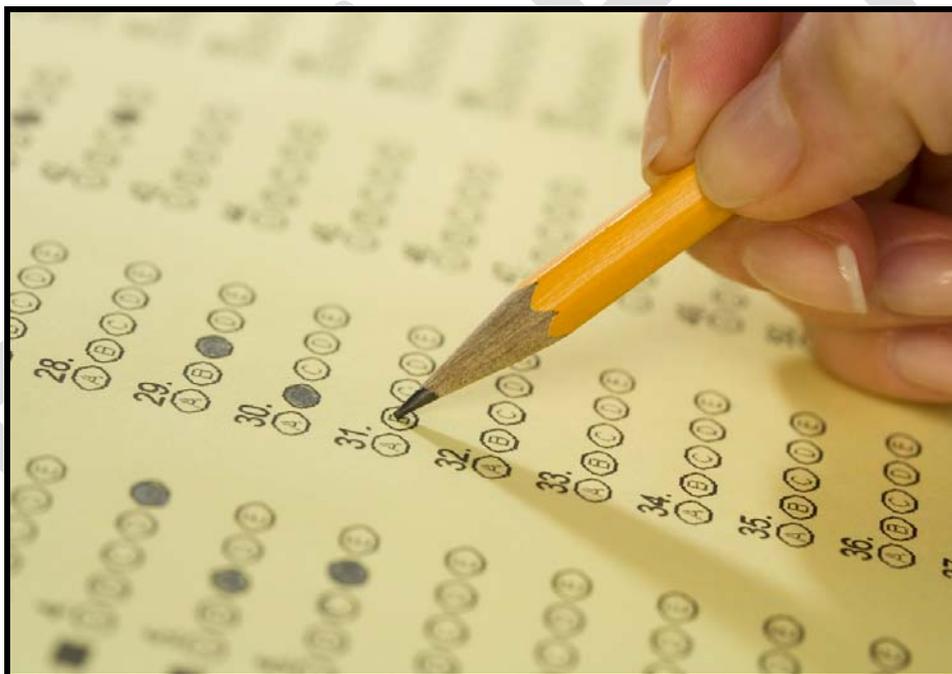




UNIVERSITY OF THE STATE OF NEW YORK  
STATE EDUCATION DEPARTMENT



# NEW YORK STATE TASC™ TEST ADMINISTRATION HANDBOOK 2014



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## I. General Directions for Administering the Paper-Based TASC™ Test

The following are general directions to be followed by TASC™ Coordinators/Examiners when administering the paper-based TASC™ Test to examinees in New York State test centers. The general directions contained in this section must be understood and followed by test center staff before administering the TASC™.

The following symbols are used in the scripts and serve as prompts to the TASC™ Coordinator/Examiner when administering the TASC™ subtests.

	The directions you are to read aloud to examinees are preceded by  and are printed in bold type.
	This symbol indicates places where you want to use the TASC™ Test Book to show sample questions via a demonstration, or to ensure examinees have turned to the correct page.
>	Indicates notes to TASC™ Examiner/Coordinator during testing, and not to be said aloud.
	This symbol accompanies anything concerning time on a subtest.
	This symbol indicates that a calculator may be used in this subtest.  (Calculators may only be used on the Science test and Part 2 of the Mathematics test).

The TASC™ Examiner/Coordinator is to read the directions to examinees as written for the demographic segment of the TASC™ and for each subtest whenever he/she sees the word  .

Before a TASC™ Coordinator/Examiner permits an examinee to test, he/she must ensure the following tasks have been accomplished:

1.	Check the testing area to be sure that there are no charts, posters, notes, or flyers in examinee view that could give away an answer to a test question.
2.	Verify the identity of each examinee using two (2) forms of identification.
3.	Have examinees store any reference materials or personal possessions under their desks and out of view. All belongings, including electronic devices (cell phones, digital cameras, hand held scanners,) are turned off and stored in a secure location away from the examinees during testing.
4.	Inspect all calculators that will be passed out to examinees. Examinees may only use a test center provided calculator (Texas Instrument TI-30XS) only on the Science test and on Part 2 of the Mathematics test. TASC™ Examiners/Coordinators must ensure there is no data stored in the calculator's memory before distributing the calculators to examinees.
5.	Ensure that any examinee requiring special testing accommodations has provided the necessary paperwork and has been seated in a location properly situated when and where the testing accommodation may be given.

Script to be read aloud to examinees at the start of the first test session the first day of testing.

**SAY** Good \_\_\_\_\_ (morning or afternoon) and welcome. Today you will take the Test Assessing Secondary Completion called the TASC™ test. Testing will begin shortly.

**SAY** Before we begin, please make sure you have stored your personal belongings. Purses, backpacks, electronic devices, food, drinks, books, supplies, coats, hats, and other such items must be stored away during testing. Use of unauthorized materials during TASC™ testing may result in the invalidation of test scores. If you have not already done so, please turn off all electronic devices (cell phones, I-Pods, cameras, and the like) and store these along with your other personal items in the designated storage area now.

*>Allow examinees time to move items from their desks and store them securely.*

**SAY** Breaks have been scheduled between subtests, but breaks are not permitted during the middle of a subtest session. If you leave the room during the middle of a subtest, you will not be allowed to return to the testing room and complete the subtest you were working on before you left the room. You may, however return for the next subtest that you are scheduled to take.

**SAY** During testing, take care not to cause disruptions that may disturb other examinees. Talking or sharing answers in any way is not permitted during testing and may result in your being asked to quietly move to your new seating location. It may also result in your test scores being invalidated, or other more serious consequences.

**SAY** During testing, you may use colored scratch paper to solve problems or to aid you in marking your place in the test book or answer booklet. I will distribute lined scratch paper for the Writing test and plain colored paper for each of the other subtests and provide you with two (2) #Two pencils with soft erasers prior to each subtest being administered.

## II. Directions for Administering Part I of the Paper-Based TASC™ Test

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Before proceeding to the specific directions for the administration of each paper-based subtest, the TASC™ Coordinator/Examiner must clearly and slowly read the directions for completing the Demographic Section (Item # 1 to item # 28) of the TASC™ Answer Booklet to all examinees.

These instructions are intended to provide information to the examinees on how to complete the demographic and identification section (Item # 1 to Item # 28) of their TASC™ Answer Booklet. This information is important; it is necessary for it to be filled-in accurately so that examinee responses can be accurately recorded and prior records matched.

Before administering the TASC™, the Coordinator/Examiner must prepare the testing room. This preparation includes: Distribution of TASC™ Answer Booklets on desks, placing at least two sharpened No. 2 pencils with soft erasers on desks, turning the heat and lights on in the testing room, and writing the official test center name and today's date on the board.

As you read the script aloud to the examinees, hold up a blank TASC™ Answer Booklet to show examinees the location of the areas to be completed. The TASC™ Coordinator/Examiner or Proctor must watch examinees carefully to be sure they understand the directions being given, and are completing their TASC™ Answer Booklet correctly. It is important to demonstrate to all examinees the location of the question being mentioned in the oral directions. Please pause for a moment, between statements as you go from question to question.

**Note: Regarding examinees who have finished any subtest before the total time allotment, use your discretion (depending upon your system and staff you have in place) as to whether you want to dismiss them from the testing room or have them remain quietly in their seats until everyone has finished the test. Instruct examinees before the test begins as to what you would like them to do when they have finished each subtest.**

**Script to be read aloud to examinees at the start of the first test session.  
(Page 1 TASC™ Answer Booklet)**

<b>SAY</b>	<b>This is the TASC™ Answer Booklet. You will use this booklet to enter your identification information and to record your answers to the questions on the TASC™ Test.</b>
<b>SAY</b>	<b>We will complete the identification information on the first four (4) pages of the answer booklet together. Please wait for my instructions before making any marks. At the top of the first page by the Item # 1, print the name of this testing site. The name of this testing site is:</b> _____.
	<i>Demonstrate: Check to be sure that all examinees follow along correctly in their answer booklets.</i>  <i>&gt;Write the official name of the Test Center on the board if you have not already done so.</i>
<b>SAY</b>	<b>Look at Item # 2, Examinee Name. Print your Last Name, First Name, and middle initial (MI) in the boxes provided. If your name is too long to fit in the number of boxes, print as many letters as will fit. Do not skip spaces between the letters of your name. In each circle below the letter of your name, fill in the circle that matches the letter you printed in the box. Be careful to fill in only one circle in each column.</b>
<b>SAY</b>	<b>Look at Item # 3, Date of Birth. Fill-in the circle that corresponds to your birth month. Then proceed to write your day of birth in the boxes provided under Day. If your day of birth is one digit, write a 0 in the first box followed by a number 1-9 in the second box. Then fill-in the circles that correspond to the number you wrote in boxes for the Day. Be careful not to put in the number of the month...it is the day of birth. Under the “Year”, write only the last two digits of your birth year in the boxes and fill-in the corresponding circles. If, for example, your birthday is November 6, 1963, you should fill-in the circle next to Nov; then write zero (0) 6 in the boxes under Day, then bubble the corresponding circles under the boxes. Under Year, write 63 in the boxes, then fill-in the corresponding bubbles below the boxes.</b>
<b>SAY</b>	<b>Go to Item # 4 labeled Gender. Fill-in the circle for either Female or Male.</b>
<b>SAY</b>	<b>Look at Item # 5, Ethnicity. Fill-in a circle for either Hispanic/Latino or Not Hispanic/Latino.</b>
<b>SAY</b>	<b>Item # 6 is just below Item # 5 and is labeled Race. Fill in ALL of the circles that apply to you.</b>
<b>SAY</b>	<b>Item # 7, Examinee ID is over to the left of the page. Your Examinee ID number called the TASC™ ID has been provided to you by the testing center staff. Print the numbers of your TASC™ID in the boxes provided and then fill-in the corresponding circle below each number. Be sure to fill-in only one number for each column.</b>
<b>SAY</b>	<b>Now we’ll go to Item # 8, Examinee Telephone Number. Print your phone number in the boxes provided. Begin with your area code. Write in your phone number in the boxes, then fill-in the corresponding bubbles under the boxes. It is important that you provide a good working telephone number in case you need to be contacted about your test results.</b>
<b>SAY</b>	<b>The final section on this page is Item # 9 Date Test Taken. Today’s date is _____.</b> <b>If your test session is more than one day, you must always indicate the first day of testing, even if you were not present at the session on the first day.</b>  <i>&gt;Write the date on the board if you have not already done so.</i>
<b>SAY</b>	<b>Has everyone completed this page?</b>
	<i>Demonstrate: Check to be sure that all examinees have turned the page and are ready to continue.</i>
<b>SAY</b>	<b>You will now turn to page number 3 and fill-in Items #'s 10, 11, and 12.</b>

**Script to be read aloud to examinees at the start of the first test session.  
(Page 3 TASC™ Answer Booklet)**

**SAY** We will begin on page 3 in the answer booklet with Item # 10 Street Address. Print your street address, post office box, or military address (APO). If you live in an apartment, make sure to include your apartment number. If you are not currently living at your home address, but may be living at a facility, use the address of the facility and not your home address. Then print the name of your city or town, and your state in the boxes provided. Fill-in the corresponding circles under the boxes.

**SAY** For New York City examinees, you must remember that Queens, unlike the other four boroughs in New York City, is NOT a mailing address. You cannot bubble Queens here for City. You must indicate a location such as Jamaica, Flushing, Astoria, etc., to ensure a prompt delivery of your test results to your address. Please make sure your name is on your mailbox. If your name is not on your mailbox the postal worker may not leave test results at your address.

**SAY** In Item # 11, Zip Code, print the first five (5) digits of your zip code in the boxes. If you know the final four (4) digits, print them in the boxes provided. If you do not know the final four digits, leave these boxes blank. Fill-in the corresponding circles in each column under the boxes.

**SAY** The final section of page 3 is Item # 12, County/Parish Code. The county code for this testing site is \_\_\_\_\_. If you reside in this county, print this code in the boxes under Parish/County Code and fill-in the corresponding circles below the boxes.

*>Write the county code on the board if you have not already done so.*

**SAY** **Does anyone live in another county?**  
  
If yes, here is a list of all county codes in New York State. Choose the code for the county in which you live and write it in the boxes. Then bubble-in the corresponding circles below the boxes.

*>The TASC™ Test Coordinator/Examiner should provide the county codes to examinees residing in other counties.*

**SAY** **Has everyone completed this page? We will now move on to page 5.**

 *Demonstrate: Check to be sure that all examinees are ready to complete page 5.*

**Script to be read aloud to examinees at the start of the first test session.  
(Page 5 TASC™ Answer Booklet)**

<b>SAY</b>	We will work together on this page. I will give you a few moments to respond to the questions for Item's # 13 and 14 in your answer booklet.
<b>SAY</b>	When you finish Item # 13, continue to # 14.
<b>SAY</b>	Item # 15 asks for your Educational Center Code/TASC Prep Program Code. Please leave this item blank since the Coordinator/Examiner will fill-in this code for those of you who were referred from preparation programs.
<b>SAY</b>	Make sure you complete Item #s 16, 17, 18 and 19. >Wait until it appears everyone has finished. Check that everyone has finished.
<b>SAY</b>	We will now go on to page 7.
	<i>Demonstrate: Check to be sure that all examinees are ready to complete page 7 of the biographical data portion of the TASC™ Answer Booklet.</i>

**Script to be read aloud to examinees at the start of the first test session.  
(Page 7 TASC™ Answer Booklet)**

<b>SAY</b>	We will skip Items # 20, 21 and 22 on page 7 because those items will be filled-in by the TASC™ Coordinator/Examiner.
<b>SAY</b>	For Item # 23, Examinee Waiver of Accommodation, if you have received formal approval for testing accommodations, you should make sure that you receive them when you take the test. If you decide to waive your right to the accommodations, you need to fill out an Accommodations Testing Waiver Form. (You should ask the Coordinator for the Form), then leave # 23 blank in your answer booklet.
<b>SAY</b>	Before we complete Item # 24, Form, I will distribute the test books. Do not open your test book until I instruct you to do so. >Distribute the test book carefully ensuring that each examinee receives the pre-assigned form noted on the Test Material Distribution Log.
<b>SAY</b>	On the front cover of your test book, you will see a Form Identifier. The identifier is going to be an A., a B., or a C. Fill-in the circle area that corresponds to the Form Number in Item # 24 of your answer booklet >Wait until it appears that everyone has finished.
<b>SAY</b>	Please read and complete Items # 25 and 26, and then sign your name in Item # 27. I will sign in the space in Item # 28 when I collect your answer booklets.
<b>SAY</b>	When you have completed Item #s 25, 26 and 27, I will pass out the remaining materials you will need for the test. Do not open the test book until you are told to do so.

*After the examinee identification information on the answer booklet has been filled out, Examiners should proceed to the directions for the specific paper-based test to be administered. Directions for each paper-based subtest administration are located on subsequent pages of this section of the manual.*

### III. Directions for Administering the Paper-Based Mathematics Subtest (Test 1)

The test directions must be read to examinees exactly as written to ensure all examinees receive the same information during each administration of the TASC™. It may be helpful while reading the directions to examinees, the TASC™ Examiner/Coordinator holds up a folded TASC™ Answer Booklet. This will help examinees know where they must record their responses to a test question in their answer booklets.

The TASC™ Examiner/Coordinator must check that all examinees have a test book, an answer booklet, and two sharpened No. 2 pencils with soft erasers before beginning the Mathematics subtest. Examinees must use soft erasers to avoid the tearing or smudging of the answer booklet.

Before the Mathematics subtest begins, the TASC™ Coordinator/Examiner must distribute colored scratch paper and the two page Mathematics Reference Sheet to all examinees.

The TASC™ Coordinator/Examiner must ensure examinees complete the Mathematics Test in the following order:

1. Answer Sample A and B on the top of page 9 of their TASC™ Answer Booklet
2. Answer Questions #28-53 in their TASC™ Answer Booklets. (Calculator Session).
3. Break to collect calculators from all examinees except with a calculator accommodation.
4. Answer Questions #1-27 in their TASC™ Answer Booklets. (Non-Calculator Session).

Note:

There is an error on the paper-based Mathematics test, Form A, English edition. The error involves the misspelling of the word “directrix” in Question #27. This question will not count toward the examinee’s scores.

If an examinee inquires about this question, please let him/her know that it’s a typographical error, that “directrix” is the correct word and that they should answer the question and continue through the rest of the Mathematics test.

**Note: Regarding examinees who have finished the Mathematics subtest before the total time allotment, use your discretion depending upon your system and staff you have in place as to whether you want to dismiss them from the testing room or have them remain quietly in their seats until everyone has finished the test. Instruct examinees before the test begins as to what you would like them to do when they have finished each subtest.**

## Mathematics Subtest Script

Script to be read aloud to examinees at the start of the Mathematics subtest.  
(Page 9 TASC™ Answer Booklet)

<b>SAY</b> 	Open your test book to the first page of Part I (the Non-Calculator portion) of the Mathematics test. Do not write in or make any stray marks in your test book.
<b>SAY</b> 	Now open your answer booklet to page 9 and find the word Mathematics. You will answer Question # 1 to Question # 53 on the Mathematics test.
	<i>Demonstrate: Check to be sure that all examinees are in the correct place in their test books and answer booklets.</i>
<b>SAY</b> 	We will begin this test by completing two sample questions on the top of page 9. You will mark your answer to Sample Question A and Sample Question B in the shaded box on page 9 of your answer booklet.
<b>SAY</b> 	For the sample question, fill-in <u>only</u> the circles that go with the answers you select. You may use the scratch paper provided but DO NOT mark in the test book and be sure to fill-in the circle completely, and to make your mark heavy and dark. If you choose to change your answer, completely erase the mark you made before making a new mark.
<b>SAY</b> 	Find Sample A and Sample B in your test book. Go to page 9 of your answer booklet and find Sample A and Sample B, directly under the word MATHEMATICS at the top of the page. Then read the directions and complete Sample A and Sample B. Stop when you have finished Sample B.
	<i>&gt;Give examinees time to answer Sample A and Sample B. Do not read the sample out loud.</i>
<b>SAY</b> 	Has everyone bubbled-in an answer to Sample A and Sample B on page 9?
	<i>&gt;Wait until examinees have filled-in a response to Sample A and B.</i>
<b>SAY</b> 	The correct answer to Sample A is Choice A. The correct answer for Sample B is Choice 3.
<b>SAY</b> 	Does anyone have any questions?
<b>SAY</b> 	Now that you have completed Sample A and Sample B ,the Mathematics test includes a series of questions where you can use a calculator (Calculator Session) and a series of questions where you cannot use a calculator (Non-Calculator Session)to answer test questions. There will be a break between the calculator session and non-calculator session, so that staff may collect all calculators from you.
	<i>&gt;Distribute TI-30XS Calculators to all examinees. Be sure all examinees have a calculator.</i>
<b>SAY</b> 	We will start with the Calculator Session. Now, turn to page 11 of your answer booklet and locate Question # 28 at the top of the page under the word MATHEMATICS. Turn to the first page of the Calculator section of your test book and find Question # 28. Be sure to record your answers to Question # 28 to Question #53 on page 11 in your answer booklet.
<b>SAY</b> 	You have ___ minutes (50 minutes for English and 55 minutes for Spanish) to complete Questions #28 through 53 of the Mathematics test where you can use a calculator. I will give you a 10 minute warning prior to the end of this part of the test. Make sure that you are on the correct page in your test book and that corresponds to Question # 28 in your answer booklet, and that you stop after completing Question # 53.
<b>SAY</b> 	You must remember to read <u>all</u> of the directions and information in this section of the test book.
<b>SAY</b> 	When you come to the word “STOP” in the answer booklet on page 11, you have finished the Calculator session of the Mathematics test.

<b>SAY</b>	<b>However, until the allotted time for completion of the Calculator Session of the Mathematics test has passed, you can go back over Part I of the test and check your answers.</b>
<b>SAY</b>	<b>Are there any questions?</b> >When you are sure that all examinees understand the directions, continue to the next set of reading directions.
<b>SAY</b>	<b>You may now begin.</b>  Check to be sure that examinees are in the right place on their answer booklets and are filling in circles correctly.
	>Write the starting and stopping times for the mathematics calculator session on the board. Write the time when the 10-minute warning will be given.

>Look at the clock and when ten (10) minutes remain for the mathematics calculator test,

<b>SAY</b>	<b>You have 10 minutes remaining to complete this session of your Mathematics test.</b> 
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>Look at the clock and when there are Zero (0) minutes remain for the calculator portion of the Mathematics test.

<b>SAY</b>	<b>STOP. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. Please close your answer booklet and test book. We will take a break now to collect the calculators.</b>
<b>SAY</b>	<b>Do not put your scratch paper or answer booklet in your test book.</b> >Collect calculators and colored scratch paper. >If the examinee has an accommodation that allows him/her to use the calculator for the entire Mathematics test, leave the calculator on the examinee's desk. >Distribute new colored scratch paper to all examinees during break.

<b>SAY</b>	Now that you have finished the Calculator Session and completed your break, you will complete the Non-Calculator session of the Mathematics test. However, if you have an approved accommodation that allows you to use a calculator for the entire test, I have left the calculator on your desk since you may use it for this part of the test.
	<i>&gt;Check around the room and be sure the calculators were collected (unless a calculator accommodation was granted) and new colored scratch paper was distributed to each examinee.</i>
<b>SAY</b>	Now, turn to page 9 of your answer booklet and locate Question # 1 at the top of the page under the word MATHEMATICS and Samples A and B. Turn to the first page the Non-Calculator Session in your test book and find Question # 1 through Question #27. Be sure to record your answer to Question # 1 on page 9 in your answer booklet.
<b>SAY</b>	You have ___ minutes (55 minutes for English and 60 minutes for Spanish) to complete Questions # 1 through Question # 27 of the Mathematics test. I will give you a 10 minute warning prior to the end of this part of the test. Make sure that you are on the correct page in your test book and that corresponds to Question # 1 in your answer booklet, and that you stop after completing Question # 27.
<b>SAY</b>	You must remember to read <u>all</u> of the directions and information in this section of the test book.
<b>SAY</b>	When you come to the word “STOP” in the answer booklet on page 9, you have finished the entire Mathematics test.
<b>SAY</b>	However, until the allotted time for completion of the Non-Calculator section of the Mathematics test has passed, you can go back over the Non-Calculator Questions and check your answers.
<b>SAY</b>	Are there any questions?
	<i>&gt;When you are sure that all examinees understand the directions, continue to the next set of reading directions.</i>
<b>SAY</b>	<b>You may now begin.</b>
	 <i>Check to be sure that examinees are in the right place on their answer booklets and are filling in circles correctly.</i>
	<i>&gt;Write the starting and stopping times for the mathematics calculator session on the board. Write the time when the 10-minute warning will be given.</i>

*>Look at the clock and when ten (10) minutes remain for the mathematics (Non-calculator) test,*

<b>SAY</b>	<b>You have 10 minutes remaining to complete this session of your Mathematics test.</b> 
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*>Look at the clock and when there are Zero (0) minutes remain for the non-calculator portion of the Mathematics test,*

<b>SAY</b>	<b>STOP. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. Please close your answer booklet and test book.</b>
<b>SAY</b>	<b>Do not put your scratch paper or answer book in your test book.</b>
	<i>&gt;Collect colored scratch paper all examinees. Also collect any calculators from examinees who may have received accommodations and use a calculator for the entire Mathematics Test.</i>

### III. Directions for Administering the Paper-Based Reading Subtest (Test 2)

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The test directions must be read to examinees exactly as written to ensure all examinees receive the same information during each administration of the TASC™. It may be helpful while reading the directions to examinees that the TASC™ Examiner/Coordinator holds up a folded TASC™ Answer Booklet. This will help examinees know where they must record their responses to a test question in their answer booklet.

The TASC™ Examiner/Coordinator must check that all examinee have a test book, his or her own answer booklet and two sharpened No. 2 pencils with soft erasers before beginning the Reading test. Examinees must use soft erasers to avoid the tearing or smudging of the answer booklet.

Before the Reading test begins, the TASC™ Coordinator/Examiner must distribute colored scratch paper to all examinees.

**Note: Regarding examinees who have finished the Reading subtest before the total time allotment, use your discretion (depending upon your system and staff you have in place) as to whether you want to dismiss them from the testing room or have them remain quietly in their seats until everyone has finished the test. Instruct examinees before the test begins as to what you would like them to do when they have finished each subtest.**

## Reading Subtest Script

Script to be read aloud to examinees at the start of the Reading subtest.

(Page 13 TASC™ Answer Booklet)

<b>SAY</b>	Open your test book to the first page of the Reading test. Do not write in or make any stray marks in your test book.
<b>SAY</b>	Now open your answer booklet to page 13 and find the Reading section. You will answer Question # 1 to Question # 50 of the Reading test.
	<i>Demonstrate: Check to be sure that all examinees are in the correct place in their test books and answer booklets.</i>
<b>SAY</b>	We will begin this test by completing a sample question on the first page of the Reading Test Book. You will mark your answer to Sample Question A in the shaded box on page 13 of your answer booklet.
<b>SAY</b>	For the sample question, fill-in <u>only</u> the circle that goes with the answer you select. You may use the scratch paper provided but DO NOT mark in the test book and be sure to fill-in the circle completely, and to make your mark heavy and dark. If you choose to change your answer, completely erase the mark you made before making a new mark.
<b>SAY</b>	Find Sample A in your test book. Go to page 13 of the answer booklet and find Sample A, directly under the word READING at the top of the page. Then read the directions and complete Sample A. Stop when you have finished Sample A on the top of page 13.
	<i>&gt;Give examinees time to answer Sample A. Do not read the sample out loud.</i>
<b>SAY</b>	Has everyone bubbled-in an answer to Sample A?
	<i>&gt;Wait until examinees have filled-in a response to Sample A.</i>
<b>SAY</b>	The correct answer to Sample A is Choice C.
<b>SAY</b>	Does anyone have any questions?
<b>SAY</b>	Now you will move on to the Reading Test, beginning with Question # 1 and ending with Question # 50.
<b>SAY</b>	You must remember to read <u>all</u> of the directions and information in this section of the test book.
<b>SAY</b>	When you come to the word “STOP” in the answer booklet, you have finished the Reading section of the TASC™ test.
<b>SAY</b>	However, until the allotted time for completion of the Reading test has passed, you can go back over the Reading test and check your answers.
<b>SAY</b>	Are there any questions?
	<i>&gt;When you are sure that all examinees understand the directions, continue to read the next set of directions to them.</i>
<b>SAY</b>	You have ___ minutes (75 minutes for English and 80 minutes for Spanish) for the Reading test. I will give you a 10 minute warning prior to the end of the Reading test. Make sure that you are on the correct page in your test book and on the correct number in your answer booklet and that you stop at the end of the section.
<b>SAY</b>	You may now begin.
	<i>Check to be sure that examinees are in the right place in their answer booklets and are filling in circles correctly.</i>
	<i>&gt;Write the starting and stopping times for the reading section on the board. Write the time when the 10-minute warning will be given.</i>

>Look at the clock and *when ten (10) minutes remain for the Reading test,*

**SAY**

**You have 10 minutes remaining to complete this section of your Reading test.**



>Look at the clock and *when there are Zero (0) minutes remain for the Reading test,*

**SAY**

**STOP. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. Please close your answer booklet and test book.**

**SAY**

**Do not put your scratch paper or answer booklet in your test book.**

➤ *Collect colored scratch paper and Reading test book from all examinees.*

## IV. Directions for Administering the Paper-Based Writing Subtest (Test 3)

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The test directions must be read to examinees exactly as written to ensure all examinees receive the same information during each administration of the TASC™. It may be helpful while reading the directions to examinees that the TASC™ Examiner/Coordinator holds up a folded TASC™ Answer Booklet. This will help examinees know where they must record their responses to a test question in their answer booklets.

The TASC™ Examiner/Coordinator must check that all examinees have a test book, an answer booklet and two sharpened No. 2 pencils with soft erasers before beginning the Writing test. Examinees must use soft erasers to avoid the tearing or smudging of the answer booklet.

Before the Writing test begins, the TASC™ Coordinator/Examiner must distribute plain colored scratch paper and colored lined scratch paper to all examinees.

**Note: Regarding examinees who have finished the Writing subtest before the total time allotment, use your discretion (depending upon your system and staff you have in place) as to whether you want to dismiss them from the testing room or have them remain quietly in their seats until everyone has finished the test. Instruct examinees before the test begins as to what you would like them to do when they have finished each subtest.**



**Writing Subtest Script**

**Script to be read aloud to examinees at the start of the Writing subtest.  
(Page 13 TASC™ Answer Booklet)**

<b>SAY</b>	Open your test book to the first page of the Writing test. Do not write in or make any stray marks in your test book.
<b>SAY</b>	The Writing Test contains 2 sections. In the first section you will complete Question # 1 to Question # 50 and in the second section you will write an essay.
<b>SAY</b>	Now open your answer booklet to page 13 and find the Writing section.
	<i>Demonstrate: Check to be sure that all examinees are in the correct place in their test books and answer booklets.</i>
<b>SAY</b>	We will begin this test by completing a sample question on the first page in the Writing Test Book. You will mark your answer to Sample Question A in the shaded box in your answer booklet.
<b>SAY</b>	For the sample question, fill-in <u>only</u> the circle that goes with the answer you select. You may use the scratch paper provided but DO NOT mark in the test book and be sure to fill-in the circle completely, and to make your mark heavy and dark. If you choose to change your answer, completely erase the mark you made before making a new mark.
<b>SAY</b>	Find Sample A in your test book. Go to page 13 on your answer sheet and find Sample A directly under the word WRITING.
	<b>Stop when you have finished Sample A.</b>
	<i>&gt;Give examinees time to answer Sample A. Do not read the sample out loud.</i>
<b>SAY</b>	<b>Has everyone bubbled-in an answer to Sample A on the bottom of page 13?</b>
	<i>&gt;Wait until examinees have filled-in a response to Sample A.</i>
<b>SAY</b>	<b>The correct answer to Sample A is Choice A.</b>
<b>SAY</b>	<b>You have ___ minutes (105 minutes for English and 110 minutes for Spanish) to complete both the multiple choice questions and the essay portion of the Writing test.</b>
<b>SAY</b>	<b>Does anyone have any questions?</b>
<b>SAY</b>	<b>Now you will move on to the multiple choice portion of the Writing Test, beginning with Question # 1 and ending with Question # 50.</b>
<b>SAY</b>	<b>When you come to the word “Go On” in the answer booklet, you have finished the first part of the Writing test and are ready to begin writing your essay.</b>
<b>SAY</b>	<b>You must remember to read <u>all</u> of the directions and information contained in this section of the test book before writing your essay.</b>
<b>SAY</b>	<b>However, until the allotted time for completion of the Writing test has passed, you can go back over Question # 1 to Question # 50, check your answers and revise your essay.</b>
<b>SAY</b>	<b>Are there any questions?</b>
	<i>&gt;When you are sure that all examinees understand the directions, continue to read the next set of directions to them.</i>
<b>SAY</b>	<b>I will give you two warnings prior to the end of the Writing test. When there are 45 minutes remaining, I will warn you that it is time for you to begin the essay portion of the Writing test. I will then announce when there are 10 minutes remaining in the session. Make sure you are on the correct page in your test book and on the correct number in your answer booklet and that you stop at the end of the section.</b>

<b>SAY</b>	<b>You may now begin.</b>
	 Check to be sure that examinees are in the right place on their answer booklets and are filling in circles correctly. >Write the starting and stopping times for the writing section on the board. Write the times when a 45-minute and a 10-minute warning will be given.

>Look at the clock and *when forty-five (45) minutes remain for the Writing test,*

<b>SAY</b>	<b>You have 45 minutes remaining to complete the Writing test. You should begin the essay portion of the Writing test at this time. If you are using scratch paper to write a draft essay, make sure you give yourself enough time to transfer the essay to your answer booklet.</b>
	<b>Remember that you must write your essay in pencil; no pens are allowed.</b> 

>Look at the clock and *when ten (10) minutes remain for the Writing test,*

<b>SAY</b>	<b>You have 10 minutes remaining to complete this section of your Writing test.</b> 

>Look at the clock and *when there are Zero (0) minutes remain for the Writing test,*

<b>SAY</b>	<b>STOP. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. Please close your answer booklet and test book.</b>
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<b>SAY</b>	<b>Do not put your scratch paper or answer booklet in your test book.</b>
	>Collect plain colored scratch paper, lined colored scratch paper and Writing test books from all examinees.



***NO Pens Are Allowed***

## V. Directions for Administering the Paper-Based Science Subtest (Test 4)

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The test directions must be read to examinees exactly as written to ensure all examinees receive the same information during each administration of the TASC™. It may be helpful while reading the directions to examinees that the TASC™ Examiner/Coordinator holds up a folded TASC™ Answer Booklet. This will help examinees know where they must record their responses to a test question in their answer booklets.

The TASC™ Examiner/Coordinator must check that all examinees have a test book, an answer booklet and two sharpened No. 2 pencils with soft erasers before beginning the Science test. Examinees must use soft erasers to avoid the tearing or smudging of the answer booklet.

Before the Science test begins, the TASC™ Coordinator/Examiner must distribute colored scratch paper to all examinees.

TI-30XS calculators must also be distributed to all examinees for the Science test. Examinees may use only these calculators when answering Science test questions requiring calculations.



**Note: Regarding examinees who have finished the Writing subtest before the total time allotment, use your discretion (depending upon your system and staff you have in place) as to whether you want to dismiss them from the testing room or have them remain quietly in their seats until everyone has finished the test. Instruct examinees before the test begins as to what you would like them to do when they have finished each subtest.**

**Science Subtest Script**

**Script to be read aloud to examinees at the start of the Science subtest.  
(Page 18 TASC™ Answer Booklet)**

<b>SAY</b>	<p><b>Open your test book to the first page of the Science test. Do not write in or make any stray marks in your test book.</b></p> <p><i>&gt;Distribute TI-30XS Calculators to all examinees.</i></p>
<b>SAY</b>	<p><b>Now open your answer booklet to page 18 and find the Science section. You will complete Question # 1 to Question # 47 of the Science test.</b></p> <p> <i>Demonstrate: Check to be sure that all examinees are in the correct place in their test books and answer booklets.</i></p>
<b>SAY</b>	<p><b>We will begin this test by completing a sample question. Find the shaded area directly under the word SCIENCE that contains the letter A. You will mark your answer to Sample Question A in the shaded box in your answer booklet.</b></p>
<b>SAY</b>	<p><b>For the sample question, fill-in <u>only</u> the circle that goes with the answer you select. You may use the scratch paper provided but DO NOT mark in the test book and be sure to fill-in the circle completely, and to make your mark heavy and dark. If you choose to change your answer, completely erase the mark you made before making a new mark. You may also use the provided calculator to answer questions in the Science test.</b></p>
<b>SAY</b>	<p><b>Find Sample A in your test book. Go to page 18 in your answer booklet and find Sample A, directly under the word SCIENCE. Then read the directions and complete Sample A.</b></p> <p><b>Stop when you have finished Sample A.</b></p> <p><i>&gt;Give examinees time to answer Sample A. Do not read the sample out loud.</i></p>
<b>SAY</b>	<p><b>Has everyone bubbled-in an answer to Sample A on the top of page 18?</b></p> <p><i>&gt;Wait until examinees have filled-in a response to Sample A.</i></p>
<b>SAY</b>	<p><b>The correct answer to Sample A is Choice A.</b></p>
<b>SAY</b>	<p><b>Does anyone have any questions?</b></p>
<b>SAY</b>	<p><b>Now you will move on to the Science test, beginning with Question # 1 and ending with Question # 47.</b></p>
<b>SAY</b>	<p><b>You must remember to read <u>all</u> of the directions and information in this section of the test book.</b></p>
<b>SAY</b>	<p><b>When you come to the word “STOP” in your answer booklet, you have finished the Science section of the TASC™ test.</b></p>
<b>SAY</b>	<p><b>However, until the allotted time for completion of the Science test has passed, you can go back over the test and check your answers.</b></p>
<b>SAY</b>	<p><b>Are there any questions?</b></p> <p><i>&gt;When you are sure that all examinees understand the directions, continue to read the next set of directions to them.</i></p>

<b>SAY</b>	<b>You have ___ minutes (85 minutes for English and 90 minutes for Spanish) for the Science test. I will give you a 10 minute warning prior to the end of the Science test. Make sure that you are on the correct page in your test book and on the correct number in your answer booklet and that you stop at the end of the section.</b>
<b>SAY</b>	<b>You may now begin.</b>  Check to be sure that examinees are in the right place in their test books and answer booklets and are filling in circles correctly.
	>Write the starting and stopping times for the Science section on the board. Write the time when the 10-minute warning will be given.

>Look at the clock and *when ten (10) minutes remain for the Science test,*

<b>SAY</b>	<b>You have 10 minutes remaining to complete this section of your Science test.</b> 
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>Look at the clock and *when there are Zero (0) minutes remain for the Science test,*

<b>SAY</b>	<b>STOP. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. Please close your answer booklet and test book.</b>
<b>SAY</b>	<b>Do not put your scratch paper or answer booklet in your test book.</b> >Collect colored scratch paper, calculators and Science test books from all examinees.

## VI. Directions for Administering the Paper-Based Social Studies Subtest (Test 5)

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The test directions must be read to examinees exactly as written to ensure all examinees receive the same information during each administration of the TASC™. It may be helpful while reading the directions to examinees that the TASC™ Examiner/Coordinator holds up a folded TASC™ Answer Booklet. This will help examinees know where they must record their responses to a test question in their answer booklets.

The TASC™ Examiner/Coordinator must check that all examinees have a test book, an answer booklet and two sharpened No. 2 pencils with soft erasers before beginning the Social Studies test. Examinees must use soft erasers to avoid the tearing or smudging of the answer booklet.

Before the Social Studies test begins, the TASC™ Coordinator/Examiner must distribute colored scratch paper to all examinees.

**Note: Regarding examinees who have finished the Social Studies subtest before the total time allotment, use your discretion (depending upon your system and staff you have in place) as to whether you want to dismiss them from the testing room or have them remain quietly in their seats until everyone has finished the test. Instruct examinees before the test begins as to what you would like them to do when they have finished each subtest.**

## Social Studies Subtest Script

**Script to be read aloud to examinees at the start of the Social Studies subtest.  
(Page 18 TASC™ Answer Booklet)**

<b>SAY</b>	Open your test book to the first page of the Social Studies test. Do not write in or make any stray marks in your test book.
<b>SAY</b>	Now open your answer booklet to page 18 and find the Social Studies section. You will answer Question # 1 to Question # 47 of the Social Studies test.
	<i>Demonstrate: Check to be sure that all examinees are in the correct place in their test book and answer booklets.</i>
<b>SAY</b>	We will begin this test by completing a sample question. Find the shaded area directly under the word SOCIAL STUDIES that contains the letter A. You will mark your answer to sample question A in the shaded box in your answer booklet.
<b>SAY</b>	For the sample question, fill-in <u>only</u> the circle that goes with the answer you select. You may use the scratch paper provided but DO NOT mark in the test book and be sure to fill-in the circle completely, and to make your mark heavy and dark. If you choose to change your answer, completely erase the mark you made before making a new mark.
<b>SAY</b>	Find Sample A in your test book. Go to page 18 in your answer booklet and find Sample A, directly under the word SOCIAL STUDIES. Then read the directions and complete Sample A.
	<b>Stop when you have finished Sample A.</b>
	<i>&gt;Give examinees time to answer Sample A. Do not read the sample out loud.</i>
<b>SAY</b>	<b>Has everyone bubbled-in an answer to Sample A on the bottom of page 18?</b>
	<i>&gt;Wait until examinees have filled-in a response to Sample A.</i>
<b>SAY</b>	The correct answer to Sample A is Choice B.
<b>SAY</b>	Does anyone have any questions?
<b>SAY</b>	Now you will move on to the Social Studies Test, beginning with Question #1 and ending with Question # 47.
<b>SAY</b>	You must remember to read <u>all</u> of the directions and information in this section of the test book.
<b>SAY</b>	When you come to the word “STOP” in the answer booklet, you have finished the Social Studies section of the TASC™ test.
<b>SAY</b>	However, until the allotted time for completion of the Social Studies test has passed, you can go back over the test and check your answers.
<b>SAY</b>	Are there any questions?
	<i>&gt;When you are sure that all examinees understand the directions, continue to read the next set of directions to them.</i>

**SAY** You have \_\_\_ minutes (75 minutes for English and 80 minutes for Spanish) for the Social Studies test. I will give you a 10 minute warning prior to the end of the Social Studies test. Make sure that you are on the correct page in your test book and on the correct number in your answer booklet and that you stop at the end of the section.

**SAY** You may now begin.

 Check to be sure that all examinees are in the right place in their test books and that they are filling in circles correctly in their answer booklets.

>Write the starting and stopping times for the writing section on the board. Write the time when the 10-minute warning will be given.

>Look at the clock and when ten (10) minutes remain for the Social Studies test,

**SAY** You have 10 minutes remaining to complete this section of your Social Studies test. 

>Look at the clock and when there are Zero (0) minutes remain for the Social Studies test,

**SAY** STOP. Make sure that you have marked all your answers clearly and that you have completely erased any marks you do not want. Please close your answer booklet and test book.

**SAY** Do not put your scratch paper or answer booklet in your test book.

➤ Collect colored scratch paper and Social Studies test books from all examinees.

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