

CALIFORNIA

Assessment of Student Performance and Progress

Paper-Pencil Testing Directions for Administration for Smarter Balanced Summative Assessments

2018–19 Administration
Grade 4

English Language Arts/Literacy Summative
Assessment

Mathematics Summative Assessment



Measuring the Power of Learning.™



California Assessment of
Student Performance and Progress



California Assessment of Student Performance and Progress Paper-Pencil Testing Test Administration Manual—Grade Four

Table of Contents

Grade Four ELA, Session 1	1
Grade Four ELA, Session 2	7
Grade Four ELA, Session 3 (Performance Task)	9
Grade Four Mathematics, Session 1	12
Grade Four Mathematics, Session 2	16
Grade Four Mathematics, Session 3 (Performance Task)	18

Grade Four ELA, Session 1

Grade Four ELA, Session 1

For the English Language Arts Summative Assessment, please read aloud the directions in each box, preceded by the word SAY for students.

For Session 1, audio CDs are available for items assessing Claim 3, Listening.

Be sure that each student has his or her own test booklet, answer booklet, scratch paper, and a No. 2 pencil with an eraser. Students will record their answers in their answer booklet.

SAY:

Turn to the front cover of your answer booklet. Make sure you have the answer booklet with *your* name on it and not another student's answer booklet. Please do not open your test booklet until I tell you to do so. Make sure you are using a No. 2 pencil with an eraser when taking this test. Pens are not allowed.

Pause to make sure the students have their own test booklet and answer booklet.

SAY:

Now you will be taking Session 1 of the English Language Arts Summative Assessment. First, open your test booklet to page 1. Then, open your answer booklet to page 1.

Pause to make sure that the students are on the correct page.

SAY:

We will begin by doing some sample questions. This test booklet contains several different types of questions as shown below. Each sample shows what a certain type of question looks like in the test booklet. Respond to each question in your answer booklet. Let's Practice! You will mark your answers to the sample questions on page 1 of your answer booklet.

For Sample A, fill in only the bubble that goes with the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark.

Give students time to answer Sample A.

Students should respond to the sample items in their answer booklet. The correct answers to the sample items are shown in the test booklet on page 4. However, wait until students answer all sample items in their answer booklet before directing them to check their answers against the keys shown on page 4 in the test booklet.

The correct answer to Sample A is choice C.

Grade Four ELA, Session 1

SAY:

Are there any questions?

Pause to answer any questions, then continue.

SAY:

Now go to Sample B. For some questions in the test, there will be more than one correct response. Sample B is an example of this type of test question. For Sample B, fill in the two bubbles that go with the answers you choose. Be sure to fill in the bubbles completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark.

Give students time to answer Sample B.

The correct answers to Sample B are choices B and F.

SAY:

Are there any questions?

Pause to answer any questions, then continue.

SAY:

Now go to Sample C. For some questions in the test, there will be more than one part. Sample C is an example of a question which contains a passage and two parts. For Sample C, read the sample passage. Then do Part A and Part B. Fill in the bubbles that go with the answers you choose. Be sure to fill in the bubbles completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark.

Give students time to answer Sample C.

Do not read the sample aloud.

The correct answer to Part A is choice B, and the correct answer to Part B is choice B.

SAY:

Are there any questions?

Pause to answer any questions, then continue.

SAY:

Now go to Sample D. For some questions in the test, you will need to complete a table. For Sample D, fill in the bubbles in your answer booklet that go with the answer you choose for each row in the table. Be sure to fill in the bubbles completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark.

Give students time to answer Sample D.

The correct answer to Sample D is

- a. N
- b. N
- c. D
- d. D

SAY:

Are there any questions?

Pause to answer any questions, then continue.

SAY:

Now go to Sample E. For this type of question in the test, you will write your own response. You will write your answer to Sample E on the lines in the answer booklet. Now read the paragraph and then do Sample E. Make sure you follow directions and make sure your response is complete.

Give students time to answer Sample E. They do not need to finish the entire response.

Do not read the sample aloud.

SAY:

There are several ways to answer this type of question. Now turn to page 4 in your test booklet and read the sample answers provided in your test booklet. Are there any questions?

Give students time to read the sample responses in their test booklet. Do not read the samples aloud.

Pause to answer any questions, then continue.

Grade Four ELA, Session 1

SAY:

This test session includes passages that you will listen to rather than read, and it includes different types of questions. You may use your scratch paper to take notes. Please raise your hand if you do not have any scratch paper. Read each question carefully and follow the directions. The questions may require you to pick one or more options from a list of answer choices. For test questions with bubbled answer choices, fill in the bubble for your answer completely. Mark your answers to questions 1 through 8 in your answer booklet.

Are there any questions?

Pause to answer any questions the students might have. When you are sure that the students understand the directions, continue.

SAY:

Turn to page 8 in your test booklet. Now turn to page 2 in your answer booklet.

Make sure that the students are on the correct pages.

For this portion of the test, you may play the audio CD. Play track one on the audio CD now.

Please refer to the Listening Audio CDs that will be included in your paper-pencil test administration materials.

Pause the CD. Read aloud to all students,

SAY:

I will play it one more time.

Play track one again on the audio CD now.

Pause the CD. Read aloud to all students,

SAY:

Please answer questions 1 through 3. When you complete these three questions, please stop working and sit quietly.

Pause. Allow time for students to respond.

SAY:

Turn to page 11 in your test booklet.

For this portion of the test, you will play the audio CD. Play track two on the audio CD now.

Please refer to the Listening Audio CDs that will be included in your paper-pencil test administration materials.

Pause the CD. Read aloud to all students,

SAY:

I will play it one more time.

Play track two again on the audio CD now.

Pause the CD. Read aloud to all students,

SAY:

Please answer questions 4 through 5. When you complete these two questions, please stop working and sit quietly.

Pause. Allow time for students to respond.

SAY:

Turn to page 13 in your test booklet.

For this portion of the test, you will play the audio CD. Play track three on the audio CD now.

Please refer to the Listening Audio CDs that will be included in your paper-pencil test administration materials.

Pause the CD. Read aloud to all students,

SAY:

I will play it one more time.

Play track three again on the audio CD now.

Pause the CD. Read aloud to all students,

SAY:

Please answer questions 6 through 8. When you complete these three questions, please stop working and sit quietly.

Pause. Allow time for students to respond.

When the students have finished,

Grade Four ELA, Session 1

SAY:

Stop. This is the end of English Language Arts Summative Assessment, Session 1. Please close your test booklet and answer booklet.

Depending upon whether your school chooses to administer Sessions 1 and 2 in one test sitting or in two separate test sittings, TAs will need to adjust the following procedures.

For those administering Sessions 1 and 2 in a **single** test sitting, you will need to collect any used scratch paper and distribute new, blank scratch paper before beginning Session 2. Be sure to give students a break between sessions. Students must close their test booklets and answer booklets and leave them on their desks.

For those administering Sessions 1 and 2 in **separate** test sittings, collect all test materials and securely store until you begin Session 2.

Grade Four ELA, Session 2

Be sure that each student has his or her own test booklet, answer booklet, scratch paper, and a sharpened No. 2 pencil with an eraser. Students will record their answers in their answer booklet.

SAY:

Turn to the front cover of your answer booklet. Make sure you have the answer booklet with *your* name on it and not another student's answer booklet. Please do not open your test booklet until I tell you to do so. Make sure you are using a No. 2 pencil with an eraser when taking this test. Pens are not allowed.

Pause to make sure the students have their own test booklet and answer booklet.

SAY:

Now you will be taking Session 2 of the English Language Arts Summative Assessment. Be sure to read each question carefully and mark your answers in your answer booklet.

You may NOT go back to Session 1 in your test booklet. Work through each question in Session 2 only.

Pause.

SAY:

This test session includes different types of questions. Read each question carefully and follow the directions. The questions may require you to pick one or more options from a list of answer choices or write an answer. For test questions with bubbled answer choices, fill in the bubble for your answer completely. You may use the scratch paper to take notes. You may also mark, underline, or circle key words in the passage and strike through answers in the test booklet, but be sure to mark your answers to questions 9 through 38 in your answer booklet.

Pause.

SAY:

When you come to the STOP symbol at the bottom of the page, you have finished this session. When you have finished, please close your test booklet and answer booklet and sit quietly.

Are there any questions?

Pause to answer any questions the students might have. When you are sure that the students understand the directions, continue.

Grade Four ELA, Session 2

SAY:

Turn to page 18 in your test booklet. Now turn to page 3 in your answer booklet. You may begin.

Make sure that the students are on the correct pages.

When the students have finished,

SAY:

Stop. This is the end of English Language Arts Summative Assessment, Session 2. Please close your test booklet and answer booklet.

Collect all test materials.

Grade Four ELA, Session 3 (Performance Task)

Be sure that each student has his or her own test booklet, answer booklet, scratch paper, and a sharpened No. 2 pencil with an eraser. Students will record their answers in their answer booklet.

SAY:

Turn to the front cover of your answer booklet. Make sure you have the answer booklet with *your* name on it and not another student's answer booklet. Please do not open your test booklet until I tell you to do so. Make sure you are using a No. 2 pencil with an eraser when taking this test. Pens are not allowed.

Pause to make sure the students have their own test booklet and answer booklet.

SAY:

In Session 3 of the English Language Arts Summative Assessment, you will complete a performance task. The performance task is made up of two parts, Part 1 and Part 2, and includes three sources to read. First, you will read about the task you have been given. Then, in Part 1, you will read three sources and answer one research question. You can take notes on your scratch paper as you read the sources and answer the question.

In Part 2, you will be given a writing assignment based on the sources you read. You can use your notes from Part 1 to help you write your assignment. You may use the scratch paper to take notes. You may also mark, underline, or circle key words in the passages and strike through answers in the test booklet, but be sure to write your answers in your answer booklet. Open your test booklet to page 48. Now open your answer booklet to page 5.

Pause to make sure that the students are on the correct pages.

SAY:

This test session includes different types of questions. Read each question carefully and follow the directions. The questions may require you to pick one or more options from a list of answer choices or write an answer. For test questions with bubbled answer choices, fill in the bubble for your answer completely. Mark your answers to the questions in Part 1 and Part 2 in your answer booklet.

You may NOT go back to Session 1 or Session 2 in your test booklet. Work through each question in Session 3 only.

Pause.

Grade Four ELA, Session 3 (Performance Task)

SAY:

When you come to the STOP symbol at the bottom of the page, you have finished Part 1. Do not continue to Part 2 until I instruct you to do so.

Are there any questions?

Pause to answer any questions the students might have. When you are sure that the students understand the directions, continue.

SAY:

You may begin Part 1.

When the students have finished Session 3 Part 1,

SAY:

Stop. This is the end of English Language Arts Summative Assessment, Session 3 Part 1.

For administering Session 3 Parts 1 and 2 in a single test session, be sure to give students a break between Parts 1 and 2. Students must close their test booklets and answer booklets with their notes from Part 1 inside a booklet and leave them on their desks.

For administering Session 3 Parts 1 and 2 in separate test sessions, students should write their names on their notes from Part 1 and place them inside their answer booklets. Collect all test materials and securely store them until you begin Session 3 Part 2.

SAY:

Place your notes from Part 1 in your answer booklet and close your test booklet and answer booklet.

When students are ready to start Part 2,

SAY:

Turn to page 56 in your test booklet. Now turn to page 6 in your answer booklet. Read the directions for Part 2 on page 56 in your test booklet. You may begin Part 2.

Make sure that the students are on the correct pages.

When the students have finished,

SAY:

Stop. This is the end of English Language Arts Summative Assessment, Session 3. Please close your test booklet and answer booklet.

Collect all test materials.

Grade Four Mathematics, Session 1

Grade Four Mathematics, Session 1

For the Mathematics Summative Assessment, please read aloud the directions in each box, preceded by the word SAY for students.

Be sure that each student has his or her own test booklet, answer booklet, scratch paper (and graph paper, if used), and a sharpened No. 2 pencil with an eraser. Students will record their answers in their answer booklet. Calculators are **not** allowed for any portion of this test.

SAY:

Turn to the front cover of your answer booklet. Make sure you have the answer booklet with your name on it and not another student's answer booklet. Please do not open your test booklet until I tell you to do so. Make sure you are using a No. 2 pencil with an eraser when taking this test. Pens are not allowed.

Pause to make sure the students have their own test booklet and answer booklet.

SAY:

Now you will be taking Session 1 of the Mathematics Summative Assessment. First, open your test booklet to page 1. Then, open your answer booklet to page 1.

Make sure that the students are on the correct page.

SAY:

We will begin by doing some sample questions. This test booklet contains several different types of problems as shown below. Each sample shows what a certain type of problem looks like in the test booklet. Respond to each problem in your answer booklet. Let's Practice! You will mark your answers to the sample questions in the SAMPLES box above Session 1 in your answer booklet.

For Sample A, fill in only the bubble that goes with the answer you choose. Be sure to fill in the bubble completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark.

Give students time to answer Sample A. Do not read the sample aloud.

Students should respond to the sample items in their answer booklet. The correct answers to the sample items are shown in the test booklet on page 2. However, wait until students answer all sample items in their answer booklets before directing them to check their answers against the keys shown on page 2 in the test booklet.

The correct answer to Sample A is choice B.

SAY:

Are there any questions?

Pause to answer any questions, then continue.

SAY:

Now go to Sample B. For some questions in the test, there will be more than one correct response. Sample B is an example of this type of test question. For Sample B, fill in the bubbles that go with the answers you choose. Be sure to fill in the bubbles completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark.

Give students time to answer Sample B.

Do not read the sample aloud.

The correct answers to Sample B are choices A and B.

SAY:

Are there any questions?

Pause to answer any questions, then continue.

SAY:

Now go to Sample C. For some questions in the test, there will be more than one part. Sample C is an example of a question which contains three parts. For Sample C, you will need to complete parts a, b, and c. Fill in the bubbles that go with the answers you choose. Be sure to fill in the bubbles completely and make your mark heavy and dark. If you want to change an answer, completely erase the mark you made before making a new mark.

Give students time to answer Sample C.

Do not read the sample aloud.

The correct answers to Sample C are

- a. N
- b. N
- c. Y

SAY:

Are there any questions?

Grade Four Mathematics, Session 1

Pause to answer any questions, then continue.

SAY:

Now go to Sample D. For some questions in the test, you will need to write your own response. For Sample D, draw a point on the number line to show your answer.

Give students time to answer Sample D.

The correct answer to Sample D is a point placed at the line representing the number 4.

SAY:

Are there any questions?

Pause to answer any questions, then continue.

SAY:

Now go to Sample E. For some questions in the test, there are blank boxes for you to write your answer. Answer Sample E by writing your answer in the box.

Give students time to answer Sample E.

The correct answer to Sample E is 23.

SAY:

Are there any questions?

Pause to answer any questions, then continue.

SAY:

Now look back at the top of page 2 in your test booklet; you'll see a completed answer key for the sample questions we just discussed. Check to be sure you correctly bubbled in your answers to the sample questions in your answer booklet. Are there any questions?

Make sure that the students are on the correct page.

SAY:

Read each problem carefully and follow the directions. You may do your work in this test booklet, but you must mark your answers in the answer booklet. You may also use the scratch paper provided if you need more room to work the problems.

Pause.

SAY:

When you come to the STOP symbol at the bottom of the page, you have finished this session. When you have finished, please close your test booklet and answer booklet and sit quietly.

Are there any questions?

Pause to answer any questions the students might have. When you are sure that the students understand the directions, continue.

SAY:

Turn to page 6 in your test booklet. You may begin.

Make sure that the students are on the correct page.

When the students have finished,

SAY:

Stop. This is the end of the Mathematics Summative Assessment, Session 1. Please close your test booklet and answer booklet.

Depending upon whether your school chooses to administer Sessions 1 and 2 in one test sitting or in two separate test sittings, TAs will need to adjust the following procedures.

For those administering Sessions 1 and 2 in a single test sitting, you will need to collect any used scratch paper (and graph paper, if used) and distribute new, blank scratch paper before beginning Session 2. Be sure to give students a break between sessions, but you may be able to allow them to leave their test booklets and answers booklets closed on their desks rather than collecting them.

For those administering Sessions 1 and 2 in separate test sittings, collect all test materials and securely store until you begin Session 2.

Grade Four Mathematics, Session 2

Grade Four Mathematics, Session 2

Be sure that each student has his or her own test booklet, answer booklet, scratch paper (and graph paper, if used), and a sharpened No. 2 pencil with an eraser. Students will record their answers in their answer booklet. Calculators are **not** allowed for any portion of this test.

SAY:

Turn to the front cover of your answer booklet. Make sure you have the answer booklet with *your* name on it and not another student's answer booklet. Please do not open your test booklet until I tell you to do so. Make sure you are using a No. 2 pencil with an eraser when taking this test. Pens are not allowed.

Pause to make sure the students have their own test booklet and answer booklet.

SAY:

Now you will be taking Session 2 of the Mathematics Summative Assessment. Be sure to read each problem carefully and mark your answers in your answer booklet.

You may NOT go back to Session 1 in your test booklet. Work through each problem in Session 2 only.

Pause.

SAY:

When you come to the STOP symbol at the bottom of the page, you have finished this session. When you have finished, please close your test booklet and answer booklet and sit quietly.

Are there any questions?

Pause to answer any questions the students might have. When you are sure that the students understand the directions, continue.

SAY:

Turn to page 18 in your test booklet. Now turn to page 3 in your answer booklet. You may begin.

Make sure that the students are on the correct pages.

When the students have finished,

SAY:

**Stop. This is the end of the Mathematics Summative Assessment, Session 2.
Please close your test booklet and answer booklet.**

Collect all test materials.

Grade Four Mathematics, Session 3 (Performance Task)

Grade Four Mathematics, Session 3 (Performance Task)

Be sure that each student has his or her own test booklet, answer booklet, scratch paper (and graph paper, if used), and a sharpened No. 2 pencil with an eraser. Students will record their answers in their answer booklet. Calculators are **not** allowed for any portion of this test.

SAY:

Turn to the front cover of your answer booklet. Make sure you have the answer booklet with *your* name on it and not another student's answer booklet. Please do not open your test booklet until I tell you to do so. Make sure you are using a No. 2 pencil with an eraser when taking this test. Pens are not allowed.

Pause to make sure the students have their own test booklet and answer booklet.

SAY:

Now you will be taking Session 3 of the Mathematics Summative Assessment. Open your test booklet to page 30. Now open your answer booklet to page 5. Please read the directions at the top of page 30 in your test booklet along with me as I read them aloud.

Make sure that the students are on the correct pages.

SAY:

This session contains a performance task. Read the following information about your task. Then provide answers for each of the six problems that follow, referring back to this information as often as needed. Be sure to write your answers in your answer booklet.

You may use scratch paper to help you with this task, but be sure to answer the questions in the space provided in your answer booklet.

You may NOT go back to Session 1 or Session 2 in your test booklet. Work through each problem in Session 3 only.

Pause.

SAY:

When you come to the STOP symbol at the bottom of the page, you have finished this session. When you have finished, please close your test booklet and answer booklet and sit quietly.

Are there any questions?

Grade Four Mathematics, Session 3 (Performance Task)

Pause to answer any questions the students might have. When you are sure that the students understand the directions, continue.

SAY:

You may begin.

Make sure that the students are on the correct pages.

When the students have finished,

SAY:

**Stop. This is the end of the Mathematics Summative Assessment, Session 3.
Please close your test booklet and answer booklet.**

Collect all test materials.