

# CALIFORNIA

Assessment of Student Performance and Progress

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

### 2018–19 Administration Grade 7

English Language Arts/Literacy Summative  
Assessment

Mathematics Summative Assessment



*Measuring the Power of Learning.™*



California Assessment of  
Student Performance and Progress



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

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## Table of Contents

<a href="#">Grade Seven ELA, Session 1</a>	<a href="#">1</a>
<a href="#">Grade Seven ELA, Session 2</a>	<a href="#">7</a>
<a href="#">Grade Seven ELA, Session 3 (Performance Task)</a>	<a href="#">9</a>
<a href="#">Grade Seven Mathematics, Session 1</a>	<a href="#">12</a>
<a href="#">Grade Seven Mathematics, Session 2</a>	<a href="#">17</a>
<a href="#">Grade Seven Mathematics, Session 3 (Performance Task)</a>	<a href="#">19</a>

## Grade Seven 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 problem 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

## Grade Seven ELA, Session 1

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 D.

**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 E.

**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 C, and the correct answer to Part B is choice C.

**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. D
- b. N
- c. D
- d. N

**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 your answer booklet. Now read the essay 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.

Grade Seven ELA, Session 1

**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.

**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. Read each question carefully and follow the directions. The questions will 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 will 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 2. When you complete these two questions, please stop working and sit quietly.**

Pause. Allow time for students to respond.

**SAY**

**Turn to page 10 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 3 through 5. When you complete these three questions, please stop working and sit quietly.**

Pause. Allow time for students to respond.

**SAY**

**Turn to page 12 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.**

Grade Seven ELA, Session 1

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,

**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, test administrators 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 them until you begin Session 2.



## Grade Seven 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 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 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 will 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 strikethrough answers in the test booklet, but be sure to mark your answers to questions 9 through 38 in your answer booklet.**

Pause.

Grade Seven ELA, Session 2

**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 16 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 Seven 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 four sources to read. First, you will read about the task you have been given. Then, in Part 1, you will read four sources and answer three research questions. You can take notes on your scratch paper as you read the sources and answer the three questions.**

**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 strikethrough answers in the test booklet, but be sure to write your answers in your answer booklet. Open your test booklet to page 50. Now open your answer booklet to page 6.**

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 will 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 problem in Session 3 only.**

Pause.

Grade Seven 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 59 in your test booklet. Now turn to page 8 in your answer document. Read the directions for Part 2 on page 59 in your test booklet. You may begin Part 2.**

Make sure that the students are on the correct page.

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 Seven Mathematics, Session 1

### Grade Seven 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, graph paper, and a sharpened No. 2 pencil with an eraser. Students will record their answers in their answer booklet. **Calculators are NOT allowed for Session 1.**

**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 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.

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 booklet 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. When you have finished, stop working.**

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

Grade Seven Mathematics, Session 1

**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 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  $1\frac{2}{3}$ .

**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  $\frac{3}{4}$  or 0.75.

**SAY**

**Are there any questions?**

Pause to answer any questions, then continue.



**SAY**

**Now look at 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. No calculators are allowed in this session. You may also use the scratch paper and/or graph 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, test administrators will need to adjust the following procedures.

## Grade Seven Mathematics, Session 1

**For those administering Sessions 1 and 2 in a single test sitting,** you will need to collect any used scratch and graph paper and distribute new, blank scratch and graph 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 them until you begin Session 2.

## Grade Seven Mathematics, Session 2

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

### 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 the answer booklet.**

**You may NOT go back to Session 1 in your test booklet. Work through each problem in Session 2 only. You may use the scratch and/or graph paper provided if you need more room to work the problems. You may use a scientific calculator for this portion of the test.**

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 Seven Mathematics, Session 2

**SAY**

**Turn to page 16 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 Seven Mathematics, Session 3 (Performance Task)

Be sure that each student has his or her own test booklet, answer booklet, scratch paper, graph paper, and a sharpened No. 2 pencil with an eraser. Students will record their answers in their answer booklet. **Scientific calculators are allowed for Session 3.**

### 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. You may use a calculator on this session. Open your test booklet to page 32. Now open your answer booklet to page 7. Please read the directions at the top of page 32 in your test booklet along with me as I read them aloud.**

Make sure that 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.

Grade Seven Mathematics, Session 3 (Performance Task)

**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**

**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.