

# ADMINISTRATION DIRECTIONS— ENGLISH LANGUAGE ARTS (ELA) WRITING (FOR FORMER TAAS STUDENTS ONLY)

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These directions are to be used in conjunction with the *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS (Accommodated), and TAKS–M*. The TAKS and TAKS (Accommodated) tests are untimed. Give examinees all the time they need to respond to each test item.

Former TAAS examinees must take the **written composition** and **revising and editing** section of the ELA test if they have not met the passing standard for writing.

**Examinees must use a No. 2 pencil to mark their answer document.** They are not allowed to use scratch paper but instead may write in their test booklet if necessary.

Examinees must have access to an English-language dictionary and a thesaurus when taking the written composition section of the ELA test. There must be at least one dictionary for every five examinees testing. It is also recommended that there be one thesaurus provided for every five examinees, if possible. Examinees are also permitted to use a combination dictionary/thesaurus. Examinees are NOT allowed to use dictionaries or other reference materials when taking the revising and editing section of the ELA test. The use of foreign-language reference materials is NOT permitted, but an English as a second language (ESL) dictionary, which uses simple English and pictures to define words, may be provided for limited English proficient (LEP) examinees taking TAKS or TAKS (Accommodated) tests only when reference materials must be provided. Examinees taking a braille version of a test may use electronic dictionaries and thesauruses only when reference materials must be provided.

If any of the examinees do not have an answer document already prepared for them, either campus personnel or the examinees themselves must complete the student identification information before the test session. If the examinees are to complete this information, read to them the instructions in the section “Completing Student Identification Information” (page 132) in the *Directions for District Coordinators, Campus Coordinators, and Test Administrators*.

Before reading the administration directions aloud, distribute the following materials to your examinees if they do not already have them:

- two No. 2 pencils with erasers per examinee
- answer documents

Read aloud **WORD FOR WORD** the material printed in **bold** type and preceded by the word “**SAY.**” You may repeat the directions as many times as needed. The material in italics is information meant for you and should not be read aloud to examinees.

**SAY**            **Today you will be taking the written composition and the revising and editing section of the English language arts test of the Texas Assessment of Knowledge and Skills, or TAKS. Now I am going to give each of you a test booklet. When you get your booklet, do not open it or write on it until I ask you to do so.**

*Give a test booklet to each examinee who does not have one. Examinees must write their first and last names on their test booklet and complete the “ACCOMMODATED FORM TEST BOOKLET #” or “TAKS TEST BOOKLET #” field on their answer documents at this time. Directions for completing this information follow.*

**SAY**            **Print your first and last name in the space marked “STUDENT NAME” at the top of your test booklet.**

*When all examinees are ready, continue.*

**SAY**            **On the back of each test booklet, there is a printed number. Each booklet has a different number. This number has nine digits followed by a hyphen and another number. You need to look at only the first nine digits of the number.**

*Hold up one of your examinees’ test booklets and point to the security number on the back.*

**SAY**            **Now find the words “ACCOMMODATED FORM TEST BOOKLET #” or “TAKS TEST BOOKLET #” at the top of your answer document.**

*Point to “ACCOMMODATED FORM TEST BOOKLET #” or “TEST BOOKLET #” on the answer documents given to you for demonstration purposes. When everyone has located this section, continue.*

**SAY**            **Copy the nine-digit number from the back of your test booklet into the boxes beside the words “ACCOMMODATED FORM TEST BOOKLET #” or “TAKS TEST BOOKLET #” on your answer document. Be sure to copy this number exactly as it appears. Do not copy the hyphen or the digit to the right of the hyphen. If you have any questions, please raise your hand.**

*Monitor examinees closely while they copy the security number. When all examinees have finished, continue.*

**SAY**            **Now open your answer document to page 2. Look at the honor statement located at the bottom of the page. This statement says that you will not give or receive unauthorized assistance during the test. There is a difference between unauthorized assistance and authorized assistance.**

**Some forms of assistance are permitted because they are part of the procedures the person giving the test has to follow. An example of authorized assistance might be that the person giving the test repeats or explains the directions to an examinee. That kind of assistance is allowed because it is part of the process for giving the test.**

**An example of unauthorized assistance is receiving answers to test questions from someone else. Another example of unauthorized assistance is giving other examinees help or answers to test questions. If you cheat on the test, your test may be invalidated, which means that your test will not be scored.**

**Now please read and sign the honor statement.**

*If an examinee asks if he or she must sign the honor statement, tell the examinee, “That decision is up to you. Signing the honor statement is not required, but I want you to know that you are expected to follow the testing rules even if you do not sign it.”*

*It is not the responsibility of the test administrator to check to see if examinees have signed the honor statement.*

*When examinees have had time to complete the honor statement, continue.*

*Directions for breaking the first seal on the test booklet follow. Monitor examinees carefully while they are breaking the first seal in order to prevent damage to the test booklets.*

**SAY**      **Look at your test booklet. It has two sections. Each section is closed by a seal on the right side. Find the first sealed section, which is the reading and written composition section.**

*Pick up one of your examinees’ test booklets and, without actually breaking the seal, demonstrate as you read the following.*

**SAY**      **Use either your hand or the eraser of your pencil to break the seal along its edge. If you have any questions or need any help, raise your hand.**

*Assist any examinee who is having difficulty. When all examinees are ready, continue.*

**SAY**      **Now turn to the page in your test booklet that is titled “WRITTEN COMPOSITION.” The writing prompt is in a box at the top of the page. Read the prompt to yourself. If you would like me to read it to you, raise your hand.**

*Only at the request of an examinee may the writing prompt be read aloud or signed. Using the examinee’s test booklet, read aloud the writing prompt to that examinee. You must read the prompt word for word without making any changes, additions, or suggestions. You may read the prompt more than once. No elaboration on the prompt may be provided. You must not translate the writing prompt or any of this information into another language (except sign language).*

**SAY**      **Are there any questions?**

*Answer all questions before continuing.*

**SAY**      **The next few pages in your test booklet are blank and can be used to plan your composition. You may make notes here to help you decide what to write. In addition, you may write an outline to help you arrange your ideas in an order that makes sense, or you may write a rough draft. Remember that the more planning you do, the clearer and more complete your composition is likely to be. Now look at pages 5 and 6 of your answer document. When you are ready to write your composition, be sure to write on these two lined pages in your answer document. Your composition does not have to completely fill these two lined pages, but it must not be longer than the two pages. Do not write outside the boxes on the two lined pages. Be sure to write neatly so that others can read your writing. You may print or write in cursive, whichever is easier for you.**

**Remember that you must write in English, and you must use a No. 2 pencil. Are there any questions?**

*Answer all questions before continuing.*

**SAY** Be sure to write your composition on the appropriate pages in the answer document. You will have all the time you need to complete the writing section of the English language arts test. Be sure to erase any stray marks that you might have accidentally made on your answer document. When you have finished the written composition section, close your test booklet and raise your hand. If you have a dictionary or thesaurus, I will collect it at that time. When your dictionary or thesaurus has been collected, you may break the second seal on your test booklet and begin answering questions in the revising and editing section. Are there any questions?

*Answer all questions before continuing.*

**SAY** Now turn to the last page of the reading and written composition section in your test booklet. At this time I will read the directions for the second sealed section of the test: revising and editing. Dictionaries and thesauruses may not be used in this second section. You may write in your test booklet if you would like to make notes. Follow along as I read aloud the directions at the top of the page. “Read the introduction and the passage that follows. Then read each question and fill in the correct answer on page 2 of your answer document.” Notice that in the passage there is a number before each sentence. The questions that follow will refer to those numbered sentences in the passage.

Open your answer document to page 2 and find the section marked “REVISING AND EDITING.” In a box directly below these words, there are some rows of circles labeled “S-1” through “S-3.” Does everyone see where these are?

*Using your answer document, point to this box.*

**SAY** Now read the sample passage and mark your answers for questions S-1 through S-3 on your answer document.

*The sample passage and items that appear in examinees’ test booklets are shown on the next page.*

## Revising and Editing Sample

### DIRECTIONS

Read the introduction and the passage that follows. Then read each question and fill in the correct answer on page 2 of your answer document.

*Lydia has written this report for her U.S. history class. As part of a peer conference, you have been asked to read the report and think about what suggestions you would make. When you finish reading the report, answer the questions that follow.*

### The American Red Cross

(1) The American Red Cross is an organization that aids people all around the world. (2) It started as a result of the efforts of a dedicated woman. (3) That woman was named Clara Barton. (4) It was during the Civil War that Barton began the work that lead to the establishment of the American Red Cross. (5) She assisted on the battlefield by nursing injured soldiers and helping transport supplies. (6) Eventually the Government of the United States selected her to serve as superintendent of nurses for the army.

- S-1** What is the most effective way to combine sentences 2 and 3?
- A** It started as a result of the efforts of a dedicated woman, that woman was named Clara Barton.
  - B** It started as a result of the efforts of a woman who was dedicated and named Clara Barton.
  - C** It started as a result of the efforts of a dedicated woman named Clara Barton.
  - D** It started as a result of the efforts of a dedicated woman she was named Clara Barton.

- S-2** What change, if any, should be made in sentence 4?
- F** Change *was* to *is*
  - G** Insert a comma after *Civil War*
  - H** Change *lead* to *led*
  - J** Make no change

- S-3** What change, if any, should be made in sentence 6?
- A** Change *Government* to *government*
  - B** Change *selected* to *sellected*
  - C** Change *her* to *herself*
  - D** Make no change

*Check to make sure that examinees have found the correct page in their test booklets and are marking their answers in the right place on their answer documents. When all examinees are ready, continue.*

**SAY**            **Is everyone finished with the sample questions?**

The answer to S-1 is choice C because that is the best way to combine sentences 2 and 3. The answer to S-2 is choice H because in sentence 4 the final verb should be in the past tense, “led.” The answer to S-3 is choice A because “government” should not be capitalized in sentence 6. Does anyone have any questions about how to record an answer on the answer document?

*Answer all questions. When all examinees are ready, continue.*

**SAY**            **You are going to read the rest of the passages and answer the questions by yourself. You will see questions like those shown in the samples, as well as other kinds of questions. I cannot help you answer any test questions. I will be able to help you only with questions about the directions. Be sure to mark only one answer on your answer document for each question. You may not know the answers to all the questions. If you do not know the answer to a question, choose the answer you think might be correct. Remember that you may write in your test booklet if you would like to make notes. While you are working on the test, I will be quietly moving around the room to make sure you are following the directions and working independently.**

**You will have all the time you need to answer the questions in the revising and editing section. You may check your answers in the section after you have finished. Be sure to erase any stray marks that you might have accidentally made on your answer document. You may also go back to the first section of the test to review your composition. However, you may not use a dictionary or thesaurus again.**

**When you have finished looking over your work, close your test booklet and raise your hand. I will come to your desk to collect your answer document and test booklet. Please sit quietly so that you do not disturb others who are still working. Do not talk to one another while others are still taking the test. Are there any questions?**

*You are not allowed to answer any questions related to the content of the test itself. If an examinee asks a question that you are not permitted to answer, you may say, for example, “**I can’t answer that for you; just do the best you can.**”*

*When all examinees are ready, continue.*

**SAY**            **If there are no more questions, then you may turn back to the first section of your test booklet and begin.**

*Remember that you may give examinees brief breaks in the testing room. Refer to the Conduct Test Administration section in the Directions for Districts Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS (Accommodated), and TAKS–M for more information about breaks.*

*As you collect each examinee’s answer document and place it inside his or her test booklet, make sure that the examinee has recorded his or her responses on the answer document, including the responses to the three open-ended items. **If you notice that a examinee’s answers are not recorded on the answer document, say, “You have not recorded your responses on the answer document. Please go back and record your responses on it now.”** The testing materials should then be returned so that the examinee may record his or her responses on the answer document. You may look at answer documents only to see whether responses are recorded; you may not examine or comment on individual responses.*

*All unusable answer documents must be marked “VOID” in **large, bold** letters across the front and returned to the campus coordinator.*

*For each examinee’s answer document, test administrators or other campus personnel must complete the TEST TAKEN INFO field to indicate that the examinee tested using a TAKS form of the ELA test. Test administrators or other campus personnel also will need to complete the SCORE CODE field for each examinee’s ELA test. The score code for former TAAS examinees will be either “S” for Score or “O” for Other (such as a testing irregularity or illness during testing). Do **NOT** fill in a score code for any subject the examinee did not test in. Use only a No. 2 pencil.*

*To indicate that examinees are former TAAS or TEAMS students, the AGENCY USE field must be completed. For former TAAS students, use “99999.” For former TEAMS students, use “88888.”*

*Return your test materials to the campus coordinator after the test session has been completed. Test booklets and answer documents must be **separated** and **counted** before they are returned to ensure that all materials are accounted for. (For instructions, see Return test materials in the Directions for Districts Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS (Accommodated), and TAKS–M.) The campus coordinator will verify that you have returned all test booklets assigned to you, as recorded on the Materials Control Form, and will initial the “In” box for the appropriate day.*

*At no time should you erase stray marks or darken answer-choice circles on examinees’ answer documents.*

**UNAUTHORIZED VIEWING, DISCUSSION, DUPLICATING, OR SCORING OF SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME. TESTING PERSONNEL MUST NOT DUPLICATE WRITTEN COMPOSITIONS OR RESPONSES TO OPEN-ENDED ITEMS WITHOUT SPECIFIC AUTHORIZATION.**

# ADMINISTRATION DIRECTIONS— ENGLISH LANGUAGE ARTS (ELA) READING (FOR FORMER TAAS STUDENTS ONLY)

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The TAKS and TAKS (Accommodated) tests are untimed. Give examinees all the time they need to respond to each test item.

Former TAAS examinees must take the **reading** section of the TAKS ELA test if they have not met the passing standard for reading.

- Examinees who have not met the passing standard for reading will take the multiple-choice portion of the reading section of the ELA test. These examinees will NOT answer the three open-ended questions (29–31). Their reading test ends with question 28. They should NOT proceed to the writing prompt. They should close their test booklets after they have answered questions 1 through 28.

**Examinees must use a No. 2 pencil to mark their answer document.** They are not allowed to use scratch paper but instead may write in their test booklet if necessary.

Examinees must have access to an English-language dictionary and a thesaurus when taking the reading section of the ELA test. There must be at least one dictionary for every five examinees testing. It is also recommended that there be one thesaurus provided for every five examinees, if possible. Examinees are also permitted to use a combination dictionary/thesaurus. The use of foreign-language reference materials is **NOT** permitted, but an English as a second language (ESL) dictionary, which uses simple English and pictures to define words, may be provided for limited English proficient (LEP) examinees taking TAKS or TAKS (Accommodated) tests only when reference materials must be provided. Examinees taking a braille version of a test may use electronic dictionaries and thesauruses only when reference materials must be provided.

Before reading the administration directions aloud, distribute the following materials to your examinees if they do not already have them:

- two No. 2 pencils with erasers per examinee
- answer documents (Ensure that examinees who tested earlier in the week receive the same answer documents they used previously.)

Read aloud **WORD FOR WORD** the material printed in **bold** type and preceded by the word “**SAY.**” You may repeat the directions as many times as needed. The material in *italics* is information meant for you and should not be read aloud to examinees.

**SAY**            **Today you will be taking the reading portion of the English language arts test of the Texas Assessment of Knowledge and Skills, or TAKS. Now I am going to give each of you a test booklet. When you get your booklet, do not open it or write on it until I ask you to do so.**

*Give a test booklet to each examinee. If an examinee has taken another subject-area test earlier in the week, be sure that examinee gets the same test booklet and proceed to the end of the text printed in red. If an examinee has not tested earlier in the week, or tested in TAKS and is now testing in TAKS (Accommodated) or vice versa, read the information that follows in red print. If all your examinees have already completed this information, proceed to the end of the red print and resume reading.*

*Examinees must write their first and last names on their test booklet and complete the “ACCOMMODATED FORM TEST BOOKLET #” or “TAKS TEST BOOKLET #” field on their answer documents at this time. Directions for completing this information follow.*

**SAY** **Print your first and last name in the space marked “STUDENT NAME” at the top of your test booklet.**

*When all examinees are ready, continue.*

**SAY** **On the back of each test booklet, there is a printed number. Each booklet has a different number. This number has nine digits followed by a hyphen and another digit. You need to look at only the first nine digits of the number.**

*Hold up one of your examinees’ test booklets and point to the security number on the back.*

**SAY** **Now find the words “ACCOMMODATED FORM TEST BOOKLET #” or “TAKS TEST BOOKLET #” at the top of your answer document.**

*Point to “ACCOMMODATED FORM TEST BOOKLET #” or “TAKS TEST BOOKLET #” on the answer document given to you for demonstration purposes. When everyone has located this section, continue.*

**SAY** **Copy the nine-digit number from the back of your test booklet into the boxes beside the words “ACCOMMODATED FORM TEST BOOKLET #” or “TAKS TEST BOOKLET #” on your answer document. Be sure to copy this number exactly as it appears. Do not copy the hyphen or the digit to the right of the hyphen. If you have any questions, please raise your hand.**

*Monitor examinees closely while they copy the security number. When all examinees have finished, continue.*

**SAY** **Now open your answer document to page 2. Look at the honor statement located at the bottom of the page. This statement says that you will not give or receive unauthorized assistance during the test. There is a difference between unauthorized assistance and authorized assistance.**

**Some forms of assistance are permitted because they are part of the procedures the person giving the test has to follow. An example of authorized assistance might be that the person giving the test repeats or explains the directions to an examinee. That kind of assistance is allowed because it is part of the process for giving the test.**

An example of unauthorized assistance is receiving answers to test questions from someone else. Another example of unauthorized assistance is giving other examinees help or answers to test questions. If you cheat on the test, your test may be invalidated, which means that your test will not be scored.

Now please read and sign the honor statement.

*If an examinee asks if he or she must sign the honor statement, tell the examinee, “That decision is up to you. Signing the honor statement is not required, but I want you to know that you are expected to follow the testing rules even if you do not sign it.”*

*It is not the responsibility of the test administrator to check to see if examinees have signed the honor statement.*

*When examinees have had time to complete the honor statement, continue.*

*Directions for breaking the first seal on the ELA test booklet follow. Monitor examinees carefully while they are breaking the seal in order to prevent damage to the test booklets. Examinees who took the writing test earlier in the week will have a paper clip or tape on the first section, not a seal.*

**SAY** Look at your test booklet. It has two sections. Each section is closed by a seal on the right side. Find the first sealed section, which is the reading and written composition section.

*Pick up one of your examinees’ test booklets and, without actually breaking the seal, demonstrate as you read the following.*

**SAY** Use either your hand or the eraser of your pencil to break the seal along its edge. If you have any questions or need any help, raise your hand.

*Assist any examinee who is having difficulty. When all examinees are ready, continue.*

**SAY** At this time I will read the directions for the reading section. Dictionaries and thesauruses are allowed for this section.

Turn to the beginning of the reading and written composition section of your test booklet. Now turn to the next page and follow along as I read the directions aloud. “Read the two selections and the viewing and representing piece. Then answer the questions that follow.”

Now open your answer document to page 2 and find the section marked “READING AND WRITTEN COMPOSITION.” You will mark your answers to the multiple-choice reading items in this section. Are there any questions about answering the multiple-choice items?

*Answer all questions before continuing.*

**SAY** Remember that you are taking only the multiple-choice items of the reading test. You will stop after answering question 28. You will not complete the open-ended responses, questions 29 through 31.

**Are there any questions?**

*Answer all questions before continuing.*

**SAY**

**You will have all the time you need to complete the reading test. You may check your answers after you have finished these questions. Be sure to erase any stray marks that you might have accidentally made on your answer document. When you have finished the 28 questions, close your test booklet and raise your hand. Are there any questions?**

*Answer all questions before continuing.*

**SAY**

**I cannot help you answer any test questions. I will be able to help you only with questions about the directions. Be sure to mark only one answer on your answer document for each question. You may not know the answers to all the questions. If you do not know the answer to a question, choose the answer you think might be correct. Remember that you may write in your test booklet if you would like to make notes. While you are working on the test, I will be quietly moving around the room to make sure you are following the directions and working independently. You will have all the time you need to answer the questions in the reading section. You may check your answers in the section after you have finished. Be sure to erase any stray marks that you might have accidentally made on your answer document. When you have finished looking over your work, close your test booklet and raise your hand. Please sit quietly so that you do not disturb others who are still working. Do not talk to one another while others are still taking the test. Are there any questions?**

*You are not allowed to answer any questions related to the content of the test itself. If an examinee asks a question that you are not permitted to answer, you may say, for example, **“I can’t answer that for you; just do the best you can.”***

*When all examinees are ready, continue.*

**SAY**

**If there are no more questions, then you may turn back to the first section of your test booklet and begin.**

*Remember that you may give examinees brief breaks in the testing room. Refer to the Conduct Test Administration section in the Directions for Districts Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS (Accommodated), and TAKS–M for more information about breaks.*

*As you collect each examinee’s answer document and place it inside his or her test booklet, make sure that the examinee has recorded his or her responses on the answer document. **If you notice that a examinee’s answers are not recorded on the answer document, say, “You have not recorded your responses on the answer document. Please go back and record your responses on it now.”** The testing materials should then be returned so that the examinee may record his or her responses on the answer document. You may look at answer documents only to see whether responses are recorded; you may not examine or comment on individual responses.*

*All unusable answer documents must be marked “VOID” in **large, bold** letters across the front and returned to the campus coordinator.*

*For each examinee’s answer document, test administrators or other campus personnel must complete the TEST TAKEN INFO field to indicate that the examinee tested using a TAKS form of the ELA test. Test administrators or other campus personnel also will need to complete the SCORE CODE field for each examinee’s ELA test. The score code for former TAAS examinees will be either “S” for Score or “O” for Other (such as a testing irregularity or illness during testing). Do **NOT** fill in a score code for any subject the examinee did not test in. Use only a No. 2 pencil.*

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*Return your test materials to the campus coordinator after the test session has been completed. Test booklets and answer documents must be **separated** and **counted** before they are returned to ensure that all materials are accounted for. (For instructions, see *Return test materials in the Directions for Districts Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS (Accommodated), and TAKS–M.*) The campus coordinator will verify that you have returned all test booklets assigned to you, as recorded on the Materials Control Form, and will initial the “In” box for the appropriate day.*

*At no time should you erase stray marks or darken answer-choice circles on examinees’ answer documents.*

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SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME. TESTING  
PERSONNEL MUST NOT DUPLICATE WRITTEN COMPOSITIONS OR  
RESPONSES TO OPEN-ENDED ITEMS WITHOUT SPECIFIC AUTHORIZATION.**