

Appendix E: Read Aloud Examinee Instructions

Prior to the start of the exam, be sure you have a count of all examinees present and that all examinees are seated. Read aloud to examinees all statements that appear in the text box below.

Read Aloud Instructions Prior to Beginning the Examination

Before the exam begins, be sure you do not have any unauthorized personal items and/or devices in the testing room. These items include, but are not limited to the following:

- Cell phones
- iPads/tablets
- iPods/media devices
- Watches with alarms, computer or memory capability
- Calculators
- Paging devices
- Recording/filming devices
- Reference materials (book, notes, papers)
- Backpacks, briefcases, or luggage
- Beverages or food of any type
- Coats, outer jackets, or headwear

You will be provided with one laminated erasable noteboard and one dry erase marker. You are permitted to make calculations or notes only on this noteboard once the exam begins. You can use both sides. If you need additional space for making notes, a proctor will collect the “filled” laminated noteboard and replace it with a new one. The laminated erasable noteboards will be collected at the end of the examination session.

If you need to take an unscheduled break during the examination to use the restroom, raise your hand to signal a proctor and click the **Pause** button at the bottom of your screen. A screen saver will appear, but the timer for the exam will not stop. Your testing time will continue to expire while you are taking your break. You will be escorted one at a time on all unscheduled breaks.

NOTE TO PROCTOR: If you are administering CBSE, CCSE, or IFOM, begin reading the instructions for scheduled breaks in the box on the next page. For all other exams, continue reading the next line in this box:

If your screen freezes during your examination, raise your hand and a proctor will assist you.

Are there any questions?

Appendix E: Read Aloud Examinee Instructions

If administering CBSE examinations, read the previous page. Then, when prompted, read aloud the instructions below regarding scheduled breaks.

Read Aloud Instructions for CBSE Scheduled Break

CBSE and CCSE includes an optional 15-minute scheduled break which can only be taken between sections 2 and 3. After completing section 2, a break screen will be displayed. If you do not wish to take your scheduled break, click the **End Break** button at the bottom of the break screen to continue to section 3. Unused section time for sections 1 and 2 will not be added to break time and unused break time will not be added to sections 3 and 4.

If you would like to take the scheduled break, raise your hand to signal a proctor. The proctor will confirm that you are on the break screen. It is not necessary to be escorted when taking a scheduled break. If you use 15 minutes or less during your scheduled break, no time will be deducted from your examination. However, if you use more than the allotted time, the overage will be deducted from section 3.

If your screen freezes during your examination, raise your hand and a proctor will assist you.

Are there any questions?

