

Assessment Script

This document includes:

- general instructions for administering the Pan-Canadian Assessment Program (PCAP) (see the “PCAP Administration Instructions” section below), and
- the script to be read during the administration of PCAP, with specific steps to be completed by the test administrator during test administration (see the “Reading the Assessment Script” section).



The text to be read aloud to students is in bold face in boxes with a solid border. Optional text is in boxes with a dashed border.

Notes for the test administrator within the script that do not have to be read are in boxes with a grey background.

The test administrator *must* read the text for students *word-for-word* to ensure consistent administration of PCAP across Canada. Please review the administration instructions *before* administering PCAP.

PCAP administration instructions

Assessment schedule: The assessment is divided into two parts (Part 1 and Part 2) and the Student Questionnaire. Students have 45 minutes to complete each part of the assessment (Part 1 and Part 2), for a total of 90 minutes, with an additional 15 minutes for each part, if needed. (Students with documented accommodations may be provided with additional time beyond the 60 minutes per part. Please visit www.cmec.ca/pcap for information on permitted accommodations, including additional testing time.) The Student Questionnaire will take approximately 30 minutes to complete.

Assessment forms: As test administrator, ensure that you have the Student Tracking Form and Session Report Form available during the assessment. You will need to complete these forms at various times during the assessment.

Secure browser: *Prior to administering the assessment, ensure that the PCAP secure browser is open on each student's device.* This browser restricts the student's access to the internet and to other programs. At this point, the Student Assessment Log-in screen should be displayed on



students' electronic devices. (To see the Student Assessment Log-in screen in French, click on "FR" in the top right corner of the screen, as shown in the screen shot below.)

Permitted student resources: Make sure students have a pen or a pencil and an eraser. Students are permitted to use blank paper, a calculator (graphing or non-graphing), manipulatives, a dictionary, a bilingual dictionary (e.g., English-French or other language), and a thesaurus. A non-graphing calculator is built into the assessment, but students may also use their own calculator, if preferred. If students are using blank paper to work out their answers, reinforce the importance of students typing the relevant part of their work into the "explain your answer" boxes in any applicable questions in the assessment (see script).

Student passwords: Each student will have their own User ID and password to log into the assessment. In addition, a generic password is required in order to log into each section (Part 1, Part 2, and Student Questionnaire) of the assessment. The generic password is provided in the assessment script. The test administrator should not give out the generic password until the whole class is ready to begin the corresponding section.

Exception for students who receive additional testing time during their regular school program: Please have these students add a "T" after the generic password for Parts 1 and 2. For example, a student who normally receives additional testing time would enter 5329T as the password for Part 1. This will prevent the assessment from closing automatically when the allocated time is up.

Student inactivity: The assessment autosaves responses every minute. If a student is inactive in the PCAP secure browser for 15 minutes, their browser will close. If this happens, the student will need to reopen the browser and log in again. Once students reopen the assessment, they will be returned to the last question they were working on.

Students leaving the administration: If a student needs to leave the administration part-way through either Part 1, Part 2, or the Student Questionnaire, ask the student to close the browser, using the "X" in the top right corner. On their return, the student can continue where they left off by reopening the PCAP secure browser and logging in.



Pan-Canadian Assessment Program



Student Assessment Log-in

Please enter your User ID and password to begin the assessment.

User ID

Password

Log in

Secure browser student login page

Reading the Assessment Script

Introducing the assessment

Once students are seated at their workspace, please distribute a Student Login Form to each student. Please ensure that each student receives the form specially prepared for them. Each form contains the student's name, User ID, and the password that allows them to access the assessment. Ensure that all students have access to blank paper.

Then say:

Good morning/afternoon.

You have been chosen to take part in an important assessment called the Pan-Canadian Assessment Program (PCAP). It will help us understand what students your age in Canada know about science, reading, and mathematics. It is important that you make your best effort, so that the best possible information is gathered. The results of this assessment will not impact your grades in any way.

Read each question carefully and answer it as well as you can. Record all of your answers online. Questions may appear in different formats: multiple choice, true or false, yes or no, complete the sentence, drag and drop, or explain your answer.

There are different versions of this assessment. This means that you may not be writing the same assessment as your classmates.

In addition to the tools provided within the assessment, you may use a calculator, manipulatives, a dictionary, a bilingual dictionary (e.g., English-French or other language), and a thesaurus.

Since this is an assessment, I can answer questions only about the instructions, but not about what is being tested.

Are there any questions?

Respond to students' questions. You should not respond to students' questions about the actual content of the test, if they have any.



Then say the following:

You have some blank paper that you can use to work out your responses. Where questions ask you to “explain your answer,” you will need to transfer any relevant notes you made on paper to the online assessment, typing them in the boxes provided.

You have been provided with a Student Login Form. Enter in your User ID and password found on your Student Login Form now and click “Log in.” Note that passwords are case-sensitive, meaning that you must enter the password exactly as it appears on your form, including any capital or lowercase letters.

Once you have logged in, please wait for further instructions.

Give the students a couple of minutes to log in, and help them if they encounter any difficulties.

Then, say the following:

Everyone should see a page that says “Welcome to the Pan-Canadian Assessment Program (PCAP) assessment. You may click continue when instructed to do so.”

Please click “Continue.”

Now everyone should see a screen that says “General Directions.”

Please click “Continue” in the pop-up box and carefully read these directions.

OPTIONAL: You may want to read the General Directions on the next page aloud to students if you feel it would be beneficial to their understanding. If so, you can start with the third bullet, as you have already provided them with the information in the first two points.




GENERAL DIRECTIONS

This assessment contains questions related to science. There are several different versions of the assessment so you may not be writing the same assessment as your classmates.


- Read each question carefully and answer it as well as you can. Record all of your answers online. Questions may appear in different formats: multiple choice, true or false, yes or no, complete the sentence, drag and drop, or explain your answer. For each question, select your answer, or type your answer in the box provided.
- You are permitted to use a calculator, manipulatives, a dictionary, a bilingual dictionary (e.g., English-French or other language), and a thesaurus.
- Your answers will not be graded for grammar, spelling, or punctuation.
- For multiple choice, true or false, yes or no, complete the sentence, or drag and drop questions, indicate the option that corresponds to the BEST answer.

Example 1

 1. **Which of the following fluids is classified as a pure substance?**

A *Click on your answer.*

A A Soda pop


 B Distilled water

C Orange juice

D Chocolate milk


- For "explain your answer" type questions, it is important to provide an extended response for two reasons:
 1. partial credit may be given for correct work even if the answer is not correct; and
 2. full credit may not be given for a correct answer if the supporting work is not shown.

Example 2

 2. **Explain how to measure the volume of a small, irregular object.**

A *Type your answer in the box.*

A



*** * * THANK YOU FOR DOING YOUR BEST! * * ***



Then ask the following:

Are there any questions?

Respond to students' questions about recording their answers. You should not respond to students' questions about the actual content of the test, if they have any. Then say the following:

Please click "Next."


Everyone should see a page with the heading "Navigation Instructions." There will now be several pop-up boxes with instructions. Read each pop-up box, clicking "Continue" to see the next one.

Some questions in the assessment require you to use different tools. The Navigation Instructions explain how to use these tools. Please read these Navigation Instructions carefully.

OPTIONAL: You may want to read the Navigation Instructions aloud to students, if you feel it would be beneficial to their understanding.


Navigation Instructions

Answering Questions




Next

Click on this button to go to the next page of the assessment.




Back

Click on this button to go to the previous page of the assessment.




Question 1


Click on this box if you are not sure of your answer and you would like to return to it later. The question will be flagged on the Review/Index screen.




Click on this icon to re-open the scenario if it has been closed.




This icon appears on pages with new tools. Click on this icon to get help on using these tools.




Click on the large "A" to increase the font size.




Click on the small "A" to return the text to the original font size.




Click on this icon to use the calculator.




This icon appears above images that you can make bigger. Click on the "Zoom In" icon to make the image bigger.




Click on the "Zoom Out" icon to return the image to its original size.




Hold the mouse over the [blue underlined words](#) to see the French translation.




To answer questions that require numbers, click on the answer box to make the keyboard appear.




Click on this icon to make the keyboard disappear.




Click on this icon to highlight selected text in the scenario.



Click on this icon to remove selected highlights in the scenario.




Click on this icon to remove all highlights in the scenario.




Full

Click on this button to show the scenario at full screen.



Half

Click on this button to show both the scenario and the question.



Close

Click on this button to close the scenario.

Then ask the following:

Are there any questions?



Respond to students' questions about the Navigation Instructions. You should not respond to students' questions about the actual content of the test, if they have any. Then say the following:

There will be a number of tabs at the top of your screen.

The "Instructions" tab takes you to the Navigation Instructions.

The "Assessment Questions" tab takes you to the assessment questions.

The "Review/Index" tab displays questions you have flagged during the assessment. To flag questions, click the square checkbox beside the question number.

The assessment is divided into two parts. You will have 45 minutes to complete each part, plus an additional 15 minutes for each part, if needed.

***OPTIONAL:* You will have a break of [up to 30 minutes] after completing Part 1.**

As you work on Part 1, I will inform you when 30 minutes have passed, so that you can pace yourself to answer all the questions.

If you finish Part 1 before the time is over, you may go back and check your answers. When you are finished doing so, click "Submit" on the "Review/Index" screen. You will see a screen asking you to confirm submission of your assessment. If you wish to return to the assessment, click "No: Return to Assessment." If you wish to submit your assessment, click "Yes: Submit the Assessment." After clicking "Yes: Submit the Assessment," you will see a screen indicating that you have finished Part 1.

When you have submitted Part 1, please read quietly and wait for my instructions.

Are there any questions?

Respond to students' questions about the tabs, the amount of time provided to complete this part of the assessment, and submitting the assessment. You should not respond to students' questions about the actual content of the test, if they have any.

Part 1 of the assessment

Say:

Please click “Next.” For the Part 1 password, enter 5329 and press “Submit.”

NOTE: Ask students who receive additional testing time during their regular school program to add a “T” after the generic password, i.e., 5329T.

Use your time carefully and complete as much of the assessment as you can.

You may now begin Part 1 of the assessment by clicking the “Start Assessment” button at the bottom right-hand corner of your screen.



It is recommended that you write on the board the start time, the suggested amount of time to complete Part 1 (i.e., 45 minutes), and the allowance for additional time (i.e., 15 minutes, if needed).

- ✓ **Record the Part 1 start time on the Session Report Form.** Use a watch or clock to time the session.
- ✓ **Monitor the students during the session and make sure that they are focused on the assessment.** Students are not allowed to talk.

After 30 minutes, say:

Thirty minutes have elapsed. You have about 15 minutes left to finish Part 1 of the assessment.

As the end time approaches, watch for students who appear to have finished.

Remind students to go back and answer any questions that they may have flagged or missed. If students have flagged or missed a question, it will appear under the “Review/Index” tab with a  or  next to it. Students should review or revise their answers as needed. Once a student is satisfied that they have finished the assessment, they can submit their assessment and then read quietly until the end of Part 1.



After the 15 minutes have elapsed (for a total of 45 minutes), ask students if they would like additional time. Say:

How many people would like some more time? Please raise your hand.

If students need more time, give them up to 15 additional minutes.

Then, say:

Please stop working. You have now completed Part 1 of the assessment. Even if you have not finished all of the questions, please click on the Review/Index tab and click "Submit" and then "Yes: Submit the Assessment." You will see a screen indicating that you have finished Part 1.

NOTE: Please allow those students who are permitted additional testing time to continue working. The amount of additional time permitted should be based on the additional time provided for assessments during the student's regular school program. If students who are permitted additional time require more time, please ensure their workspace remains quiet and undisturbed until their allotted time is up.

- ✓ **Record the Part 1 end time on the Session Report Form.** Note that this end time does not include additional testing time provided as a permitted accommodation for any eligible student(s). Details about such additional time should be recorded on the Session Report Form in the section on permitted accommodations.

OPTIONAL: A short break (of up to 30 minutes) may be provided. If a break is provided, please have students close the PCAP secure browser (by clicking the "X" in the top right corner). If students leave the room, ensure that they do not take any assessment materials (e.g., Student Login Forms, scrap paper) with them. Do **not** leave any of the assessment materials unattended, and make sure to keep these materials secure at all times.

Part 2 of the assessment

If a break was provided, ask students to return to their workspace/device. Please ensure that students are sitting at the same workspace and have the Student Login Form that was specially prepared for them. Then say:

We are now beginning Part 2 of the assessment.

NOTE: Read the appropriate text below, depending on if and/or when breaks are provided:

- *If optional break provided after Part 1:* **Please reopen the PCAP assessment, and enter your student number and password found on your Student Login Form. Then click “Log in.”**
- *If optional break not provided:* **Please click “Continue.”**

You will have 45 minutes to complete this part, plus an additional 15 minutes, if needed.

OPTIONAL: You will have a [break of 15–30 minutes or lunch break] after completing Part 2.

As you work on Part 2, I will inform you when 30 minutes have passed, so that you can pace yourself to answer all the questions.

If you finish Part 2 before the time is over, you may go back and check your answers. When you are finished doing so, click “Submit” on the “Review/Index” screen. You will see a screen asking you to confirm submission of your assessment. If you wish to return to the assessment, click “No: Return to Assessment.” If you wish to submit your assessment, click “Yes: Submit the Assessment.” After clicking “Yes: Submit the Assessment,” you will see a screen indicating that you have finished Part 2.

When you have submitted Part 2, please read quietly and wait for my instructions.

Are there any questions?

Respond to students' questions. You should not respond to students' questions about the actual content of the test. Then say:

For the Part 2 password, enter 8902.

NOTE: Ask students who receive additional testing time during their regular school program to add a “T” after the generic password, i.e., 8902T.

Again, use your time carefully and complete as much of the assessment as you can.

You may now begin Part 2 of the assessment by clicking on the “Start Assessment” button at the bottom right-hand corner of your screen.



It is recommended that you write on the board the start time, the suggested amount of time to complete Part 2 (i.e., 45 minutes), and the allowance for additional time (i.e., 15 minutes, if needed).

- ✓ **Record the Part 2 start time on the Session Report Form.** Use a watch or clock to time the session.
- ✓ **Monitor the students during the session and make sure that they are focused on the assessment.** Students are not allowed to talk.

After 30 minutes, say:

Thirty minutes have elapsed. You have about 15 minutes left to finish Part 2 of the assessment.

As the end time approaches, watch for students who appear to have finished.

Remind students to go back and answer any questions that they may have flagged or missed. If students have flagged or missed a question, it will appear under the “Review/Index” tab with a  or  next to it. Students should review or revise their answers as needed. Once a student is satisfied that they have finished the assessment, they can submit their assessment and then read quietly until the end of Part 2.

After the 15 minutes have elapsed (for a total of 45 minutes), ask students if they would like additional time. Say:

How many people would like some more time? Please raise your hand.



If students need more time, give them up to 15 additional minutes.

- ✓ **Record the Part 2 end time on the Session Report Form.** Note that this end time does not include additional testing time provided as a permitted accommodation for any eligible student(s). Details about such additional time should be recorded in the Session Report Form in the section on permitted accommodations.

Then say:

Please stop working. You have now completed Part 2 of the assessment. Even if you have not finished all of the questions, please click on the Review/Index tab and click “Submit” and then “Yes: Submit the Assessment.” You will see a screen indicating that you have finished Part 2.

NOTE: Please allow those students who are permitted additional testing time to continue working. The amount of additional time permitted should be based on the additional time provided for assessments during the student’s regular school program. If students who are permitted additional time require more time, please ensure their workspace remains quiet and undisturbed until their allotted time is up.

Please remain in your seats. I will now collect any paper that you used to work out your responses. Make sure you keep your Student Login Form at your workspace.

NOTE: If the Student Questionnaire is being completed the **next** day, you will need to collect the Student Login Forms at this point.

Once all scrap paper has been collected, thank the students for their participation.

OPTIONAL: A short break (i.e., 15 to 30 minutes) or lunch break may be provided. If there is a break, please have students close the PCAP secure browser (by clicking the “X” in the top right corner).

- ! Make sure that students do **not** remove the Student Login Forms or any other assessment materials (e.g., scrap paper) from the classroom.



Students will need their Student Login Form to access the Student Questionnaire. If they are completing the Student Questionnaire on the same day as Parts 1 and 2 of the assessment, ask students to leave their Student Login Forms at their workspace before they leave the room. You will later collect the forms after they have completed the questionnaire. If students are completing the Student Questionnaire the next day, please collect the Student Login Forms after the students have completed Part 2, and redistribute them the next day. You will then collect the forms after they have completed the questionnaire.

- ✓ **Do not leave any of the assessment materials unattended, and make sure to keep these materials secure at all times.**
 - ✓ **Shred any scrap paper that students used to work out their responses.**
 - ✓ **Please note students' participation codes in the "Test" column on the Student Tracking Form.**
-



Student Questionnaire

Ask the students to return to their workspace/device to complete the Student Questionnaire. Please ensure that students are sitting at the same workspace and have the Student Login Form that was specially prepared for them.

Then say:

You will now complete the Student Questionnaire.

NOTE: Read the appropriate text below, depending on whether or not a break was provided or if students are completing the questionnaire on the day following the assessment.

- If an optional break was provided or if students are completing the questionnaire the next day, say:
Please reopen the PCAP assessment, and enter your student number and password found on your Student Login Form. Then click “Log in.”
- If an optional break was *not* provided, say:
Please click “Continue.”

Once students are ready, say:

Read the instructions carefully and answer all the questions.

Your answers are confidential. Please answer each question as accurately as possible, and respond to all questions that you feel comfortable answering. You should be able to finish the questionnaire in 30 minutes.

OPTIONAL: You may want to read the Student Questionnaire Instructions on the next page aloud to students, if you feel it would be beneficial to their understanding.



The purpose of the Pan-Canadian Assessment Program (PCAP) is to examine student performance and provide information on other aspects of education systems. PCAP is being conducted by the Council of Ministers of Education, Canada (CMEC), at the request of the ministry/department of education in your province/territory. In this part of the assessment, you will find questions about yourself; your family and friends; your experiences at school; your habits, both in school and outside of school; and your community. Your answers, along with your assessment results and those of other students, will provide a picture of how students in Canada are doing.

Please read each question carefully and answer as accurately as possible. There are no right or wrong answers to these questions. The questionnaire is not graded. Please respond in a way that reflects your own situation. We ask that you respond to all of the questions you feel comfortable answering. You may skip any questions that you feel uncomfortable answering.

CMEC may collect personal information during PCAP, but does not use, disclose, or retain such information about individual students. Further, CMEC will not report any result that would allow the identification of students, teachers, schools, or school boards/districts. CMEC will keep all information gathered through PCAP secure and confidential. For more information, please consult the CMEC website at https://www.cmecc.ca/131/Learning_Assessment_Programs.html.

Please note that, as you make your way through the questionnaire, you can change your responses at any time until you have clicked "Submit" at the end of the questionnaire. The questionnaire will take approximately 30 minutes to complete.

**Thank you for your time and effort
in completing this questionnaire.**



For the Student Questionnaire password, enter 4468. You may now begin the Student Questionnaire by clicking on the “Start Questionnaire” button at the bottom right-hand corner of your screen.

- ✓ **Record the Student Questionnaire start time on the Session Report Form.**

If students finish ahead of the 30 minutes allotted for the questionnaire, allow them to read or work quietly at their workspace.

After 30 minutes, say:

Does anyone require more time to complete the questionnaire?

If time allows, please give students additional time to complete their questionnaire (there is no time limit for completing the questionnaire).

Once all students have completed and submitted the Student Questionnaire, thank the students for their participation.

- ✓ **Record the Student Questionnaire end time on the Session Report Form.**
- ✓ **Note students’ participation codes in the “Questionnaire” column on the Student Tracking Form.**
- ✓ **If the Student Questionnaire is completed on the day after the assessment but a student who participated in the assessment is absent on that day, they must complete the questionnaire upon their return to school.**

Ask students to remain in their seats until you have collected all the Student Login Forms. Once all Student Login Forms have been collected, students can be dismissed according to school policy.

After the assessment is completed, to wrap up PCAP 2023 in your class, please complete the steps outlined at cmecc.ca/pcap in the “On Assessment Day” and “After the Assessment” sections.

We thank you for your cooperation.