

# Script Leon Writes **Computer-Based** Grades 4–5 (90-minute option)

The following script should be used for students participating in the Grades 4–5 Leon Writes Practice **Computer-Based** Assessment.

Before the day of the test, ensure all students have working Chromebooks and are able to access Performance Matters Unify through their Classlink dashboard.

It is important to review the script before testing begins to determine the necessary modifications to fit site specific schedules and the needs of individual students.

When reading the following script, please note that optional words are italicized and in parentheses. Sites will need to determine the appropriate word selection based upon classroom instruction.

If a technical disruption occurs during testing, note the time of the disruption in order to provide students the appropriate amount of remaining time once testing resumes.

## **Before Reading This Script**

1. Ensure that all student desktops are cleared off and free of any unauthorized aids (e.g., word lists, dictionaries).
2. Ensure that students' personal electronic devices are put away or collected, depending on your school's procedures.
3. Display today's date.
4. Distribute the following materials to each student:
  - Chromebook
  - A No. 2 pencil
  - Visual blocks (e.g., cardboard carrels, folders) – It is recommended that for short breaks, visual blocks be applied to computer screens instead of pausing the test.
  - FAST Writing Planning Sheet or a blank sheet of paper to be used as a planning sheet.

The FAST Planning Sheet has been provided to writing advocates if your site chooses to copy for students. (Ensure you have a copy of the planning sheet or a blank sheet of paper to display for students when prompted by the script.)

5. PDF versions of the assessments have been provided to writing advocates. Please make copies as needed for any students who require hard copies of the writing passages while they work on the computer. Copy only the passages. **Do not distribute the hard copy writing passages for these students until prompted by the script.**

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| SAY | <p>Today, you are going to take the Leon Writes Grade _____ B.E.S.T. Writing Test. The only materials on your desk should be your pen or pencil, your planning sheet, and your Chromebook.</p> <p>You may not have any other electronic or recording devices at your desk, in your pockets, or anywhere you can reach them at any time during this test, even if they are turned off or you do not use them. Electronic and recording devices include but are not limited to cell phones, smart glasses, tablets, smartwatches, cameras, and any device capable of listening, recording, storing, viewing, or playing back audio or visual content. You may not use Bluetooth/wireless headphones/earbuds during testing. <b>If you access any electronic or recording devices at any time during this test, including breaks, your test will not be scored.</b> Check your pockets and your work area now to make sure you don't have any electronic devices. If you have any devices with you right now, please turn them off and raise your hand.</p> |
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Edit timing as needed for your site's assessment plan.

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| SAY | <p>You will have 90 minutes to complete this test. We will take a short stretch break after 60 minutes. If you have completed your test after 90 minutes, you will be allowed to leave the testing room. If you have not completed your test after 90 minutes, you may be permitted to continue working.</p> |
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Hold up a sample planning sheet with the lined side facing the students (or a blank sheet of paper.)

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| SAY | <p>Now, look at your planning sheet. Print your name and today's date in the upper-right corner. You may use the front and back of this planning sheet to jot down ideas, plan, and organize (<i>prewrite, cluster, map, or web</i>) what you will write. It is important to use the planning sheet to plan what you will write, but make sure that you allow enough time to enter your response in the online testing platform. The writing on your planning sheet will <b>not</b> be scored. Only the response you type will be scored.</p> |
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| SAY | <p>Please listen as I read the testing rules.</p> <ul style="list-style-type: none"> <li>• You may not have a cell phone during testing.</li> <li>• Do not talk to other students or make any disturbance.</li> <li>• Do not look at another student's test materials.</li> <li>• Do not ask for, or provide help in answering test questions.</li> <li>• You cannot have notes or scratch paper other than your planning sheet.</li> <li>• Do not have access to or use any electronic or recording devices at any time during this session, including during breaks.</li> </ul> <p>Because the content in all assessments is secure, you may not discuss or reveal details about the passages, prompt, or your writing response after the test. This includes any type of electronic communication, such as texting, emailing, or posting to social media sites.</p> <p>Are there any questions?</p> |
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## Opening the assessment using Performance Matters Unify:

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| SAY | Now log on to your Chromebook using your regular user name and password. When your computer is loaded, please stay on your Classlink dashboard and sit quietly. |
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| SAY | <p>On your Classlink dashboard, click the Unify tile. Log in with your regular user name and password.</p> <p>The screen now shows the test assigned to you.</p> <p>You should see “Grade _____ Leon Writes Expository Oct. 2025”. If the information is incorrect, please raise your hand.</p> |
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Ensure all students have the appropriate test assigned in the platform.

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| SAY | <p>During the test, be sure to read each passage carefully and respond completely to the writing prompt. Remember that your writing should show that you can organize and express your thoughts clearly and that you have responded completely to the writing prompt.</p> <p>You are required to write your response in English. Responses written in languages other than English will not be scored.</p> <p>Your response will automatically be saved while you are actively working on the screen.</p> <p>You may <b>not</b> use a dictionary. If you aren’t sure how to spell a word, spell it the best way you can.</p> <p>Manage your time carefully so that you can read the passages, plan your response, write your response, and revise and edit your response.</p> <p>If you finish the test before time is called, go back and check (<i>proofread</i>) your work and make corrections to improve your writing.</p> <p>Please raise your hand if you have any questions.</p> |
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Answer all questions.

If you have students who will use the hard copy writing passages, distribute them now.  
If not, skip this box.

### After distributing the hard copy writing passages,

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| SAY | Print your first and last name in the upper-right corner of Page 1 of your writing passage book. Do not read any of the pages before the test begins. |
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| SAY | <p><b>You will have 90 minutes to complete this test. We will take a short stretch break after 60 minutes.</b> If you finish the test, please sit quietly. I will remind you when there are 10 minutes left in the test.</p> <p>Click the name of the test. <i>(Click <b>Start</b> on the right side of your screen.)</i></p> <p>This page shows the grade level test assigned to you and some of the tools available. Now, click <b>Start</b> and you may begin working.</p> |
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Display the START time and BREAK time for students.

START TIME: \_\_\_\_\_

BREAK TIME: \_\_\_\_\_

After 60 minutes from the STARTING time,

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| SAY | <p><b>Stop.</b> You may stand and stretch, but do not talk or look at another's computer screen, <i>(passage booklet)</i>, or planning sheet.</p> |
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After a short break,

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| SAY | <p>Now, be seated. As a reminder, the writing on your planning sheet will not be scored. Only the response you type will be scored. Remember to check <i>(proofread)</i> your work and make corrections to improve your writing.</p> <p>You may now continue working.</p> |
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Display the RESUME time and STOP time for students.

RESUME TIME: \_\_\_\_\_

STOP TIME: \_\_\_\_\_

Modify the script as needed based upon your site's administration schedule and the accommodation needs of individual students. Students needing more time may cover their screens, or utilize the Pause button for extended breaks.

After 30 minutes,

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| SAY | <p><b>Stop.</b> Please sit quietly and do not continue working at this time.</p> <p><i>(Raise your hand if you would like additional time to work.)</i></p> <p>If you have finished working, click <b>Submit</b>. You may not open any other windows on your computers. I will collect your planning sheet <i>(and passage booklet.)</i></p> |
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Collect all test materials.