



**Massachusetts Comprehensive
Assessment System**

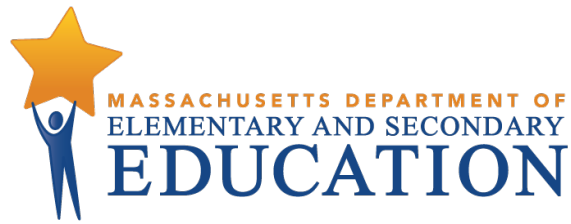
**TEST
ADMINISTRATOR'S
INSTRUCTIONS**

High School

**Grade 10 English Language Arts and Mathematics Field Tests
High School Biology and Introductory Physics Question Tryouts
Computer-Based Administrations**



SPRING 2018



This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
Jeff Wulfson
Acting Commissioner

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Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906
Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370
<http://www.doe.mass.edu>



Important Contact Information and Resources

Contact:	MCAS Service Center
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- For questions on:
- general test administration support
 - PearsonAccess^{next} and TestNav such as
 - user accounts
 - technology support and readiness
 - Infrastructure Trials and ProctorCache
 - viewing student records and organizations
 - the SR/PNP process and loading files
 - logistical support
 - locating resources

Hours: 7:00 a.m.–5:00 p.m., Monday–Friday

Web: mcas.pearsonsupport.com

Email: mcas@measuredprogress.org

Telephone: 800-737-5103

Fax: 877-325-4421

Contact:	DESE Office of Student Assessment Services
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- For questions on:
- policy, such as assigning accessibility features and accommodations
 - student participation
 - testing irregularities, including test security incidents and technology irregularities/failures
 - voiding a test
 - student data and SIMS (See note below regarding SIMS.)

Questions regarding SIMS data should be directed to the district's SIMS contact (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select **SIMS Contact** from the Function menu, and click **Get Results**).

Hours: 8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows

Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours.

Web: www.doe.mass.edu/mcas/testadmin/?section=gHS

Email: mcas@doe.mass.edu

Telephone: 781-338-3625

Fax: 781-338-3630

Important Information about Online Accounts and Passwords

Type of Account	Purpose	How Login Information Is Provided
PearsonAccess^{next} (PAN; mcas.pearsonaccessnext.com)	<p>Schools will use PAN to do the following:</p> <ul style="list-style-type: none"> • Register students for the field tests and question tryouts • Upload selected accessibility features and accommodations for each student • Create and manage PAN Sessions • Monitor online testing activities 	<p>The Department created initial accounts for superintendents, principals, school and district test coordinators, and technology coordinators, based on information in DESE School and District Profiles in the fall. Additional accounts for staff, including test administrators, should be managed at the district or school level.</p>
PAN training site (trng-mcas.pearsonaccessnext.com)	<p>Schools will use the training site to run their Infrastructure Trial and to give access to users for practice prior to testing.</p>	<p>Existing PAN user accounts will be given access to the training site in late January. Users will receive an email notifying them when the permissions have been granted.</p> <p>Users should note that the log-in and password for the live and training sites will always match.</p>

Spring 2018 High School Field Test and Question Tryout Administration Schedules

Grade 10 ELA and Mathematics Field Test Schedule

Field Test ¹	Allowable Administration Dates ²	Recommended Testing Time
English Language Arts	April 23–May 11	1 session, 120–150 minutes
Mathematics	April 23–May 11	1 session, 90–120 minutes

¹ Each high school will administer a field test in ELA or Mathematics to a minimum of 25 percent of its grade 10 students.

² Your principal will provide instructions for scheduling students for testing.

High School Biology and Introductory Physics Question Tryout Schedule

Question Tryout ¹	Allowable Administration Dates ²	Recommended Testing Time
Biology	May 29–June 15	1 session, 45 minutes
Introductory Physics	May 29–June 15	1 session, 45 minutes

¹ Participation is voluntary.

² Your principal will provide instructions for scheduling students for testing. Schools may not administer the question tryouts on the prescribed test dates for operational high school STE testing of June 6 and 7.

Purpose of This Document

This document is a supplement to the MCAS *Test Administrator's Manual* for grade 10 ELA as well as the MCAS *Test Administrator's Manual* for grade 10 Mathematics and High School STE, which are available on the Department's website at www.doe.mass.edu/mcas/testadmin/manual/?section=gHS. Some procedures are different from the usual MCAS procedures because of the nature of the field test and question tryout administrations.

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Part I – Overview of the Field Test and Question Tryout Administrations

The purpose of the field tests and question tryouts is three-fold:

1. to try out test questions, including new technology-enhanced questions, that will be used on the next-generation assessments;
2. to help high schools prepare for next-generation computer-based assessments prior to an operational administration; and
3. to develop next-generation practice tests and resources that schools and districts can use during the 2018–19 school year.

Accordingly, no student, school, or district results will be generated from the field tests or the question tryouts.

Part II – Test Security Requirements

As always, MCAS test questions are secure, including those on the field tests and question tryouts, and including test questions that appear on a student’s testing device.

Principals must follow all applicable test security requirements described in Part I of the PAM. Information about establishing a tracking system for secure materials can be found beginning on page 36 of the PAM.

Below are the essential test security requirements related to computer-based testing (CBT) that were not included in the PAM.

Please note that for the purposes of this section and this manual, “**secure**” materials and items include the following (except for certain materials listed below after they are securely destroyed as directed in this manual):

- test questions not publicly released by the Department
- student responses to test questions
- computer-based test content on-screen
- student testing tickets (to be securely destroyed after testing)
- proctor testing tickets used for certain accommodations (to be securely destroyed after testing)
- used scratch paper (to be securely destroyed after testing)

Technology staff may enter testing rooms to troubleshoot problems with computer-based testing, but, like other school personnel, are not permitted to photograph or otherwise duplicate secure test content on-screen.

For computer-based testing, a test administrator may view students’ tests on-screen only for the purpose of reading aloud selected words during the Mathematics field tests or the Biology or Introductory Physics question tryouts (see UF10 on page 3 of the *Principal’s Administration Instructions* (PAI)), or in order to assist a student who is having difficulty with the computer interface. Test administrators must ensure that students do not access the Internet outside of the TestNav application (the online student testing platform). See the page 17 of the grades 3–8 CBT TAM for more information about assisting students with the computer interface.

Technology issues during testing that cannot be resolved quickly by the troubleshooting steps in Appendix B should be immediately reported to the MCAS Service Center at 800-737-5103.

These issues, as well as any large-scale technology failures (i.e., ones that affect one or more classrooms or in which the testing schedule is interrupted) should also be reported to the Department at 781-338-3625. It is not necessary to report to the Department a loss in connectivity that can be quickly restored with minimal interruption to student testing.

Part III – Administration Protocols

Test administrators must follow all applicable test administration protocols described in Part II of the grade 10 ELA TAM and the high school Math-STE TAM. Below are areas that differ from the TAMs.

A. Scheduling Sessions

The field tests and question tryouts are untimed, but note the recommended testing times in the table below.

Recommended testing time for the Grade 10 ELA and Mathematics Field Tests	Recommended testing time for the High School Biology and Introductory Physics Question Tryouts
ELA: 120–150 minutes	Biology: 45 minutes
Mathematics: 90–120 minutes	Introductory Physics: 45 minutes

Schools may plan for one short, supervised break per session (3–5 minutes) to be given at each test administrator’s discretion midway through the ELA and Mathematics field test sessions (but no break is permitted during the high school Biology or Introductory Physics question tryout sessions). Test administrators must maintain security during the break (e.g., students may not discuss the test).

Test administrators will read a script in this document approximately midway through the ELA or Mathematics field test session instructing students that they may have a short break or they may continue working. To maintain the security of the test, test administrators should follow the instructions in this document.

The Department recommends that students complete each test session on the same device and not switch to a new device. If a student must be moved to a test completion location to finish a test session, the student should sign out of TestNav before the testing device is moved. The device must be transported by an adult; then, the test administrator will need to resume the student’s test in PearsonAccess^{next} in the test completion location, and the student will need his or her testing ticket to sign back in.

B. Make-Up Testing

Students who are absent are not required to participate in the field test or question tryout when they return to school; scheduling make-up testing is at the discretion of the principal.

C. Test Administration Interruptions

Circumstances over which you have no control (e.g., power failures, fire drills) may interrupt testing. If possible, when such an interruption does occur during testing, students should be instructed to sign out of TestNav. In the event of an emergency, the school’s safety instructions must be followed. When normal conditions are restored, the test administrator should resume students’ tests in PearsonAccess^{next} so that they can sign back into TestNav and

continue testing. Refer to “Resuming a Test” in the *PearsonAccess^{next} Online User Guide* at <https://support.assessment.pearson.com/display/PAsup/Resume+a+Test> for instructions.

No interruption should reduce the total amount of time that students are given to complete the interrupted test session. Any major disruption that affects an entire classroom or more must be reported to the principal, who then must report the disruption to the Department. The school’s principal will provide guidance on handling regular interruptions, such as students requesting to use the restroom or to go to the nurse’s office. Students may not remove secure materials (such as their scratch paper or testing ticket) from the room. Test administrators are responsible for maintaining test security according to requirements in Part I of the PAM and Part II of this manual while any student is out of the room.

D. Materials Required/Permitted during Each Session

1. Materials Required for Student Use

The following materials must be provided for student use during testing:

- a device for testing that meets technical specifications
(www.doe.mass.edu/mcas/testadmin/TechSpecs.docx)

Note: There are known presentation issues with test content while using iPads (i.e., screen jumping when the internal keyboard appears and less room to view the writing prompt). The Department strongly recommends using wired external keyboards for tablets, **whenever possible**, to ensure equitable access to test content on the screen, particularly if they are used during instruction and essay response.

- scratch paper

Test administrators must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student for each test session. Students can request more scratch paper, if needed. Test administrators may provide up to three pages at one time. (If a student needs additional pages, he or she will need to turn in used scratch paper.)

Test administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration by the principal or designee.

Schools may reuse paper if the scratch paper is completely blank.

- a writing instrument for use on the scratch paper

2. Tools Embedded in the Computer-Based Test for Students

Reference Sheets and Rulers

Students taking the Mathematics field test have rulers and reference sheets embedded in the student testing platform that will be available during testing. Students have access to two separate rulers: a centimeter ruler and a 1/8-inch ruler. Students are not permitted to use handheld rulers on the computer-based test.

Calculators

For the Mathematics field test, a scientific calculator is embedded in some of the test forms. A calculator is allowed **only** for students who have a calculator-embedded form. To check if students have a calculator or a non-calculator form, check the Form Name on the Students in Sessions screen:

Students in Sessions Go to Sessions »

Tasks 0 Selected Select Tasks Start

Students in Sessions 1 Selected Clear Manage

Session List Add a Session

ANOTHER ONE Ignore Schedule Resources Details Edit

In Progress Stop Session Refresh

ANOTHER ONE (3 Student Tests)

1 2

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked
- Complete

Find Students In the selected session(s) above Search

Filters Clear Hide

Organization Select one or more

SASID Starts with

Local Student Code Starts with

Clip UIN

3 Results Displaying 25 Manage Columns

SASID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
23546896	STUDENT	STUDENT		6927746239	@ ANOTHER ONE (Grade 8 Math)	Resumed	Standard	Grade 8 Mathematics Test - Calculator (E1708MAT06)
0023546896	STUDENT	STUDENT		1250231172	@ ANOTHER ONE (Grade 8 Math)	Resumed Upload	Standard	Grade 8 Mathematics Test - Calculator (E1708MAT06)
0123460000	STUDENT	SPELL CHECK		0930573842	@ ANOTHER ONE (Grade 8 Math)	Ready	Standard	Grade 8 Mathematics Test - Non-Calculator (E1708MAT02)

For the Biology and Introductory Physics question tryouts, a scientific calculator is embedded in all of the test forms.

Students who prefer to use a handheld calculator when taking the computer-based test may do so (only for students taking the Mathematics field test who have a calculator-embedded form, and for students taking the Biology or Introductory Physics question tryouts). Further information on handheld calculators can be found in the “Materials Permitted for Student Use” section on the following page.

Additional Tools

- notepad during the ELA field test
- highlighter
- bookmark feature
- test review screen
- answer eliminator
- magnifier
- line reader
- spell check for Biology and Introductory Physics

3. Additional Materials

- Computers for test administrators
Test administrators will need computers to complete tasks in PearsonAccess^{next} during test sessions (separate from the student testing devices). Test administrators administering the Human Read-Aloud or Human Signer accommodation will also need to use their own computer in order to access a proctor testing ticket which provides access to a test administrator edition of the test. Proctor testing tickets can be found on the Students in Session screen under the Resources dropdown menu

(<https://support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test>).

- Student testing tickets

Student testing tickets contain the login information that students need to begin each test session. There is one separate student testing ticket for each subject area field test or question tryout. A sample student testing ticket is shown in Appendix A.

Prior to the day of testing, principals/designees must print out student testing tickets, cut the pages to separate the tickets, and then prepare them for distribution using internal tracking forms following the instructions in Part III, section Q, of the grades 3–8 PAM.

Because student testing tickets provide access to secure test content, they must be tracked and accounted for like secure test booklets for paper-based testing.

At the start of each test session, test administrators will distribute student testing tickets to students. Because it is recommended that schools use an identifier for student testing devices in case of technology issues, there is a line on the student testing ticket for students to write in the testing device ID at the start of each test session.

4. Materials Permitted for Student Use

- pens, pencils, highlighters, and colored pencils
- printed Mathematics reference sheets for students taking the Mathematics field test
Schools may provide printed reference sheets to students who prefer to use them instead of the online version. Reference sheets may be printed from the Department's website at www.doe.mass.edu/tdd/resources/2019-g10-math-refsheet-cbt.pdf. (Printed copies are not available for ordering.)
- printed Introductory Physics reference sheets (the Department strongly recommends that schools give every student a printed copy of the Introductory Physics reference sheet)
- handheld calculators for students (only for students taking the Mathematics field test who have a calculator-embedded form, and for students taking the Biology or Introductory Physics question tryout)
 - Schools should make handheld calculators available to students who have a calculator-embedded form for the Mathematics field test and the Introductory Physics tryout, and who prefer them to an online calculator.
 - Although the Biology tryout was designed to be taken without the aid of a calculator, a calculator is embedded online, and students may bring their own handheld calculators with them (schools are not required to provide calculators for the Biology tryout).
 - The Department recommends that students use a scientific calculator when using a handheld calculator so that it is equivalent to the one embedded online;

however, a five-function calculator may be used instead if a handheld scientific calculator is not available.

- Students using handheld calculators must have sole access to a calculator.
- Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators.
- equation editor guides for the Mathematics field test and the Introductory Physics question tryout (to be printed out from mcas.pearsonsupport.com/student)
- printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former ELs (See Appendix A of the PAM for more information.)
- headphones for students with disabilities using the text-to-speech or line reader accommodations for the ELA and Mathematics field tests (See Appendix B of the grades 3–8 PAM for more information.)
- printed copies of the Equation Editor Symbol Key found at <http://mcas.pearsonsupport.com/student/> > Equation Editor Guide > Equation Editor Symbol Key

E. Materials Prohibited during Each Session

Prohibited materials include, but are not limited to, materials that must be covered or removed from the testing space (see page 25 of the PAM) as well as the materials listed below. Materials listed in section 1 are not permitted at any time during test sessions, and materials listed in section 2 may only be provided after a student has turned in his or her test materials. None of the materials in section 1 or 2 are permitted while a student has his or her test materials.

1. Materials Not Permitted at Any Time during a Session

Materials listed in this section **are NOT permitted at any time during test sessions**, including after a student submits his or her answers, during a break, or during the transition to a test completion area.

- cell phones (See the following page for more information.)
- other electronic devices (See the following page for more information.)
 - smart watches
 - e-book readers or electronic dictionaries
 - music players for one student's personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking headphones; see DF7 on page 4 of the PAI)
 - any device capable of taking photographs
 - game consoles
 - pocket translators
 - calculators for students taking the Mathematics field test who do not have a calculator-embedded form (as well as students taking the ELA field test)
 - computers or electronic tablets other than the one being used for testing
 - any device that provides access to the Internet other than the one being used for testing (such as certain calculators and fitness trackers)

- editing devices (e.g., spelling or grammar checkers)
- English-language dictionaries or thesauruses
- encyclopedias
- unapproved reference sheets
- accommodation materials unless specified by a student's approved IEP or 504 plan (e.g., graphic organizers, whisper phones)
- handheld rulers (The only rulers that students may use are included in the student testing platform.)

2. Materials That May Be Permitted Only after a Student Has Completed Testing

Materials listed in this section **may be provided only AFTER** a student has completed testing (i.e., submitted his or her answers), and at the principal's discretion.

- flags or sticky notes
- books
- textbooks for subjects other than the one being tested
- notebooks or other notes

Cell Phones and Other Electronic Devices

It is the responsibility of the principal and test administrators to ensure that students do not have access to cell phones or other electronic devices during testing. Results will be invalidated for students who use cell phones or other electronic devices at any time during a test session, including after a student turns in his or her test materials, during a break, or during the transition to a test completion area.

During the Test Administrators' Training, the principal will inform test administrators either to read the script in the TAM instructing students before each test session to turn off their cell phones and other electronic devices and place them in their backpacks, or to follow another procedure to ensure that students do not have access to cell phones or other electronic devices. See section H in the PAI for more information about the Test Administrators' Training.

Note: Students with disabilities may be allowed, under certain circumstances, to use as test accommodations certain tools and materials that are otherwise prohibited. However, under no circumstances may students with disabilities access the Internet (except on the testing device for CBT) or a cell phone.

Part IV – Administering the Student Tutorial and the Practice Tests

The Department strongly recommends that schools administer the student tutorial and the practice tests so that students can become familiar with both the computer interface and the question types. The format of the practice tests closely resembles the format of the actual test.

Your principal will provide you with a schedule for administering the student tutorial and the practice tests. There is one tutorial, which includes information for all subject areas tested, and there are grade- and subject-specific practice tests. The Department recommends that high schools use the grade 8 practice tests for the field tests and question tryouts. A text-to-speech practice test is available as well, if required for students with that accommodation.

The Department recommends that students view the student tutorial before taking the practice tests to familiarize themselves with the tools and features available in the TestNav platform. The tutorial will show students how to navigate the TestNav platform, work with the tools that are available during testing, and answer technology-enhanced test questions. The tutorial is self-directed, with no audio, and is expected to take about 20 minutes to complete.

There are two different ways to access practice tests: with a web browser or using the TestNav application. Whether accessed via the web or the TestNav application, the practice tests are the same for each grade and subject area.

Upon completion of practice testing, a score for multiple-choice test questions is provided for diagnostic purposes. Rubrics are provided for constructed response questions. Your principal may ask you to participate in an Infrastructure Trial, which will include the administration of a practice test. Note that these practice tests do not produce a score report, or provide the opportunity to view responses. The practice tests in the Infrastructure Trial offer a screen reader (SR) form and an assistive technology (AT) form, which are not available elsewhere.

A. Administering the Student Tutorial

To access the student tutorial, students should go to mcas.pearsonsupport.com/student, and select **TestNav 8 Student Tutorial**. Then click **Start** to begin. The tutorial can also be accessed through the **Practice Tests** option in the TestNav application. The tutorial is self-guided and will take students through the different features of the testing interface.

You may help students during the tutorial if they have any questions or problems.

B. Administering the Practice Tests

The practice tests can be accessed either with a web browser or with the TestNav application.

- To access the practice tests with a web browser, go to mcas.pearsonsupport.com/student. Then select **English Language Arts Practice Tests**, **Mathematics Practice Tests**, or **Science and Technology/Engineering Practice Tests**, and select grade 8. You will then be able to choose the computer-based practice tests.
- To access the practice tests through the TestNav application, launch TestNav. In the lower right corner of the **Sign In** box, to the right of the **Sign In** button, will be an option for practice tests. Clicking on **Practice Tests** here will take you to the options to select the proper subject and grade.

The instructions below may be used to administer the practice test, however they are not required.

1. Once students are seated at their devices and at the correct sign on screen, say:
“We will now begin a practice test that will help you understand how and where to answer questions on the MCAS test for _____ (say the name of the subject area test).
The practice test has questions similar to those that you will see on the real test, but your answers to questions on this practice test do not count toward your MCAS score.

Additionally, this practice test will allow you to use the online tools that you will see on the real test. Please enter your name in the box and press the ‘Start’ button.”

2. Then say to all students:

“You may read the directions and begin the practice test.”

3. You may assist students during the practice test session. Be sure that students in your group clearly understand how to do the following:

- move from one question to the next using the arrow buttons
- answer the different types of computer-based test questions
- bookmark and unbookmark questions
- use the following tools for all of the tests: highlighter, answer eliminator, magnifier, and line reader
- use the following for Mathematics: ruler, calculator, equation editor, and the reference sheet, which is located in the “Exhibits” tab
 - Note that only some students will have a calculator-embedded form for the Mathematics field test
- use the notepad for English Language Arts
- use the following for high school Biology and Introductory Physics: spell check, ruler, calculator, and equation editor
- use the following for Introductory Physics: the reference sheet, which is located in the “Exhibits” tab.

During this session, you may answer any questions the students have while they are working. During actual MCAS test sessions, assistance is limited to helping with technology issues (see Part II of this manual).

After students have submitted their answers, you can review their scores by looking at the printable report available on the current screen. The report will indicate the student’s answers as well as the maximum score for each multiple-choice or multiple-select question. It will also show the student’s extended responses, which you can score via the rubrics at

<http://mcas.pearsonsupport.com/student/practice-tests-ela/>.

Part V – Administering the English Language Arts Field Test Session

A. Materials Needed for the Session

1. You will need the following materials available in your testing space prior to testing:
 - “Do Not Disturb” sign
 - testing devices for students
 - a computer for managing the test session
 - printed copies of authorized bilingual word-to-word dictionaries for current and former EL students
2. Prior to testing, you will receive the following materials for students assigned to you:
 - this manual
 - scratch paper (blank, lined, or graph) to distribute to students
 - pens or pencils for use on scratch paper
 - a form to assist you and your principal in tracking secure materials
 - student testing tickets
 - proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation

Note: English-language dictionaries are not allowed during the English Language Arts test.

Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.
- Be sure that all students’ testing devices have TestNav installed and configured.

B. Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 25 of the PAM).
2. Post the “Do Not Disturb” sign on the outside of the door of the testing space.
3. On the test administrator device, log into PearsonAccess^{next} (<https://mcas.pearsonaccessnext.com>) and view your PAN Session on the **Students in Sessions** page. You should review your roster which is found under the “Resources” dropdown and be prepared to administer any special forms (i.e., screen reader, text-to-speech) assigned to students.

Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable.

If a student’s accommodations do not match the form assigned to a student (e.g., a student should be tested using text-to-speech, but the TTS form is not indicated), you can still update the students’ accommodations by removing the student from the session, updating the student’s accommodation on the **Manage Student Tests** task (**Setup > Students**, check the box next to student’s SASID, go to **Select Tasks > Manage Student Tests**, click **Start**) and then putting the student back into the session.

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input checked="" type="checkbox"/>	8795173622 SR	WINCHESTER	DEAN		6106396602	● GRADE 10 HR (Grade 10 ELA Field Test)	Ready	Human Read Aloud	Grade 10 ELA Field Test - 18EL10FTONEN0101 (18EL10FTONEN0101)
<input checked="" type="checkbox"/>	8795163622 AT	WINCHESTER	SAM		7589453657	● GRADE 10 HR (Grade 10 ELA Field Test)	Ready	Human Read Aloud	Grade 10 ELA Field Test - 18EL10FTONEN0101 (18EL10FTONEN0101)
<input checked="" type="checkbox"/>	8795583622 TTS	SINGER	BOBBY		7820374819	● GRADE 10 HR (Grade 10 ELA Field Test)	Ready	Human Read Aloud	Grade 10 ELA Field Test - 18EL10FTONEN0101 (18EL10FTONEN0101)

- Start the PAN Session by following these steps.
 - Log into PearsonAccess^{next} and select **MCAS Grade 10 Field Test**.
 - Go to the **Testing** tab and click **Students in Sessions**. Select the Session Name from the **Session List**. The **Session Details** screen will appear. (If multiple PAN Sessions are selected, the option to **Combine View** and **Start All Sessions** will appear.)
 - Click on the green **Start Session** button (or **Start All Sessions** button) on the **Session Details** screen. You will then see that the **Start Session** button will change to read **Stop Session**.
- Click on the lock button for ELA Session 1 and slide it to the unlock side to unlock the PAN Session as shown below.

C. As Students Arrive

- Collect books from students who brought them to read in the event they finish their work before the end of the test session.
- Approve any bilingual dictionaries brought by current and former EL students to use during the test session according to the guidelines in Appendix C.
All other dictionaries are prohibited during this session.
- Make sure that students do not have access to cell phones or other prohibited electronic devices during testing. These devices are **prohibited**.
- If students will be using tablets or laptops, distribute student testing devices and chargers.
- Instruct students to open the TestNav application (this may be done by the test administrator or technology staff).

If there are testing devices that do not have TestNav installed or if students' devices are not working properly, contact your school's technology staff for assistance before moving on to begin testing with these students.

Students will need to choose the **testing location** the first time that students use TestNav. Instruct them to choose **Massachusetts**. If this is done correctly, students will then see **Massachusetts** above the "Sign In" area. If something else appears on the screen, instruct students to click the button on the top, right corner of the screen; then select **Choose a Different Customer**; and then select **Massachusetts**.

If students are using iPads, TestNav may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6. Say to the students:

"Before we begin testing, you need to know that cell phones, music players, e-book readers, or other electronic devices are not allowed for any reason during this session, even after you turn in your materials. Please turn off your cell phone or any other electronic device now."

7. If your principal has instructed you to do so, read the following recommended script:

"If you have an electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so."

Pause to make sure that students have turned cell phones and other prohibited electronic devices off and have placed them in their backpacks.

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other prohibited electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other prohibited devices during testing.**

8. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former EL students.

D. Administer the Session

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your principal has instructed you to do so, you will need to turn to section E at appropriate points during this session to read the recommended script for students going to the restroom.

1. Say to the students:

"We are about to begin the MCAS English Language Arts field test. This is different from the MCAS English Language Arts test that you took earlier this spring. This field test will not affect your MCAS scores in any way, although you should try your best to answer all the questions correctly."

2. Then say to students:

“I will now distribute scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you an additional sheet. You may have up to three pages of scratch paper at one time.”

Distribute blank scratch paper to students.

3. For students using the text-to-speech or screen reader accommodations, which require headphones, say:

“Put on your headphones and make sure they are plugged in. On your screen next to the ‘Sign In’ button, click the link that says ‘Test Audio.’ Make sure you can hear through your headphones and adjust the volume as needed. Once the test begins, you cannot change the volume level.”

Pause for students to adjust the volume in their headphones.

4. Answer any questions that students may have. Then say:

“I will now distribute the student testing tickets. Do not sign in until I instruct you to do so.”

5. Distribute the student testing tickets. Make sure that you give each student his or her assigned student testing ticket. If you are administering a test using a proctor testing ticket, be sure to retain it for yourself, since responses are not saved in a test accessed with a proctor testing ticket.

Then say:

“Look at your student testing ticket. Make sure it has your name on it. Raise your hand if you do not have the correct student testing ticket.”

6. Provide the correct student testing ticket to any student who has an incorrect ticket. If a student’s ticket needs to be printed out, you can find it on the **Students in Sessions** screen in PearsonAccess^{next} under the **Resources** dropdown.
7. If your principal has instructed you to do so, say to the students:

“Write down the ID number for the computer you are using on your testing ticket. You can find the ID number ____ (instruct students where to find the device ID number).”

Pause while students write down their device ID numbers.

8. Say to the students:

“Now, on the computer, enter the username that is shown on your student testing ticket. Your username is actually a number that is 10 digits long.”

Assist any student who needs help entering his or her username. Then say:

“Now, on the computer, enter the password that is shown on your student testing ticket.”

Assist any student who needs help entering his or her password. Then say:

“Now, click the button that says ‘Sign In.’”

Walk around the room and make sure that all students have successfully signed in.

Assist any students who did not successfully sign in. You may retype usernames and passwords for students if necessary.

9. When all students have successfully signed in, say:

“Find your name on the upper right corner of the screen. If the name you see is not yours, raise your hand.”

10. If any students raise their hands, sign them out of TestNav and check their testing tickets. Once these students are properly signed in, say:

“Your computer screen should now be at the ‘Available Tests’ screen.”

11. Once all students’ testing devices are on the “Available Tests” screen, say:

“Please keep your testing ticket with you and do not use it for scratch paper. I will need to collect it at the end of this test session.

Click the blue button on the screen that says ‘Start.’ You should now see a screen that says ‘Welcome.’”

Pause to confirm that students are on the correct screen.

12. Once all students’ testing devices are at the “Welcome” screen, say:

“Click the box in the middle of the screen that says ‘Start.’ You should now see a screen that says ‘Session 1’ at the top and states the number of questions below. If your screen does not say ‘Session 1,’ please raise your hand.”

Assist any students who raise their hands to get to the correct screen.

13. Then say to all students:

“Follow along while I read the directions that are on your screen.”

Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.

14. Say:

“Read each passage and question carefully. Then answer each question as well as you can.

Some questions will ask you to write a response. Write each response in the box provided on your screen. Your response may be longer than the space you see in the box. If your writing fills the box, a scroll bar will appear and you can keep on typing. You will be able to use the scroll bar to see everything you have written. Also, at any time you can click on the ‘Exhibits’ tab for more information on how to use response boxes.”

If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked. You will find the Bookmark icon on the top of your screen.

15. Then say:

Before you submit your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.

During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.”

16. Say to the students:

“This test session is scheduled to be _____ (state length of

test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish.

You may not use an English-language dictionary during this test. Also, cheating in any form is forbidden. This includes using notes or books, using electronic devices other than your testing device, looking at another student's computer screen, showing another student your computer screen, or communicating with other students by talking or writing. In addition, you may not remove your scratch paper from the testing room."

17. Then say to all students:

"Click the 'Start' button. You may now begin your test."

Circulate among the students and verify that all have successfully started the session.

18. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other prohibited electronic devices.

19. (Optional) Approximately midway through the session, say to students:

"You may now have a short break during which you may stand up and stretch. During the break, you may not discuss the test. If you do not want to take a break, you may continue working. The break will be _____ minutes long."

The break may be scheduled for 3–5 minutes, at the test administrator's discretion.

When the break is completed, say to the students:

"The break is over. You should begin testing again now."

20. Monitor student testing status in the PAN Session. During testing, all students should be in an "Active" status. If a student was removed from the test, he or she will be in "Exited" status and will need to be "Resumed" to continue testing. When students are in "Resumed" status, they can sign back into the test and resume testing. Refer to Appendix D for instructions.

<input type="checkbox"/>	S#SID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input checked="" type="checkbox"/>	8795173226	HALLIWELL	PHOEBE	D	7532011734	GR10 ELA FT (Grade 10 ELA Field Test)	Completed	Main	Grade 10 ELA Field Test - 18EL10FTONEN0401 (18EL10FTONEN0401)
<input checked="" type="checkbox"/>	8795173238	HALLIWELL	PIPER		8687860961	GR10 ELA FT (Grade 10 ELA Field Test)	Exited	Main	Grade 10 ELA Field Test - 18EL10FTONEN0301 (18EL10FTONEN0301)
<input checked="" type="checkbox"/>	8795573238	MATTHEWS	PAIGE		6133124096	GR10 ELA FT (Grade 10 ELA Field Test)	Active	Main	Grade 10 ELA Field Test - 18EL10FTONEN0601 (18EL10FTONEN0601)
<input checked="" type="checkbox"/>	8795577238	HALLIWELL	PRUDENCE		1377702092	GR10 ELA FT (Grade 10 ELA Field Test)	Resumed	Main	Grade 10 ELA Field Test - 18EL10FTONEN0101 (18EL10FTONEN0101)

21. When the time for the test session is half over, say to the students:

"The session time is half over. Remember to use the 'Review' button at the top of the screen to see which questions you've answered and skipped or that you bookmarked. Make sure that you do not skip any questions in this test session."

- 22a. Read aloud or point to this script for any student who finishes early:

“I want to remind you that you were supposed to answer all of the questions in this session. At the top of the screen, click ‘Review’ and make sure you have answered all of the questions.

You should make sure that you have not skipped any questions. Remember, once you click ‘Submit Final Answers,’ you will not be permitted to go back to the session.

Cell phones, music players, e-book readers, and other prohibited electronic devices are *still* not allowed during the remainder of this session.”

Permit students to check whether they have skipped any questions.

- 22b. At the **end of the session**, say to any students still working:

“This is the end of the time scheduled for this session. I want to remind you that you were supposed to answer all of the questions in this session. At the

top of the screen, click ‘Review’ and make sure you have answered all of the questions.

You should make sure that you have not skipped any questions. Remember, once you click ‘Submit Final Answers,’ you will not be permitted to go back to the session.”

Pause to allow students to check whether they have skipped any questions.

23. Say to the students:

“If you need more time to answer any questions, raise your hand. Do not submit your final answers at this time.”

Note which students need more time. These students should **not** submit their final answers.

24. Then say to the students:

“If you have completed the test session, click the ‘Review’ button at the top of the screen, and then click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the popup screen, confirm you’d like to ‘Submit Final Answers.’ When you’ve submitted your answers, sign out of the test by going to the User Dropdown Menu at the top, right-hand corner of the screen and click ‘Sign out of TestNav.”

25. Circulate among the students to ensure all students have submitted their final answers In TestNav (with the exception of students who need more time).

26. Collect students’ testing tickets and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.** For students who need more time to finish, follow the instructions given by your principal. Students who completed testing will have a blue ‘Complete’ status in PearsonAccess^{next}. The Department recommends locking these students’ tests by clicking the arrow next to each student test in PAN and selecting “Lock,” or, if all students have completed testing, sliding the Session lock button to the locked position to lock all students’ tests.

27. If a student will be moving to a test completion room, the student’s testing device should be transported along with the testing ticket if possible. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

28. Group test materials into the following separate piles:
 - student testing tickets
 - proctor testing tickets, if applicable
 - used scratch paper
 - unused scratch paper
29. Complete appropriate tracking documents, as instructed by your principal.
30. Immediately return **all** test materials and the list of students who were not tested to your principal.

E. Recommended Script for Students Visiting the Restroom

For students who ask to use the restroom during the test session, if your principal has instructed you to do so, read or point to this recommended script:

“You may not retrieve or access your cell phone or any prohibited materials while you are out of the room.”

If your principal has directed you to follow a different procedure, do so at this time.

Part VI – Administering the Mathematics Field Test Session

A. Materials Needed for the Session

1. You will need the following materials available in your testing space prior to testing:
 - “Do Not Disturb” sign
 - testing devices for students
 - a computer for managing the test session
 - printed copies of authorized bilingual word-to-word dictionaries for current and former EL students
2. Prior to testing, you will receive the following materials for students assigned to you:
 - this manual
 - scratch paper (blank, lined, or graph) to distribute to students
 - pens or pencils for use on scratch paper
 - printed Mathematics reference sheets, if students will be using them in addition to the ones available in the student testing platform
 - a form to assist you and your principal in tracking secure materials
 - student testing tickets
 - proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
 - calculators for students who are taking a calculator-embedded form and who wish to use a handheld calculator (a calculator will also be available in TestNav)
 - equation editor guides and symbol keys printed from mcas.pearsonsupport.com/student (optional)

Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.
- Be sure that all students’ testing devices have TestNav installed and configured.

B. Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 25 of the PAM).
2. Post the “Do Not Disturb” sign on the outside of the door of the testing space.
3. On the test administrator device, log into PearsonAccess^{next} (<https://mcas.pearsonaccessnext.com>) and view your PAN Session on the **Students in Sessions** page. You should review your roster which is found under the “Resources” dropdown and be prepared to administer any special forms (i.e., screen reader, text-to-speech) assigned to students.
4. Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable.
If a student’s accommodations do not match the form assigned to a student (e.g., a student should be tested using text-to-speech, but the TTS form is not

indicated), you can still update the students' accommodations by removing the student from the session, updating the student's accommodation on the **Manage Student Tests** task (**Setup > Students**, check the box next to student's SASID, go to **Select Tasks > Manage Student Tests**, click **Start**) and then putting the student back into the session.

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session
<input type="checkbox"/>	8795173226	HALLIWELL	PHOEBE	D	7532011734	GRADE 10 MATFT (Grade 10 Mathematics Field Test)
<input type="checkbox"/>	8795173238	HALLIWELL	PIPER		8687860961	GRADE 10 MATFT (Grade 10 Mathematics Field Test)
<input type="checkbox"/>	8795573238	MATTHEWS	PAIGE		6133124096	GRADE 10 MATFT (Grade 10 Mathematics Field Test)

- Start the PAN Session by following these steps.
 - Log into PearsonAccess^{next} and select **MCAS Grade 10 Field Test**.
 - Go to the **Testing** tab and click **Students in Sessions**. Select the Session Name from the **Session List**. The **Session Details** screen will appear. (If multiple PAN Sessions are selected, the option to **Combine View** and **Start All Sessions** will appear.)
 - Click on the green **Start Session** button (or **Start All Sessions** button) on the **Session Details** screen. You will then see that the **Start Session** button will change to read **Stop Session**.
- Unlock the session.

- To check if students have a calculator or a non-calculator form, check the Form Name on the Students in Sessions screen:

SASID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group	Type	Form
23546896	STUDENT	STUDENT		0927746239	@ ANOTHER ONE (Grade 8 Math)	Resumed	Standard		Grade 8 Mathematics Test - Calculator (E1708MAT06)
0023546896	STUDENT	STUDENT		1250231172	@ ANOTHER ONE (Grade 8 Math)	Resumed Upload	Standard		Grade 8 Mathematics Test - Calculator (E1708MAT06)
0123460000	STUDENT	SPELL CHECK		0936573842	@ ANOTHER ONE (Grade 8 Math)	Ready	Standard		Grade 8 Mathematics Test - Non-Calculator (E1708MAT02)

C. As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Approve any bilingual dictionaries brought by eligible EL students to use during the test session according to the guidelines in Appendix C.
All other dictionaries are prohibited during this session.
3. Make sure that students do not have access to cell phones or other prohibited electronic devices during testing. These devices are **prohibited**.
4. If students will be using tablets or laptops, distribute student testing devices and chargers.
5. Instruct students to open the TestNav application (this may be done by the test administrator or technology staff).

If there are testing devices that do not have TestNav installed or if students' devices are not working properly, contact your school's technology staff for assistance before moving on to begin testing with these students.

Students will need to choose the **testing location** the first time that students use TestNav. Instruct them to choose **Massachusetts**. If this is done correctly, students will then see **Massachusetts** above the "Sign In" area. If something else appears on the screen, instruct students to click the button on the top, right corner of the screen; then select **Choose a Different Customer**; and then select **Massachusetts**.

If students are using iPads, TestNav may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6. Say to the students:
"Before we begin testing, you need to know that cell phones, music players, e-book readers, or other electronic devices are not allowed for any reason during this session, even after you turn in your materials. Please turn off your cell phone or any other electronic device now."
7. If your principal has instructed you to do so, read the following recommended script:
"If you have an electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so."

Pause to make sure that students have turned cell phones and other prohibited electronic devices off and have placed them in their backpacks.

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other prohibited electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other prohibited devices during testing.**

8. Make sure that students' desks are clear, except for their testing devices, pens or pencils, calculators (for students with calculator-embedded forms who wish to use one instead of the calculator in TestNav), and authorized bilingual dictionaries for

current and former EL students.

D. Administer the Session

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your principal has instructed you to do so, you will need to turn to section E at appropriate points during this session to read the recommended script for students going to the restroom.

1. Say to the students:

“We are about to begin the MCAS Mathematics field test. This is different from the MCAS Mathematics test that you will take later this spring. This field test will not affect your MCAS scores in any way, although you should try your best to answer all the questions correctly.”

2. Then say to students:

“I will now distribute scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you an additional sheet. You may have up to three pages of scratch paper at one time.”

Distribute blank scratch paper to students.

3. Answer any questions that students may have. Then say:

“I will now distribute the student testing tickets. Do not sign in until I instruct you to do so.”

4. For students using the text-to-speech or screen reader accommodations, which require headphones, say:

“Put on your headphones and make sure they’re plugged in. On your screen next to the ‘Sign In’ button, click the link that says ‘Test Audio.’ Make sure you can hear through your headphones and adjust the volume as needed. Once the test begins, you cannot change the volume level.”

Pause for students to adjust the volume in their headphones.

5. Distribute the student testing tickets. Make sure that you give each student his or her assigned student testing ticket. If you are administering a test using a proctor testing ticket, be sure to retain it for yourself, since responses are not saved in a test accessed with a proctor testing ticket.

Then say:

“Look at your student testing ticket. Make sure it has your name on it. Raise your hand if you do not have the correct student testing ticket.”

6. Provide the correct student testing ticket to any student who has an incorrect ticket. If a student’s ticket needs to be printed out, you can find it on the **Students in Sessions** screen in PearsonAccess^{next} under the **Resources** dropdown.

7. If your principal has instructed you to do so, say to the students:

“Write down the ID number for the computer you are using on your testing ticket. You can find the ID number _____ (instruct students where to find

the device ID number).”

Pause while students write down their device ID numbers.

8. Say to the students:

“Now, on the computer, enter the username that is shown on your student testing ticket. Your username is actually a number that is 10 digits long.”

Assist any student who needs help entering his or her username. Then say:

“Now, on the computer, enter the password that is shown on your student testing ticket.”

Assist any student who needs help entering his or her password. Then say:

“Now, click the button that says ‘Sign In.’”

Walk around the room and make sure that all students have successfully signed in.

Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

9. When all students have successfully signed in, say:

“Find your name on the upper right corner of the screen. If the name you see is not yours, raise your hand.”

10. If any students raise their hands, sign them out of TestNav and check their testing tickets. Once these students are properly signed in, say:

“Your computer screen should now be at the ‘Available Tests’ screen.”

11. Once all students’ testing devices are on the “Available Tests” screen, say:

“Please keep your testing ticket with you and do not use it for scratch paper. I will need to collect it at the end of this test session.

Click the blue button on the screen that says ‘Start.’ You should now see a screen that says ‘Welcome.’”

Pause to confirm that students are on the correct screen.

12. Once all students’ testing devices are at the “Welcome” screen, say:

“Click the box in the middle of the screen that says ‘Start.’ You should now see a screen that says ‘Session 1’ at the top and states the number of questions below. If your screen does not say ‘Session 1,’ please raise your hand.”

Assist any students who raise their hands to get to the correct screen

13. Then say to all students:

“Follow along while I read the directions that are on your screen.”

Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.

14. Then say:

“Read each question carefully and then answer it as well as you can.

If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on

to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked.

Before you submit your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.”

15. Say to the students:

**“This test session is scheduled to be _____ (state length of test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish.
If you finish answering the questions before the end of the test session, you should review your work for this session.”**

Then say to students:

“You may use the MCAS ruler included in your computer-based test to help you answer questions at any time during this session.”

You also may use your Mathematics reference sheet to help you answer questions at any time during this session.

These tools can be found by clicking the ‘Exhibits’ button on the right hand side of the screen.

Some of you have a version of the test with certain questions that are designed to be completed with the use of a calculator. If you have this version, a calculator will be available on your screen; you may also use a handheld calculator if you prefer.

Others of you have a version of the test that is designed to be completed without the use of a calculator. If a calculator is not available on your screen, then you are taking a noncalculator version of the test, and may not use a handheld calculator.

16. Then say:

“During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.

Also, you may raise your hand if you would like me to read a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But, I will not be able to tell you what the word means, or help you answer the question. Does everyone understand?”

Pause and answer any questions that students have.

17. If the students in your group will use printed reference sheets, say:

“I will also distribute printed reference sheets for you to use, in addition to the one that is available in your testing device.”

18. Then say to the students:

“Cheating in any form is forbidden. This includes using notes or books, using electronic devices other than your testing device, looking at another student’s computer screen, showing another student your computer screen, or communicating with other students by talking or writing. In addition, you may not remove your scratch paper from the testing room.”

19. Then say to all students:

“Click the ‘Start’ button. You may now begin your test.”

Circulate among the students and verify that all have successfully started the session.

20. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other prohibited electronic devices.

21. (Optional) Approximately midway through the session, say to students:

“You may now have a short break during which you may stand up and stretch. During the break, you may not discuss the test. If you do not want to take a break, you may continue working. The break will be _____ minutes long.”

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion.

When the break is completed, say to the students:

“The break is over. You should begin testing again now.”

22. Monitor student testing status in the PAN Session. During testing, all students should be in an “Active” status. If a student was removed from the test, he or she will be in “Exited” status and will need to be “Resumed” to continue testing. When students are in “Resumed” status, they can sign back into the test and resume testing.

23. When the time for the test session is half over, say to the students:

“The session time is half over. Remember to use the ‘Review’ button at the top of the screen to see which questions you’ve answered and skipped or that you bookmarked. Make sure that you do not skip any questions in this test session.”

24. Read aloud or point to this script for any student who finishes early:

“I want to remind you that you were supposed to answer all of the questions in this session. At the top of the screen, click ‘Review’ and make sure you have answered all of the questions. You should make sure that you have not skipped any questions. Remember, once you click ‘Submit Final Answers,’ you will not be permitted to go back to the session.

Cell phones, music players, e-book readers, and other prohibited devices are *still* not allowed during the remainder of this session.”

Permit students to check whether they have skipped any questions.

25. At the end of the session, say to any students still working:

“This is the end of the time scheduled for this session. I want to remind you that you were supposed to answer all of the questions in this session. At the top of the screen, click ‘Review’ and make sure you have answered all of the questions.

You should make sure that you have not skipped any questions. Remember, once you click ‘Submit Final Answers,’ you will not be permitted to go back to the session.”

Pause to allow students to check whether they have skipped any questions.

26. Say to the students:

“If you need more time to answer any questions, raise your hand. Do not submit your final answers at this time.”

Note which students need more time. These students should **not** submit their final answers.

27. Then say to the students:

“If you have completed the test session, click the ‘Review’ button at the top of the screen, and then click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the popup screen, confirm you’d like to ‘Submit Final Answers.’ When you’ve submitted your answers, sign out of the test by going to the User Dropdown Menu at the top, right-hand corner of the screen and click ‘Sign out of TestNav.’”

28. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time).
29. Collect students’ testing tickets and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.** For students who need more time to finish, follow the instructions given by your principal. Students who completed testing will have a blue ‘Complete’ status in PearsonAccess^{next}. The Department recommends locking these students’ tests by clicking the arrow next to each student test in PAN and selecting “Lock,” or, if all students have completed testing, sliding the Session lock button to the locked position to lock all students’ tests.
30. If a student will be moving to a test completion room, the student’s testing device should be transported along with the testing ticket if possible. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.
31. Group test materials into the following separate piles:
- student testing tickets
 - proctor testing tickets, if applicable
 - printed Mathematics reference sheets, if applicable
 - used scratch paper
 - unused scratch paper
32. Complete appropriate tracking documents, as instructed by your principal.
33. Immediately return **all** test materials and the list of students to your principal.

E. Recommended Script for Students Visiting the Restroom

For students who ask to use the restroom during the test session, if your principal has instructed you to do so, read or point to this recommended script:

“You may not retrieve or access your cell phone or any prohibited materials while you are out of the room.”

If your principal has directed you to follow a different procedure, do so at this time.

Part VII – Administering the High School Biology or Introductory Physics Question Tryout Test Session

A. Materials Needed for the Session

1. You will need the following materials available in your testing space prior to testing:
 - “Do Not Disturb” sign
 - testing devices for students
 - a computer for managing the test session
 - printed copies of authorized bilingual word-to-word dictionaries for current and former EL students
2. Prior to testing, you will receive the following materials for students assigned to you:
 - this manual
 - scratch paper (blank, lined, or graph) to distribute to students
 - printed Introductory Physics reference sheets (the Department strongly recommends printing these for students although it is not required because the reference sheet is available in TestNav)
 - pens or pencils for use on scratch paper
 - handheld calculators for those students who wish to use them (a calculator is also available in TestNav)
 - a form to assist you and your principal in tracking secure materials
 - student testing tickets
 - proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation

Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.
- Be sure that all students’ testing devices have TestNav installed and configured.

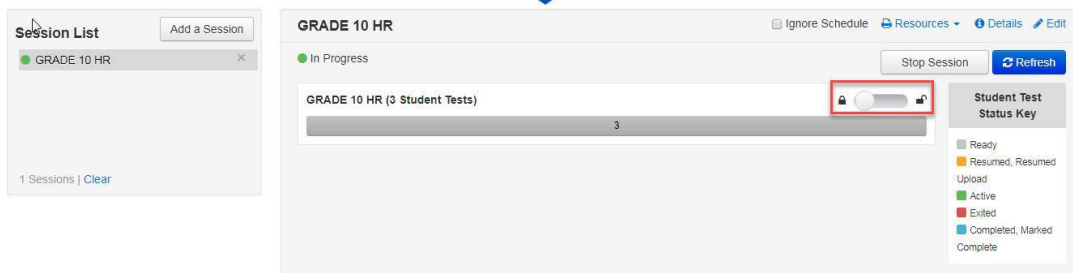
B. Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 25 of the PAM).
2. Post the “Do Not Disturb” sign on the outside of the door of the testing space.
3. On the test administrator device, log into PearsonAccess^{next} (<https://mcas.pearsonaccessnext.com>) and view your PAN Session on the **Students in Sessions** page. You should review your roster which is found under the “Resources” dropdown and be prepared to administer any special forms (i.e., screen reader, text-to-speech) assigned to students.
4. (Optional) Print the Equation Editor Symbols Key:
<http://mcas.pearsonsupport.com/resources/student/EquationEditorSymbolsKey.pdf>
5. Start the PAN Session by following these steps.
 - Log into PearsonAccess^{next} and select **MCAS High School STE Tryout**.
 - Go to the **Testing** tab and click **Students in Sessions**. Select the Session Name from

the **Session List**. The **Session Details** screen will appear. (If multiple PAN Sessions are selected, the option to **Combine View** and **Start All Sessions** will appear.)

- Click on the green **Start Session** button (or **Start All Sessions** button) on the **Session Details** screen. You will then see that the **Start Session** button will change to read **Stop Session**.

6. Unlock the session.



C. As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Approve any bilingual dictionaries brought by eligible EL students to use during the test session according to the guidelines in Appendix C.

All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other prohibited electronic devices during testing. These devices are **prohibited**.
4. If students will be using tablets or laptops, distribute student testing devices and chargers.
5. Instruct students to open the TestNav application (this may be done by the test administrator or technology staff).

Students will need to choose the **testing location** the first time that students use TestNav. Instruct them to choose **Massachusetts**. If this is done correctly, students will then see **Massachusetts** above the “Sign In” area. If something else appears on the screen, instruct students to click the button on the top, right corner of the screen; then select **Choose a Different Customer**; and then select **Massachusetts**.

If there are testing devices that do not have TestNav installed or if students’ devices are not working properly, contact your school’s technology staff for assistance before moving on to begin testing with these students.

If students are using iPads, TestNav may prompt the students to allow access to the device’s microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6. Say to the students:

“Before we begin testing, you need to know that cell phones, music players, e-book readers, or other electronic devices are not allowed for any reason during this session, even after you turn in your materials. Please turn off your cell phone or any other electronic device now.”

7. If your principal has instructed you to do so, read the following recommended script:
“If you have an electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so.”

Pause to make sure that students have turned cell phones and other prohibited electronic devices off and have placed them in their backpacks.

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other prohibited electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other prohibited devices during testing.**

8. Make sure that students’ desks are clear, except for their testing devices, pens or pencils, calculators (for those students who wish to use one instead of the calculator in TestNav) and authorized bilingual dictionaries for current and former EL students.

D. Administer the Session

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your principal has instructed you to do so, you will need to turn to section E at appropriate points during this session to read recommended script for students going to the restroom.

1. Say to the students:
“We are about to begin the MCAS high school _____ (announce the subject you are administering) Question Tryout. This is different from the paper-based MCAS _____ (state the subject) test offered this spring. This question tryout will not affect your MCAS scores in any way, although you should try your best to answer all the questions correctly.
2. Then say to students:
“I will now distribute scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you an additional sheet. You may have up to three pages of scratch paper at one time.”
Distribute blank scratch paper to students.
3. If you are administering the Introductory Physics question tryout, and your school has printed the Introductory Physics reference sheets (recommended), distribute the reference sheets and then say to the students:
“You may use the Physics reference sheet to help you answer questions at any time during this test.”
4. Answer any questions that students may have. Then say:
“I will now distribute the student testing tickets. Do not sign in until I instruct you to do so.”
5. Distribute the student testing tickets. Make sure that you give each student his

or her assigned student testing ticket. If you are administering a test using a proctor testing ticket, be sure to retain it for yourself, since responses are not saved in a test accessed with a proctor testing ticket.

Then say:

“Look at your student testing ticket. Make sure it has your name on it. Raise your hand if you do not have the correct student testing ticket.”

6. Provide the correct student testing ticket to any student who has an incorrect ticket. If a student’s ticket needs to be printed out, you can find it on the **Students in Sessions** screen in PearsonAccess^{next} under the **Resources** dropdown.
7. If your principal has instructed you to do so, say to the students:
“Write down the ID number for the computer you are using on your testing ticket. You can find the ID number _____ (instruct students where to find the device ID number).”

Pause while students write down their device ID numbers.

8. Say to the students:
“Now, on the computer, enter the username that is shown on your student testing ticket. Your username is actually a number that is 10 digits long.”

Assist any student who needs help entering his or her username. Then say:

“Now, on the computer, enter the password that is shown on your student testing ticket.”

Assist any student who needs help entering his or her password.

Then say:

“Now, click the button that says ‘Sign In.’”

Walk around the room and make sure that all students have successfully signed in.

Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

9. When all students have successfully signed in, say:
“Find your name on the upper right corner of the screen. If the name you see is not yours, raise your hand.”
10. If any students raise their hands, sign them out of TestNav and check their testing tickets. Once these students are properly signed in, say:
“Your computer screen should now be at the ‘Available Tests’ screen.”
11. Once all students’ testing devices are on the “Available Tests” screen, say:
**“Please keep your testing ticket with you and do not use it for scratch paper. I will need to collect it at the end of this test session.
Click the blue button on the screen that says ‘Start.’ You should now see a screen that says ‘Welcome.’”**
Pause to confirm that students are on the correct screen.
12. Once all students’ testing devices are at the “Welcome” screen, say:
“Click the box in the middle of the screen that says ‘Start.’ You should now see a screen that says ‘Session 1’ at the top and states the number of

questions below. If your screen does not say ‘Session 1,’ please raise your hand.”

Assist any students who raise their hands to get to the correct screen.

13. Then say to all students:

“Follow along while I read the directions that are on your screen.”

Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.

14. Then say:

“Read each question carefully and then answer it as well as you can.

If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked.

Before you submit your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.”

15. Say to the students:

“This test session is scheduled to be _____ (state length of test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish.

If you finish answering the questions before the end of the test session, you should review your work for this session.”

- 16a. If you are administering the Biology question tryout, say to the students:

“The Biology question trout was designed to be taken without the aid of a calculator. You may use the calculator available on your testing screen, or a handheld calculator, but you should not need one to answer the questions.”

- 16b. If you are administering the Introductory Physics question tryout, say to the students:

“A calculator is available on your testing screen. You may use this calculator, or a handheld calculator, to help you answer questions at any time during this test.

17. Then say:

“During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.

Also, you may raise your hand if you would like me to read a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But, I will not be able to tell you what the word means, or help you answer the question. Does everyone understand?”

Pause and answer any questions that students have.

18. Then say to the students:

“Cheating in any form is forbidden. This includes using notes or books, using

electronic devices other than your testing device, looking at another student's computer screen, showing another student your computer screen, or communicating with other students by talking or writing. In addition, you may not remove your scratch paper from the testing room."

19. Then say to all students:

"Click the 'Start' button. You may now begin your test."

Circulate among the students and verify that all have successfully started the session.

20. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other prohibited electronic devices.

21. Monitor student testing status in the PAN Session. During testing, all students should be in an "Active" status. If a student was removed from the test, he or she will be in "Exited" status and will need to be "Resumed" to continue testing. When students are in "Resumed" status, they can sign back into the test and resume testing.

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	1284904928	DAYNES	LUKE		2711463752	BIOLOGY TRYOUT (Biology Tryout)	Completed	Standard	
<input type="checkbox"/>	1098763521	GILMORE	EMILY		9871256877	BIOLOGY TRYOUT (Biology Tryout)	Resumed	Standard	
<input type="checkbox"/>	1091096763	GILMORE	LORELEI		4018244143	BIOLOGY TRYOUT (Biology Tryout)	Exited	Standard	

22. When the time for the test session is half over, say to the students:

"The session time is half over. Remember to use the 'Review' button at the top of the screen to see which questions you've answered and skipped or that you bookmarked. Make sure that you do not skip any questions in this test session."

23. Read aloud or point to this script for any student who finishes early:

"I want to remind you that you were supposed to answer all of the questions in this session. At the top of the screen, click 'Review' and make sure you have answered all of the questions. You should make sure that you have not skipped any questions. Remember, once you click 'Submit Final Answers,' you will not be permitted to go back to the session.

Cell phones, music players, e-book readers, and other prohibited devices are *still* not allowed during the remainder of this session."

Permit students to check whether they have skipped any questions.

24. At the end of the session, say to any students still working:

"This is the end of the time scheduled for this session. I want to remind you that you were supposed to answer all of the questions in this session. At the top of the screen, click 'Review' and make sure you have answered all of the questions.

You should make sure that you have not skipped any questions. Remember,

once you click ‘Submit Final Answers,’ you will not be permitted to go back to the session.”

Pause to allow students to check whether they have skipped any questions.

25. Say to the students:

“If you need more time to answer any questions, raise your hand. Do not submit your final answers at this time.”

Note which students need more time. These students should **not** submit their final answers.

26. Then say to the students:

“If you have completed the test session, click the ‘Review’ button at the top of the screen, and then click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the popup screen, confirm you’d like to ‘Submit Final Answers.’ When you’ve submitted your answers, sign out of the test by going to the User Dropdown Menu at the top, right-hand corner of the screen and click ‘Sign out of TestNav.’”

27. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time).
28. Collect students’ testing tickets and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.** For students who need more time to finish, follow the instructions given by your principal. Students who completed testing will have a blue ‘Complete’ status in PearsonAccess^{next}. The Department recommends locking these students’ tests by clicking the arrow next to each student test in PAN and selecting “Lock,” or, if all students have completed testing, sliding the Session lock button to the locked position to lock all students’ tests.
29. If a student will be moving to a test completion room, the student’s testing device should be transported along with the testing ticket if possible. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.
30. Group test materials into the following separate piles:
- student testing tickets
 - proctor testing tickets, if applicable
 - Introductory Physics reference sheets, if printed
 - used scratch paper
 - unused scratch paper
31. Complete appropriate tracking documents, as instructed by your principal.
32. Immediately return **all** test materials and the list of students to your principal.

E. Recommended Script for Students Visiting the Restroom

For students who ask to use the restroom during the test session, if your principal has instructed you to do so, read or point to this recommended script:

“You may not retrieve or access your cell phone or any prohibited materials while you are out of the room.”

If your principal has directed you to follow a different procedure, do so at this time.

Appendix A

Procedures for Reading the Test Aloud to Students

Use the instructions below when administering the computer-based test to a student with a disability whose IEP or 504 plan indicates that the student will participate in MCAS testing using human read-aloud, which is accommodation A5 for the Mathematics field test and the Biology and Introductory Physics question tryouts, and special access accommodation SA1.2 for the English Language Arts field test. These instructions must also be used for students identified as English learners (ELs) who will receive the read-aloud accommodation (EL3.2) for participation in Mathematics and STE tests.

Test administrators for students with disabilities using accommodation A5 or SA1.2 must sign an MCAS Nondisclosure Acknowledgment prior to reviewing secure test content.

- The test must be read word-for-word, exactly as it appears. The test administrator may not provide assistance to the student regarding the meanings of words, intent of any test question, or responses to test questions. The test administrator should read with emphasis only when indicated by bold or italicized text.
- The test must be administered in a separate setting (DF4) either **individually** (DF2) or to a **small group** (DF1).
- No more than five students may be grouped together for human read-aloud, since students typically proceed through the test at different rates.

How to Set Up a Human Read-Aloud Session

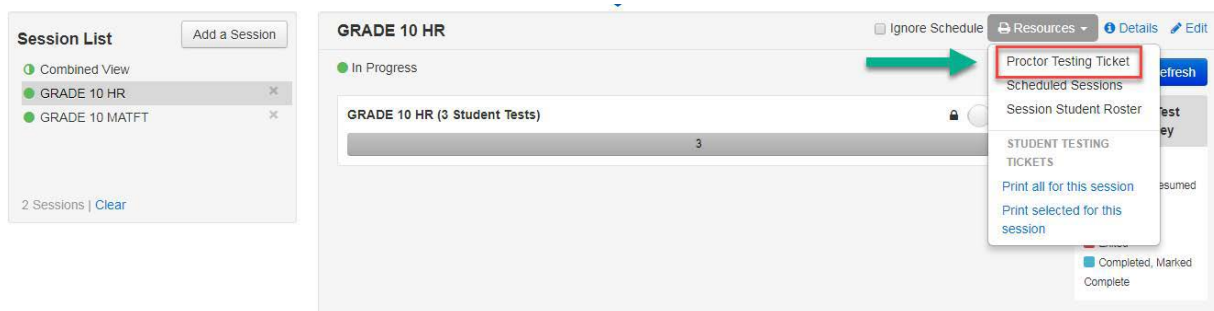
Note: These procedures are not necessary if the test administrator intends to read directly from a student's onscreen test (i.e., standing behind or alongside the student). These procedures must be used when the test administrator intends to read aloud the test from his or her own computer screen.

1. In PearsonAccess^{next}, go to **Testing**, and then **Sessions**.
2. Check the box next to the PAN Session to select it; then choose **Select Tasks**; and then select **Create/Edit Session**.
3. On this screen, make sure the "Proctor Reads Aloud" checkbox is checked and that "Human Read-Aloud" is selected in the Form Group Type dropdown. **Checking the "Proctor Reads Aloud" checkbox generates the proctor testing ticket and ensures that all students in the PAN Session and the test administrator have the same form of the test**

The screenshot displays the 'Create / Edit Sessions' interface in PearsonAccess^{next}. On the left, under 'SESSIONS (2)', there is a 'Create Session' button and two session options: 'GRADE 10 HR' and 'GRADE 10 MATFT'. The main 'DETAILS' section is titled 'New Session' and includes a 'Create' button and a 'Reset' button. The 'Session Name*' field contains 'GR10 MATH FT HR'. The 'Organization*' dropdown is set to 'KENNY SCHOOL (8697... x)'. Under 'Test & Form', the 'Test Assigned*' dropdown is set to 'Grade 10 Mathematics Field Test'. The 'Proctor Reads Aloud' checkbox is checked. The 'Form Group Type*' dropdown is open, showing 'Human Read Aloud' selected. The 'Scheduling' section includes 'Scheduled Start Date*', 'Scheduled Start Time' (set to '01:00 AM' with an 'EDT' button), and 'Lab Location'. A note at the bottom states: 'A pre-caching computer is required when there is one or more available.'

How to Locate Proctor Testing Tickets

1. From the **Students in Sessions** page, make sure the correct PAN Session is listed on the left-hand side of the screen.
2. The proctor testing ticket can be found in the **Resources** dropdown. It will only be available if the PAN Session has been properly marked as shown on the previous page.



3. Once the proctor testing ticket is generated and printed, the test administrator who is reading aloud the test can use it to sign into the test. **Since responses to questions will not be saved when using a proctor testing ticket, students must use their own student testing ticket to enter their responses into the test.**

Appendix B

Procedures for Signing the Test to Students Who Are Deaf or Hard of Hearing

Use the instructions below when administering the computer-based test to a student with a disability whose IEP or 504 plan indicates that the student will participate in MCAS testing using a human signer, which is accommodation A6 for the Mathematics field test and the Biology and Introductory Physics question tryouts, and special access accommodation SA2 for the English Language Arts field test.

Test administrators for students with disabilities using accommodation A6 or SA2 must sign an MCAS Nondisclosure Acknowledgment prior to reviewing secure test content.

- All passages and test questions must be signed exactly as written, except in cases when doing so would reveal an answer to a question. If a sign visually defines the concept being tested, it must be finger-spelled. Interpreters may not provide assistance to the student regarding the meaning of words, intent of any test questions, or responses to test questions.
- The test must be administered in a separate setting (DF4) either **individually** (DF2) or to a **small group** (DF1).
- No more than five students may be grouped together for signing the tests, since students typically proceed through the test at different rates.
- **After the test administration window begins (on April 23 for the field tests, or May 29 for the question tryouts),** and under secure conditions supervised by the principal, interpreters may review test materials up to **four days** prior to test administration. Once the test administration window has begun, schools can set up the human signer PAN Session, after which interpreters can generate a proctor testing ticket (following the instructions on the following page) that will allow them to sign into the test to review it.

How to Set Up a Human Signer Session

1. In PearsonAccess^{next}, go to **Testing**, and then **Sessions**.
2. Check the box next to the PAN Session to select it; then choose **Select Tasks**; and then select **Create/Edit Session**.
3. On this screen, make sure the “Proctor Reads Aloud” checkbox is checked and that “Human Signer” is selected in the **Form Group Type** dropdown. **Checking the “Proctor Reads Aloud” checkbox generates the proctor testing ticket and ensures that all students in the PAN Session and the interpreter have the same form of the test.**

The screenshot shows the 'Create / Edit Sessions' interface. On the left, under 'SESSIONS (2)', there are links for 'Create Session', 'GRADE 10 HR', and 'GRADE 10 MATFT'. The main area is titled 'DETAILS' and 'New Session'. It includes fields for 'Session Name*' (GR10 MATH FT HR), 'Organization*' (KENNY SCHOOL (8697...)), 'Test Assigned*' (Grade 10 Mathematics Field Test), and 'Scheduling' (Scheduled Start Date, Scheduled Start Time, Lab Location). A red box highlights the 'Proctor Reads Aloud' checkbox, which is checked, and the 'Form Group Type*' dropdown menu, which is open and shows 'Human Read Aloud', 'Human Signer', and 'Pre-caching computer' as options. A note at the bottom states: 'A pre-caching computer is required when there is one or more available.'

How to Locate Proctor Testing Tickets

1. From the **Students in Sessions** page, make sure the correct PAN Session is listed on the left-hand side of the screen.
2. The proctor testing ticket can be found in the **Resources** dropdown. It will only be available if the PAN Session has been properly marked as shown on the previous page.

The screenshot shows the 'Students in Sessions' page. On the left, the 'Session List' shows 'GRADE 10 HR' selected. The main area displays 'GRADE 10 HR (3 Student Tests)' with a progress bar. A green arrow points to the 'Resources' dropdown menu, which is open and shows 'Proctor Testing Ticket' as the first option. Other options include 'Scheduled Sessions', 'Session Student Roster', and 'STUDENT TESTING TICKETS'. There are also links for 'Print all for this session' and 'Print selected for this session'.

3. Once the proctor testing ticket is generated and printed, the interpreter can use it to sign into the test. **Since responses to questions will not be saved when using a proctor testing ticket, students must use their own student testing ticket to enter their responses into the test.**

Appendix C

Procedures for Approving Bilingual Word-to-Word Dictionaries

Any EL student, including a student who has been identified as EL in the past, may use an authorized bilingual word-to-word dictionary and glossary on the MCAS field tests and question tryouts.

Bilingual dictionary and glossary use for MCAS tests is limited to those that provide word-to-word translations. Dictionaries and glossaries that include definitions, synonyms, antonyms, phrases, handwritten notes, and other information are prohibited. **Electronic translation devices are not allowed, and the Department recommends that test administrators inform students of this policy at the time that their printed versions are approved.** Test results may be invalidated for students who use electronic translation devices during testing.

A list of authorized bilingual dictionaries and glossaries is available on the Department's website at www.doe.mass.edu/mcas/accessibility. To discuss the authorization of a word-to-word dictionary not included in the list, please ask the principal to contact the Department.

Test administrators should review printed copies of authorized bilingual word-to-word dictionaries and glossaries to confirm that they are free of any handwritten notes or other prohibited materials.

Appendix D

How to Use the “Students in Sessions” Screen and How to Resume Students’ Tests

How to Use the “Students in Session” Screen

Test administrators should use the **Students in Sessions** screen to monitor student progress during testing. The top of the screen will show a status bar for the entire class, followed by a list of students, with their individual statuses.

The screenshot displays the 'Students in Sessions' interface for a 'GRADE 10 MATFT' session. On the left, a 'Session List' sidebar shows 'GRADE 10 MATFT' as the active session. The main area features a progress bar for 'GRADE 10 MATFT (4 Student Tests)' with segments for '1' (orange), '2' (red), and '1' (blue). A 'Student Test Status Key' on the right defines colors: Ready (grey), Resumed/Resumed Upload (orange), Active (green), Exited (red), and Completed/Marked Complete (blue). Below the progress bar is a search bar and a table of 4 results. The table columns are SASID, Last Name, First Name, Middle Name, Username, Session, Student Test Status, Form Group Type, and Form. The table lists four students with their respective test statuses: Completed, Exited, Exited, and Resumed.

Session List Add a Session

- Combined View
- GRADE 10 HR
- GRADE 10 MATFT

2 Sessions | Clear

GRADE 10 MATFT Ignore Schedule Resources Details Edit

In Progress Stop Session Refresh

GRADE 10 MATFT (4 Student Tests)

1 2 1

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

Find Students In the selected session(s) above

I Search

Filters Clear Hide

Organization

Select one or more

SASID

Starts with

Local Student Code

Starts with

Clip UIN

Starts with

Group

Select one or more

Toggle secondary filters

4 Results Displaying 25 Manage Columns

SASID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
8795173226	HALLIWELL	PHOEBE	D	7532011734	GRADE 10 MATFT (Grade 10 Mathematics Field Test)	Completed	Main	Grade 10 Math Field Test - 18MA10FTONEN0801 (18MA10FTONEN0801)
8795173238	HALLIWELL	PIPER		8687860961	GRADE 10 MATFT (Grade 10 Mathematics Field Test)	Exited	Main	Grade 10 Math Field Test - 18MA10FTONEN0101 (18MA10FTONEN0101)
8795577238	HALLIWELL	PRUDENCE		1377702092	GRADE 10 MATFT (Grade 10 Mathematics Field Test)	Exited	Main	Grade 10 Math Field Test - 18MA10FTONEN0801 (18MA10FTONEN0801)
8795573238	MATTHEWS	PAIGE		6133124096	GRADE 10 MATFT (Grade 10 Mathematics Field Test)	Resumed	Main	Grade 10 Math Field Test - 18MA10FTONEN0701 (18MA10FTONEN0701)

Session List
Add a Session

- Combined View
- GRADE 10 HR
- GRADE 10 MATFT

2 Sessions | Clear

GRADE 10 MATFT
Ignore Schedule Resources Details Edit

In Progress

Stop Session Refresh

GRADE 10 MATFT (4 Student Tests)

1

2

1

Student Test Status Key

- Ready
- Resumed, Resumed Upload
- Active
- Exited
- Completed, Marked Complete

Find Students In the selected session(s) above
Search

Filters
Clear Hide

Organization

Select one or more:

SASID

Starts with:

Local Student Code

Starts with:

Clip UIN

Starts with:

Group

Select one or more:
Toggle secondary filters

4 Results
Displaying 25 Manage Columns

SASID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
8795173226	HALLIWELL	PHOEBE	D	7532011734	GRADE 10 MATFT (Grade 10 Mathematics Field Test)	Completed	Main	Grade 10 Math Field Test - 18MA10FTONEN0801 (18MA10FTONEN0801)
8795173238	HALLIWELL	PIPER		8687860961	GRADE 10 MATFT (Grade 10 Mathematics Field Test)	Exited	Main	Grade 10 Math Field Test - 18MA10FTONEN0101 (18MA10FTONEN0101)
8795577238	HALLIWELL	PRUDENCE		1377702092	GRADE 10 MATFT (Grade 10 Mathematics Field Test)	Exited	Main	Grade 10 Math Field Test - 18MA10FTONEN0801 (18MA10FTONEN0801)
8795573238	MATTHEWS	PAIGE		6133124096	GRADE 10 MATFT (Grade 10 Mathematics Field Test)	Resumed	Main	Grade 10 Math Field Test - 18MA10FTONEN0701 (18MA10FTONEN0701)

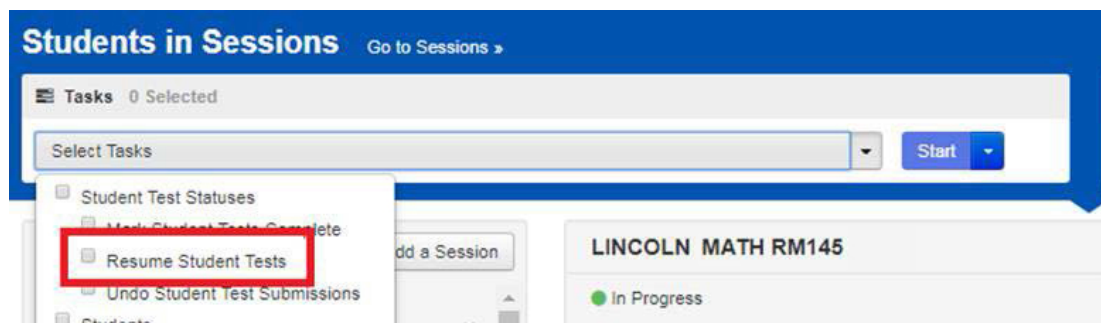
The table below shows the different statuses in PAN and a description for each. If a student's status does not appear in PAN as expected, click **Refresh**.

Student Status Key	
Status	Description
Ready (shown in gray)	The student has not signed into the test session yet, but is ready to sign in.
Active (green)	The student is currently signed into the test.
Exited (red)	The student has exited the test session, but has not submitted his or her responses yet (after a test session, after signing out to take a break, or if an error occurs). Students in Exited status will need to be resumed by a test administrator when they are ready to reenter the test. If a student signs out of a test session or if the testing device loses connectivity before the test is completed (or marked complete), the test will appear in Exited status. The test administrator will then need to resume the student's test (and the student will then appear as Resumed).
Completed (blue)	The student has completed the test session and successfully submitted his or her responses.
Marked Complete (blue)	The student's test session has been marked complete by the principal/designee (the student did not submit his or her test in TestNav him- or herself).

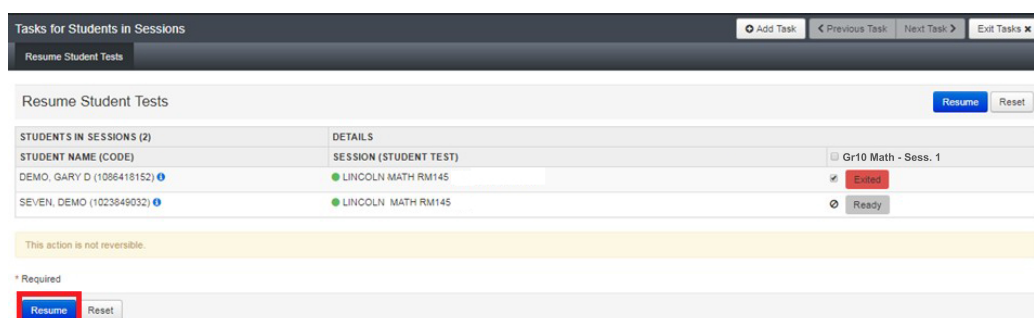
Resumed (yellow)	The student is ready to sign back into the test session. This status appears after a student has completed one test session for a subject area but not both, if a student returns from a break and is ready to continue testing in that session, or when attempting to continue after an error occurs).
Resumed–Upload (yellow)	The student is ready to sign back into the test session, and some responses were not sent to the testing subcontractor’s (Pearson’s) servers before the student exited the test. When the student signs into a test with a Resumed–Upload status, a staff member must be present. TestNav will prompt the user to locate the saved responses from the designated save location and upload them to TestNav before the student’s test can be resumed.

How to Resume Students' Tests from Exited Status

1. Go to the **Testing** tab and click **Students in Sessions**. Select the **Session Name** from the **Session List** on the left side of the screen. Check the box(es) next to the **Student Names** whose tests are to be resumed. In the **Tasks** menu, select **Resume Student Tests**, and then click **Start**.



2. Select the students whose tests are to be resumed. Click **Resume**.



A message stating “Success, changes saved” will appear. Once you see it, click **Exit Tasks** to return to the **Students in Sessions** screen. There, you will see the students’ names in the “Resumed” status.

If you only have one student to resume, just click on the arrow on the Student Status and select Resume:

SA SID	Last Name	First Name	Middle Name	Username	Session	Gr10 Math - Sess. 1	Form Group Type	Form
<input type="checkbox"/> 1045354535	TWO	CALCULATOR		4452917173	LINCOLN RM145	Completed	Standard	18MASPONENT01
<input type="checkbox"/> 1021309483	EIGHT	ANSWERMASKING		3654782252	LINCOLN RM145	Ready	Standard	18MASPONENT01
<input type="checkbox"/> 1023843247	FIVE	CONTRAST		5889938979	LINCOLN RM145	Ready	Standard	18MASPONENT01
<input type="checkbox"/> 1047328473	FOUR	DEMO		5833623519	LINCOLN RM145	Exited	Standard	18MASPONENT01
<input type="checkbox"/> 1012093821	NINE	DEMO		6677774584	LINCOLN RM145	Resume	Standard	18MASPONENT01
<input type="checkbox"/> 1023849032	SEVEN	DEMO		2621113989	LINCOLN RM145	Lock	Standard	18MASPONENT01

Appendix E

Computer-Based Testing Frequent Asked Questions (FAQs)

Q: Some items in TestNav do not appear to be working properly. What should we do?

A: There are a number of items in TestNav that may appear to be functioning different than anticipated to users, but are actually working as designed. For example:

- The Notepad cannot be resized.
- Exhibits (e.g., reference sheets) cannot be resized.
- Students cannot copy/paste text from secure test content (reading passages or test questions). They can only copy/paste text they write themselves.
- A test question appears as “Not Answered” in the “Review” menu until all parts of that question have been answered.
- Students cannot copy/paste text from secure test content (reading passages or test questions). They can only copy/paste text they write themselves.

Students should practice with TestNav tools and items in the TestNav Tutorial and on the MCAS practice tests (posted at <http://mcas.pearsonsupport.com/student/>) so that students are familiar with the functionality described above by the time of testing.

If students at your school encounter an issue that is not listed above, contact the MCAS Service Center for next steps.

Q: What should we do if an error code appears on a student’s screen during testing?

A: The table below describes common error codes and steps to take to resolve the issue (a full list can be found online at <https://support.assessment.pearson.com/display/TN/Error+Codes>). Many times, the student will be able to reenter the test and continue testing without further issues.

Error Code Number	Error Code Description	Instructions to Resolve the Issue
9059	The username or password you entered is incorrect.	Confirm that the student sees the correct TestNav login page (“Massachusetts” should appear above the sign-in box). If the correct page does not appear, click the User icon in the top right corner, and select “Choose a different customer.” Then, select “Massachusetts” from the list. Ensure the student is on the correct login page in TestNav (“Massachusetts” should appear above the sign-in box).

Error Code Number	Error Code Description	Instructions to Resolve the Issue
1001	Your test has been saved. Please notify your test administrator.	<p>This is an initial message from the TestNav Early Warning System (EWS). When the EWS detects a potential problem with the designated save location, the student sees on-screen instructions. This message does not indicate the full issue; it indicates that another error code will follow.</p> <p>More information on the EWS can be found at https://support.assessment.pearson.com/display/TN/Early+Warning+System+Triggers/</p>
1009	Unable to download test content	<p>There is a network connection issue between the testing device and the testing subcontractor 's (Pearson's) servers.</p> <p>Contact your technology staff to verify the local Internet connection and/or connection to proctor cache server is functioning as expected. The technology staff person should contact the MCAS Service Center if the issue cannot be quickly identified or resolved. He or she should be prepared to provide the following information:</p> <ul style="list-style-type: none"> • the error code • the number of students testing at the time
3005	TestNav has detected that another application attempted to become the active window.	<p>This could be caused by pop-ups in the background, power saving features, or system key combinations such as ctrl+alt+del. It could also be caused by a student attempting to switch to a browser or other application to look up information for a question. The test administrator should check whether any other applications have been accessed before resuming the student's test.</p>
8026	Unable to connect to the proctor caching computer. Please contact your administrator.	<p>There is a network connection issue between the testing device and the local Proctor Caching device. Contact your technology staff to verify the local Internet connection and/or connection to proctor cache server is functioning as expected. The technology staff person should contact the MCAS Service Center if the issue cannot be quickly identified or resolved. He or she should be prepared to provide the following information:</p> <ul style="list-style-type: none"> • the error code • the number of students testing at the time

Q: We need to move some students to new devices, because we move students from the main testing rooms to a test completion room with different testing devices. What should we do?

A: The Department strongly recommends that students use only one computer per test session wherever possible. However, if a student needs to change devices during the same test session, he or she needs to sign out of TestNav on the first device (click on the User icon in the top right corner, select “Sign out of TestNav,” and then follow the prompts). Once the student is fully signed out, he or she can be resumed on the new device.

Note for Chromebook users: Do not power the first device off until the student has been successfully resumed on the second device.

Q: A student informed his test administrator that he does not see his accommodation in his test. What should we do?

A: There are different instructions for different accommodations.

- The following accommodations require a special edition: Text-to-Speech (available for the ELA or Mathematics field test only), Screen Reader, and Assistive Technology. If the student does not have the accommodation selected in PearsonAccess^{next}, the test administrator will need to mark the student’s test complete, void the original test, and assign a new test with the correct accommodation.
- Other accommodations can be turned on once a student has started testing: Alternative Background and Font Color, Answer Masking and Spell Checker. Exit the student from the test, update the student’s Personal Needs Profile in PearsonAccess^{next}, and then sign the student into TestNav.

Q: A student has completed testing, but the student’s record is in “Active” status in PearsonAccess^{next}. What should we do?

A: If the student exits the test incorrectly by simply turning off the device, the student’s record may remain in “Active” status. The student’s responses have not been lost, but the test administrator should verify that the student has responded to all the test questions by following these steps in PearsonAccess^{next}. Navigate to the “Students in Session” page, and locate the student record. The test administrator should click on the student’s “Active” status to view the “Student Test & Item Progress” screen. He or she can then verify that the student has responded to all the test questions.

If the test administrator sees on this screen that all the test questions were answered, he or she can mark the PAN Session complete.

If any responses are missing, the test administrator may need to locate and upload the student’s responses that were saved locally. Follow the instructions in the TestNav User Guide (<https://support.assessment.pearson.com/x/DAACAQ>).

