MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Massachusetts Comprehensive Assessment System

TEST ADMINISTRATOR'S MANUAL

Computer-Based Tests

GRADES 3–8

ELA	April 1–May 3
Mathematics	April 2–May 24
STE (Grades 5 and 8)	April 3–May 24

HIGH SCHOOL

Grade 10 ELA	March 26–29
Grade 10 Mathematics Including English/Spanish Edition	May 21–24
Biology and Introductory Physics Field Tests	June 6 *(Recommended Date)*

SPRING 2019

This document was prepared by the Massachusetts Department of Elementary and Secondary Education

Jeffrey C. Riley
Commissioner

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Important Contact Information and Resources

Contact	MCAS Service Center
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, including filling out the Materials Summary and the PCPA • locating resources • shipments of materials
Hours	7:00 a.m.–5:00 p.m., Monday–Friday
Web	**mcas.pearsonsupport.com** Use this website to access training modules and other materials to support test administration, including a link to the MCAS Service Center website (mcasservicecenter.com) where schools will access the PCPA and order additional materials.
Email	**mcas@measuredprogress.org**
Telephone	800-737-5103
Fax	877-325-4421

Contact	DESE Office of Student Assessment Services
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 your 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 Between 7:00 a.m. and 8:00 a.m. during the test administration window, 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**
Email	**mcas@doe.mass.edu**
Telephone	781-338-3625
Fax	781-338-3630

Spring 2019 Test Administration Schedule for CBT

Grades 3–8

MCAS Subject Area Test	Allowable Administration Dates	Recommended Testing Times
Grades 3–8 ELA	April 1–May 3 (Note: ELA testing ends earlier than Mathematics/STE.)	2 to 2½ hours per session *(updated for 2019)*
Grades 3–8 Mathematics	April 2–May 24	1½ hours per session
Grades 5 and 8 STE	April 3–May 24	1¼ hours per session *(updated for 2019)*

Grade 10/High School

MCAS Subject Area Test		Sessions	Allowable Administration Dates	Recommended Testing Times
Grade 10 English Language Arts	**Prescribed administration dates** *Test the maximum number of students who can participate concurrently.*	ELA Session 1	March 26	2½ hours per session *(updated for 2019)*
		ELA Session 2	March 27	
	Administration dates if needed *Test the remaining students who did not participate in the first set of dates due to technology/device limitations.*	ELA Session 1	March 28	
		ELA Session 2	March 29	
	Last date for regular make-up testing		April 4	
Grade 10 Mathematics	**Prescribed administration dates** *Test the maximum number of students who can participate concurrently.*	Mathematics Session 1	May 21	1½ to 2 hours per session *(updated for 2019)*
		Mathematics Session 2	May 22	
	Administration dates if needed *Test the remaining students who did not participate in the first set of dates due to technology/device limitations.*	Mathematics Session 1	May 23	
		Mathematics Session 2	May 24	
	Last date for regular make-up testing		May 30	
High School Biology and Introductory Physics Field Tests	Biology field test	May 28–June 14 Recommended date: June 6 Schools may not administer the field tests on June 3, 4, or 5 (i.e., the day prior to the operational high school STE test dates or the operational test dates).		45 minutes *(one session only for each field test)*
	Introductory Physics field test			

Notes:

- Your principal will provide you with instructions and a schedule for administering test sessions.
- Schools should plan for one short, supervised break per session (3–5 minutes) to be given at each test administrator's discretion, with the exception of the high school Biology and Introductory Physics field tests.
- The icon is used in this manual to indicate information related to accessibility, accommodations, students with disabilities, and EL students.
- **Review this manual before the Test Administrators' Training with your school principal.**

Table of Contents

Important Contact Information and Resources ..... **i**

Spring 2019 Test Administration Schedule for CBT ..... **ii**

Part I **MCAS Test Security Requirements** **1**

A. Responsibilities of the Principal and Designee 3
B. Shared Responsibilities of Principals, Test Administrators, Technology Staff, and Other School Personnel Authorized to Have Access to Secure Materials 4
C. Responsibilities of Test Administrators 5
D. Testing Irregularities 7

Part II **MCAS Test Administration Protocols** **11**

A. Accounting for and Distributing Secure Materials 12
B. Materials Required, Permitted, and Prohibited during Testing 12
C. Scheduling Test Sessions 18
D. Assisting Students with Technology during Testing 20
E. Administering Accommodations, including for Students with an Injury to their Hand or Arm at the Time of Testing 21

Part III **Tasks to Complete Prior to Test Administration** **23**

A. Receive This Manual and Document Receipt 24
B. Attend Test Administrators' Training 24
C. Prepare the Testing Space 26
D. Prepare to Provide Universal Accessibility Features (UFs) and Designated Accessibility Features (DFs) 27

Part IV **Administering the Student Tutorial and the Practice Tests** **29**

A. Administering the Student Tutorial 30
B. Administering the Practice Tests 30

Part V **Administering English Language Arts Test Session 1** **33**

A. Materials Needed for Session 1 34
B. Before Students Arrive 34
C. As Students Arrive 36
D. Administer Session 1 37
E. Recommended Scripts to Read for a Supervised Lunch or Restroom Break 44

Part VI **Administering English Language Arts Test Session 2** **45**

A. Materials Needed for Session 2 46
B. Before Students Arrive 46
C. As Students Arrive 47
D. Administer Session 2 48
E. Recommended Scripts to Read for a Supervised Lunch or Restroom Break 54

Part VII **Administering Session 1 of the Mathematics Tests and the Grades 5 and 8 STE Tests** **57**

A. Materials Needed for Session 1 58
B. Before Students Arrive 59
C. As Students Arrive 60
D. Administer Session 1 61
E. Recommended Scripts to Read for a Supervised Lunch or Restroom Break 68

Table of Contents

Part VIII **Administering Session 2 of the Mathematics Tests and the Grades 5 and 8 STE Tests 71**

A. Materials Needed for Session 2 72
B. Before Students Arrive 73
C. As Students Arrive 74
D. Administer Session 2 75
E. Recommended Scripts to Read for a Supervised Lunch or Restroom Break 81

Part IX **Administering the Student Questionnaires 83**

A. Administering the Questionnaire 84
B. Steps to Take if Students Do Not Complete the Questionnaire 85

Part X **Administering the High School Biology or Introductory Physics Field Test Session 87**

A. Materials Needed for the Field Test Session 88
B. Before Students Arrive 89
C. As Students Arrive 90
D. Administer the Session 91
E. Recommended Scripts to Read for a Supervised Lunch or Restroom Break 96

Appendix A **Administering the English/Spanish Edition of the Grade 10 Mathematics Test 97**

A. Administering the Practice Tests 98
B. As Students Arrive for Mathematics Session 1 99
C. Administer Session 1 100
D. As Students Arrive for Mathematics Session 2 107
E. Administer Session 2 107
F. Recommended Scripts to Read for a Supervised Lunch or Restroom Break 114

Appendix B **How to Use the "Students in Sessions" Screen and How to Resume Students' Tests 115**

Appendix C **Additional Instructions for Computer-Based Testing and Troubleshooting Steps 121**

Appendix D **Procedures for Reading the Test Aloud to Students 131**

Appendix E **Procedures for Signing the Test for Students Who Are Deaf or Hard of Hearing 135**

Appendix F **Procedures for Approving Bilingual Word-to-Word Dictionaries 139**

Part I

MCAS Test Security Requirements

MCAS Test Security Requirements

The purpose of the Massachusetts Comprehensive Assessment System (MCAS) is to elicit valid results showing what students know and can do in the tested subjects. The purpose of the MCAS Test Security Requirements is to protect the validity of those results.

Principals and school personnel authorized to have access to secure materials and test content must follow the requirements listed below and may not participate in, direct, assist in, encourage, or fail to report any testing irregularity or act of misconduct.

Principals are responsible for ensuring that all test administrators and school personnel authorized to have access to secure materials and test content are trained in and comply with the requirements and instructions contained in this part of the *Principal's Administration Manual* (PAM) and in the *Test Administrator's Manuals* (TAMs).

Principals in schools that are conducting the MCAS Alternate Assessment (MCAS-Alt) are also responsible for ensuring that MCAS-Alt portfolios comply with the requirements and instructions contained in the *2019 Educator's Manual for MCAS-Alt* and the *Principal's Manual for MCAS-Alt*. Principals must monitor the alternate assessment process to ensure that students' work is not duplicated, altered, or fabricated in any way that is false or portrays the students' performance inaccurately.

Please note the following definitions for the purposes of this section and this manual:

- "**Secure**" content and materials include the following:
  - test questions not publicly released by the Department
  - any onscreen test content (e.g., ELA passages)
  - student responses to test questions
  - student testing tickets
  - proctor testing tickets (for certain accommodations)
  - used scratch paper

  The following secure testing materials must be tracked using internal tracking forms:
  - student testing tickets
  - proctor testing tickets
  - used scratch paper (Scratch paper must be accounted for on tracking forms but individual sheets do not need to be counted.)
- "**Access**" refers to handling secure testing materials, but does not include viewing test content, which is prohibited. Students may never transport secure testing materials, including from their initial testing room to a test completion room.
- "**Locked storage area**" refers to the central locked area that must be used to store all secure materials when they are not in use. Principals must restrict access to the locked storage area to only those school personnel authorized by the principal to handle secure materials. For example, custodial or cleaning staff may not enter or access the locked area where the principal stores secure materials.

Each principal must complete the Principal's Certification of Proper Test Administration (PCPA) to certify that the school has followed proper MCAS test security requirements and test administration protocols. See www.doe.mass.edu/mcas/testadmin/forms for the certification statements to which the principal must attest.

A Responsibilities of the Principal and Designee

1. Before testing, review your plans for maintaining test security with your superintendent so that he or she is comfortable with the procedures in the school building.

- As part of your review, your superintendent may ask you to use the optional Superintendent's Assurance of Proper Test Administration form found at www.doe.mass.edu/mcas/testadmin/forms to document your preparations (a form is not required but the review is).

2. Authorize specific personnel to serve as test administrators, and train them to properly administer MCAS tests. Designate other school personnel as necessary to maintain a secure test administration (e.g., personnel permitted to access secure test materials, personnel to serve as hallway or restroom monitors, technology coordinators) and train them in MCAS security requirements.

- Before the training session, distribute
  - a copy of the appropriate TAM to every test administrator, and
  - a copy of the test security requirements to all school personnel who have access to secure materials (available at www.doe.mass.edu/mcas/testadmin/).
- Document that all test administrators have received TAMs and that school personnel who have access to secure materials have received the test security requirements (see the sample form at www.doe.mass.edu/mcas/testadmin/forms).
- Train test administrators prior to test administration. The PAM and TAMs describe the protocols necessary to conduct a proper MCAS test administration.
- For test administrators who provide accommodations to students with disabilities, or English learners (EL students), provide training in the implementation of accommodations in accordance with Appendix C of the PAM and the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests* (available at www.doe.mass.edu/mcas/accessibility).

3. Instruct students in MCAS test security requirements. Student test results may be invalidated if they engage in any of the following activities during a test session (including after turning in their test materials, during a break, or during the transition to a test completion area):

- duplicating any portion of secure test content
- accessing prohibited materials such as cell phones or other electronic devices (see lists in Part II, section B) for any purpose, including accessing the Internet for any purpose
- communicating with other students (e.g., talking, whispering, writing notes)
- looking at any other student's test booklet, answer booklet, or computer screen
- consulting notes, books, or instructional materials during testing
- Their test results may also be invalidated if they discuss secure test content or their responses to questions with anyone, including teachers.

4. Develop local policies and procedures to ensure proper test security at all times.

- Schedule tests to avoid conflicts with recess or lunch (see Part II, section C, for more information about scheduling test sessions).
- Ensure that tests are administered within the prescribed window and in the prescribed order (for grades 3–8) and on the prescribed days (for high school).
- Ensure that hallways are properly monitored during testing so that students are supervised at all times when they leave testing rooms (e.g., to use the restroom or transition to a test completion room).
- Ensure that test administrators administer tests according to section C on the following pages.

5. Keep secure MCAS materials in locked central storage when MCAS tests are not being administered.

- Account for all secure materials at the end of each test session and keep them in the locked storage area when not in use.
- Restrict access to the locked storage area to only those school personnel authorized to have access to secure materials.

6. Monitor printing, distribution, and collection of materials.

- Student testing tickets and proctor testing tickets must be printed, distributed, and collected after testing.
- Used scratch paper must be accounted for and tracked during testing.

7. Securely destroy the following materials after testing.

- Student testing tickets, proctor testing tickets, and used scratch paper (i.e., written on by students) must be securely destroyed (e.g., shredded) following testing.

B Shared Responsibilities of Principals, Test Administrators, Technology Staff, and Other School Personnel Authorized to Have Access to Secure Materials

1. Receive training in test security requirements and test administration protocols.

- While all principals are encouraged to participate in one of the Department's training sessions on MCAS test security and test administration protocols in January 2019, new principals are expected to participate. Principals who cannot participate on one of those dates may view a recording to fulfill the expectation.
- Test administrators, test coordinators, and other school personnel authorized to have access to secure materials must attend the school training session. See www.doe.mass.edu/testadmin/forms for a sample form that principals may use to document participation, and see Part III, section B, for more information about training.

2. Document the location of secure materials at all times according to instructions in Part II, section A.

- Track secure materials using the sample Secure Materials Internal Tracking Form at www.doe.mass.edu/mcas/testadmin/forms or a similar document (principals keep these forms on file for three years). See Part III, section A, of the PAM for more information about requirements for internal tracking forms.

- The principal/designee and each test administrator must independently count testing tickets before signing the tracking forms and transferring custody of the tickets.
- Do not leave testing tickets or other secure MCAS materials unattended at any time unless they are locked in the secure storage area.

3. Ensure the security of testing rooms (see Part III, section C for additional information).

- Do not allow unauthorized persons to enter the testing room. This includes parents, researchers, reporters, students not scheduled to be testing at the time, and any school personnel (including teachers) not assigned to the room as test administrators.
- School administrators, district personnel, and Department observers may enter testing rooms to monitor and observe testing procedures.
- 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.

4. Ensure the security of test content.

- Do not discuss or in any way reveal the contents of test questions or student responses to test questions before, during, or after test administration. Because MCAS test questions are secure and confidential until the Department releases them publicly, school personnel should not discuss or review test questions with students or adults even after testing has been completed.
- Do not duplicate any secure test content, including but not limited to audiotaping, videotaping, photographing, photocopying, typing, or copying by hand.
- Do not remove testing materials from the school.[1]
- Do not allow scratch paper to be retained, discarded, or otherwise removed by students.
- Be sure that testing tickets and used scratch paper have been securely destroyed after testing.
- Do not allow students access to secure test questions prior to testing.
- Do not read or view any student responses.
- Do not change any student responses.

C Responsibilities of Test Administrators

1. Receive training from the principal/designee in administering test sessions properly and securely.

- Review the TAMs and all relevant test security requirements before administering test sessions.
- Attend the training session led by the principal/designee before test administration. Sample form that principals may use to document participation in training and receipt of TAMs can be found at www.doe.mass.edu/mcas/testadmin/forms.
- Understand and follow the protocols related to administering tests to students with disabilities and EL students and protocols related to administering accessibility features.

[1] The only exception is for principals who receive prior written permission from the Department to test a student in an alternate setting. Alternate setting requests must be resubmitted to the Department for approval for each test administration, even if approved for a previous administration.

MCAS Test Security Requirements

2. Administer all tests according to appropriate protocols.

- Administer tests during the prescribed testing window, and in the prescribed order (for grades 3–8) and on the prescribed days (for high school).
- Follow the directions and read the scripts in this manual (and in any subsequent updates provided to principals by the Department) verbatim to students.
- Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (see page 26).
- Provide students with all required test materials as listed in this manual.
- Prevent the use of prohibited materials (see Part II, section B, for lists of required/permitted and prohibited materials). Note that results will be invalidated for students who use cell phones or other prohibited electronic devices during a test session, including after a student turns in his or her test materials, during a break, and during the transition to a test completion area.

3. Focus full attention on the testing environment at all times.

- Monitor the testing process by circulating around the room frequently. When not circulating around the room, test administrators should maintain a clear view of the students and keep their attention focused on them.
- Ensure that students are not left unsupervised during testing, including during breaks and during transitions to test completion locations.
- A test administrator may view students' tests on-screen only for the purpose of reading aloud selected words during the Mathematics or Science and Technology/Engineering (STE) tests as part of Universal Accessibility Feature 10 (UF10), or in order to assist a student who is having difficulty with the computer interface. See Part II, section D, for more information about assisting students with the computer interface.
- Students must work only on the test session being administered, and test administrators may not unlock a test session in PearsonAccess^{next} other than the one being administered. (A student cannot review a prior test session or go ahead to the next test session without the test session being unlocked by a test administrator.)

4. Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.

- Ensure that students do not consult notes, textbooks, or other teaching materials; do not access the Internet (except through the online student testing platform during testing); do not share test questions with other students; and do not consult other students, school personnel, or anyone else during testing.
- Ensure that students do not access the Internet outside of the online student testing platform or other applications.

5. Do not give students any assistance or make suggestions for responding to any test question.

- Test administrators must not coach a student during testing or alter or interfere with a student's response in any way. Examples of coaching include, but are not limited to,
  - › providing answers to a student
  - › indicating that a student has answered a question incorrectly or left a question blank

- defining words or providing synonyms
- spelling words
- influencing a student's responses by offering hints, clues, cues, gestures, facial expressions, nods, or changes in voice inflection
- altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or multiple-choice answer option
- providing any manner of assistance that could impact a student's answers, including testing strategies
- suggesting that a student write more on a question, check his or her work, or review or reconsider a question

- At any time during a test session, a test administrator may repeat a portion of the TAM script if necessary for clarification.

6. Follow proper procedures for administering accommodations to students with disabilities and EL students.

- Ensure that students are only provided accommodations that are listed specifically for use during MCAS testing in an approved IEP or a 504 plan, or that were documented as accommodations for EL students.
- Follow guidelines on proper provision of MCAS accommodations as prescribed in Appendix C of the PAM and in the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.
- Test administrators for students who will be provided certain accommodations must sign an MCAS Nondisclosure Acknowledgment prior to their receipt of secure test materials. Principals must keep signed Nondisclosure Acknowledgments in the school files for three years. See Appendix C of the PAM for more information about which test administrators this requirement applies to, and see www.doe.mass.edu/mcas/testadmin/forms for the MCAS Nondisclosure Acknowledgment.

D Testing Irregularities

Testing irregularities are incidents that represent a deviation from prescribed testing procedures. Testing irregularities may include student impropriety, errors in providing accommodations, educator misconduct, or the mishandling of secure test materials.

1. School Observations

In order to ensure the security and proper administration of the MCAS program, the Department conducts announced and unannounced monitoring visits to schools to observe the procedures followed during test administration. This may include entering testing rooms to observe students and test administrators directly. The principal or designee should prepare to meet the observers upon their arrival and also be available during the observation to answer any questions. School staff may contact the Department's Student Assessment Services Unit at 781-338-3625 to verify the identity of Department observers.

MCAS Test Security Requirements

Department observers will confirm that all test security requirements in Part I of the PAM are being met, including the following:

- Materials are stored properly.
- Staff have been trained.
- Test administrators are administering tests appropriately.
- The testing environment is secure.

2. Mandatory Reporting of Irregularities by All Personnel

Principals must contact their superintendent and the Department at 781-338-3625 immediately after an irregularity occurs. Test administrators and other school personnel must contact their principal or superintendent and the Department. If any school or district employee with knowledge of a test irregularity has questions about his or her reporting obligations, the Department can be consulted at 781-338-3625. Failure to report irregularities may result in sanctions.

It is recommended that parents/guardians be informed when a student-specific irregularity is reported to the Department.

When reporting an irregularity to the Department, the following information should be provided:

- a description of the alleged incident and the date it occurred
- the name of the school involved, along with the district and school code
- the name(s) of the individual(s) involved in the incident
- the specific test(s) and specific session(s) affected
- in student-specific reports: the student's name, date of birth, grade, and State-Assigned Student Identifier (SASID)

3. Anonymous Reporting of Testing Irregularities

On occasion, individuals contact the Department anonymously to allege that testing irregularities have taken place. These allegations are investigated if sufficient information is provided. Testing irregularities can be reported anonymously in the following ways:

- calling the Student Assessment Services office at 781-338-3625
- emailing information about the irregularity to mcas@doe.mass.edu

4. Investigations into Irregularities

In response to a report of a serious irregularity, the Department may contact the school principal or district superintendent, ask that he or she conduct a local fact-finding investigation into the alleged irregularity, and require that he or she report back to the Department in writing, within an established time frame, regarding the results of the investigation. The Department may also perform its own independent investigation. Once the Department determines whether an irregularity has taken place, the Department will notify the school and district about any potential consequences which may follow from this determination.

5. Investigations Based on Statewide Data Analysis

In order to ensure the validity of MCAS data and the integrity of the assessment system, the Department performs statewide data analysis on all schools' and districts' MCAS test results. Anomalous results are examined more closely and may be investigated. A school's MCAS test results may be placed temporarily under review until the investigation is concluded.

6. Consequences

Testing irregularities or misconduct may result in any or all of the following:

- delay in reporting of district, school, or student results
- invalidation of district, school, or student results
- prohibition of school personnel from participating in a future MCAS test administration, with required training from Department staff in Malden prior to administering MCAS tests again
- formal letter of reprimand for licensed educators
- licensure sanctions for licensed educators
- criminal sanctions

Consequences imposed by the Department or law enforcement do not limit a local district's authority to impose its own sanctions up to and including termination.

Part II

MCAS Test Administration Protocols

A Accounting for and Distributing Secure Materials

It is the responsibility of the test administrator to account for secure materials and to document the following on the Secure Materials Internal Tracking Forms:

- the receipt from the principal/designee of a specific number of student testing tickets and if applicable, proctor testing tickets, and the receipt of materials for accommodations
- the return to the principal/designee of a specific number of student testing tickets and if applicable, proctor testing tickets, and the return of materials for accommodations
- the return to the principal/designee of all used scratch paper

Test administrators must independently count testing tickets before signing the tracking sheet when receiving and returning materials. All secure materials assigned to you must be returned to the principal following each test administration.

The school and district will be held responsible for any secure materials that were not returned to the principal.

B Materials Required, Permitted, and Prohibited during Testing

1. Materials for Test Administrators

- 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 accommodations will also need to use their own computer in order to use a proctor testing ticket and therefore be provided with a test administrator edition of the test (more information is available in Appendices D and E).

- Proctor testing tickets

  Proctor testing tickets contain the login information that test administrators need to access online tests when they are assigned to read tests aloud or sign tests to students. There is one separate proctor testing ticket for each Read Aloud session. The same proctor testing ticket is used for all sessions of a test. A sample proctor testing ticket is shown below:

Proctor Testing Ticket

Session Name	TEST SESSION
Test	Grade 8 ELA

IMPORTANT NOTE FOR TEST ADMINISTRATORS: This testing ticket should ONLY be used by the test administrator to log into TestNav when administering the Human Reader or Human Signer accommodation. No responses should be entered into the test using this Proctor Testing Ticket, as they will not be saved; students must log in using their own Student Testing Ticket. When you are ready to access the test, log into the TestNav app on your device.

Username	proctor111111
Password	111aaa

Prior to the day of testing, principals/designees must print out proctor testing tickets and distribute to test administrators. It is important that proctor testing tickets are used only by test administrators, and not mistakenly given to students, because no responses are captured or saved in a test accessed with a proctor testing ticket.

2. Materials REQUIRED for Student Use

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

- a device for testing that meets technical specifications (support.assessment.pearson.com/x/HwYcAQ)

  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 keyboards are used during instruction and essay writing.

- 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 may 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. Students may view the pages they already turned in, upon request, as long as they only have three pages at one time.)
  - › 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 scratch paper if the paper is completely blank.
  - › Scratch paper that has been written on during Session 1 of a test may not be used in Session 2; students will need new paper.
- a writing instrument for use on the scratch paper
- Student testing tickets

  Student testing tickets contain the login information that students need to type in to begin each test session. There is one separate student testing ticket for each grade and subject area test (e.g., one student testing ticket for Jonathan Ward for grade 8 English Language Arts and a separate student testing ticket for Jonathan Ward for grade 8 Mathematics). The same student testing ticket is used for all sessions of a test. A sample student testing ticket is shown below:

STUDENT TESTING TICKET

Student: WARD, JONATHAN A
Student ID: 9999999999
Session: TEST SESSION
Date of Birth: 2007-01-01
Test: Grade 8 ELA

Please raise your hand if any of the information above is incorrect. Your test administrator will give you instructions before beginning the test. You will need to enter in the username and password below.

Username: 1111111111 **Password:** 111aaa

(Optional) School testing device ID: Session 1 _____ Session 2 _____

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 A, of the 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, as directed by the TAM, 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.

3. Materials PERMITTED for Student Use

- pens, pencils, highlighters, and colored pencils for use on scratch paper
- handheld calculators for the specific tests/sessions listed on the following pages
  - › Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators.
  - › The Department recommends that handheld calculators be equivalent to the ones embedded in the grade-specific online testing platform (see the charts in section 4).
  - › Schools should make handheld calculators available to students for the appropriate Mathematics tests and the Introductory Physics field test.
  - › Although the grades 5 and 8 STE tests and the Biology field test are designed to be taken without the aid of a calculator, a calculator is embedded online, and students may use handheld calculators if they want to.
- printed reference sheets for the tests listed above
  - › The Department strongly recommends providing printed reference sheets for students to use in addition to the one that appears in the student testing platform.
    - – Reference sheets are available at mcas.pearsonsupport.com/student/ for schools to print (printed copies cannot be ordered).
- equation editor guides and symbol keys for Mathematics and STE tests
  - › Schools may want to print out the equation editor guide for students taking Mathematics tests and the Introductory Physics field test. The symbol keys are for students using tablets.
  - › These sheets are available at mcas.pearsonsupport.com/student/ for schools to print (printed copies cannot be ordered).
- styluses for touch-screen devices, if used in regular instruction
- headphones for students with disabilities using the text-to-speech or line reader accommodation
- printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former EL students (See Appendix F for more information.)

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

Tools for Mathematics and STE tests are available in the student testing platform as described below:

Icon in the Following Tables	Description
	Students will have access to a grade-appropriate calculator as follows: • Mathematics Session 2 only › grade 7: five-function calculator › grades 8 and 10: scientific calculator • STE tests › grade 5: five-function calculator › grade 8 and the Biology and Introductory Physics field tests: scientific calculator
	Students can access the grade-specific Mathematics reference sheet in grades 5–8 and 10 and the reference sheet for the Introductory Physics field test by clicking on the "Exhibits" tab on the right side of the screen (shown at right). Note that the Introductory Physics reference sheet was updated for 2019.
	Students will have access to two rulers (a centimeter ruler and a 1/8 inch ruler) for the following tests: • Mathematics › grades 3–8 tests • STE › grades 5 and 8 tests › the Biology and Introductory Physics field tests
	Calculators are not permitted for grades 3–6 Mathematics (both sessions) and for grades 7–8 and 10 Mathematics Session 1.

a. Tools Available for Mathematics

Grade	Tools Available for Session 1	Tools Available for Session 2
3	centimeter ruler and 1/8-inch ruler	centimeter ruler and 1/8-inch ruler
4	centimeter ruler and 1/8-inch ruler	centimeter ruler and 1/8-inch ruler
5	reference sheet; centimeter ruler and 1/8-inch ruler	reference sheet; centimeter ruler and 1/8-inch ruler
6	reference sheet; centimeter ruler and 1/8-inch ruler	reference sheet; centimeter ruler and 1/8-inch ruler
7	reference sheet; centimeter ruler and 1/8-inch ruler	five-function; reference sheet; centimeter ruler and 1/8-inch ruler
8	reference sheet; centimeter ruler and 1/8-inch ruler	scientific; reference sheet; centimeter ruler and 1/8-inch ruler
10	reference sheet	scientific; reference sheet

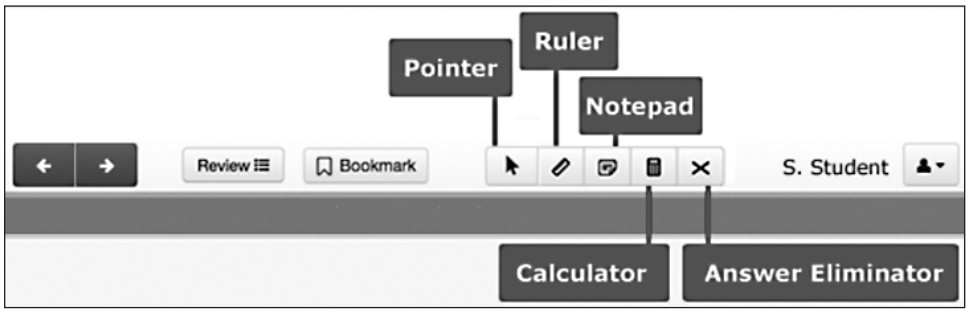
b. Tools Available for STE

Grade/Subject	Tools Available
5	five-function; centimeter ruler and 1/8-inch ruler
8	scientific; centimeter ruler and 1/8-inch ruler
Biology Field Test	scientific; centimeter ruler and 1/8-inch ruler
Introductory Physics Field Test	scientific; centimeter ruler and 1/8-inch ruler; reference sheet

c. Additional Tools

The following tools are embedded in TestNav:

- Pop-up glossary (Certain words during the ELA test will have a dotted line below them that students may select to display a definition.)
- Highlighter (Students can select and drag over the words they want to highlight and unhighlight. There are two colors: blue and pink.)
- Other tools are shown in the toolbar below:



Note: Notes that students type in the notepad tool and text that students highlight will not carry over from screen to screen. Students are made aware of this in the scripts that their test administrators read to them.

5. Materials PROHIBITED during Testing

a. Materials PROHIBITED during Testing

Prohibited materials include, but are not limited to, materials that must be covered or removed from the testing space (see page 26) as well as the materials listed below. Materials listed in section b below are not permitted at any time during test sessions, and materials listed in section c may only be provided after a student has turned in his or her test materials. None of the materials in section b or c are permitted while a student has his or her test materials.

b. Materials NOT PERMITTED at Any Time during a Test Session

Materials listed in this section **are NOT permitted at any time during test sessions**, including after a student turns in his or her test materials, during a break, or during the transition to a test completion area. See www.doe.mass.edu/mcas/testadmin/forms for a poster that can be displayed during testing showing examples of prohibited materials.

- 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 in Appendix C of the PAM)
  - › any device capable of taking photographs
  - › game consoles
  - › pocket translators

- › calculators (except for the tests and sessions listed in the previous section)
- › computers or electronic tablets other than the one being used for testing
- › any device that provides access to the Internet (such as certain calculators and fitness trackers) other than the ones being used for testing
- › 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)
- handheld rulers (The only rulers that students need are included in the student testing platform.)

c. 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., marked the test complete), and at the principal's discretion.

- books
- textbooks for subjects other than the one being tested
- notebooks or other notes, as well as flags or sticky 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 submits his or her test, 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 this manual 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 Part III, section B, for more information about the Test Administrators' Training.

C Scheduling Test Sessions

Your principal will provide you with the schedule for administering tests based on the guidance and requirements of the PAM. Below is information that will be useful to you as you prepare for administration.

1. Testing Time

MCAS tests are untimed. However, test sessions have been designed to be completed within the recommended testing times listed on page ii.

2. Test Completion

Students who require time beyond the regularly scheduled test session may take it, as long as they are working productively. To that end, test administrators read scripts in this manual to guide students

through the test session and inform them of the time available. Students may be moved to another location to finish testing but must be supervised at all times during the transition.

It is recommended that students complete each test session on the same device. Therefore, whenever possible, the student should bring his or her testing device to a test completion location.

For schools that choose to administer more than one test session on the same day, if a student has not completed the first test session by the time that his or her class begins the next test session, he or she must finish working in the first test session before beginning the next one. The next test session can be administered to the student in a separate setting from the regularly administered one (as always, the test administrator must follow all protocols in this manual).

3. Same-Day Requirement

No test session may extend beyond the end of the regular school day, and any individual test session must be completed on the same day on which it begins.

See section 5 on the following page for the two exceptions to this policy.

The scripts in this manual that are read aloud throughout the session will help remind students how much time they have, so extra time should not generally be needed beyond the end of a regular school day. However, a principal may provide a student with a **maximum** of 15 additional minutes to review and complete his or her work, provided that

- the student requests the additional time him- or herself;
- transportation is arranged if necessary (e.g., the school bus is held for the student, the student's parent/guardian is contacted); and
- a test administrator stays with the student until the end of the allotted time.

Alternatively, if testing must occur on an "early release" day, arrangements must be made for test administrators to stay with students who have not finished their work until the time at which school would end on a regular school day.

4. Breaks and Lunch

Extended breaks, including recess for younger students, may not be scheduled in the middle of a test session. The Department recommends that students be provided snacks, drinks, and the opportunity to use the restroom before the beginning of the test session. However, students are permitted to use the restroom one student at a time during the test session. **Students must be supervised at all times between the testing room and the restroom.**

Principals are responsible for ensuring that tests are scheduled to avoid conflicts with lunch; however, if a lunch break is required during testing, lunch shall be brought to the students in the testing area. If this is not feasible, test materials must be secured, and students must be escorted to the lunchroom, instructed that they may not discuss the test and that they still may not access any prohibited materials, sufficiently monitored to prevent discussion of test questions during the entire lunch period, and escorted back to the testing location. The Department recommends signing students out of TestNav during a lunch break.

Schools may plan for one short, supervised break per test session (3–5 minutes) to be given at each test administrator's discretion. Test administrators must maintain security during the break (e.g., students may not discuss the test).

Test administrators should instruct students approximately midway through a session 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 the *Test Administrator's Manuals*.

5. Procedures for Students Who Become Ill During a Test Session or Experience a Technology Failure

If a student becomes ill during testing or a student experiences a technology failure and cannot complete the session that day, the school may allow the student to complete the session on another day. The student should be instructed not to discuss the test, and the school should provide a closely-monitored make-up session, during which the student may complete the test, but may not return to any questions he or she previously answered.

6. 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 log back into TestNav and continue testing. Refer to Appendix B 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 while any student is out of the room.

D Assisting Students with Technology during Testing

Test administrators may assist students during testing with technology-related problems.

Examples of **ALLOWABLE** assistance, after a student tries but cannot accomplish a task, include the following:

- signing students in to TestNav
- pointing to a tool button that the student cannot find (e.g., the calculator or answer eliminator button)
- helping a student use the drag-and-drop feature
- showing how to move through the test using the arrow keys
- helping a student submit his or her test

Examples of **PROHIBITED** assistance:

- telling a student to use the calculator or a specific tool on a particular question
- guiding a student to the correct answer when using the drag-and-drop feature

E Administering Accommodations, including for Students with an Injury to their Hand or Arm at the Time of Testing

Your principal will inform you if your group of students includes one or more students being tested with accommodations, including students with an injury to their hand or arm (e.g., broken bone or fracture). Many schools give a scribe accommodation (accommodation A10.1 or special access accommodation SA3.1), or speech-to-text accommodation (accommodation A10.2 or special access accommodation SA3.2) for students with such an injury, and other accommodations may be appropriate as well. Principals must develop a 504 plan for these students; see your principal for details. Appendix C of the PAM contains instructions for administering these accommodations.

The table below shows where you can find more information in this manual about specific accommodations.

Special Edition/Accommodation	Instructions to Follow
Reading the test aloud to students (accommodation A5 and special access accommodation SA1.2, and EL accommodation EL3.2)	Appendix D
Signing the test for a student who is deaf or hard of hearing (accommodation A6 and special access accommodation SA2)	Appendix E
Approving bilingual word-to-word dictionaries	Appendix F

Test administrators for students with disabilities using accommodations A2, A3.1, A5, A6, A8, A10, A13, A14, and A15, special access accommodations SA1.2, SA2, SA3, and SA6, and English learner accommodations EL3.2 and EL4 must sign an MCAS Nondisclosure Acknowledgment prior to viewing secure test materials. Your principal will provide you with the form to sign and return to him or her.

Part III

Tasks to Complete Prior to Test Administration

A Receive This Manual and Document Receipt

Test administrators will receive their TAMs to review before the school's training session and should familiarize themselves with test security requirements, protocols, and procedures.

Your principal will ask you to document that you have received your manual.

B Attend Test Administrators' Training

1. Training in Test Security Protocols

Before test administration, the principal or designee must meet with test administrators, technology staff, and other personnel authorized to have access to secure materials to explain the test security protocols and procedures that will be followed at the school.

During the training session, the principal will need to do the following:

- Describe the test security requirements contained in Part I of this manual
- Confirm that all involved school personnel understand those requirements
- Describe local procedures for meeting test security and administration protocols
- Provide an orientation to the major tasks that will be completed during test administration
- Emphasize that all test administrators must read and familiarize themselves with the TAMs before administering MCAS tests.

The TAMs contain optional scripts as described below. Test administrators must be informed at the training session if they will read the scripts or if the school will develop an alternative version.

- whether test administrators will read the recommended script in the "As Students Arrive" sections of the TAMs instructing students to put away cell phones and other electronic devices in their backpacks at the side of the room, or if a locally developed script will be used instead
- whether test administrators will read the scripts for students going to a supervised lunch, students transitioning to a test completion room, and students going to the restroom

Test administrators must also be informed about the decisions that have been made regarding other procedures such as

- whether students who arrive late for testing will be read the scripts quietly in the room, read the scripts outside the room, or scheduled for make-up testing
- how students will be supervised when they are out of the testing room, e.g. for a restroom break (hallway monitors, restroom monitors, escorts, etc.)
- whether testing tickets will be collected from students after they sign in to TestNav, or students will retain their testing tickets until the end of the session
- whether students will write down the ID numbers of their testing devices on their testing tickets
- how to contact the school administration if there are any problems during testing
- whether test administrators are expected to come to the central storage area to pick up testing materials or testing materials will be delivered to them
- whether students who finish early may be dismissed or must wait until the end of the scheduled session

Test administrators who will administer accommodations to students with disabilities should receive additional training at another time to ensure that accommodations are correctly provided.

2. Required Documentation

Test administrators must sign in to demonstrate that they attended a training session and to acknowledge that they received TAMs for the test(s) they will administer. Similarly, other school personnel who have access to secure materials must sign an acknowledgment that they received a copy of the test security requirements. A sample form for both of these activities can be found at www.doe.mass.edu/mcas/testadmin/forms but schools may develop two separate forms instead.

Principals must retain the following in their school files for three years: agendas, sign-in sheets, and any other relevant documentation to demonstrate they trained test administrators and other school personnel who have access to secure materials.

Test administrators who have been assigned to administer certain accommodations (listed in Appendix C of the PAM) are required to sign an MCAS Nondisclosure Acknowledgment form before administering the test. The training session may be a convenient time to have these test administrators sign the form, but it can be done any time before testing.

3. Training in Using PearsonAccess^{next} and Basic Technology

Review the troubleshooting FAQs in Appendix C, and view the online training modules posted at mcas.pearsonsupport.com/training. It is recommended that principals designate individuals to assist with tasks and share the modules as appropriate.

Modules to assist with pre-administration tasks

- Student Registration/Personal Needs Profile (SR/PNP)
- Infrastructure Trial for Test Coordinators and Test Administrators
- Infrastructure Trial for Technology Coordinators
- Creating Sessions in PAN
- Accessibility and Accommodations

Modules to assist with tasks to complete during testing

- Sessions Management in PAN
- Moving Students Between Sessions in PAN
- Resolving Incorrect Accommodations During Testing

Test administrators may need to conduct the following tasks.

- Assign and un-assign student tests and edit existing student tests.
- Download student test tickets.
- Confirm that their students have the correct test form assigned to them (e.g., text-to-speech).
- Start, pause, stop, and resume testing in PAN.
- Lock and unlock sessions.
- Monitor student progress in the online sessions.
- Close down testing devices.

Therefore, it is recommended that test administrators view the following modules:

- Accessibility and Accommodations
- Infrastructure Trial for Test Coordinators and Test Administrators
- Sessions Management

C Prepare the Testing Space

Before each test session, the testing space must be prepared as follows:

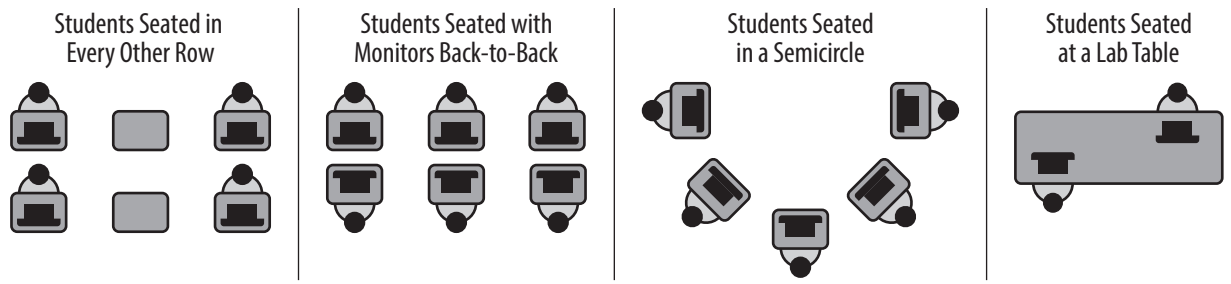
- Ensure that the room is free from noise or distractions and is adequately lit, ventilated, and furnished so that students can work comfortably and without disruption.
- Ensure that each student will have adequate work space and be sufficiently separated from other students to support a secure test environment.
- Cover or remove from the testing space all materials containing content in the subject area being tested, including any materials that might help students answer test questions. Examples of materials that must be covered or removed include, but are not limited to, posters, maps, charts, graphic organizers, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/ theorems. It is not necessary to cover or remove calendars, posters displaying the alphabet or consonant blends, or posters displaying the Pledge of Allegiance.
- Prepare a sign that reads "MCAS Testing—Do Not Disturb" to be posted on the door during each MCAS administration session (one is available to download and print from www.doe.mass.edu/mcas/testadmin/forms).

Other Security Considerations

The Department suggests that schools use the following seating arrangements as strategies to create a secure environment:

- Seat students at least two seats away from each other.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a wide semi-circle with all the students facing into the center of the circle.
- Seat students in every other row.
- Avoid the use of large, open areas (e.g., cafeterias).
- Seat students at opposite ends of a long lab table.

Examples of Seating Arrangements



Physical barriers can also be used:

- privacy screens on computer monitors
- tri-fold display boards around testing devices
- cardboard or heavy cardstock placed on desks or taped to the sides of monitors to create a barrier
- partitions between students sitting at the same long lab table

Regardless of how testing rooms are arranged, students must not have a view of any screen but their own.

Note that using physical barriers to shield students from each other can also shield them from test administrators, making it more difficult to see what students are doing (e.g., using notes or a cell phone). Thus, it is especially important that test administrators circulate frequently throughout the room and monitor what students are doing when physical barriers are used.

Additional Preparations

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, as well as extra testing devices if needed. 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. For details, visit download.testnav.com.

Be sure also to assign computers to test administrators to complete tasks in PearsonAccess^{next}.

D Prepare to Provide Universal Accessibility Features (UFs) and Designated Accessibility Features (DFs)

Your principal will inform you if any students in your assigned group will be using UFs or DFs. Some of these accessibility features require special preparation (e.g., alternative background and font, answer masking) and some require changes in test administration (e.g., frequent breaks, specific time of day, alternate test location).

The list of UFs and DFs can be found in Appendix C of the PAM.

Part IV

Administering the Student Tutorial and the Practice Tests

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. 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 primary 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 is a third way to access 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 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. (If your school is administering the practice tests as part of the Infrastructure Trial, follow the instructions in the *Infrastructure Trial Readiness Guide* instead of the steps below.)

- To access the practice tests with a web browser, go to mcas.pearsonsupport.com/student. Then select **View English Language Arts Practice Tests**, **View Mathematics Practice Tests**, or **Science and Technology/Engineering Practice Tests**, and select the grade. 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 appropriate subject and grade.

If you are administering the English/Spanish edition of the grade 10 Mathematics practice test, turn to page 98 for the Spanish script to read to students.

Follow the instructions below to administer the practice test.

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 the same kinds of questions 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 give you the opportunity to practice using the online tools that you will see on the actual 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 in the "Exhibits" tab
   - use the notepad for English Language Arts
   - use the following for STE: spell check, ruler, calculator, and equation editor

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, section D 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 responses to ELA constructed response and essay questions.

Part V

Administering English Language Arts Test Session 1

A Materials Needed for Session 1

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
   - student testing tickets
   - scratch paper (blank, lined, or graph) to distribute to students
   - pens or pencils for use on scratch paper
   - optional, grades 6 and above: Student Responsibilities during MCAS Testing forms

     If your principal has instructed you, have the students read the statement, sign the document, and return it to you.
   - proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
   - a form to assist you and your principal in tracking secure materials

Note: English-language dictionaries are not allowed during MCAS testing.

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. **Note: The Department recommends that this step be completed the day before testing.**

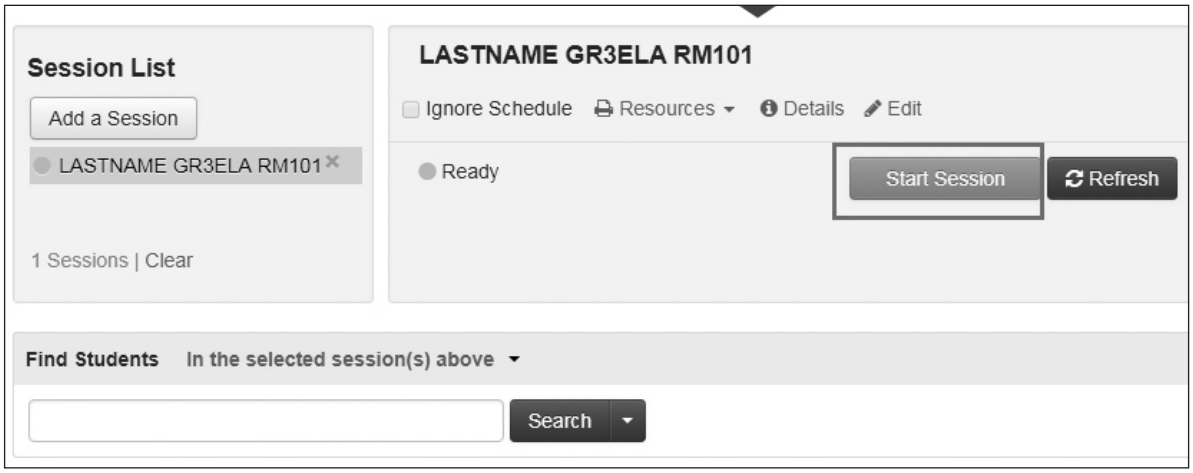
   On the test administrator device, log into PearsonAccess^{next} (mcas.pearsonaccessnext.com) and select either **Spring 2019 MCAS Gr. 3–8** or **Spring 2019 Gr. 10 ELA and Math** as appropriate from the Administration dropdown at the top of the screen. Go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**.

   You should review your roster which is found under the **Resources** dropdown and be prepared to administer any special forms (e.g., screen reader, text-to-speech) assigned to students.

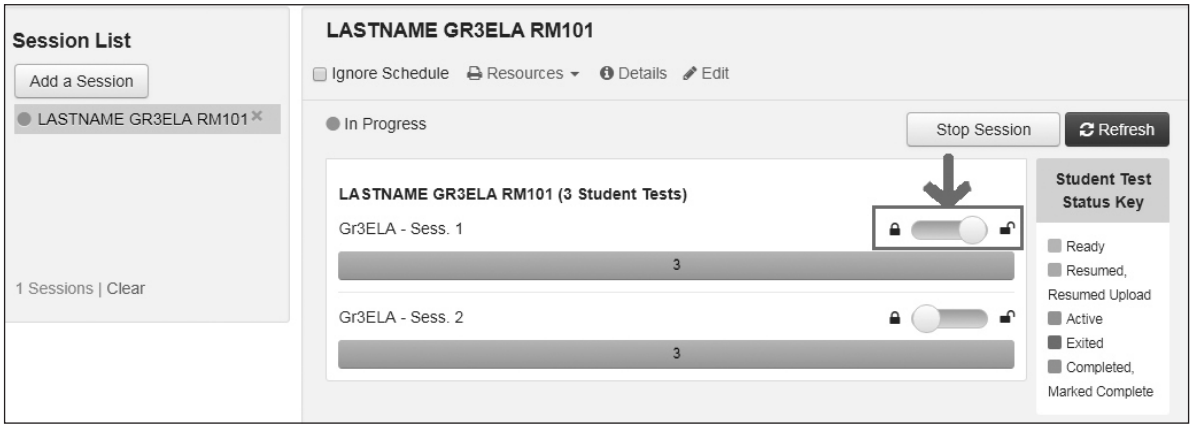
   Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable.

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. See Appendix C for the steps to do so.

2. Make sure the testing space has been appropriately prepared (see page 26).
3. Post the "Do Not Disturb" sign on the outside of the door of the testing space.
4. If your principal or test coordinator has not yet started your PAN Session, follow these steps to do so.
   - Log into PearsonAccess^{next} and select either **Spring 2019 MCAS Gr. 3–8** or **Spring 2019 Gr. 10 ELA and Math** as appropriate.
   - Go to the **Testing** tab and click **Students in Sessions**. Select the Session Name from the **Session List** (see instructions in step 1 above if your PAN Session is not listed). 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**.



5. Click on the lock button for ELA Session 1 and slide it to unlock the session as shown below.



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 current and former EL students to use during the test session according to the guidelines in Appendix F.

   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**, and their use for any purpose will result in the invalidation of test results.
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, and is recommended particularly for younger students).

   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 for English Language Arts. 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. Results will be invalidated for students with any of these devices during testing or after submitting their tests."
7. If your principal has instructed you to do so, read the following recommended script:

   "Remember you were given instructions recently at a student meeting about appropriate activities you can do when you finish testing and those you will not be allowed to do. Raise your hand if you have any questions about appropriate things you can do during this session when you finish testing."

   Answer any questions students have. Then say:

   "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 Session 1

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 scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "We are about to begin the MCAS English Language Arts test. This is the first of two sessions that you will take. You will take Session 2 _____ (announce the date and time for Session 2)**. Please raise your hand if you have any questions about the testing schedule."**

   Answer any questions that students have. Then say:

   "The results of this test will be used to help improve your academic performance, and will be shared with your parents or guardians as well as your teachers. It is important that you try to do your best work during this and every test session."

   If you are administering the **GRADE 10 TEST**, say:

   "The results of this test will also partially determine whether you receive a high school diploma."

2. Then say to students:

   "I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper."

   Distribute one sheet of blank scratch paper to each student.

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."

   Pause for students to adjust the volume in their headphones.

4. Then say:

   "I will now hand out the student testing tickets. Do not sign in until I tell 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 and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. 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."

7. 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.

8. 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.

9. Say to the students:

   "Now enter the username that is shown on your student testing ticket. Your username is actually a number that is 10 digits long. Then enter the password that is shown on your student testing ticket."

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

10. 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."

11. 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."

    Confirm that all students' test devices are on the "Available Tests" screen.

12. If your principal has instructed you to

    › **COLLECT STUDENT TESTING TICKETS** say:

    "Now I will collect your testing tickets."

    Collect students' testing tickets.

› **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, 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."

13. Say to the students:

"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.

14. 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.

15. 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.

16. 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. 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."

17. 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.

For written responses, there is a limit to how long your response may be. For each response, there is a counter at the top right of the response box. As you type, the number in the box will count down to show how many more characters you can type.

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 help you answer the test questions."

18. Say to the students:

"Now I'm going to tell you about the notepad and highlighting.

During the ELA test, you may use a notepad in the computer test to take notes in addition to the scratch paper I handed out. The notepad will appear when you click on the button in the row of tools at the top of your screen, and it will stay there until you click the button again, or until you click the X in the top right corner of the notepad. The notepad cannot be resized, but if your writing fills the box, a scroll bar will appear and you can keep on typing. You may use the notepad to take your *own* notes, but you will not be able to copy or paste from a reading passage into the notepad.

It is important for you to know that any notes you write in your notepad on one screen will *only* remain on that same screen. When you click on the arrow to go to the next screen, you will have a new notepad. You will be able to go back to the previous screen and see the previous notepad. Although your notes won't carry over, you can copy the notes from the notepad on one screen and paste them into a notepad on another screen. You can also use your scratch paper for longer notes you want to take.

You may want to highlight text in a passage, test question, or answer choice. Just as notes you take in the notepad won't carry over from one screen to the next, highlighted text will not carry over from one screen to the next."

19. 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. At most, you will have until the end of the school day, as long as you are working productively.**

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

It is important that MCAS tests are fair to all students. Therefore, giving or receiving help is not allowed. This includes using notes, books, or other reference materials, accessing a cell phone or other electronic device other than your testing device, looking at another student's screen, allowing another student to see your screen, passing notes or talking to other students. You may not access the Internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest and not cheat in any way."

20. 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 Session 1.

21. 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.**

22. (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** _____ (state the length of the break) **minutes long."**

The break may be scheduled for 3–5 minutes, at the test administrator's discretion. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other's screens. The Department recommends closing laptop lids, turning off computer monitors, or placing tablets face down on desks. When the break is completed, say to the students:

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

23. Monitor student testing status in the PAN Session. During testing, all students should be in an "Active" status. If a student has signed out or been kicked out of 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 log back into the test and resume testing. Refer to Appendix B for instructions.

Clicking on a student's status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

24. 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."**

25. Say to **ANY STUDENT WHO FINISHES EARLY**:

> **"I want to remind you that during this session you were supposed to answer all of the Session 1 questions. 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 have submitted your answers, you will not be permitted to go back to Session 1.**

Cell phones, music players, e-book readers, and other prohibited electronic devices are still not allowed during the remainder of this session until I give you permission."

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 28.

26. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

"This is the end of the time scheduled for this session. I want to remind you that during this session you were supposed to answer all of the Session 1 questions. 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 have submitted your answers, you will not be permitted to go back to Session 1."

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

27. 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.

28. 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 would like to submit by selecting, 'Yes, Submit Final Answers.' If you are not automatically signed out, sign out of the test by going to the User Dropdown Menu at the top right corner of the screen and click 'Sign out of TestNav.'"

29. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.

30. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

"If you have not yet finished your work in this session, you will be moved to _____ (location) **to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.**

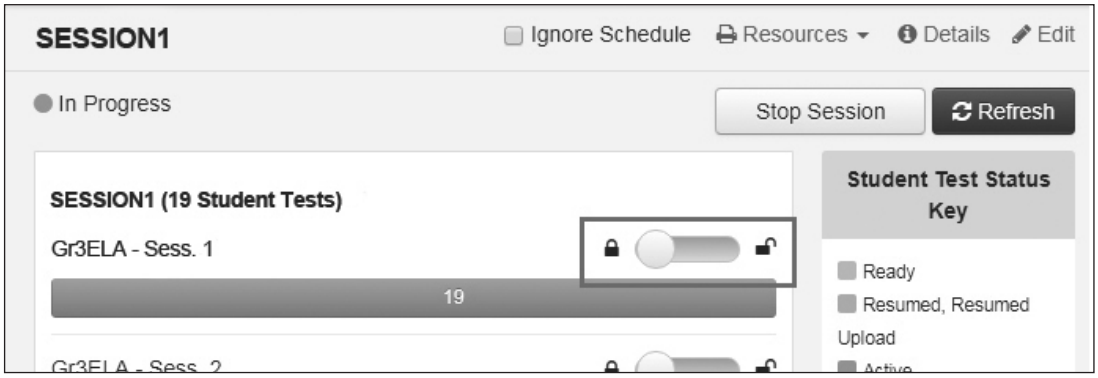
Your cell phone and any other electronic devices must remain off, and you may not access them until I or another test administrator gives you permission to do so."

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining security for students in a test completion room.

31. Collect students' testing tickets (if you did not collect them earlier) 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. Remind students of when Session 2 will begin. 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, slide the Session lock button to the locked position to lock all students' tests.



32. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the "Ready" status for this test session. These students will need to take Session 1 during the make-up period. If all the students assigned to you took Session 1, notify your principal of this. It is important to keep accurate records of who has been tested.

    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.

33. Group test materials into the following separate piles:
    - student testing tickets
    - proctor testing tickets, if applicable
    - Student Responsibilities during MCAS Testing forms, for grades 6, 7, 8, and 10 if applicable
    - used scratch paper
    - unused scratch paper
34. Complete appropriate tracking documents, as instructed by your principal.
35. Immediately return **all** test materials and the list of students who were not tested to your principal.

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

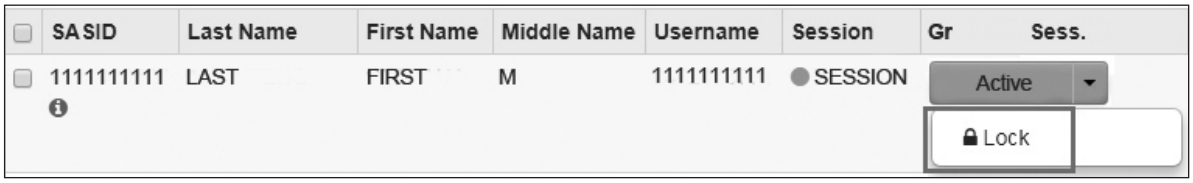
1. **For students who will be escorted to a SUPERVISED LUNCH**, if your principal has instructed you to do so, read the following recommended script to students:

   "It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

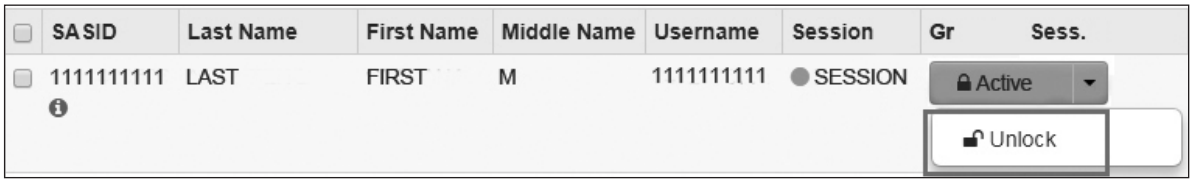
   You will be going to _____ (location) **after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone or other electronic devices must remain off during lunch, and you may not access them until the test administrator gives you permission to do so. Also, you may not discuss the test during your lunch break."**

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   The Department recommends locking the student's test by clicking the arrow next to the student's test status and selecting "Lock."



   To unlock a student's test when the student has returned, click the arrow next to the student's test status and select "Unlock."



   Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for these students.

2. **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. Make sure that the student's screen is not visible to anyone else while the student is out of the room.

Part VI

Administering English Language Arts Test Session 2

A Materials Needed for Session 2

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
   - student testing tickets
   - scratch paper (blank, lined, or graph) to distribute to students
   - pens or pencils for use on scratch paper
   - proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
   - a form to assist you and your principal in tracking secure materials

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

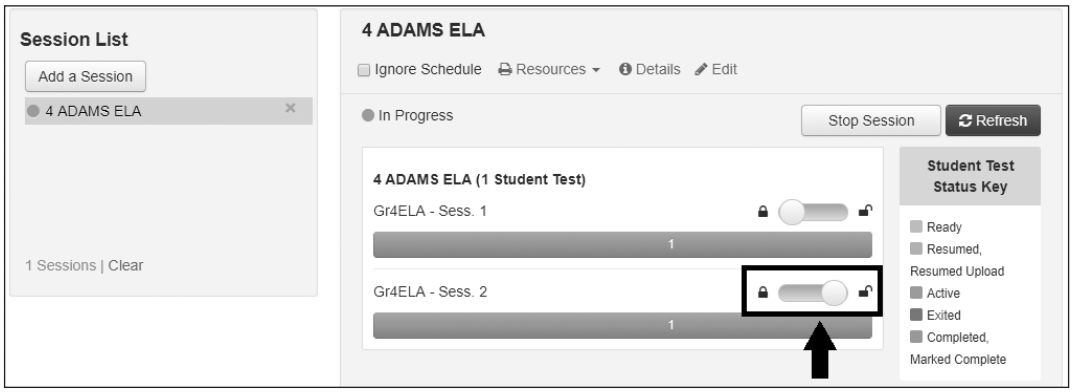
1. **Note: The Department recommends that this step be completed the day before testing.**

   On the test administrator device, log into PearsonAccess^{next} (mcas.pearsonaccessnext.com) and select either **Spring 2019 MCAS Gr. 3–8** or **Spring 2019 Gr. 10 ELA and Math** as appropriate from the Administration dropdown at the top of the screen. Go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**. You should review your roster which is found under the **Resources** dropdown and be prepared to administer any special forms (e.g., 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. See Appendix C for the steps to do so.

2. Make sure the testing space has been appropriately prepared (see page 26).
3. Post the "Do Not Disturb" sign on the outside of the door of the testing space.
4. To unlock Session 2, log into PearsonAccess^{next} (mcas.pearsonaccessnext.com) and go to **Testing > Students in Sessions** and select your session from the Session List. (See the instructions in Step 1 above if your PAN Session is not listed.) Then slide the lock button for ELA Session 2 to unlock the session as shown below.



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 Session 2.
2. Approve any bilingual dictionaries brought by current and former EL students to use during the test session according to the guidelines in Appendix F.

   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**, and their use for any purpose will result in the invalidation of test results.
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, and is recommended particularly for younger students).

   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, I want to remind you that cell phones and other electronic devices are not allowed for any reason during this session, until I give you permission to access them."

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 electronic 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 Session 2

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 scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "We are about to begin Session 2 of the MCAS English Language Arts test. This is the last of the two sessions you will take for this test."

2. Then say to students:

   "I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper."

   Distribute one sheet of blank scratch paper to each student.

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."

   Pause for students to adjust the volume in their headphones.

4. Then say:

   "I will now hand out the student testing tickets. Do not sign in until I tell 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 and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. 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."

7. 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.

8. 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.

9. Say to the students:

   "Now, enter the username that is shown on your student testing ticket. Your username is actually a number that is 10 digits long. Then enter the password that is shown on your student testing ticket."

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

10. 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."

11. 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."

    Confirm that all students' test devices are on the "Available Tests" screen.

12. If your principal has instructed you to

    › **COLLECT STUDENT TESTING TICKETS** say:

    "Now I will collect your testing tickets."

    Collect students' testing tickets.

    › **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, 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."

13. Say to the students:

    "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.

14. 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 2' at the top and states the number of questions below. If your screen does not say 'Session 2,' please raise your hand."

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

15. 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.

16. 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. 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."

17. 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.

    For written responses, there is a limit to how long your response may be. For each response, there is a counter at the top right of the response box. As you type, the number in the box will count down to show how many more characters you can type.

    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."

18. Say to the students:

"Now I'm going to tell you about the notepad and highlighting.

During the ELA test, you may use a notepad in the computer test to take notes in addition to the scratch paper I handed out. The notepad will appear when you click on the button in the row of tools at the top of your screen, and it will stay there until you click the button again, or until you click the X in the top right corner of the notepad. The notepad cannot be resized, but if your writing fills the box, a scroll bar will appear and you can keep on typing. You may use the notepad to take your *own* notes, but you will not be able to copy or paste from a reading passage into the notepad.

It is important for you to know that any notes you write in your notepad on one screen will *only* remain on that same screen. When you click on the arrow to go to the next screen, you will have a new notepad. You will be able to go back to the previous screen and see the previous notepad. Although your notes won't carry over, you can copy the notes from the notepad on one screen and paste them into a notepad on another screen. You can also use your scratch paper for longer notes you want to take.

You may want to highlight text in a passage, test question, or answer choice. Just as notes you take in the notepad won't carry over from one screen to the next, highlighted text will not carry over from one screen to the next."

19. Say to the students:

"This test session is scheduled to be _____ (state length of session) **long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.**

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

It is important that MCAS tests are fair to all students. Therefore, giving or receiving help is not allowed. This includes using notes, books, or other reference materials, accessing a cell phone or other electronic device other than your testing device, looking at another student's screen, allowing another student to see your screen, passing notes or talking to other students. You may not access the Internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest and not cheat in any way."

20. Then say to the students:

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

Circulate among the students and verify that all have successfully started Session 2.

21. 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.**

22. (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** _____ (state the length of the break) **minutes long."**

The break may be scheduled for 3–5 minutes, at the test administrator's discretion. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other's screens. The Department recommends closing laptop lids, turning off computer monitors, or placing tablets face down on desks. When the break is completed, say to the students:

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

23. Monitor student testing status in the PAN Session. During testing, all students should be in an "Active" status. If a student has signed out or been kicked out of 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 log back into the test and resume testing.

Clicking on a student's status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

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

> **"The time for this session 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 session."**

25. Say to **ANY STUDENT WHO FINISHES EARLY**:

> **"I want to remind you that during this session you were supposed to answer all of the Session 2 questions. 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 have submitted your answers, you will not be permitted to go back to Session 2.**

Cell phones, music players, e-book readers, and other prohibited electronic devices are still not allowed during the remainder of this session until I give you permission."

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 27.

26. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

"This is the end of the time scheduled for this session. I want to remind you that during this session you were supposed to answer all of the Session 2 questions. 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 have submitted your answers, you will not be permitted to go back to Session 2."

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

27. 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.

28. 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 would like to submit by selecting, 'Yes, Submit Final Answers.' If you are not automatically signed out, sign out of the test by going to the User Dropdown Menu at the top right corner of the screen and click 'Sign out of TestNav.'"

29. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.

30. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

"If you have not yet finished your work in this session, you will be moved to _____ (location) **to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.**

Your cell phone and any other electronic devices must remain off, and you may not access them until I or another test administrator gives you permission to do so."

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining security for students in a test completion room.

31. Collect students' testing tickets (if you did not collect them earlier) 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 (see screenshots on page 43).
32. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the "Ready" status for this test session. These students will need to take Session 2 during the make-up period. If all the students assigned to you took Session 2, notify your principal of this. It is important to keep accurate records of who has been tested.

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

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

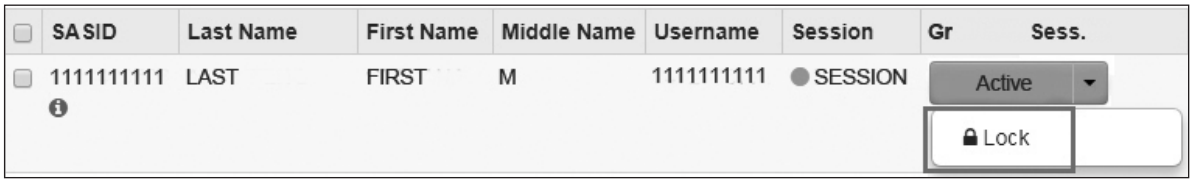
1. **For students who will be escorted to a SUPERVISED LUNCH**, if your principal has instructed you to do so, read the following recommended script to students:

    "It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

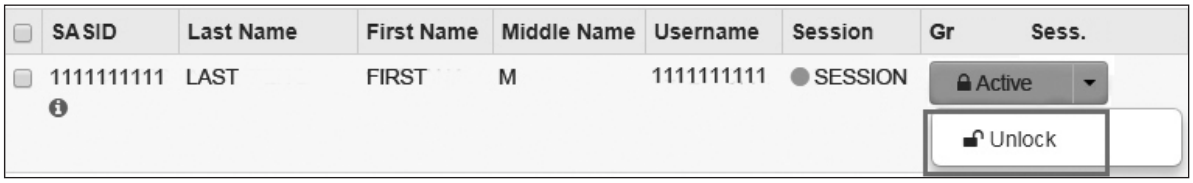
    You will be going to _____ (location) **after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone or other electronic devices must remain off during lunch, and you may not access them until the test administrator gives you permission to do so. Also, you may not discuss the test during your lunch break."**

    If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

The Department recommends locking the student's test by clicking the arrow next to the student's test status and selecting "Lock."



To unlock a student's test when the student has returned, click the arrow next to the student's test status and select "Unlock."



Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for these students.

2. **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. Make sure that the student's screen is not visible to anyone else while the student is out of the room.

Part VII

Administering Session 1 of the Mathematics Tests and the Grades 5 and 8 STE Tests

Administering Session 1 of the Mathematics Tests and the Grades 5 and 8 STE Tests

A Materials Needed for Session 1

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
   - student testing tickets
   - scratch paper (blank, lined, or graph) to distribute to students
   - pens or pencils for use on scratch paper
   - for the Mathematics tests:
     - printed Mathematics reference sheets for grades 5–8 and 10, if students will be using printed ones in addition to the ones available in the student testing platform
     - equation editor guides and symbol keys printed from mcas.pearsonsupport.com/student (optional)
   - for the STE tests:
     - **for grade 5**, handheld five-function calculators for students who wish to use them (a calculator is also available in the student testing platform)
     - **for grade 8**, handheld scientific calculators for students who wish to use them (a calculator is also available in the student testing platform)
   - proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
   - a form to assist you and your principal in tracking secure materials

Note: Calculators are not allowed during Mathematics Session 1

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. **Note: The Department recommends that this step be completed the day before testing.**

   On the test administrator device, log into PearsonAccess^{next} (mcas.pearsonaccessnext.com) and select either **Spring 2019 MCAS Gr. 3–8** or **Spring 2019 Gr. 10 ELA and Math** as appropriate from the Administration dropdown at the top of the screen. Go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**.

   You should review your roster which is found under the **Resources** dropdown and be prepared to administer any special forms (e.g., 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.

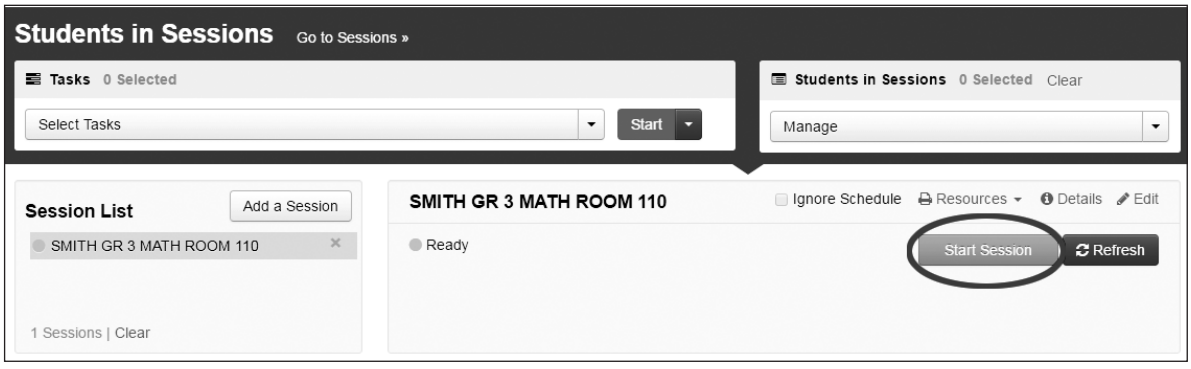
   If a student's accommodations do not match the form assigned to a student (e.g., a student should be tested using text-to-speech, but the TTS form is not indicated), you can still update the students' accommodations. See Appendix C for the steps to do so.

2. Make sure the testing space has been appropriately prepared (see page 26).

3. Post the "Do Not Disturb" sign on the outside of the door of the testing space.

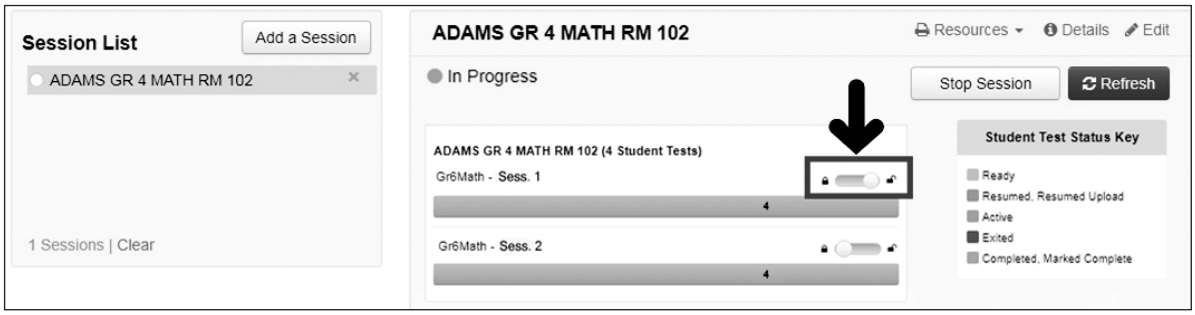
4. If your principal or test coordinator has not yet started your PAN Session, follow these steps to do so.

   - Log into PearsonAccess^{next} and select either **Spring 2019 MCAS Gr. 3–8** or **Spring 2019 Gr. 10 ELA and Math**, as appropriate.
   - Go to the **Testing** tab and click **Students in Sessions**. Select the Session Name from the **Session List** (see instructions in step 1 above if your PAN Session is not listed). 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**.



Administering Session 1 of the Mathematics Tests and the Grades 5 and 8 STE Tests

5. Unlock the session by sliding the button to the unlocked position.



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 F.

   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**, and the use of cell phones for any purpose will result in the invalidation of test results.
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, and is recommended particularly for younger students).

   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. If you are administering the English/Spanish edition of the grade 10 Mathematics test, turn to page 99 for the Spanish script to read to students.
7. 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. Results will be invalidated for students with any of these devices during testing or after submitting their tests."

8. 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. Remember you were given instructions recently at a student meeting about appropriate activities you can do when you finish testing and those you will not be allowed to do. Raise your hand if you have any questions about appropriate things you can do during this session when you finish testing or what you are not allowed to do."

   Answer any questions students have. Then say:

   "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.**

9. 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 Session 1

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 scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "We are about to begin the MCAS _____ (say the name of the test) **test. This is the first of two sessions that you will take. You will take Session 2** _____ (announce the date and time for Session 2)**. Please raise your hand if you have any questions about the testing schedule."**

   Answer any questions that students have. Then say:

   "The results of this test will be used to help improve your academic performance, and will be shared with your parents or guardians as well as your teachers. It is important that you try to do your best work during this and every test session."

   If you are administering the **GRADE 10 MATHEMATICS TEST**, say:

   "The results of this test will also partially determine whether you receive a high school diploma."

Administering Session 1 of the Mathematics Tests and the Grades 5 and 8 STE Tests

2. Then say to students:

   "I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper."

   Distribute one sheet of blank scratch paper to each student.

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

   "I will now hand out the student testing tickets. Do not sign in until I tell 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."

   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 and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. 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."

7. 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.

8. 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.

9. 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. Then enter the password that is shown on your student testing ticket."

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

10. 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."

11. 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."

    Confirm that all students' test devices are on the "Available Tests" screen.

12. If your principal has instructed you to

    › **COLLECT STUDENT TESTING TICKETS** say:

    "Now I will collect your testing tickets."

    Collect students' testing tickets.

    › **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, 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."

13. Say to the students:

    "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.

14. 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.

15. 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.

16. 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."

Administering Session 1 of the Mathematics Tests and the Grades 5 and 8 STE Tests

17. 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.

You may remember that there was a notepad available on the computer screen during English Language Arts. You will not have a notepad for this test. However, you will be able to take notes on the scratch paper I handed out.

You may want to highlight information on the screen, a test question, or answer choice. It is important for you to know that when you highlight text, the highlighting will not carry over from one screen to the next."

18. 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. At most, you will have until the end of the school day, as long as you are working productively.**

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

› If you are administering the **MATHEMATICS TEST** in **GRADES 3–8** or the **GRADE 5** or **8 STE TEST**, say to the students:

"You may use either of the MCAS rulers included in your computer-based test to help you answer questions at any time during this session."

› If you are administering the **GRADES 5–8** or **10 MATHEMATICS TESTS**, say:

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

This can be found by clicking the 'Exhibits' button on the right hand side of the screen."

› If you are administering the **GRADE 5** or **8 STE TEST**, say to the students:

"You may use the calculator included in your computer-based test, or a hand-held calculator to help you answer questions at any time during this session."

19. 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. Please raise your hand if you have any questions about this."

Pause and answer any questions that students have.

20. If you are administering the **MATHEMATICS TEST** to students in **GRADES 5–8** or **10**, and the students in your group will use printed reference sheets, say:

    "I will now hand out a printed reference sheet for you to use, in addition to the one that is available in the Exhibits tab of your screen during the test. Do not write on your reference sheet. Instead use your scratch paper for any figuring you need to do during the test. You may not use any reference sheets other than what I give you."

    Distribute printed reference sheets to the students.

21. Then say to the students:

    "It is important that MCAS tests are fair to all students. Therefore, giving or receiving help is not allowed. This includes using notes, books, or other reference materials, accessing a cell phone or other electronic device other than your testing device, looking at another student's screen, allowing another student to see your screen, passing notes or talking to other students. You may not access the Internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest and not cheat in any way."

22. 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 Session 1.

23. 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.

24. (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 _____ (state the length of the break) **minutes long."**

    The break may be scheduled for 3–5 minutes, at the test administrator's discretion. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other's screens. The Department recommends closing laptop lids, turning off computer monitors, or placing tablets face down on desks. When the break is completed, say to the students:

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

Administering Session 1 of the Mathematics Tests and the Grades 5 and 8 STE Tests

25. Monitor student testing status in the PAN Session. During testing, all students should be in an "Active" status. If a student has signed out or been kicked out of 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 log back into the test and resume testing.

Clicking on a student's status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

26. 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."**

27. Say to **ANY STUDENT WHO FINISHES EARLY**:

> **"I want to remind you that you were supposed to answer all of the Session 1 questions. 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 have submitted your answers, you will not be permitted to go back to Session 1.**
>
> **Cell phones, music players, e-book readers, and other prohibited devices are still not allowed during the remainder of this session until I give you permission."**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 30.

28. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

> **"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 Session 1 questions. 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 have submitted your answers, you will not be permitted to go back to Session 1."**

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

29. 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.

30. 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 would like to submit by selecting, 'Yes, Submit Final Answers.' If you are not automatically signed out, sign out of the test by going to the User Dropdown Menu at the top right corner of the screen and click 'Sign out of TestNav.'"**

31. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.

32. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

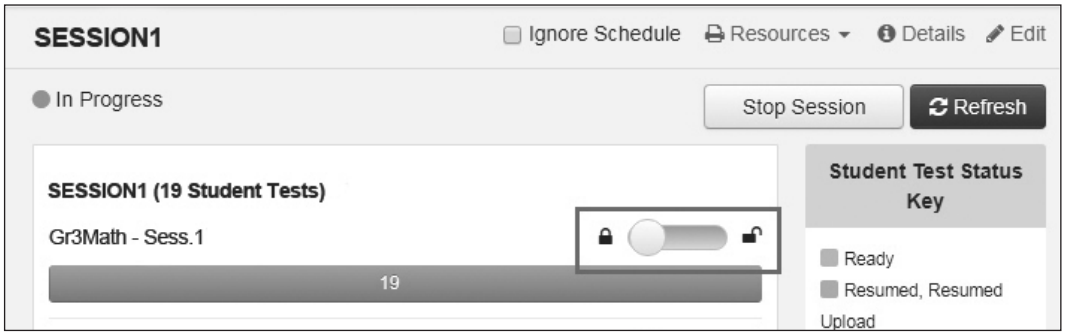
> **"If you have not yet finished your work in this session, you will be moved to** _____ (location) **to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.**
>
> **Your cell phone and any other electronic devices must remain off, and you may not access them until I or another test administrator gives you permission to do so."**

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining security for students in a test completion room.

33. Collect students' testing tickets (if you did not collect them earlier) 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. Remind students of when Session 2 will begin. 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, slide the Session lock button to the locked position to lock all students' tests.



34. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the "Ready" status for this test session. These students will need to take Session 1 during the make-up period. If all the students assigned to you took Session 1, notify your principal of this. It is important to keep accurate records of who has been tested.

    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.

35. Group test materials into the following separate piles:
    - student testing tickets
    - proctor testing tickets, if applicable
    - printed Mathematics reference sheets for grades 5–8 and 10, if applicable
    - used scratch paper
    - unused scratch paper

36. Complete appropriate tracking documents, as instructed by your principal.

37. Immediately return **all** test materials and the list of students to your principal.

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

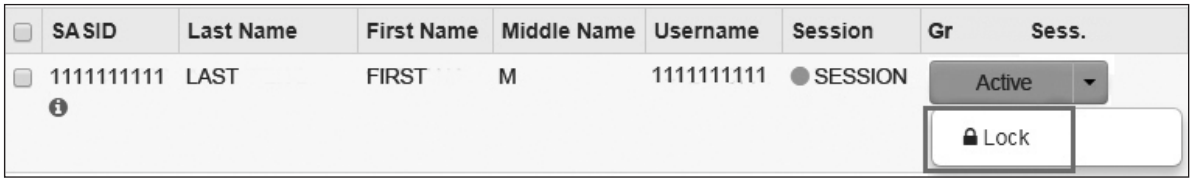
1. **For students who will be escorted to a SUPERVISED LUNCH**, if your principal has instructed you to do so, read the following recommended script to students:

   "It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

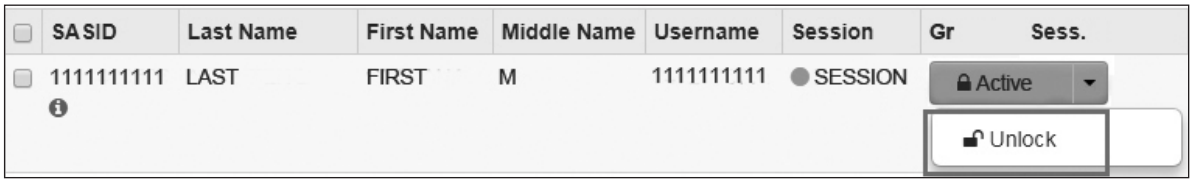
   You will be going to _____ (location) **after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone or other electronic devices must remain off during lunch, and you may not access them until the test administrator gives you permission to do so. Also, you may not discuss the test during your lunch break."**

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   The Department recommends locking the student's test by clicking the arrow next to the student's test status and selecting "Lock."



To unlock a student's test when the student has returned, click the arrow next to the student's test status and select "Unlock."



Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for these students.

2. **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. Make sure that the student's screen is not visible to anyone else while the student is out of the room.

Part VIII

Administering Session 2 of the Mathematics Tests and the Grades 5 and 8 STE Tests

A Materials Needed for Session 2

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 or former EL students
2. Prior to testing, you will receive the following materials for students assigned to you:
   - this manual
   - student testing tickets
   - scratch paper (blank, lined, or graph) to distribute to students
   - pens or pencils for use on scratch paper
   - for the Mathematics tests:
     - › **for grade 7,** handheld five-function calculators for students who wish to use them (a calculator is also available in the student testing platform)
     - › **for grades 8 and 10,** handheld scientific calculators for students who wish to use them (a calculator is also available in the student testing platform)
       Note: Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. Also, it is acceptable to provide grade 8 and 10 students with five-function calculators if scientific calculators are not available.
     - › printed Mathematics reference sheets for grades 5–8 and 10, if students will be using printed ones in addition to the ones available in the student testing platform
     - › equation editor guides and symbol keys printed from mcas.pearsonsupport.com/student (optional)
   - for the STE tests:
     - › **for grade 5**, handheld five-function calculators for students who wish to use them (a calculator is also available in the student testing platform)
     - › **for grade 8**, handheld scientific calculators for students who wish to use them (a calculator is also available in the student testing platform)
   - proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
   - a form to assist you and your principal in tracking secure materials

Note: Calculators are not allowed during Mathematics Session 2 for grades 3, 4, 5, and 6.

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. **Note: The Department recommends that this step be completed the day before testing.**

   On the test administrator device, log into PearsonAccess^{next} (mcas.pearsonaccessnext.com) and select either **Spring 2019 MCAS Gr. 3–8** or **Spring 2019 Gr. 10 ELA and Math** as appropriate from the Administration dropdown at the top of the screen. Go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**.

   You should review your roster which is found under the **Resources** dropdown and be prepared to administer any special forms (e.g., screen reader, text-to-speech) assigned to students.

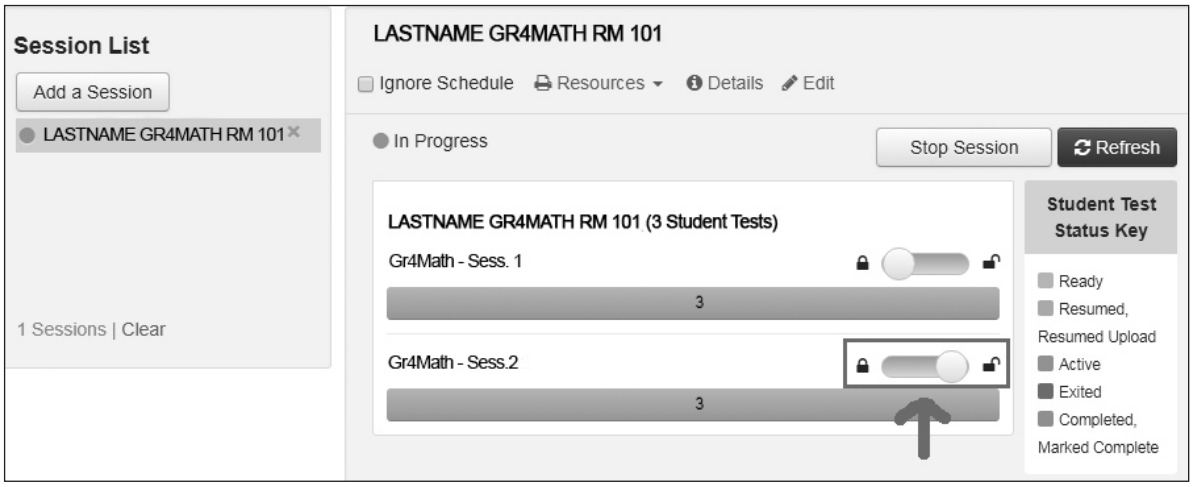
   Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable.

   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. See Appendix C for the steps to do so.

2. Make sure the testing space has been appropriately prepared (see page 26).

3. Post the "Do Not Disturb" sign on the outside of the door of the testing space.

4. To unlock Session 2, log into PearsonAccess^{next} (mcas.pearsonaccessnext.com) and go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**. Then slide the lock button for Session 2 to unlock the session as shown below.



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 current and former EL students to use during the test session according to the guidelines in Appendix F.

   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**, and the use of cell phones for any purpose will result in the invalidation of test results.
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, and is recommended particularly for younger students).

   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. If you are administering the English/Spanish edition of the grade 10 Mathematics test, turn to page 107 for the Spanish script to read to students.
7. Say to the students:

   "Before we begin testing, I want to remind you that cell phones and other electronic devices are not allowed for any reason during this session, until I give you permission to access them."
8. 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.**
9. 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 Session 2

Mathematics Grades 7, 8 & 10 **STE Grades 5 & 8**	**Mathematics Grades 3, 4, 5 & 6**

To ensure that 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 scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "We are about to begin Session 2 of the MCAS _____ (say the name of the test) **test. This is the last of two test sessions."**

2. Then say to students:

   "I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper."

   Distribute one sheet of blank scratch paper to each student.

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

   "I will now hand out the student testing tickets. Do not sign in until I tell 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."

   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 and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. 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."

7. 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.

8. 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.

9. 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. Then enter the password that is shown on your student testing ticket."

   Assist any student who needs help entering his or her username and 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.

10. 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."

11. 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."

    Confirm that all students' test devices are on the "Available Tests" screen.

12. If your principal has instructed you to

    › **COLLECT STUDENT TESTING TICKETS** say:

    "Now I will collect your testing tickets."

    Collect students' testing tickets.

    › **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, 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."

13. Say to the students:

    "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.

14. 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 2' at the top and states the number of questions below. If your screen does not say 'Session 2,' please raise your hand."

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

15. 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.

16. 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.

17. 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.

    You may remember that there was a notepad available on the computer screen during English Language Arts. You will not have a notepad for this test. However, you will be able to take notes on the scratch paper I handed out.

    You may want to highlight information on the screen, a test question, or answer choice. It is important for you to know that when you highlight text, the highlighting will not carry over from one screen to the next."

18. 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. At most, you will have until the end of the school day, as long as you are working productively.**

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

19. If you are administering

    › the **MATHEMATICS TEST** in **GRADES 3–8** or the **GRADE 5** or **8 STE TEST**, say to the students:

    "You may use either of the MCAS rulers included in your computer-based test to help you answer questions at any time during this session."

    › the **GRADES 5–8** or **10 MATHEMATICS TESTS**, say:

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

    This can be found by clicking the 'Exhibits' button on the right hand side of the screen."

    › the **GRADES 7, 8,** or **10 MATHEMATICS TEST**, or the **GRADE 5** or **8 STE TEST**, say:

    "You may use the calculator included in your computer-based test, or a handheld calculator to help you answer questions at any time during this session.

20. 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. Please raise your hand if you have any questions about this."**

Pause and answer any questions that students have.

21. If you are administering the **MATHEMATICS TEST** to students in **GRADES 5–8** or **10**, and the students in your group will use printed reference sheets, say:

> **"I will now hand out a printed reference sheet for you to use, in addition to the one that is available in the Exhibits tab of your screen during the test. Do not write on your reference sheet. Instead use your scratch paper for any figuring you need to do during the test. You may not use any reference sheets other than what I give you."**

Distribute printed reference sheets to the students.

22. Say to the students:

> **"It is important that MCAS tests are fair to all students. Therefore, giving or receiving help is not allowed. This includes using notes, books, or other reference materials, accessing a cell phone or other electronic device other than your testing device, looking at another student's screen, allowing another student to see your screen, passing notes or talking to other students. You may not access the Internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest and not cheat in any way."**

23. 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 Session 2.

24. 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.**

25. (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** _____ (state the length of the break) **minutes long."**

The break may be scheduled for 3–5 minutes, at the test administrator's discretion. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other's screens. The Department recommends closing laptop lids, turning off computer monitors, or placing tablets face down on desks. When the break is completed, say to the students:

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

26. Monitor student testing status in the PAN Session. During testing, all students should be in an "Active" status. If a student has signed out or been kicked out of 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 log back into the test and resume testing.

Clicking on a student's status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

27. 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 you do not skip any questions in this test session."

28. Say to **ANY STUDENT WHO FINISHES EARLY**:

"I want to remind you that you were supposed to answer all of the Session 2 questions. 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 have submitted your answers, you will not be permitted to go back to Session 2.

Cell phones, music players, e-book readers, and other prohibited electronic devices are still not allowed during the remainder of this session until I give you permission."

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 31.

29. At the **END OF THE SESSION**, say to the students:

    "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 Session 2 questions. 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 have submitted your answers, you will not be permitted to go back to Session 2."

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

30. 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.

31. 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 would like to submit by selecting, 'Yes, Submit Final Answers.' If you are not automatically signed out, sign out of the test by going to the User Dropdown Menu at the top right corner of the screen and click 'Sign out of TestNav.'"

32. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.

33. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

    "If you have not yet finished your work in this session, you will be moved to _____ (location) **to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.**

    Your cell phone and any other electronic devices must remain off, and you may not access them until I or another test administrator gives you permission to do so."

    If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

    Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining security for students in a test completion room.

34. Collect students' testing tickets (if you did not collect them earlier) 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 (see screenshots on page 67).

35. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the "Ready" status for this test session. These students will need to take Session 2 during the make-up period. If all the students assigned to you took Session 2, notify your principal of this. It is important to keep accurate records of who has been tested.

    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.

36. **For grades 4 and 10 Mathematics, and grades 5 and 8 STE:**

    If your school will be administering the student questionnaire right after Session 2, turn to Part IX, section A, on page 84 now, and then return to this page for steps 37–39. If a student will not be taking the questionnaire, turn to Part IX, section B, on page 85.

37. Group test materials into the following separate piles:

    - student testing tickets
    - proctor testing tickets, if applicable
    - printed Mathematics reference sheets for grades 5–8 and 10, if applicable
    - used scratch paper
    - unused scratch paper

38. Complete appropriate tracking documents, as instructed by your principal.

39. Immediately return **all** test materials and the list of students to your principal. Also return this manual to your principal, if applicable, so that others may use it for administering the high school Biology or Introductory Physics field test.

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

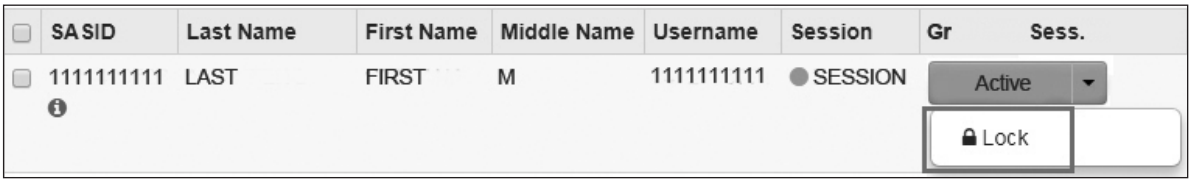
1. **For students who will be escorted to a SUPERVISED LUNCH**, if your principal has instructed you to do so, read the following recommended script to students:

   "It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

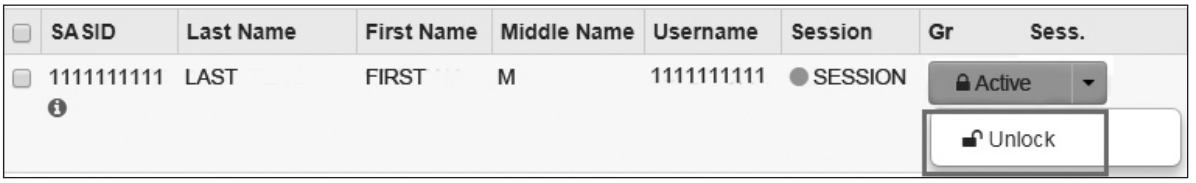
   You will be going to _____ (location) **after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone or other electronic devices must remain off during lunch, and you may not access them until the test administrator gives you permission to do so. Also, you may not discuss the test during your lunch break."**

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

The Department recommends locking the student's test by clicking the arrow next to the student's test status and selecting "Lock."



To unlock a student's test when the student has returned, click the arrow next to the student's test status and select "Unlock."



Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for these students.

2. **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. Make sure that the student's screen is not visible to anyone else while the student is out of the room.

Part IX

Administering the Student Questionnaires

After Session 2 of the Grades 5 and 8 STE Tests and After Session 2 of the Grades 4 and 10 Mathematics Tests

Administering the Student Questionnaires

Your principal will schedule the administration of the student questionnaire for after STE Session 2 in grades 5 and 8, and after Mathematics Session 2 in grades 4 and 10.

The student questionnaire is available for Text-to-Speech, Screen Reader, and Non-Screen Reader accommodated test forms. Braille, large print, English/Spanish, and ASL are not available. The student questionnaire is NOT a test, and it is allowable to read aloud, sign, or translate questions and assist *any* student to record his or her responses.

The student questionnaire will take approximately 15 minutes to complete.

A Administering the Questionnaire

1. If you are administering the questionnaire

   › **RIGHT AFTER** Session 2:

   Make sure students are still signed in to TestNav and on the "Available Tests" page. If they are not, ensure they have their student testing tickets and have them sign back in. Unlock the session in PearsonAccess^{next} called **Gr4Math – Sess. 3 – Questionnaire**, **Gr5Sci – Sess. 3 – Questionnaire**, **Gr8Sci – Sess. 3 – Questionnaire**, or **Gr10Math – Sess. 3 – Questionnaire**. Then read the script in step 2 below.

   › at a **LATER DATE**:

   Distribute student testing tickets and have students log into TestNav. Unlock the session in PearsonAccess^{next} called **Gr5Sci – Sess. 3 – Questionnaire**, **Gr8Sci – Sess. 3 – Questionnaire**, or **Gr10Math – Sess. 3 – Questionnaire**.

2. Once all students' testing devices are on the "Available Tests" screen, say:

   "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.

   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 'Questionnaire' at the top and states the number of questions below. If your screen does not say 'Questionnaire,' please raise your hand."

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

3. If you are administering the questionnaire to students in

   › **GRADE 4 OR 5**, say:

   "This questionnaire asks about what it's like to be a student in your school. Students helped develop this questionnaire. There are no right or wrong answers. Your teachers and principal will not see your answers; your answers will be combined with those of your classmates. Your school will use these combined answers to better understand what school life is like for students.

   When you read each statement, think about the last 30 days in your school. Please answer honestly so your school knows how you really feel about your school.

   Please ask your test administrator for help if you are not sure where or how to mark your answers to these questions.

   You may also ask for help if you are unable to read a question."

› **GRADE 8 OR 10**, say:

"The MCAS questionnaire provides students a voice on topics that are important to their education and learning environment. The first two questions on the questionnaire ask about your college and career plans. The remaining questions ask what it's like to be a student in your school environment.

Students helped develop the questions about your school environment. There are no right or wrong answers. Your teachers and principal will not see you answers. Your answers will be combined with those of your classmates. Your school will use these combined answers to better understand what school life is like for students.

When you read each statement, think about the last 30 days in your school. Please answer honestly so your school knows how you really feel about your school.

Please ask your test administrator for help if you are not sure how to complete this questionnaire."

Then say:

"You may now click the 'Start' button and begin completing the questionnaire."

When students are finished with the questionaire, have them click "Submit" and sign out of TestNav.

B Steps to Take if Students Do Not Complete the Questionnaire

For students who do not complete the student questionnaire, mark Session 3 of their tests "Complete." You can do this on the Students in Sessions screen by checking the box next to the students' SASIDs and going to **Select Tasks** > **Mark Student Tests Complete** and clicking **Start**.

On this page, indicate a reason at the top of the screen and then check the box next under the questionnaire session. Then click **Mark Complete**.

Part X

Administering the High School Biology or Introductory Physics Field Test Session

Administering the High School Biology or Introductory Physics Field Test Session

Note: Use the PBT TAM for administering the operational paper-based high school STE tests in Biology, Chemistry, Introductory Physics, and Technology/Engineering.

A Materials Needed for the Field Test 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
   - student testing tickets
   - scratch paper (blank, lined, or graph) to distribute to students
   - pens or pencils for use on scratch paper
   - **for the Biology field test**, five-function calculators for students who wish to use them (a calculator is also available in the student testing platform).
   - **for the Introductory Physics field test**, scientific calculators for students who wish to use them (a calculator is also available in the student testing platform).
   - printed reference sheets for Introductory Physics (strongly recommended)
   - optional: equation editor guides and symbol keys printed from mcas.pearsonsupport.com/student
   - proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
   - a form to assist you and your principal in tracking secure materials

Additional Preparations for Computer-Based Testing

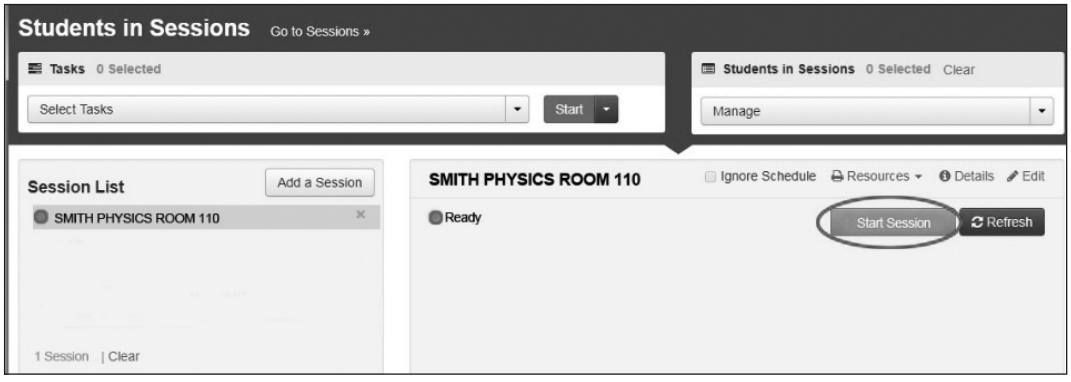
- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in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

B Before Students Arrive

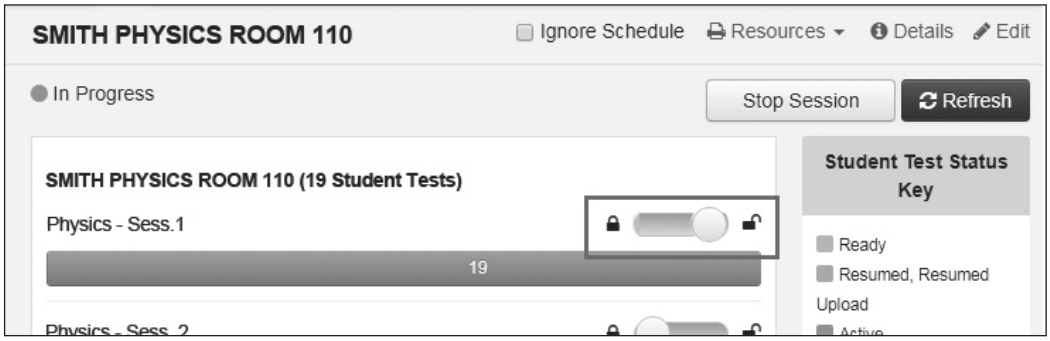
1. Make sure the testing space has been appropriately prepared (see page 26).
2. Post the "Do Not Disturb" sign on the outside of the door of the testing space.
3. On the test administrator device, log into PearsonAccess^{next} (mcas.pearsonaccessnext.com) and select **MCAS Biology and Introductory Physics Field Tests**. Go to **Testing > Students in Sessions** to 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 (e.g., screen reader, text-to-speech) assigned to students.

   If your session isn't listed on the page, click **Add a Session**, start typing the session name, select the session when you see it, and click **Add Selected**.
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. See Appendix C for the steps to do so.
5. Start the PAN Session by following these steps.
   - Log into PearsonAccess^{next} and select **MCAS Biology and Introductory Physics Field Tests**.
   - 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 by sliding the button to the unlocked position.



Administering the High School Biology or Introductory Physics Field Test 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 F.

   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**, and the use of cell phones for any purpose will result in the invalidation of test results.
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 if the field test is the first time that they are using TestNav for 2019 testing. 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."
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, handheld calculators for students who wish to use one in addition to the one 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 scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "We are about to begin the MCAS field test in _____ [state the subject]**. This is different from the paper-based MCAS science tests you have taken or will take 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 hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper."

   Distribute one sheet of blank scratch paper to each student.

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

   "You may not use any other notes or paper in addition to what I have just given you.

   I will now hand out the student testing tickets. Do not sign in until I tell 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."

   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 and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. 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."

7. 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.

Administering the High School Biology or Introductory Physics Field Test Session

8. 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.

9. 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.

10. 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."

11. 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."

12. 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.

13. 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.

14. 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.

15. Then say:

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

    If a questions 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 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."

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. At most, you will have until the end of the school day, as long as you are working productively.**

    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."

17. If you are administering the **INTRODUCTORY PHYSICS FIELD TEST**, also say:

    "You also may use your 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."

18. 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.

19. If you are administering the **INTRODUCTORY PHYSICS FIELD TEST**, and if the students in your group will use printed reference sheets (strongly recommended), say:

    "I will now hand out printed reference sheets for you to use, in addition to the one that is available in the Exhibits tab of your screen during the test."

Administering the High School Biology or Introductory Physics Field Test Session

20. Then say to the students:

    "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. You may not remove your scratch paper from the testing room and you may not access the Internet or use any application on your testing device other than the TestNav application that you are using right now."

21. 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 Session 1.

22. 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.

23. Monitor student testing status in the PAN Session. During testing, all students should be in an "Active" status. If a student has signed out or been kicked out of 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 log back into the test and resume testing.

    Clicking on a student's status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

24. 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."

25. Say to **ANY STUDENT WHO FINISHES EARLY**:

    "I want to remind you that you were supposed to answer all 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 have submitted your answers, you will not be permitted to go back to this 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. Then assist students according to the instructions in step 29.

26. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

    "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 have submitted your answers, you will not be permitted to go back to this session."

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

27. 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.

28. 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 would like to submit by selecting, 'Yes, Submit Final Answers.' If you are not automatically signed out, sign out of the test by going to the User Dropdown Menu at the top right corner of the screen and click 'Sign out of TestNav.'"

29. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.

30. Collect students' testing tickets (if you did not collect them earlier) 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.

31. 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.

32. 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

33. Complete appropriate tracking documents, as instructed by your principal.

34. Immediately return **all** test materials and the list of students to your principal.

Administering the High School Biology or Introductory Physics Field Test Session

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

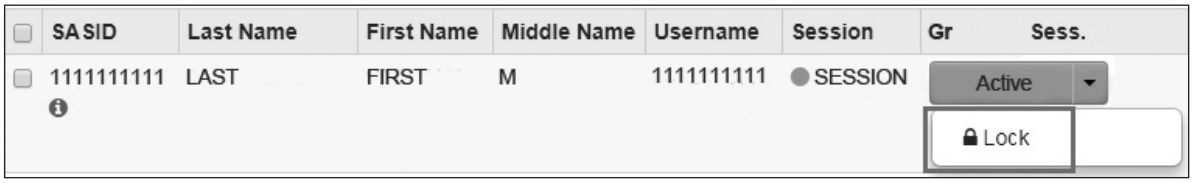
1. **For students who will be escorted to a SUPERVISED LUNCH**, if your principal has instructed you to do so, read the following recommended script to students:

   "It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

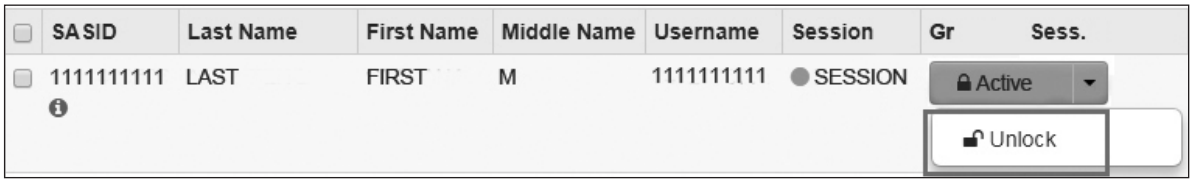
   You will be going to _____ (location) **after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone or other electronic devices must remain off during lunch, and you may not access them until the test administrator gives you permission to do so. Also, you may not discuss the test during your lunch break."**

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   The Department recommends locking the student's test by clicking the arrow next to the student's test status and selecting "Lock."



   To unlock a student's test when the student has returned, click the arrow next to the student's test status and select "Unlock."



   Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for these students.

2. **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. Make sure that the student's screen is not visible to anyone else while the student is out of the room.

Appendix A

Administering the English/Spanish Edition of the Grade 10 Mathematics Test

Appendix A—Administering the English/Spanish Edition of the Grade 10 Mathematics Test

A Administering the Practice Tests

The practice tests can be accessed either with a web browser or with the TestNav application. (If your school is administering the practice tests as part of the Infrastructure Trial, follow the instructions in the *Infrastructure Trial Readiness Guide* instead of the steps below.)

- To access the practice tests with a web browser, go to mcas.pearsonsupport.com/student. Then select **Mathematics Practice Tests**, and select grade 10. 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 English/Spanish edition of grade 10 Mathematics.

Follow the instructions below to administer the practice test.

1. Once students are seated at their devices and at the correct sign on screen, say:

   "Ahora comenzaremos una prueba de práctica que les ayudará a comprender cómo y dónde responder las preguntas de la prueba MCAS de _____ (say the name of the subject area test)**.**

   La prueba de práctica tiene el mismo tipo de preguntas que encontrarán en la verdadera prueba, pero las respuestas a las preguntas en esta prueba de práctica no cuentan para su puntuación de MCAS.

   Además, esta prueba de práctica les dará la oportunidad de practicar el uso de las herramientas en línea que verán en la prueba verdadera. Por favor, ingresen su nombre en el recuadro y presionen el botón 'Empezar'".

2. Then say to all students:

   "Pueden leer las instrucciones y comenzar la prueba de práctica".

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 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, section D 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 responses to ELA constructed response and essay questions.

B As Students Arrive for Mathematics Session 1

1. Say to the students:

   "Antes de comenzar las pruebas, es necesario que sepan que los teléfonos celulares, reproductores de música, lectores de libros electrónicos u otros dispositivos electrónicos no están permitidos bajo ningún motivo durante esta sesión, incluso después de entregar los materiales. A los estudiantes que tengan cualquiera de estos dispositivos durante la prueba o después de entregar la prueba se les invalidarán los resultados".

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

   "Si ustedes tienen un dispositivo electrónico, asegúrense de que esté apagado, pónganlo en su mochila y déjenla a un lado del salón. Recuerden que recientemente recibieron instrucciones en una reunión estudiantil sobre las actividades apropiadas que pueden hacer después de terminar la prueba y las que no se les permiten hacer. Levanten la mano si tienen una pregunta sobre las cosas apropiadas que pueden hacer durante esta sesión cuando terminen la prueba o sobre las cosas que no se les permiten hacer".

   Answer any questions students have.

   Then say:

   "Podrán volver a tenerlo cuando se les dé permiso para hacerlo".

   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.**

3. 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.

C Administer Session 1

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 F at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "Estamos a punto de comenzar la Prueba de Matemáticas del MCAS para 10.° grado. Esta es la primera de dos sesiones que tendrán. La Sesión 2 tendrá lugar _____ (announce the date and time for Session 2)**. Por favor, levanten la mano si tienen cualquier pregunta sobre el horario de la prueba".**

   Answer any questions that students have. Then say:

   "Los resultados de esta prueba se usarán para ayudarlos a mejorar su rendimiento académico, y se compartirán con sus padres o tutores legales y también con sus profesores. Es importante que intenten hacer su mejor trabajo durante esta sesión y en cada una de las sesiones de la prueba".

   Then say:

   "Los resultados de esta prueba determinarán parcialmente si reciben un diploma de escuela superior".

2. Then say to students:

   "Ahora yo distribuiré papel borrador que pueden usar durante esta sesión. Si en cualquier momento necesitan más, levanten la mano y les daré otra hoja de papel. Pueden tener hasta tres hojas de papel borrador por vez. Si necesitan más de tres hojas, tendrán que devolver papel borrador usado".

   Distribute one sheet of blank scratch paper to each student.

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

   "Ahora yo distribuiré los billetes de prueba para estudiantes. No ingresen hasta que yo les indique que lo hagan".

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

   "Pónganse sus auriculares y asegúrense de que estén enchufados. En su pantalla al lado del botón 'Sign In', hagan clic en el enlace que dice 'Test Audio'. Asegúrense de que puedan escuchar por los auriculares y ajusten el volumen como sea necesario".

   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 and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. Then say:

   "Miren su billete de prueba para estudiantes. Asegúrense de que tenga su nombre. Levanten la mano si no tienen el billete de prueba para estudiantes correcto".

7. 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.

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

   "Escriban el número de identificación de la computadora que están usando en su billete de prueba. Pueden encontrar el número de identificación _____ (instruct students where to find the device ID number)**".**

   Pause while students write down their device ID numbers.

9. Say to the students:

   "Ahora, en la computadora ingresen el nombre de usuario que se muestra en su billete de prueba para estudiantes. Su nombre de usuario es en realidad un número de 10 dígitos. Luego, ingresen la contraseña que se muestra en su billete de prueba para estudiantes".

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

   Then say:

   "Ahora hagan clic en el botón que dice '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.

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

    "Busquen su nombre en la parte superior derecha de la pantalla. Si el nombre que ven no es el suyo, levanten la mano".

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

    "Su pantalla de computadora ahora debería estar en la pantalla de 'Available Tests'".

    Confirm that all students' test devices are on the "Available Tests" screen.

12. If your principal has instructed you to

    › **COLLECT STUDENT TESTING TICKETS** say:

    "Ahora voy a recoger sus billetes de prueba".

    Collect students' testing tickets.

    › **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, say:

    "Por favor, guarden sus billetes de prueba y no los usen como papel borrador. Yo los recogeré al final de esta sesión de prueba".

13. Say to the students:

    Hagan clic en el botón azul en la pantalla que dice 'Empezar'. Ahora deberían ver una pantalla que dice 'Bienvenido'".

    Pause to confirm that students are on the correct screen.

14. Once all students' testing devices are at the "Welcome" screen, say:

    "Hagan clic en el recuadro en el centro de la pantalla que dice 'Empezar'. Ahora deberían ver una pantalla que dice 'Sesión 1' en la parte superior y que dice el número de preguntas a continuación. Si su pantalla no dice 'Sesión1', por favor, levanten la mano".

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

15. Then say to all students:

    "Lean las instrucciones en su pantalla mientras yo las leo en voz alta".

    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.

16. Then say:

    "Lea cada pregunta detenidamente y luego respóndala lo mejor posible.

    Si en alguna pregunta se le pide que demuestre o explique su trabajo, debe hacerlo para recibir el crédito completo. Ingrese su respuesta en el recuadro proporcionado en la pantalla. Se calificarán únicamente las respuestas que se ingresen en el recuadro para respuestas.

    Si no sabe la respuesta a una pregunta, puede marcarla y pasar a la siguiente pregunta. Una vez que termine, puede revisar las respuestas y retomar las preguntas que marcó".

17. Then say:

    "Antes de entregar sus respuestas al final de la sesión de prueba, asegúrense de que hayan respondido a todas las preguntas y que no hayan dejado nada en blanco o sin responder.

    Pueden escribir sus respuestas en español o inglés. Además, tal vez recuerden que había una libreta disponible en la pantalla de su computadora durante la prueba de Lengua Inglesa. No tendrán una libreta de apuntes en esta prueba. Sin embargo, podrán tomar apuntes en el papel borrador que repartí.

    Tal vez quieran resaltar información en la pantalla, una pregunta de la prueba, o una selección de respuesta. Es importante que sepan que, cuando resalten texto, lo resaltado no pasará de una pantalla a la próxima".

18. Say to the students:

    "Esta sesión de la prueba durará _____ (state length of test session)**. Si al finalizar la sesión no han terminado de responder a las preguntas, se les dará más tiempo para terminar. Como máximo, tendrán hasta el final del día escolar mientras que sigan trabajando de una manera productiva.**

Si terminan de responder las preguntas antes de que termine la sesión de la prueba, aprovechen para revisar su trabajo de esta sesión".

19. Then say:

"También pueden usar su hoja de referencia de matemáticas para contestar preguntas en cualquier momento durante esta sesión.

Esta se puede encontrar al hacer clic en el botón de 'Recursos' en el lado derecho de la pantalla".

20. Then say:

"Durante la sesión, si tienen un problema para encontrar o usar una de las herramientas en la pantalla de la computadora, o si tienen problemas para usar la computadora, levanten la mano. Sin embargo, no podré ayudarlos con el contenido de la prueba o ayudarlos a responder a las preguntas de la prueba.

También pueden levantar la mano si desean que yo les lea una palabra de la prueba. Deberán señalarme la palabra, se las leeré en voz baja y se las repetiré si es necesario. No obstante, no podré decirles el significado de la palabra y no podré darles otro apoyo o ayuda durante esta sesión. Levanten la mano si tienen una pregunta sobre esto".

Pause and answer any questions that students have.

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

"Ahora yo distribuiré una hoja de referencia impresa que pueden usar además de la que está disponible en la pestaña de Recursos en su pantalla durante la prueba. No escriban en su hoja de referencia. En su lugar usen su papel borrador para hacer cualquier cálculo que necesiten hacer durante la prueba. No pueden usar ninguna otra hoja de referencia excepto la que yo les doy".

22. Then say to the students:

"Es importante que las Pruebas de MCAS sean justas para todos los alumnos. Por lo tanto, no está permitido brindar ayuda o recibir ayuda. Esto incluye el uso de apuntes, libros u otros materiales de referencia, el acceso a un teléfono celular u otro dispositivo electrónico que no sea su dispositivo de la prueba, mirar la pantalla de otro estudiante, permitir que otro estudiante mire su pantalla, pasar notas o hablar con otros estudiantes. No se permite acceder a Internet ni usar cualquier aplicación en su dispositivo de la prueba que no sea la aplicación de la prueba que están usando en este momento. Se espera que todos los estudiantes sean honestos y no hagan trampas de ninguna manera".

23. Then say to all students:

"Hagan clic en el botón 'Empezar'. Ahora pueden empezar a trabajar en su prueba".

Circulate among the students and verify that all have successfully started Session 1.

24. 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.**

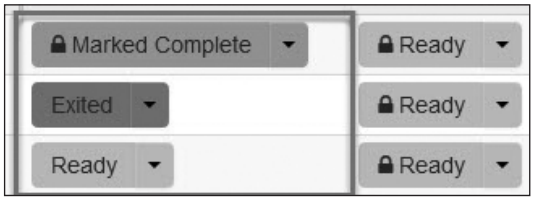
25. (Optional) Approximately midway through the session, say to students:

> **"Ahora pueden tener un breve descanso durante el cual pueden ponerse de pie y estirarse. Durante el descanso, no pueden hablar de la prueba. Si no quieren tomar un descanso, pueden seguir trabajando. El descanso será de** _____ (state the length of the break) **minutos".**

The break may be scheduled for 3–5 minutes, at the test administrator's discretion. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other's screens. The Department recommends closing laptop lids, turning off computer monitors, or placing tablets face down on desks. When the break is completed, say to the students:

> **"El descanso terminó. Deben volver a trabajar en la prueba".**

26. Monitor student testing status in the PAN Session. During testing, all students should be in an "Active" status. If a student has signed out or been kicked out of 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 log back into the test and resume testing.



Clicking on a student's status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

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

> **"La mitad del tiempo de esta sesión terminó. Recuerden usar el botón 'Repasar' en la parte superior de la pantalla para ver cuáles preguntas han contestado y omitido o las que han marcado. Asegúrense de no omitir ninguna pregunta en esta sesión de la prueba".**

28. Say to **ANY STUDENT WHO FINISHES EARLY**:

> **"Quiero recordarles que deberían haber respondido a todas las preguntas de la Sesión 1. En la parte superior de la pantalla, hagan clic en 'Repasar' y asegúrense de que hayan respondido a todas las preguntas. Deben asegurarse de que no hayan omitido ninguna pregunta. Recuerden que, una vez que hayan entregado sus respuestas finales, no se les permitirá volver a la Sesión 1.**

Los teléfonos celulares, reproductores de música, lectores de libros electrónicos y otros dispositivos prohibidos todavía no están permitidos durante lo que resta de esta sesión hasta que yo les dé permiso".

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 31.

29. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

    "Se ha terminado el tiempo programado para esta sesión. Quiero recordarles que deberían haber respondido a todas las preguntas de la Sesión 1. En la parte superior de la pantalla, hagan clic en 'Repasar' y asegúrense de que hayan respondido a todas las preguntas.

    Deben asegurarse de que no hayan omitido ninguna pregunta. Recuerden que, una vez que hayan entregado sus respuestas finales, no se les permitirá volver a la Sesión 1".

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

30. Say to the students:

    "Si necesitan más tiempo para contestar cualquier pregunta, levanten la mano. No entreguen sus respuestas finales en este momento".

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

31. Then say to the students:

    "Si han completado la sesión de prueba, hagan clic en el botón 'Repasar' en la parte superior de la pantalla, y luego hagan clic en 'Fin de la Sección'. Hagan clic en el botón 'Enviar Respuestas Finales' para entregar sus respuestas. En la pantalla emergente confirmen que les gustaría entregar sus respuestas seleccionando 'Sí, Enviar Respuestas Finales'. Si no han salido automáticamente, salgan de la prueba desde el menú desplegable del usuario en la esquina superior derecha de la pantalla y hagan clic en 'Cerrar sesión de TestNav'".

32. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.

33. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

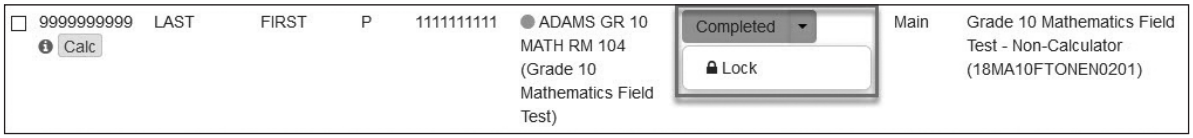
    "Si aún no han terminado su trabajo en esta sesión, se les trasladará a _____ (location) **para completar la prueba. Tendrán hasta el final de la jornada escolar para terminar su trabajo, siempre y cuando trabajen productivamente.**

    Los teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados, y no pueden acceder a ellos hasta que yo u otro administrador de la prueba les demos permiso para hacerlo".

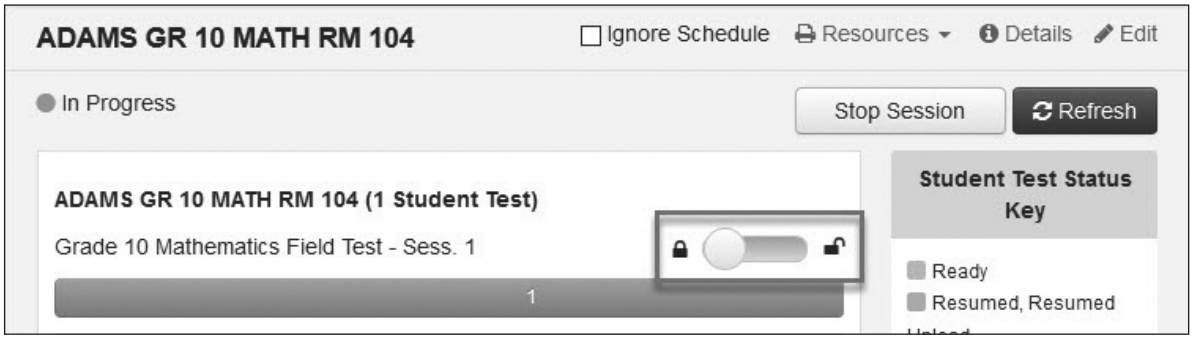
    If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

    Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining security for students in a test completion room.

34. Collect students' testing tickets (if you did not collect them earlier) 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. Remind students of when Session 2 will begin. 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, slide the Session lock button to the locked position to lock all students' tests.



35. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the "Ready" status for this test session. These students will need to take Session 1 during the make-up period. If all the students assigned to you took Session 1, notify your principal of this. It is important to keep accurate records of who has been tested.

    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.

36. If your school will be administering the student questionnaire right after Session 2, turn to Part IX, section A, on page 84 now, and then return to this page for steps 37–39. If a student will not be taking the questionnaire, turn to Part IX, section B, on page 85. Note that there is no English/Spanish version of the student questionnaire, but the questionnaire may be translated if needed.

37. 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

38. Complete appropriate tracking documents, as instructed by your principal.

39. Immediately return **all** test materials and the list of students to your principal.

D As Students Arrive for Mathematics Session 2

1. Say to the students:

   "Antes de comenzar las pruebas, quiero recordarles que los teléfonos celulares y otros dispositivos electrónicos no están permitidos bajo ningún motivo durante esta sesión, hasta que yo les dé permiso para acceder a ellos".

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

   "Si ustedes tienen un dispositivo electrónico, asegúrense de que esté apagado, pónganlo en su mochila y déjenla a un lado del salón. Podrán volver a tenerlo cuando se les dé permiso para hacerlo".

   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.**

3. 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.

E Administer Session 2

To ensure that 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 scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "Estamos a punto de empezar la Sesión 2 de la Prueba de Matemáticas de MCAS para 10.° grado. Esta es la última de dos sesiones de prueba".

2. Then say to students:

   "Ahora yo distribuiré papel borrador que pueden usar durante esta sesión. Si en cualquier momento necesitan más, levanten la mano y les daré otra hoja de papel. Pueden tener hasta tres hojas de papel borrador por vez. Si necesitan más de tres hojas, tendrán que devolver papel borrador usado".

   Distribute one sheet of blank scratch paper to each student.

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

   "Ahora yo distribuiré los billetes de prueba para estudiantes. No ingresen hasta que yo les diga que lo hagan".

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

   "Pónganse sus auriculares y asegúrense de que estén enchufados. En su pantalla al lado del botón 'Sign In', hagan clic en el enlace que dice 'Test Audio'. Asegúrense de que puedan escuchar por los auriculares y ajusten el volumen como sea necesario".

   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 and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. Then say:

   "Miren su billete de prueba para estudiantes. Asegúrense de que tenga su nombre. Levanten la mano si no tienen el billete de prueba para estudiantes correcto".

7. 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.

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

   "Escriban el número de identificación de la computadora que están usando en su billete de prueba. Pueden encontrar el número de identificación _____ (instruct students where to find the device ID number)**".**

   Pause while students write down their device ID numbers.

9. Say to the students:

   "Ahora, en la computadora ingresen el nombre de usuario que se muestra en su billete de prueba para estudiantes. Su nombre de usuario es en realidad un número de 10 dígitos. Luego, ingresen la contraseña que se muestra en su billete de prueba para estudiantes".

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

   Then say:

   "Ahora hagan clic en el botón que dice '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.

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

    "Busquen su nombre en la parte superior derecha de la pantalla. Si el nombre que ven no es el suyo, levanten la mano".

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

    "Su pantalla de computadora ahora debería estar en la pantalla de 'Available Tests'".

    Confirm that all students' test devices are on the "Available Tests" screen.

12. If your principal has instructed you to

    › **COLLECT STUDENT TESTING TICKETS** say:

    "Ahora voy a recoger sus billetes de prueba para estudiantes".

    Collect students' testing tickets.

    › **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, say:

    "Por favor, guarden sus billetes de prueba y no los usen como papel borrador. Yo los recogeré al final de esta sesión de prueba".

13. Say to the students:

    Hagan clic en el botón azul en la pantalla que dice 'Empezar'. Ahora deberían ver una pantalla que dice 'Bienvenido'".

    Pause to confirm that students are on the correct screen.

14. Once all students' testing devices are at the "Welcome" screen, say:

    "Hagan clic en el recuadro en el centro de la pantalla que dice 'Empezar'. Ahora deberían ver una pantalla que dice 'Sesión 2' en la parte superior y que dice el número de preguntas a continuación. Si su pantalla no dice 'Sesión 2', por favor, levanten la mano".

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

15. Then say to all students:

    "Lean las instrucciones en su pantalla mientras yo las leo en voz alta".

    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.

16. Then say:

    "Lea cada pregunta detenidamente y luego respóndala lo mejor posible.

    Si en alguna pregunta se le pide que demuestre o explique su trabajo, debe hacerlo para recibir el crédito completo. Ingrese su respuesta en el recuadro proporcionado en la pantalla. Se calificarán únicamente las respuestas que se ingresen en el recuadro para respuestas.

    Si no sabe la respuesta a una pregunta, puede marcarla y pasar a la siguiente pregunta. Una vez que termine, puede revisar las respuestas y retomar las preguntas que marcó".

17. Then say:

    "Antes de entregar sus respuestas al final de la sesión de prueba, asegúrense de que hayan respondido a todas las preguntas y que no hayan dejado nada en blanco o sin responder.

    Pueden escribir sus respuestas en español o inglés. Además, tal vez recuerden que había una libreta disponible en la pantalla de su computadora durante la prueba de Lengua Inglesa. No tendrán una libreta de apuntes en esta prueba. Sin embargo, podrán tomar apuntes en el papel borrador que repartí.

Tal vez quieran resaltar información en la pantalla, una pregunta de la prueba, o una selección de respuesta. Es importante que sepan que, cuando resalten texto, lo resaltado no pasará de una pantalla a la próxima".

18. Say to the students:

"Esta sesión de la prueba durará _____ (state length of test session)**. Si al finalizar la sesión no han terminado de responder a las preguntas, se les dará más tiempo para terminar. Como máximo, tendrán hasta el final del día escolar mientras que sigan trabajando de una manera productiva.**

Si terminan de responder las preguntas antes de que termine la sesión de la prueba, aprovechen para revisar su trabajo de esta sesión".

19. Then say:

"También pueden usar su hoja de referencia de matemáticas para contestar preguntas en cualquier momento durante esta sesión.

Esta se puede encontrar al hacer clic en el botón 'Recursos' en el lado derecho de la pantalla".

20. Then say:

"Pueden usar la calculadora incluida en su prueba en computadora o una calculadora portátil para contestar preguntas en cualquier momento durante esta sesión".

21. Then say:

"Durante la sesión, si tienen un problema para encontrar o usar una de las herramientas en la pantalla de la computadora, o si tienen problemas para usar la computadora, levanten la mano. Sin embargo, no podré ayudarlos con el contenido de la prueba o ayudarlos a responder a las preguntas de la prueba.

También pueden levantar la mano si desean que yo les lea una palabra de la prueba. Deberán señalarme la palabra, se la leeré en voz baja y se la repetiré si es necesario. No obstante, no podré decirles el significado de la palabra y no podré darles otro apoyo o ayuda durante esta sesión. Levanten la mano si tienen una pregunta sobre esto".

Pause and answer any questions that students have.

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

"Ahora yo distribuiré una hoja de referencia impresa que pueden usar además de la que está disponible en la pestaña de Recursos en su pantalla durante la prueba. No escriban en su hoja de referencia. En su lugar usen su papel borrador para hacer cualquier cálculo que necesiten hacer durante la prueba. No pueden usar ninguna otra hoja de referencia excepto la que yo les doy".

23. Say to the students:

    "Es importante que las Pruebas de MCAS sean justas para todos los alumnos. Por lo tanto, no está permitido brindar ayuda o recibir ayuda. Esto incluye el uso de apuntes, libros u otros materiales de referencia, el acceso a un teléfono celular u otro dispositivo electrónico que no sea su dispositivo de la prueba, mirar la pantalla de otro estudiante, permitir que otro estudiante mire su pantalla, pasar notas o hablar con otros estudiantes. No se permite acceder a Internet ni usar cualquier aplicación en su dispositivo de la prueba que no sea la aplicación de la prueba que están usando en este momento. Se espera que todos los estudiantes sean honestos y no hagan trampas de ninguna manera".

24. Then say to all students:

    "Hagan clic en el botón 'Empezar'. Ahora pueden empezar a trabajar en su prueba".

    Circulate among the students and verify that all have successfully started Session 2.

25. 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.**

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

    "Ahora pueden tener un breve descanso durante el cual pueden ponerse de pie y estirarse. Durante el descanso, no pueden hablar de la prueba. Si no quieren tomar un descanso, pueden seguir trabajando. El descanso será de _____ (state the length of the break) **minutos".**

    The break may be scheduled for 3–5 minutes, at the test administrator's discretion. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other's screens. The Department recommends closing laptop lids, turning off computer monitors, or placing tablets face down on desks. When the break is completed, say to the students:

    "El descanso terminó. Deben volver a trabajar en la prueba".

27. Monitor student testing status in the PAN Session. During testing, all students should be in an "Active" status. If a student has signed out or been kicked out of 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 log back into the test and resume testing.

    Clicking on a student's status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

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

    "La mitad del tiempo de esta sesión terminó. Recuerden usar el botón 'Repasar' en la parte superior de la pantalla para ver cuáles preguntas han contestado y omitido o las que han marcado. Asegúrense de no omitir ninguna pregunta en esta sesión de la prueba".

29. Say to **ANY STUDENT WHO FINISHES EARLY**:

    "Quiero recordarles que deberían haber respondido a todas las preguntas de la Sesión 2. En la parte superior de la pantalla, hagan clic en 'Repasar' y asegúrense de que hayan respondido a todas las preguntas.

    Deben asegurarse de que no hayan omitido ninguna pregunta. Recuerden que, una vez que hayan entregado sus respuestas finales, no se les permitirá volver a la Sesión 2.

    Los teléfonos celulares, reproductores de música, lectores de libros electrónicos y otros dispositivos prohibidos todavía no están permitidos durante lo que resta de esta sesión hasta que yo les dé permiso".

    Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 32.

30. At the **END OF THE SESSION**, say to the students:

    "Se ha terminado el tiempo programado para esta sesión. Quiero recordarles que deberían haber respondido a todas las preguntas de la Sesión 2. En la parte superior de la pantalla, hagan clic en 'Repasar' y asegúrense de que hayan respondido a todas las preguntas.

    Deben asegurarse de que no hayan omitido ninguna pregunta. Recuerden que, una vez que hayan entregado sus respuestas finales, no se les permitirá volver a la Sesión 2".

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

31. Say to the students:

    "Si necesitan más tiempo para contestar cualquier pregunta, levanten la mano. No entreguen sus respuestas finales en este momento".

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

32. Then say to the students:

    "Si han completado la sesión de prueba, hagan clic en el botón 'Repasar' en la parte superior de la pantalla, y luego hagan clic en 'Fin de la Sección'. Hagan clic en el botón 'Enviar Respuestas Finales' para entregar sus respuestas. En la pantalla emergente confirmen que les gustaría entregar sus respuestas seleccionando 'Sí, Enviar Respuestas Finales'. Si no han salido automáticamente, salgan de la prueba desde el menú desplegable del usuario en la esquina superior derecha de la pantalla y hagan clic en 'Cerrar sesión de TestNav'".

33. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.

34. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

    "Si aún no han terminado su trabajo en esta sesión, se les trasladará a _____ (location) **para completar la prueba. Tendrán hasta el final de la jornada escolar para terminar su trabajo, siempre y cuando trabajen productivamente.**

    Los teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados, y no pueden acceder a ellos hasta que yo u otro administrador de la prueba les demos permiso para hacerlo".

    If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

    Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining security for students in a test completion room.

35. Collect students' testing tickets (if you did not collect them earlier) 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 (see screenshots on page 106).

36. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the "Ready" status for this test session. These students will need to take Session 2 during the make-up period. If all the students assigned to you took Session 2, notify your principal of this. It is important to keep accurate records of who has been tested.

    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.

37. If your school will be administering the student questionnaire right after Session 2, turn to Part IX, section A, on page 84 now, and then return to this page for steps 38–40. If a student will not be taking the questionnaire, turn to Part IX, section B, on page 85. Note that there is no English/Spanish version of the student questionnaire, but the questionnaire may be translated if needed.

38. 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

39. Complete appropriate tracking documents, as instructed by your principal.

40. Immediately return **all** test materials and the list of students to your principal. Also return this manual to your principal, if applicable, so that others may use it for administering the high school Biology or Introductory Physics field test.

F Recommended Scripts to Read for a Supervised Lunch or Restroom Break

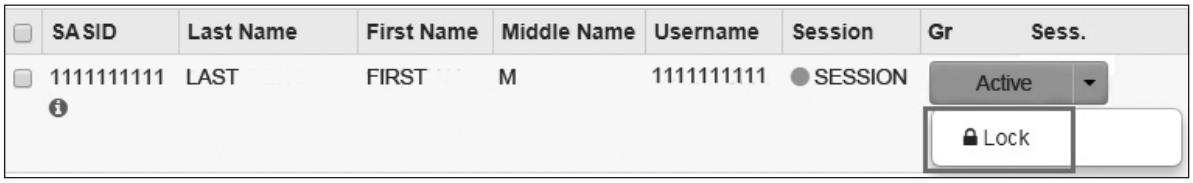
1. **For students who will be escorted to a SUPERVISED LUNCH**, if your principal has instructed you to do so, read the following recommended script to students:

   "Ahora es hora de almorzar. Ustedes podrán continuar las pruebas después del almuerzo y tendrán hasta el final de la jornada escolar para terminar su trabajo, siempre y cuando trabajen productivamente.

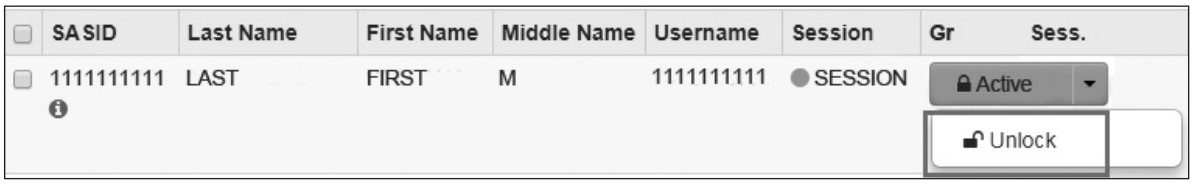
   Ustedes van a ir a _____ (location) **después de su almuerzo supervisado para terminar la prueba, y se les llevarán allí los materiales de su prueba. Los teléfonos celulares u otros dispositivos electrónicos deben permanecer apagados durante el almuerzo y no podrán acceder a ellos hasta que el administrador de la prueba les dé permiso para hacerlo. Además, durante el almuerzo no pueden hablar sobre la prueba".**

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   The Department recommends locking the student's test by clicking the arrow next to the student's test status and selecting "Lock."



   To unlock a student's test when the student has returned, click the arrow next to the student's test status and select "Unlock."



   Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for these students.

2. **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:

   "Ustedes no pueden recuperar o acceder a su teléfono celular o a cualquier material prohibido mientras estén fuera de la sala".

   If your principal has directed you to follow a different procedure, do so at this time. Make sure that the student's screen is not visible to anyone else while the student is out of the room.

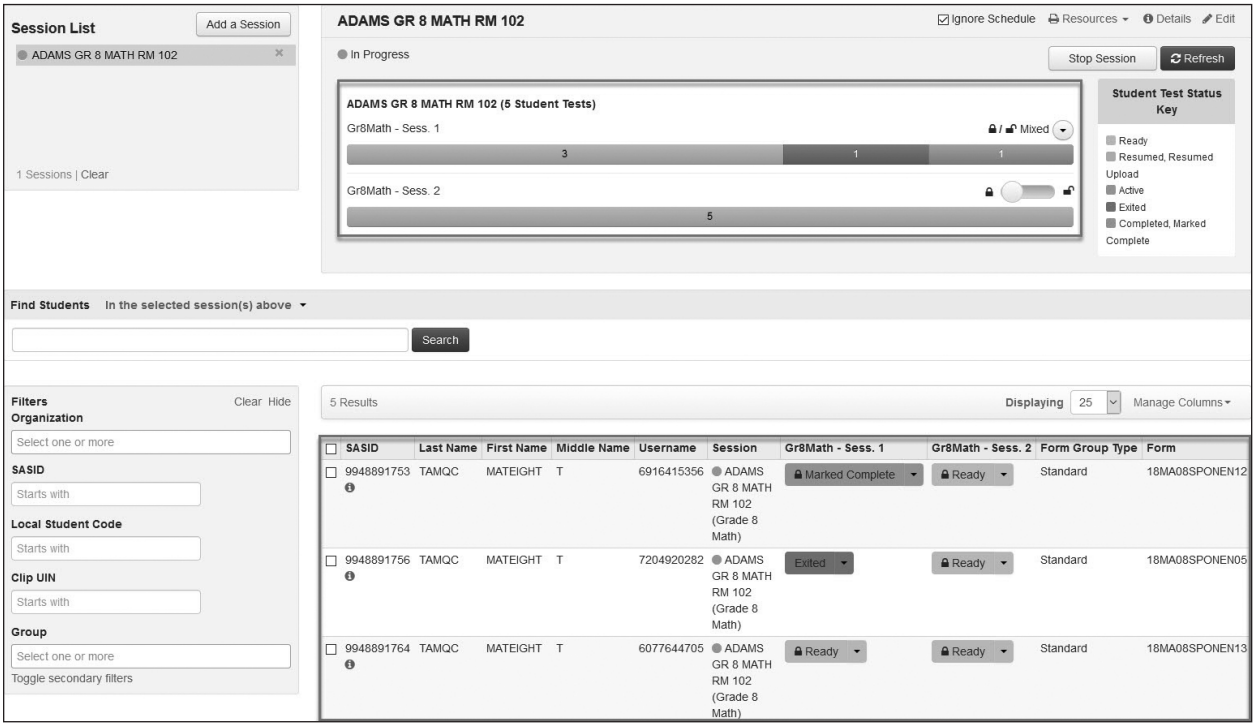
Appendix B

How to Use the "Students in Sessions" Screen and How to Resume Students' Tests

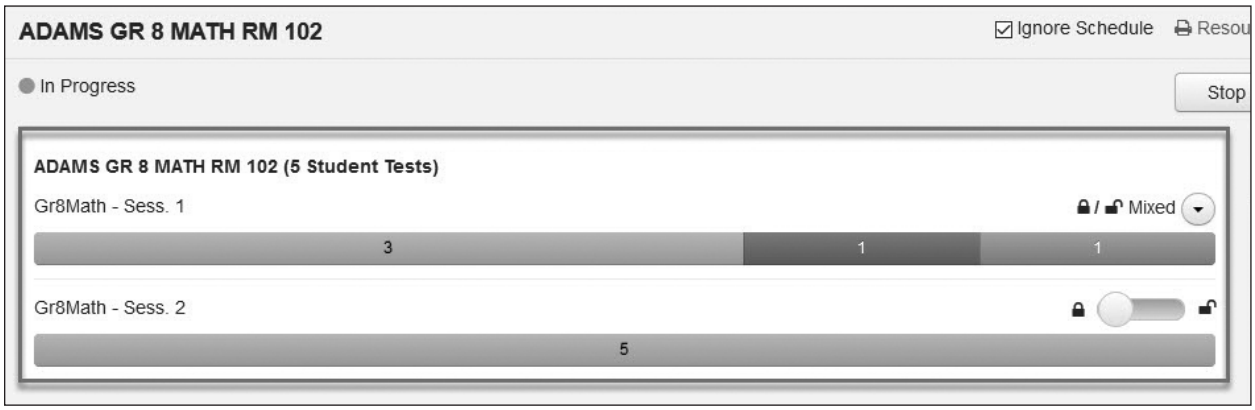
Appendix B—How to Use the "Students in Sessions" Screen and How to Resume Students' Tests

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.

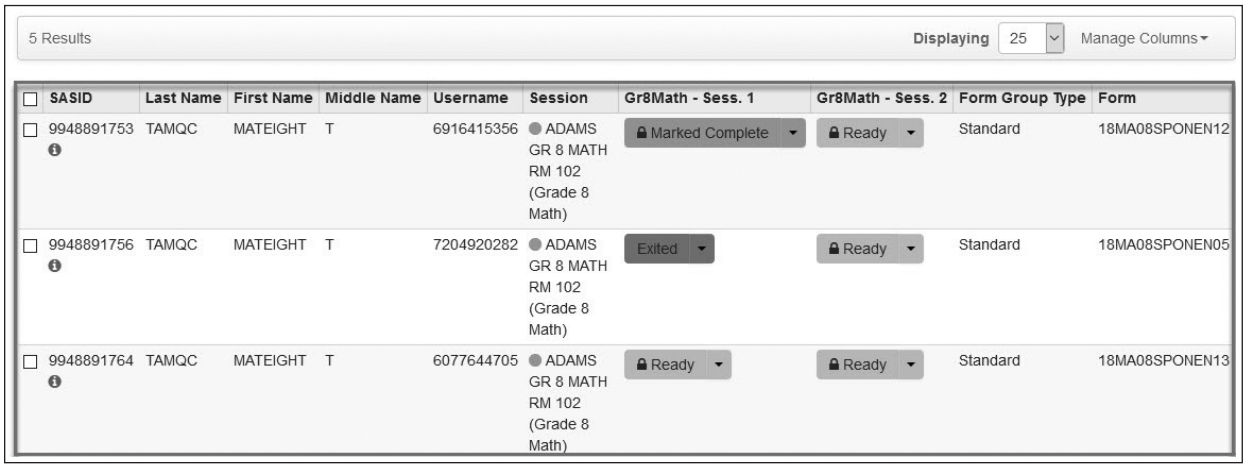
Students in Sessions screen:



The top of the screen will show a status bar for the entire class:



The bottom of the screen will show a list of students, with their individual statuses:



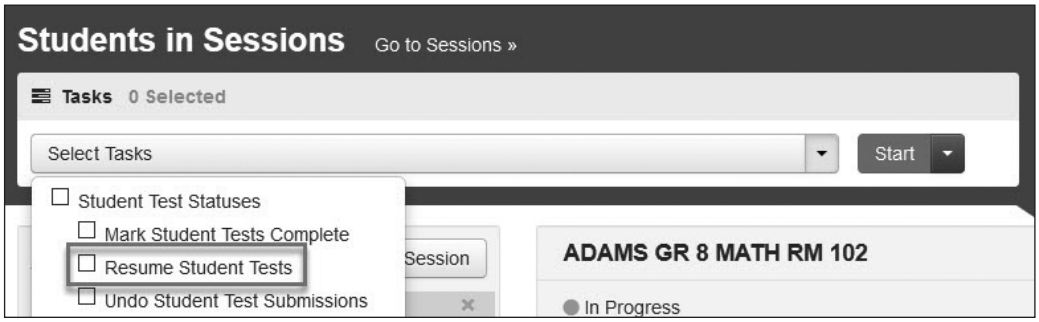
Appendix B—How to Use the "Students in Sessions" Screen and How to Resume Students' Tests

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**.

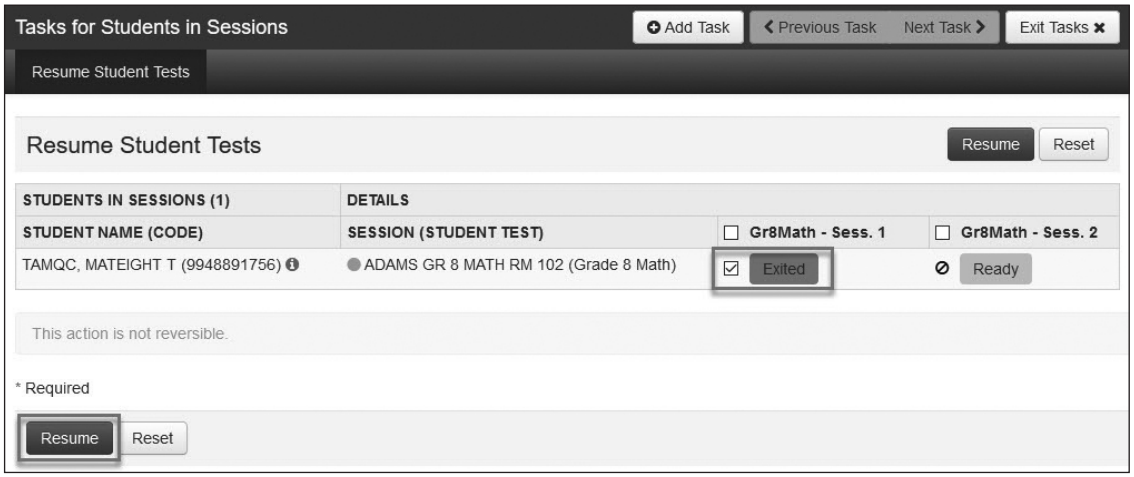
Student Status Key	
Status	**Description**
Ready (shown in gray)	The student has not logged into the test session yet, but is ready to log in.
Active (green)	The student is currently logged into the test.
Exited (red)	The student has exited the test session, but has not submitted his or her responses yet (after a test session, after logging 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 logs 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 log 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 log 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 logs 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**.

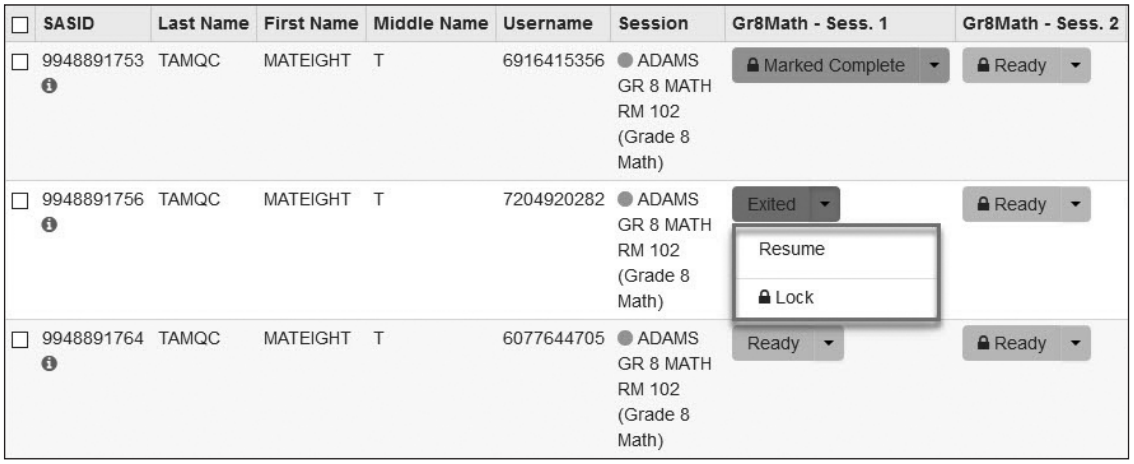


2. Select the students whose tests are to be resumed. Click **Resume**.



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:



Appendix C

Additional Instructions for Computer-Based Testing and Troubleshooting Steps

Appendix C—Troubleshooting Steps

A Background and Overview

Principals, test coordinators, and technology coordinators should become familiar with the terminology describing the components of computer-based testing:

- **PearsonAccess^{next} (PAN)** is the online management system.
- **TestNav** is the online testing platform for students.
- **Infrastructure Trials:** An Infrastructure Trial is an opportunity for districts, schools, and students to prepare for computer-based testing by simulating test-day network use. The purpose is to identify any school or district logistical issues, and to confirm all testing devices are properly configured and ready for computer-based testing.
- **ProctorCache:** This software will be available to all schools as part of the TestNav student testing platform. Precaching is the process of loading (i.e., "caching") test content locally to a designated proctor caching computer at a school. Precaching reduces test delays from network congestion and provides students with a more seamless testing experience in the event of disruptions to Internet connectivity.

Steps that apply to any technology problems that may occur during testing:

- Do not move a student to a new device.
- Do not turn off the device.
- Make note of which testing device the student was using.
- If there is a situation in which a student is waiting for more than 15 minutes, then schedule the student to complete the session at a later time.

In the rare occurrence that TestNav or PearsonAccess^{next} experiences an outage, the MCAS Service Center will email a notification to principals, district and school test coordinators, and technology coordinators. The MCAS System Status page at ma-testnav.statushub.io will be updated until the issue has been resolved. A second email will be sent to schools and districts when service is restored.

B Troubleshooting Situations that Can Occur in Test Sessions

1. SITUATION: TestNav stops responding or exits a student from the test (e.g., a student device loses connectivity)

RESOLUTION:

Steps for the Test Administrator:

1. Attempt to identify if there was a loss of connectivity.
2. Resume the student's test.
3. If there are repeated technical interruptions, contact your technology staff.

Steps for the Technology Staff:

Escalate the issue to the principal for a student who is waiting for 15 minutes.

Steps for the Principal:

1. Call the MCAS Service Center at 800-737-5103 if there are issues that cannot be resolved in 15 minutes or less.
2. Call the Department at 781-338-3625 after calling the MCAS Service Center if there is a large-scale technology failure that affects one or more classrooms. (It is not necessary to call the Department if there is a loss in connectivity that can be quickly restored with minimal interruption to student testing.)

2. SITUATION: A student turned off his or her device instead of exiting TestNav correctly, and the status in PAN remains "Active" (even though the student is not currently testing)

RESOLUTION: The student's responses have not been lost, but the test administrator should verify that the student responded to all the test questions by following these steps in PearsonAccess^{next}:

1. Navigate to the "Students in Session" page, and locate the affected test session in the student's test.
2. Click on the student's "Active" status to view the "Student Test & Item Progress" screen.
3. Verify whether the student responded to all the test questions.
4. If all the test questions were answered, mark the PAN Session complete.
5. If any responses are missing, locate and upload the student's responses that were saved locally. For further instructions, follow the instructions in the *TestNav User Guide* (support.assessment.pearson.com/x/DAACAQ). Test administrators may want to contact their technology staff person for support.

3. SITUATION: TestNav does not appear to be working properly (i.e., a student is experiencing a TestNav behavior described below)

RESOLUTION:

Steps for the Test Administrator:

The following are expected behaviors in TestNav:

- 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.

If students encounter a situation not listed above, consult with your technology staff, who may then call the MCAS Service Center.

Steps for the Technology Staff:

Escalate the issue to the principal for a student who is waiting for 15 minutes.

Appendix C—Troubleshooting Steps

4. SITUATION: A student's test status is "Resumed – Upload"; error codes 1005, 1006 or 1007

Resume Upload status forces TestNav to check for a saved response file (SRF) on the testing machine when the student logs back in to continue. There are times when a student needs to be resumed, but may not be properly logged out of a test, such as if the computer froze or the browser crashed. When this happens, the student may still be listed in **Active** status, but the only option you can choose is **Resume Upload**.

RESOLUTION: In most cases, resuming a student test in PAN will allow a student to log back in to TestNav successfully. By default, TestNav will look for any saved responses and upload them. If a student is inadvertently logged out of TestNav and resumes testing on a device that does not have a Saved Response File (SRF), Resume Upload can be used to allow a Test Administrator to search for the SRF on the student's original testing device. Refer to support.assessment.pearson.com/x/DAACAQ for directions on locating the SRF.

When a student is ready to log back into the session with a Resumed-Upload status, a staff member must be present. TestNav will prompt the student/staff member to locate the saved responses from the designated save location and upload them to TestNav before resuming the test. This ensures no student responses are lost if the testing device is unable to connect to Pearson servers. Do NOT have a student ignore this message or his or her responses could be lost. If a test administrator does not know how to locate or upload the responses, please call the MCAS Service Center. Be prepared to provide the student name, PAN Session, and device type, and request to speak with Technical Support.

5. SITUATION: A student needs to change devices (e.g., a student has to move to a test completion room but is using a desktop computer).

RESOLUTION: The Department strongly recommends that students use only one computer per test session whenever possible. However, if a student needs to change devices during the same test session, he or she needs to log out of TestNav on the first device (click on the User icon in the top right corner, select "Log out of TestNav," and then follow the prompts). Once the student is fully logged 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.

6. SITUATION: A student exits TestNav before completing a test session or before submitting final answers

RESOLUTION:

1. Verify that TestNav is shut down for the student.
2. Resume the student's test in PAN.
    - If the student exited due to an issue with network connectivity, the student's test will need to be put in Resume Upload status. When the student logs in, locate the Saved Response File (SRF) and the system will upload any test responses that the student entered after the interruption if resuming on the same testing device. For instructions on locating SRFs, refer to the *TestNav User Guide* (support.assessment.pearson.com/x/DAACAQ).

- Have the student log back into TestNav using the login information on the student testing ticket. If possible, have the student log in on the same device the student was using when he or she exited TestNav.
- The student's test will resume from the point at which the test was interrupted.

Technology coordinators should contact the MCAS Service Center immediately if there is an issue that cannot be resolved. It is acceptable to contact the Service Center using a cell phone, but it is not permissible to photograph students' testing devices (e.g., to show an error message). Be prepared to provide logs from the testing devices if the Service Center requests them.

C Resolving Situations that Involve Accommodations

1. SITUATION: A student has the wrong accommodation assigned and the student has <u>not</u> logged into TestNav yet (is still in "Ready" status)

RESOLUTION: If the student is in a session that has not yet been prepared, the accommodation can be updated by following these steps:

1. In PAN, go to **Setup > Students**.
2. Search for the student and place a checkmark next to the student name.
3. Select **Tasks > Manage Student Tests > Start**.
4. Select the test on the left.
5. Update the Accommodation and click **Save** (repeat if more than one test needs to be updated).

If the student is in a PAN Session that has been prepared, the student first needs to be removed from the Session. This can be done by following these steps:

1. In PAN, go to **Testing > Sessions**.
2. Search for appropriate session and place a checkmark next to the session.
3. Click on **Go to Students in Sessions**.
4. Click on the PAN Session name under Session List on the left side of the screen.
5. Place a checkmark next to the student whose accommodation needs to be updated.
6. Select **Tasks > Remove Students from Sessions > Start**.
7. Place a checkmark next to the student and click **Remove**.

Once the student has been removed, follow the first four steps above. When the student's accommodation has been updated, place the student back into the appropriate PAN Session.

Appendix C—Troubleshooting Steps

2. SITUATION: A student has the wrong accommodation assigned, and the student has already logged into TestNav (is still in a status other than "Ready")

RESOLUTION: If a student has logged into TestNav and discovers he or she does not have the accommodation needed to test, please follow these steps:

- Have the student log out of TestNav.
- Contact the test coordinator or principal.
- The test coordinator will need to void the test **(all test sessions)**.
  1. In PAN, go to **Testing > Sessions**.
  2. Search for the appropriate session and place a checkmark next to the session.
  3. Click on **Go to Students in Sessions**.
  4. Click on the PAN Session name under Session List on the left side of the screen.
  5. Place a checkmark next to the student whose accommodation needs to be updated.
  6. Select **Tasks > Mark Student Tests Complete** & **Manage Student Tests**, and click **Start**.
  7. On the Mark Student Tests Complete tab, place a checkmark above each of the sessions, enter a reason (Incorrect Accommodation), and click **Mark Complete**.
  8. On the Manage Student Tests tab, check the box "Void Test Score Code," select "Wrong Accommodation" from the Void Test Score Reason dropdown, and click **Save**.
  9. Assign a new test to the student.
     - › Go to **Setup > Students**.
     - › Search for your student and select the checkbox next to the student name.
     - › Select **Tasks > Manage Student Tests > Start**.
     - › Select **Create Student Tests**, enter in the test student information, including the correct accommodations, and click **Create**.
  10. Place the student in a new PAN Session.
     - › Go to **Test > Sessions**.
     - › Select **Tasks > Create / Edit Test Sessions** and click **Start**.
     - › Ensure Create Session is selected, enter in the session details, add the student whose accommodation was updated, and click **Create**.

Note: If the student should have a Human Reader or Human Signer session, select the **Proctor Reads Aloud** checkbox, and then select Human Read Aloud or Human Signer from the Form Group Type dropdown.

3. SITUATION: A student's form-based accommodations (TTS) are not appearing correctly

RESOLUTION: Instructions for correcting a large number of errors (SR/PNP Import):

1. In PAN, select the appropriate administration from the administration dropdown.
2. Select **Import / Export Data** from the **Setup** dropdown.
3. Select **Import / Export Data** from the **Select Tasks** dropdown. Click **Start**.
4. Select **Student Registration Export** from the **Type** dropdown and click **Start**.
5. Once the file is complete, select **Download File**.
6. In the .csv file, identify all students who have both Text-to-Speech (column Z) and Human Reader or Human Signer (Column Y) selected. Delete all other students from the file.
7. Remove either the Text-to-Speech flag, or the Human Reader or Human Signer flag for those students.
8. Save the file as a .csv file.
9. In PAN, select **Import / Export Data** from the **Setup** dropdown.
10. Select **Import / Export Data** from the **Select Tasks** dropdown. Click **Start**.
11. Select **Student Registration Import** from the **Type** dropdown.
12. Select **Choose File** and browse for the saved .csv file. Click **Process**.

Instructions for correcting a small number of errors (PAN interface):

1. In PAN, select the appropriate administration from the administration dropdown.
2. Select **Operational Reports** from the **Reports** dropdown.
3. Check **Students & Registrations** from the **Report Category**.
4. Select the **PNP Report – Accessibility Features and Accommodations for Student Tests** report from the list.
5. Select **Text-to-Speech** from the **Accessibility Features and Accommodations** dropdown. Click **Download CSV**.
6. Identify students on this report that have the Text-to-Speech flag (column T) and Human Reader or Human Signer (column U) flag selected.
7. In PAN, select **Students** from the **Setup** dropdown.
8. Search for the student that has both flags selected. Select the checkbox to the left of the student and select **Manage Student Tests** from the **Select Tasks** dropdown. Click **Start**.
9. Here, remove either the checkbox next to **Text-to-Speech**, or the checkbox next to **Human Read-Aloud** or **Human Signer**. Click **Save**.

Appendix C—Troubleshooting Steps

D Error Codes and TestNav Issues

The table below describes common error codes and TestNav issues and the steps to take to resolve the issues. For many of these situations, a test administrator can resolve a situation, and the student can continue testing without further issues. Others are described below in which test administrators will need to escalate the issue to technology staff if needed. A full list of error codes can be found online at support.assessment.pearson.com/x/DwACAQ. Instruct students to raise their hand if an error code appears during testing.

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).
1001	Your test has been saved. Please notify your test administrator.	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; another error code will follow. More information on resolving EWS issues can be found at support.assessment.pearson.com/x/DgACAQ.
1008	Unable to send final responses.	The connection with the testing server was interrupted while the student was attempting to exit or submit the test, and TestNav was unable to upload responses to the testing server. The student's responses have been saved in the designated response file location, but not all responses could be saved to the testing server. Do NOT turn off the computer. The technology staff person should contact the MCAS Service Center. The technology staff should be prepared to provide the following information: • The error code • The number of students testing • The device type • The session name
1009	Unable to download test content	There is a network connection issue between the testing device and the testing subcontractor's (Pearson's) servers. Contact your technology staff person to verify the local Internet connection and/or connection to the ProctorCache 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: • The error code • The number of students testing • The device type • The session name

Appendix C—Troubleshooting Steps

Error Code Number	Error Code Description	Instructions to Resolve the Issue
1017, 1018	Primary/Alternate SRF location is not writable. Your responses will be saved in primary/ alternate save location only. You may choose to continue with the test or exit the test and make the save location writable.	TestNav displays this error when it tries to write to the SRF secondary location but fails. Check the path and verify it is valid, accessible, and that write access is granted. To update the path, sign in to PearsonAccess^{next} and edit the TestNav configuration. A valid SRF path is required for testing. Technology staff should contact the MCAS Service Center. The technology staff should be prepared to provide the following information: • The error code • The number of students testing • The device type • The PAN Session name
3005	TestNav has detected that another application attempted to become the active window.	This could be caused by one of the following issues: • pop-ups in the background • power saving features • system key combinations such as ctrl+alt+del • the student is attempting to switch to a browser or other application (e.g., 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. If it appears the student was attempting to access information online, contact the principal to report this to the Department.
8026	Unable to connect to the proctor caching computer. Please contact your administrator.	There is a network connection issue between the testing device and the local ProctorCache device. Contact your technology staff to verify whether the local Internet connection and/or connection to the ProctorCache 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: • the error code • the number of students testing at the time

Appendix C—Troubleshooting Steps

TestNav Issue	TestNav Message Description	Instructions to Resolve the Issue
No Available Test	A student logs into TestNav and sees a message that reads, "No Available Tests."	If a student sees "No available tests" after logging into TestNav, then he or she has used a login/password for a test which has already been completed. Confirm on the student's testing ticket the test he or she is taking is correct. The login for the student will be the same for each test, but the password will be different. Reprint the correct test ticket for the test the student is trying to access.
Start Button Gray (not blue)	A student logs into TestNav and sees a gray start bar instead of a blue one.	Ensure the student is using a device with a supported OS version. Verify the test has been started in PAN, and the test is unlocked. For Chromebooks, close TestNav and re-launch the app in Kiosk Mode. (Kiosk Mode Apps are accessed from the Apps link in the lower left of the Chromebook sign-in screen.)

Appendix D

Procedures for Reading the Test Aloud to Students

Appendix D—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 and STE tests, and special access accommodation SA1.2 for the English Language Arts 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.

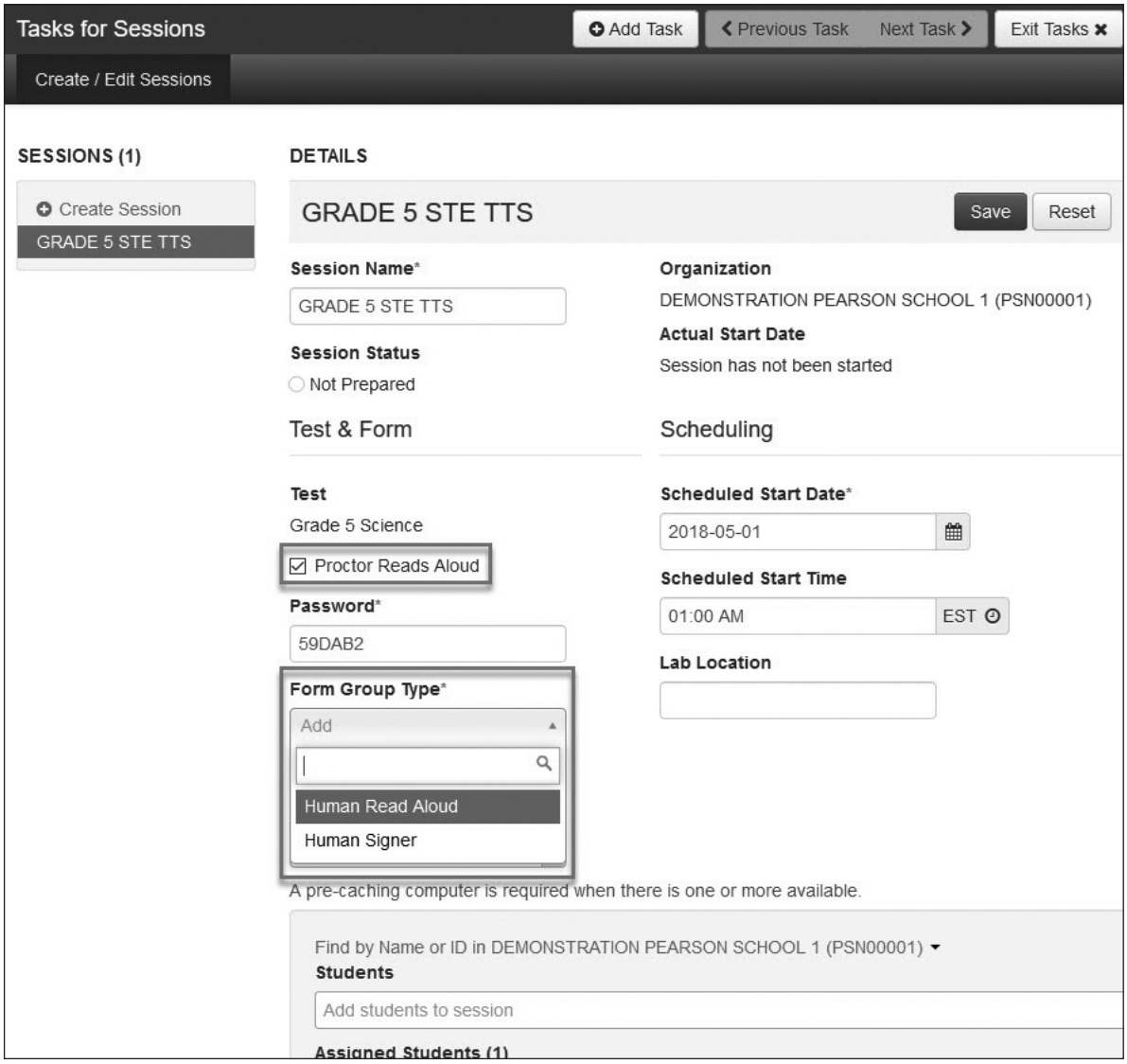
Test administrators for students with disabilities using accommodation A5 or SA1.2 must sign an MCAS Nondisclosure Acknowledgment prior to reviewing secure test content.

- 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.

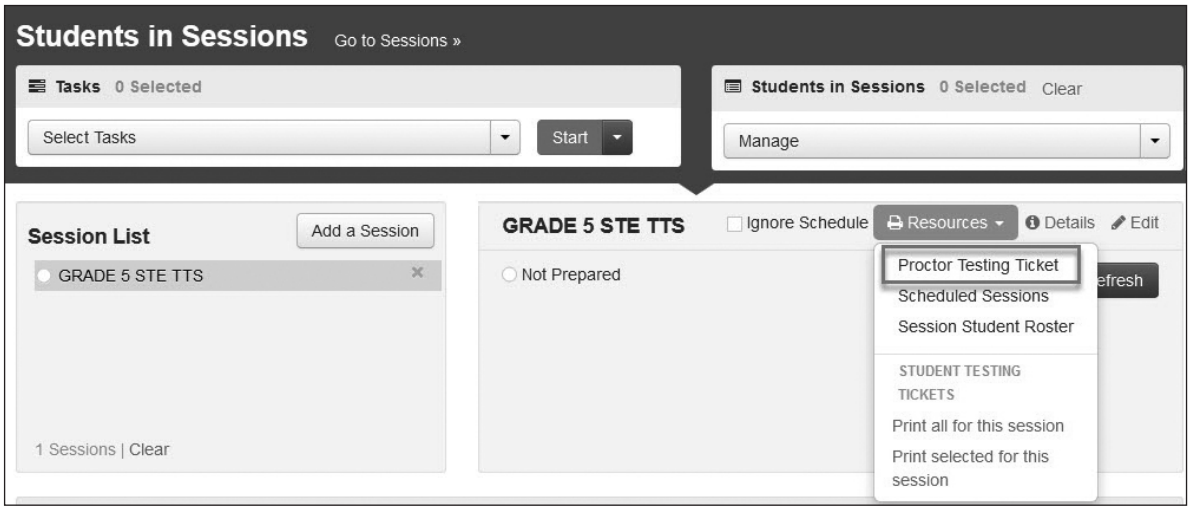
1. In PearsonAccess^{next}, go to **Testing**, and then **Sessions**.
2. Check the box next to the PAN Session to select it; then choose **Select Tasks**; and then select **Create/Edit Session** and click **Start**.



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.**

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 E

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

Appendix E—Procedures for Signing the Test for Students Who Are Deaf or Hard of Hearing

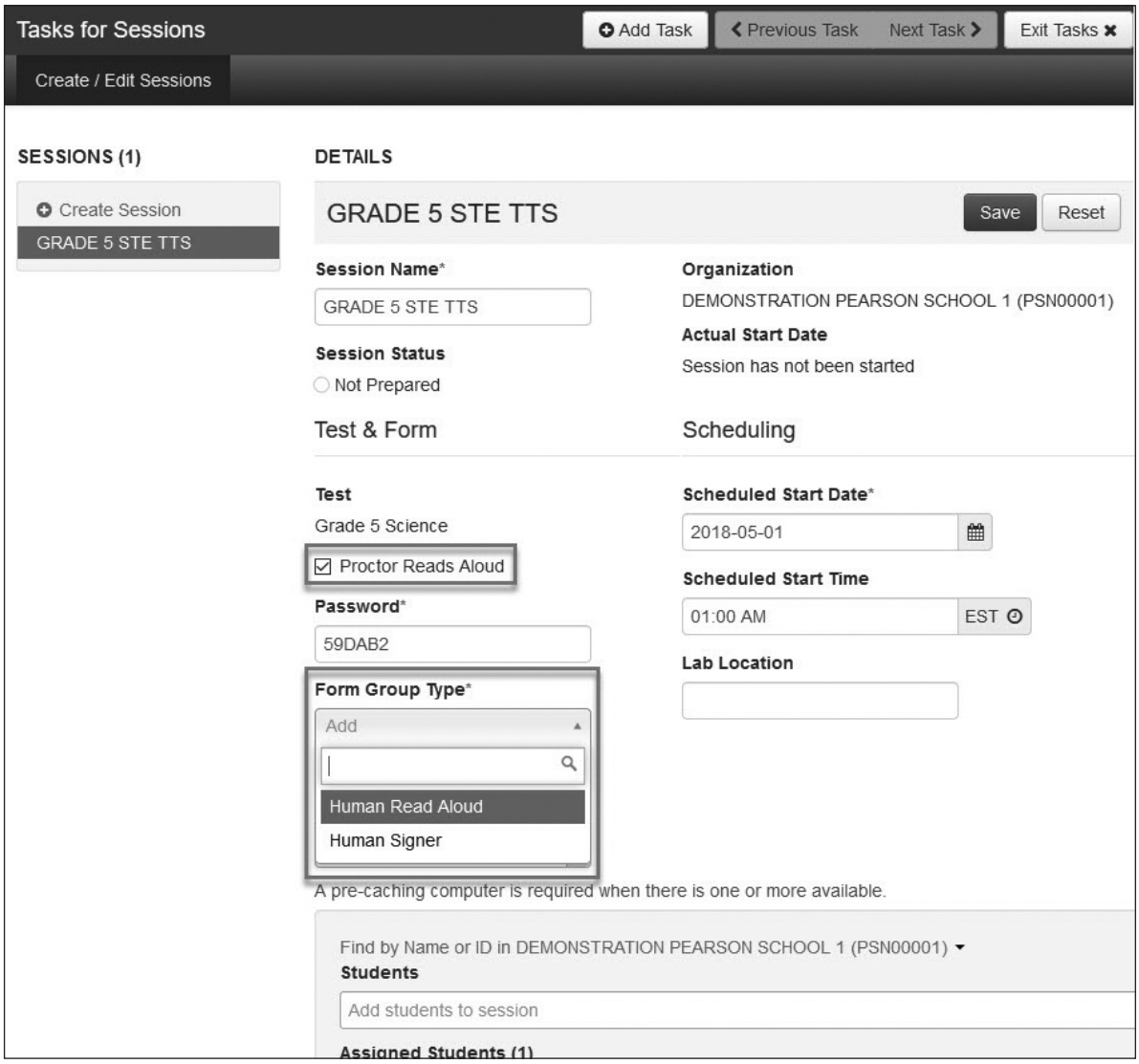
Use the instructions below when administering the computer-based test to a student with a disability whose IEP or 504 plan indicates that the student will participate in MCAS testing using a human signer, which is **accommodation A6** for the Mathematics or STE tests or **special access accommodation SA2** for the English Language Arts 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**, 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

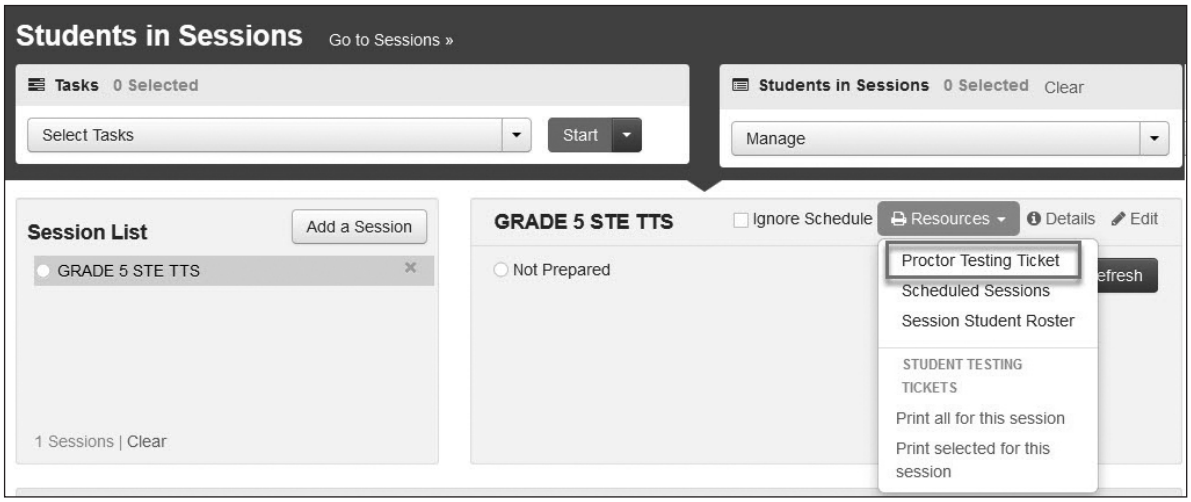
1. In PearsonAccess^{next}, go to **Testing**, and then **Sessions**.
2. Check the box next to the PAN Session to select it; then choose **Select Tasks**; and then select **Create/Edit Session** and click **Start**.
3. On this screen, make sure the "Proctor Reads Aloud" checkbox is checked and that "Human 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.**



Appendix E—Procedures for Signing the Test for Students Who Are Deaf or Hard of Hearing

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 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 F

Procedures for Approving Bilingual Word-to-Word Dictionaries

Appendix F—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 tests.

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.

FPO STATIC BARCODE