



# Massachusetts Comprehensive Assessment System

# TEST ADMINISTRATOR'S MANUAL



## Computer-Based Tests

Including the Spanish/English editions

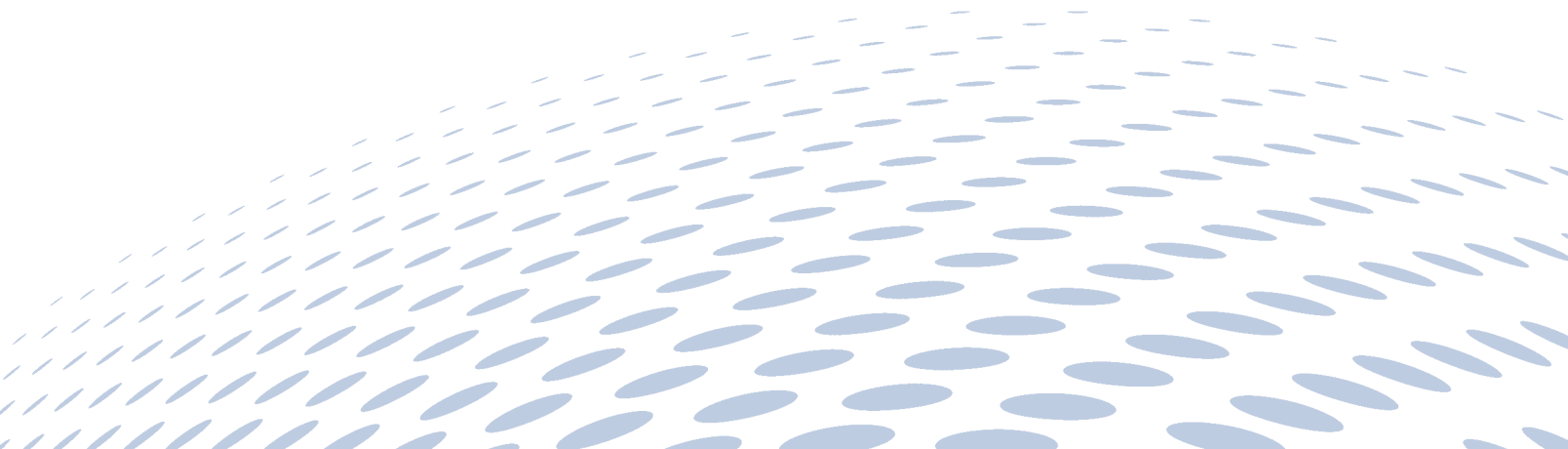
### GRADES 3–8

<b>ELA</b>	March 24–April 18
<b>Mathematics</b>	April 28–May 23
<b>STE</b> (Grades 5 and 8)	April 28–May 23
<b>Civics</b> (Grade 8)	April 28–June 6

### HIGH SCHOOL

<b>Grade 10 ELA</b>	March 25–26
<b>Grade 10 Mathematics</b>	May 20–21
<b>Biology and Introductory Physics</b>	June 4–5

## SPRING 2025





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

Russell D. Johnston  
Acting Commissioner

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## Important Contact Information and Resources

Contact	MCAS Service Center		
<b>For questions on:</b>	<ul style="list-style-type: none"> <li>• general test administration support</li> <li>• the MCAS Portal and the MCAS Student Kiosk such as                             <ul style="list-style-type: none"> <li>&gt; user accounts</li> <li>&gt; technology support and site readiness</li> <li>&gt; the student registration process and loading files</li> </ul> </li> <li>• logistical support, including filling out the Materials Summary and the PCPA</li> <li>• locating resources</li> <li>• shipments of materials</li> </ul>		
<b>Hours</b>	7:00 a.m.–5:00 p.m., Monday–Friday		
<b>Web</b>	<b><a href="http://mcas.onlinehelp.cognia.org">mcas.onlinehelp.cognia.org</a></b> Use this website to access training modules and other materials to support test administration, including a link to the MCAS Service Center website ( <a href="http://mcasservicecenter.com">mcasservicecenter.com</a> ) where schools will access the PCPA and order additional materials.		
<b>Email</b>	<b><a href="mailto:mcas@cognia.org">mcas@cognia.org</a></b>		
<b>Telephone</b>	1-800-737-5103	<b>TTY</b>	888-222-1671

Contact	School-based Staff		
<b>For questions on:</b>	<ul style="list-style-type: none"> <li>• resolving MCAS Portal and MCAS Student Kiosk error codes</li> <li>• connectivity issues</li> <li>• device issues</li> </ul>		
<b>For questions on:</b>	<ul style="list-style-type: none"> <li>• viewing students, classes, and scheduled tests in the MCAS Portal</li> <li>• student logins</li> <li>• students' accessibility features/accommodations</li> </ul>		
	<b>Technology Coordinator</b> Name: _____ Contact information during testing: _____		
	<b>Principal or School Test Coordinator</b> Name: _____ Contact information during testing: _____		

Contact	DESE Office of Student Assessment Services		
<b>For questions on:</b>	<ul style="list-style-type: none"> <li>• assigning accessibility features and accommodations</li> <li>• student participation</li> <li>• testing irregularities, including test security incidents and technology irregularities/failures</li> <li>• voiding a test</li> <li>• student data and SIMS (See note below regarding SIMS.)                              Questions regarding SIMS data should be directed to your district's SIMS contact (go to <a href="http://profiles.doe.mass.edu/search/search.aspx?leftNavID=11239">profiles.doe.mass.edu/search/search.aspx?leftNavID=11239</a>, select <b>SIMS Contact</b> from the Function menu, and click <b>Get Results</b>).</li> </ul>		
<b>Hours</b>	8:00 a.m.–5:00 p.m., Monday–Friday  Schools that need logistical support between 7:00 a.m. and 8:00 a.m. should call the MCAS Service Center at 1-800-737-5103.		
<b>Web</b>	<b><a href="http://www.doe.mass.edu/mcas/testadmin">www.doe.mass.edu/mcas/testadmin</a></b>		
<b>Email</b>	<b><a href="mailto:mcas@mass.gov">mcas@mass.gov</a></b>	<b>Telephone</b>	781-338-3625

# Spring 2025 Test Administration Schedule


## Grades 3–8

MCAS Subject Area Test	Administration Window	Recommended Testing Times
<b>Grades 3–8 ELA</b>	March 24–April 18	2 to 2½ hours per session
<b>Grades 3–8 Mathematics</b>	April 28–May 23	1½ hours per session
<b>Grades 5 and 8 STE</b>	April 28–May 23	1 to 1½ hours per session
<b>Grade 8 Civics</b>	April 28–June 6	State Performance Task: 1 hour End-of-Course test: 1 hour

## Grade 10/High School

MCAS Subject Area Test	Sessions	Administration Dates	Recommended Testing Times
<b>Grade 10 ELA</b>	Session 1	March 25	2½ hours
	Session 2	March 26	1½ to 2 hours
<b>Grade 10 Mathematics</b>	Session 1	May 20	1½ to 2 hours
	Session 2	May 21	1½ to 2 hours
<b>Biology and Introductory Physics</b>	Session 1	June 4	1½ hours
	Session 2	June 5	1½ hours

### Notes:

- › 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.**

# Updates for the Spring 2025 MCAS Test Administrations

Updates listed below are of particular importance but note that this list is not exhaustive.

Topic	General Information
<b>Testing Platform</b>	The MCAS Portal ( <a href="http://mcas.cognia.org">mcas.cognia.org</a> ) is the new test administration management platform beginning in 2025. Refer to the <i>Crosswalk of Terminology for MCAS Tests Beginning in 2025</i> ( <a href="http://www.doe.mass.edu/mcas/testadmin/crosswalk-of-terminology.pdf">www.doe.mass.edu/mcas/testadmin/crosswalk-of-terminology.pdf</a> ) and glossary of terms below for details.
<b>Tasks in the Test Management System</b>	<p>Many tasks that were part of PearsonAccess<sup>next</sup> are not necessary in the MCAS Portal. Among these are</p> <ul style="list-style-type: none"> <li>• Preparing sessions</li> <li>• Starting sessions</li> <li>• Locking and unlocking sessions</li> <li>• Resuming students</li> <li>• Marking tests complete</li> </ul> <p>New tasks include</p> <ul style="list-style-type: none"> <li>• Creating classes</li> <li>• Scheduling classes</li> </ul>
<b>CBT Tools</b>	<ul style="list-style-type: none"> <li>• It is no longer possible to copy text from an ELA passage or Science module to paste into a student’s response. Students must fully type their responses.</li> <li>• An electronic notepad will be available for all subject area tests. Notes typed into the electronic notepad will remain from one test question to the next if they are based on the same passage (for ELA) or stimulus.</li> <li>• Notes entered in the notepad and any highlights made by a student with the highlighter tool will be lost if a student pauses a test for more than 60 minutes, signs out of a test, submits a test, or if there is a circumstance that abruptly closes the kiosk (e.g., the device shutting down due to low battery).</li> </ul>
<b>Accessibility and Accommodations</b>	<ul style="list-style-type: none"> <li>• Text-to-Speech (TTS) is no longer a form-dependent accommodation. If TTS was not correctly assigned during the student registration process, it can be changed even after a student begins their test without assigning a new test form.</li> <li>• For the Human read-aloud and Human signer accommodations (A5, A6.1, SA1.2, SA2, and EL3.2), there are new procedures for generating a login that test administrators can use to access the test on their devices in order to read aloud or sign the test to students.</li> <li>• New Universal accessibility features are available: UF14 (General masking) and UF15 (Reverse contrast).</li> <li>• For Spanish/English tests, students can change the language of the MCAS Student Kiosk to Spanish using the localization drop-down menu.</li> </ul>
<b>Testing Procedures</b>	<ul style="list-style-type: none"> <li>• To sign in to a test, students will enter a session access code that test administrators will write on the board, along with usernames and passwords.</li> <li>• Students will have the ability to pause their tests (e.g., during a break or during lunch).</li> <li>• In some circumstances, students or test administrators will need to enter a special password (the “proctor password”) in order for students to sign back in to the test.</li> </ul>

# Updates for the Spring 2025 MCAS Test Administrations (cont'd)

## Glossary of Terms for New Systems for MCAS Testing

Topic	General Information
<b>MCAS Portal</b>	<p>Test administration and management website for district test coordinators, technology coordinators, principals/school test coordinators, test administrators, and other staff as needed. There is also an <b>MCAS Training Site</b> that can be used to set up practice tests and to practice with tasks that schools will complete in the MCAS Portal. See the MCAS Resource Center for user role permissions and links to the MCAS Portal and Training Site.</p> <p>Below are some features of the MCAS Portal:</p> <p><b>Class:</b> A group of students testing together in the same place at the same time. DESE recommends creating classes and assigning students to them two weeks before testing.</p> <p><b>Proctor Password:</b> A proctor password is an additional security measure that is required in certain situations. The proctor password is available on the MCAS Portal homepage.</p> <p><b>Scheduling Classes:</b> Schools will need to “schedule” classes for tests in order to assign test forms and create student logins. DESE recommends scheduling classes one week before testing.</p> <p><b>Session Access Code:</b> Test administrators will provide students with a session access code that students will enter while signing in to each test.</p> <p><b>Site Readiness:</b> Steps the technology coordinator will take to confirm that different device configurations at the school are ready for MCAS computer-based testing.</p> <p><b>Student Logins:</b> Schools will download and print student logins to provide students with their usernames and passwords for computer-based testing.</p> <p><b>Student Registration:</b> The process by which schools register students for tests and provide their demographic information as well as their accessibility features and accommodations.</p>
<b>MCAS Student Kiosk</b>	The student testing platform (See the MCAS Resource Center for the links to download the kiosk as well as installation instructions.)

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# **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 staff members 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 staff members 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)*.**

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 logins
  - > test administrator logins
  - > used scratch paper

The following secure testing materials must be tracked using internal tracking forms:

- > student logins
- > test administrator logins
- > 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 (except when administering certain accommodations listed in Appendix C of the PAM). Students may never transport secure testing materials, including from their initial testing room to a test completion room.
 

**Note:** Student testing devices are not considered secure unless they are actively signed in to the MCAS Student Kiosk. Students may transport testing devices as long as the students’ tests are paused, or devices are signed out of the MCAS Student Kiosk.
- **“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 staff members 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](http://www.doe.mass.edu/mcas/testadmin/forms) for the certification statements to which the principal must attest.

## **A Responsibilities of the Principal and Test Coordinator**

- 1. Before testing, principals must review their plans for maintaining test security with the superintendent so that the superintendent is comfortable with the procedures in the school building.**
  - As part of that review, superintendents may ask their district’s principals to use the optional Superintendent’s Assurance of Proper Test Administration form found at [www.doe.mass.edu/mcas/testadmin/forms](http://www.doe.mass.edu/mcas/testadmin/forms) to document preparations (a form is not required but the review is).
  - The superintendent may assign another district employee (e.g., a district test coordinator) to be the liaison between schools and the central office. Districts are encouraged to take a hands-on approach to MCAS testing, to provide assistance and coordination (especially for new principals), and to visit schools and observe testing firsthand.
- 2. Authorize specific staff members to serve as test administrators, and train them to properly administer MCAS tests. Designate other staff members for specific roles, as needed (e.g., 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 staff members who have access to secure materials (available at [www.doe.mass.edu/mcas/testadmin](http://www.doe.mass.edu/mcas/testadmin)).
  - Document that all test administrators have received TAMs and that school staff members who have access to secure materials have received the test security requirements (see the sample form at [www.doe.mass.edu/mcas/testadmin/forms](http://www.doe.mass.edu/mcas/testadmin/forms)).
  - Train test administrators prior to the spring test administration. See Part III, section B, for more information about training.
  - For test administrators who provide accommodations to students with disabilities or English learners (EL students), provide training in the administration of accommodations in accordance with Appendix C of the PAM and the *Accessibility and Accommodations Manual for the 2025 MCAS Administrations* (available at [www.doe.mass.edu/mcas/accessibility](http://www.doe.mass.edu/mcas/accessibility)).
- 3. Instruct students in MCAS test security requirements.**
  - Students’ test results may be invalidated if they engage in any of the following activities during a test session (including after turning in their tests, 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
    - › communicating with other students (e.g., talking, whispering, writing notes)
    - › looking at any other student’s computer screen
    - › asking for or receiving help from anyone
    - › providing help to another student
    - › consulting notes, books, or instructional materials during testing

## MCAS Test Security Requirements

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- Students' test results may also be invalidated if they discuss secure test content or their responses to questions with anyone, including teachers, with the exception of reporting a concern about a test question to their test administrator.
- 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 during the prescribed administration window, in the prescribed order, and (for high school) on the prescribed days.
    - 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).
  - 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 a small number of school staff members who need access.
  - 6. Monitor printing, distribution, and collection of materials.**
    - Student logins and test administrator logins must be printed, securely distributed before testing, and collected after testing.
    - Used scratch paper must be accounted for and tracked during testing.
  - 7. Destroy secure materials after testing.**
    - Student logins and used scratch paper (i.e., written on by students) must be securely destroyed (e.g., shredded) following testing.
    - Used scratch paper must be stored securely until it is shredded. It may not be viewed by school staff members.

### **B Shared Responsibilities of Principals, Test Coordinators, Test Administrators, Technology Staff, and Other School Staff Members Authorized to Have Access to Secure Materials**

- 1. Receive training in test security requirements and test administration protocols.**
  - Department staff will host two training sessions on test security and administration protocols during the winter: a session for returning staff, and a session for new staff. Recordings of the sessions will be available at the MCAS Resource Center ([mcas.onlinehelp.cognia.org/training-webinars](https://mcas.onlinehelp.cognia.org/training-webinars)) approximately one week after each training date.
  - All principals and test coordinators are encouraged to participate in the appropriate training session for their school, especially those who have not run an MCAS administration before.
  - Test administrators, test coordinators, and other school staff members authorized to have access to secure materials must attend a school training session. See [www.doe.mass.edu/mcas/testadmin/forms](https://www.doe.mass.edu/mcas/testadmin/forms) for a sample form that principals may use to document participation, and see [www.doe.mass.edu/mcas/testadmin](https://www.doe.mass.edu/mcas/testadmin) for sample training slides that can be used (and adapted) to train test administrators. More information about training can be found in Part III, section B.

## 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](http://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.2, of the PAM for more information about requirements for internal tracking forms.
- The principal/test coordinator and each test administrator must independently count student logins and sign the tracking forms before transferring custody of the student logins.
- Do not leave student logins or other secure MCAS materials unattended at any time unless they are locked in the secure storage area.
- Testing materials should be returned to the principal or test coordinator immediately following the end of the test session.

## 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 staff members (including teachers) not assigned to the room as test administrators.
- School administrators, district staff, 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 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 staff members should not discuss or review test questions with students or adults even after testing has been completed, with the exception of reporting a student's concern about a test question to the Department.
- 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.<sup>1</sup>
- Do not allow scratch paper to be retained, discarded, or otherwise removed by students.
- Be sure that student logins and used scratch paper have been securely destroyed after testing (this step is done by the principal or test coordinator).
- Do not allow students access to secure test questions prior to testing.
- Do not read or view any secure test content or student responses except when administering certain accommodations listed in Appendix C of the PAM.

<sup>1</sup> 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

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## **C Responsibilities of Test Administrators**

### **1. Receive training from the principal or test coordinator in how to administer MCAS tests.**

- Review the TAMs and all relevant test security requirements before administering test sessions.
- Attend the training session led by the principal or test coordinator before each test administration. See [www.doe.mass.edu/mcas/testadmin/forms](http://www.doe.mass.edu/mcas/testadmin/forms) for a sample form that principals may use to document participation in training and receipt of TAMs.
- Understand and follow the protocols related to administering tests to students with disabilities and EL students (if applicable), and protocols related to administering accessibility features.

### **2. Administer all tests according to appropriate protocols.**

- Administer tests during the prescribed testing window and (for high school) on the prescribed days.
- 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 24).
- 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 may be invalidated for students who use cell phones or other electronic devices during a test session, including after they turn in their tests, during a break, and during the transition to a test completion area.
- Return all testing materials to the secure central storage area immediately following each test session.
- A test administrator may view students' tests on-screen only for the purpose of reading aloud selected words during the Mathematics, Science and Technology/Engineering (STE), or Civics tests as part of Universal Accessibility Feature 11 (UF11), 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 provide session access codes for a session other than the one being administered.

### **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.



- 4. Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.**
  - Students must not
    - › copy answers from anyone else
    - › use notes, books, extra reference sheets, or any kind of class materials
    - › write notes to, or talk to other students
    - › provide help or answers to any other student
    - › ask for or receive help from anyone else in answering the questions
    - › access cell phones or other electronic devices during testing (other than their testing device)
    - › access any applications other than the MCAS Student Kiosk during testing
- 5. Do not give students any assistance or make suggestions for responding to any test question.**
  - Test administrators must not coach students during testing or alter or interfere with students' responses in any way. Examples of coaching include
    - › providing answers to a student
    - › indicating that a student has answered a question incorrectly or left a question blank
    - › indicating that a student has bookmarked or skipped questions
    - › defining words or providing synonyms
    - › spelling words
    - › influencing a student's responses by offering hints, cues, gestures, facial expressions, nods, or changes in voice inflection or body language
    - › monitoring or evaluating whether students are using their scratch paper or using specific testing strategies
    - › 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 previous 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.
  - Test administrators may remind the entire class to check their work before turning in their tests (the scripts contain language instructing students to do this).
  - Statements of encouragement such as "Just do your best" or "Answer it as well as you can" are permitted.

## MCAS Test Security Requirements

### 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 2025 MCAS Administrations*.
- Test administrators for students using 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 page 20 for the list of accommodations this requirement applies to, and see [www.doe.mass.edu/mcas/testadmin/forms](http://www.doe.mass.edu/mcas/testadmin/forms) and Appendix E of the PAM 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. Principals and test coordinators should be prepared to meet observers upon their arrival and also be available during the observation to answer questions. School staff may contact the Department's Student Assessment Services Unit at 781-338-3625 to verify the identity of Department observers.

Department observers will confirm that all test security requirements 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 Staff Members

**Principals must contact their superintendent and the Department at 781-338-3625 immediately after an irregularity occurs.** Test administrators and other school staff members must contact their principal or superintendent and the Department. If any school or district employee with knowledge of a test irregularity has questions about 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.

Before reporting an irregularity to the Department, gather the following information:

- a description of the incident and the date it occurred (be sure to speak to any students and test administrators involved)
- the name(s) of the individual(s) involved in the incident
- the specific test(s) and specific session(s) affected
- copies of documents if needed (e.g., notes that were passed, unauthorized reference materials)
- any accommodations used by the students
- 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@mass.gov](mailto:mcas@mass.gov)

### 4. Investigations into Irregularities

In response to a report of a serious irregularity, the Department may contact the school principal or district superintendent, and ask the school or district to conduct a local fact-finding investigation into the alleged irregularity and report back to the Department in writing. The Department may also conduct 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 under review until the investigation is concluded.

### 6. Consequences

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

- delay in the reporting of district, school, or student results
- invalidation of district, school, or student results
- prohibition of school staff members from participating in a future MCAS test administration, with required training from Department staff 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**

# 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 or test coordinator of a specific number of student logins and the receipt of materials for accommodations
- the return to the principal or test coordinator of a specific number of student logins and the return of materials for accommodations
- the return to the principal or test coordinator of all used scratch paper

Test administrators must independently count student logins and sign the tracking forms before receiving and returning secure materials. All secure materials assigned to you must be returned to the principal immediately following each test session.

## B Materials Required, Permitted, and Prohibited during Testing

### 1. Materials for Test Administrator Use

- computers for test administrators

Test administrators may need to view the following in the MCAS Portal: classes, students, student test status, and scheduled tests (including form assignments for accommodations). They also may need to access the proctor password or student logins. Schools and districts may decide whether to assign these tasks to test administrators or to other staff.

For the Human Read-Aloud and Human Signer accommodations, schools may decide whether test administrators will read over the student's shoulder or will sign in to (and read from) their own computer using a test administrator login.

- A test administrator login is necessary if a test administrator will be using their own computer to read aloud or sign the test to students with accommodations A5, A6.1, SA1.2, SA2, or EL3.2. (See section 7 in Appendix C of the PAM for more information about test administrator logins.)
- cell phones (permitted)

Cell phones may be used by test administrators for test administration-related purposes such as communicating with the test coordinator or school administration. At no time should test administrators be using cell phones for any purpose unrelated to testing, or in any way that distracts them from focusing their full attention on the testing room.

### 2. Materials REQUIRED for Student Use

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

- devices for testing that meet technical specifications ([mcas.onlinehelp.cognia.org/technology-setup](https://mcas.onlinehelp.cognia.org/technology-setup))

**Note:** Newer iPads can run the iTester application (which is how MCAS is accessed on iPads) but there are known presentation issues with test content while using iPads (e.g., less room to view onscreen content, especially when the software keyboard is activated). 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 when writing essays.

- 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 students need additional pages beyond three, they will need to turn in used scratch paper. Upon request, students may view the pages they already turned in, 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 test coordinator.
  - › 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.
- writing instruments for use on the scratch paper
- student logins
  - › Student logins contain the sign-in information that students need for each test session. There is a separate student login for each subject (e.g., one student login for ELA and a separate student login for Mathematics). The same student login is used for both sessions of a test. A sample student login is shown below:

**Demo, Student**  
 DOB: 5/30/20XX  
 Demo Test


Username: 9999955555

Password: x22jk77u





- › Because student logins provide access to secure test content, they must be tracked and accounted for using internal tracking forms.
- › At the start of each test session, as indicated in the TAM, test administrators will distribute student logins to students.

### 3. Tools Embedded in the Computer-Based Test for Students





































Tools for Mathematics and STE tests are available in the MCAS Student Kiosk as described below. Students have access to multiple calculators for certain tests (it is recommended that students use the calculator that functions most similarly to the one used in regular instruction).

Icon in the Following Tables	Description
	Students will have access to a calculator as follows: <ul style="list-style-type: none"> <li>• <b>Mathematics Session 2</b> <ul style="list-style-type: none"> <li>› grade 7: a basic calculator and a scientific calculator</li> <li>› grades 8 and 10: a scientific calculator, a TI graphing calculator, and a Desmos graphing calculator</li> </ul> </li> <li>• <b>STE tests</b> <ul style="list-style-type: none"> <li>› grade 5: a basic calculator</li> <li>› grade 8: a scientific calculator</li> <li>› Biology: a scientific calculator</li> <li>› Introductory Physics: a scientific calculator, a TI scientific calculator, and a Desmos scientific calculator</li> </ul> </li> </ul>

# MCAS Test Administration Protocols










Icon in the Following Tables	Description
	For grades 5–8 and 10 Mathematics and Introductory Physics, students can access a reference sheet by clicking on the References icon at the bottom of the screen. Note that the Mathematics reference sheet is grade-specific. Students may also use printed reference sheets (see page 15 for more information). 
	Students will have access to two rulers (a centimeter ruler and an eighth-inch ruler) for the following tests: <ul style="list-style-type: none"> <li>• grades 3–8 Mathematics</li> <li>• grades 5 and 8 STE</li> <li>• Biology</li> <li>• Introductory Physics</li> </ul>
	Calculators are not permitted for grades 3–6 Mathematics (both sessions) or for Session 1 of grades 7–8 and 10 Mathematics.

## a. Tools Available for Mathematics by Session

Grade	Tools Available for Session 1	Tools Available for Session 2
3	  centimeter ruler and eighth-inch ruler	  centimeter ruler and eighth-inch ruler
4	  centimeter ruler and eighth-inch ruler	  centimeter ruler and eighth-inch ruler
5	   reference sheet centimeter ruler and eighth-inch ruler	   reference sheet centimeter ruler and eighth-inch ruler
6	   reference sheet centimeter ruler and eighth-inch ruler	   reference sheet centimeter ruler and eighth-inch ruler
7	   reference sheet centimeter ruler and eighth-inch ruler	   basic/scientific reference sheet centimeter ruler and eighth-inch ruler
8	   reference sheet centimeter ruler and eighth-inch ruler	   scientific/TI graphing/Desmos reference sheet centimeter ruler and eighth-inch ruler
10	  reference sheet	  scientific/TI graphing/Desmos reference sheet



## b. Tools Available for STE (both sessions)

Grade/Subject	Tools Available
5	  <p style="text-align: center;">basic centimeter ruler and eighth-inch ruler</p>
8	  <p style="text-align: center;">scientific centimeter ruler and eighth-inch ruler</p>
<b>Biology</b>	  <p style="text-align: center;">scientific centimeter ruler and eighth-inch ruler</p>
<b>Introductory Physics</b>	   <p style="text-align: center;">scientific/ TI scientific/Desmos    centimeter ruler and eighth-inch ruler    reference sheet</p>

## 4. Materials PERMITTED for Student Use

- pens, pencils, highlighters, and colored pencils for use on scratch paper
- handheld calculators for the specific tests/sessions listed in the previous section for students who prefer them to the online calculator
  - › When using a handheld calculator, each student must have sole access to the calculator, and test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers).
  - › The Department recommends that handheld calculators be equivalent to the ones embedded online (see the previous section). At a minimum, schools should provide five-function calculators. Students may also use their own handheld calculators, including graphing calculators. Calculators that access the internet are not allowed.
- printed reference sheets for the grades 5–8 and 10 Mathematics tests and the Introductory Physics test
  - › The Department strongly recommends providing printed reference sheets for students to use in addition to the one that appears in the MCAS Student Kiosk.
  - › Reference sheets are available at [mcas.cognia.onlinehelp.org/practice](https://mcas.cognia.onlinehelp.org/practice) for schools to print (printed copies cannot be ordered).
  - › Reference sheets can be reused for Session 2 if there is no writing on them.
- equation editor symbol keys for Mathematics, grade 8 STE, and Introductory Physics
  - › Equation editor symbol keys are needed only for tablets. These sheets are available at [mcas.cognia.onlinehelp.org/practice](https://mcas.cognia.onlinehelp.org/practice) for schools to print (printed copies cannot be ordered).
- equation editor guides for Mathematics, grade 8 STE, and Introductory Physics
  - › These sheets are available at [mcas.cognia.onlinehelp.org/practice](https://mcas.cognia.onlinehelp.org/practice) for schools to print (printed copies cannot be ordered).
- computer mice

# MCAS Test Administration Protocols

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- styluses for touch-screen devices, if used in regular instruction
- headphones for students using the Text-to-Speech or Screen Reader accommodation (See Appendix C in the PAM for more information.)
- authorized bilingual word-to-word dictionaries and glossaries for students who are currently or were ever reported as ELs (See Appendix H for more information.)

## 5. Materials PROHIBITED during Testing

Materials listed in section a below are not permitted at any time during test sessions, and materials listed in section b may only be provided to individual students after they have turned in their tests. None of the materials in section a or b are permitted while students are actively testing.

### a. Materials PROHIBITED at Any Time during a Test Session

Materials listed in this section **are NOT permitted at any time during test sessions**, including after students turn in their individual tests, during a break, or during the transition to a test completion area. See [www.doe.mass.edu/mcas/testadmin/forms](http://www.doe.mass.edu/mcas/testadmin/forms) for a poster that can be displayed during testing showing examples of prohibited materials.

- cell phones (See below for more information.)
- other electronic devices
  - > smartwatches
  - > 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
  - > electronic translators
  - > calculators (except during the tests/sessions listed on pages 13–15)
  - > computers or electronic tablets other than the ones 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)
- unauthorized reference sheets (e.g., formula sheets, multiplication grids, conversion tables)
- English-language dictionaries or thesauruses
- accommodation materials unless specified by a student's approved IEP or 504 plan (e.g., graphic organizers)

### b. Materials PROHIBITED until after Students Have Completed Testing

Materials listed in this section may be provided to individual students **only AFTER** they have completed testing (i.e., turned in their individual tests), and at the principal's discretion. These materials are prohibited during testing.

- books
- textbooks for subjects other than the one being tested

- notebooks or other notes, as well as flags or sticky notes
- handheld rulers

## 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 may be invalidated for students who use cell phones or other electronic devices at any time during a test session.**

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.

## C Scheduling Test Sessions

Your principal will provide you with the schedule for administering tests based on the state testing schedule. Below is information that will be useful to you as you prepare for administration.

### 1. Recommended Testing Times

**All MCAS tests are untimed.** However, test sessions have been designed to be completed within the following recommended testing times.

Subject for Grades 3–8	Recommended Time per Session
ELA	2 to 2½ hours
Mathematics	1½ hours
Grades 5 and 8 STE	1 to 1½ hours
Grade 8 Civics	State Performance Task: 1 hour End-of-Course test: 1 hour

Subject for High School	Recommended Time per Session
Grade 10 ELA	Session 1: 2½ hours Session 2: 1½ to 2 hours
Grade 10 Mathematics	1½ to 2 hours
Biology, Introductory Physics	1½ hours

### 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.

If a school is administering more than one test session on the same day (allowed for grades 3–8 testing and for high school make-up testing), any students who have not completed the first test session by the time that the class begins the next test session must finish working in the first test session before beginning the next one. The next test session can be administered in a separate setting from the regularly administered one.

# MCAS Test Administration Protocols

## 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 students with a **maximum** of 15 additional minutes to review and complete their work, provided that

- the students request the additional time themselves;
- 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 students until the end of the allotted time.

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, as well as any other time they are out of the testing room.**

Principals should try to schedule tests to avoid conflicts with lunch; however, if a lunch break is required during testing, test materials must be secured and students must be escorted to the lunchroom, instructed that they may not have conversations 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 having all students pause the test in the MCAS Student Kiosk during a lunch break (by clicking the **Pause/Exit** button and then clicking **Pause Test**).

Schools may plan for one short, supervised break (3–5 minutes) to be given at each test administrator’s discretion approximately halfway through each session. Students may continue working during the break if they wish. Test administrators must maintain security during the break and should follow the instructions in the scripts in this manual.

### ***Entering the Proctor Password***

If students’ tests are paused for more than 60 minutes or they are exited from the test (e.g., signing out of the kiosk, computer shutdown) for more than 60 minutes, then it will be necessary to enter the proctor password to sign back in to the test (in addition to entering their username, password, and the session access code). See page 175 in Appendix E for more information, including instructions on where to find the proctor password in the MCAS Portal and how it should be used.

## 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 with anyone, 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 that were previously answered. See instructions on page 176 in Appendix E.

## 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 pause their tests by clicking the **Pause/Exit** button and then clicking **Pause Test**. In the event of an emergency, be sure to follow your school's safety instructions. When normal conditions are restored, students may sign back in to their tests by entering their password. (If tests have been paused for more than 60 minutes, then students will have to enter their username and password, the session access code, and the proctor password.) See **Entering the Proctor Password** in section 4 on the previous page for more information and see pages 175–176 in Appendix E for instructions on where to find the proctor password in the MCAS Portal.

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.

Your 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 student login) from the room.

## D Assisting Students with Technology during Testing

Students should be familiar with the MCAS Student Kiosk from the Student Tutorial and practice tests, but test administrators may assist students during testing with technology-related problems. The purpose of this assistance must be limited to helping students accomplish a task in the computer interface that they are struggling to accomplish on their own.

The following are examples of **ALLOWABLE** assistance (after a student tries but cannot accomplish a task):

- helping students sign in to the MCAS Student Kiosk (The test administrator may type in a student's username and password as well as the session access code and proctor password as needed. This is the only situation in which a test administrator may type anything into a student's test.)
- pointing to a tool button that the student is looking for but cannot find (e.g., the calculator or answer eliminator button)
- pointing to the fraction bar in the equation editor for a student trying to enter a fraction
- explaining how to navigate to a test question directly from the Review screen
- showing where on the screen to find the reference icon, which is where students can find reference sheets for Mathematics and Introductory Physics as well as information about the expandable panes feature

# MCAS Test Administration Protocols

- **For grades 5 and 8 STE:** This year, most students will be asked to interact with a simulation on the grade 5 and 8 science and technology/engineering (STE) tests. Assistance may include showing a student how to access the “Help” tab or pointing to a specific setting within the simulation that a student is looking for but cannot find (such as the Rewind and Start buttons). Test administrators may not tell a student how to use a simulation to perform a simulation activity or to answer a test question (students should interact with the simulation independently).

The following are examples of **PROHIBITED** assistance:

- telling a student to use the calculator or a specific tool on a particular question
- indicating to a student which ruler to use
- typing any answers into the test or clicking any answer choices (Students should enter or choose all answers themselves.)

## **E Administering Accommodations, including for Students with a Recent Injury to their Hand or Arm**

Your principal will inform you if your group of students includes one or more students being tested with accommodations, including students with a recent injury to their hand or arm (e.g., broken bone). Many schools give a scribe accommodation (accommodation A10.1; special access accommodation SA3.1), or speech-to-text accommodation (accommodation A10.2; 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.

The table below shows where you can find more information in this manual about specific accommodations. See Appendix C of the PAM for a full description of MCAS accommodations and accessibility features.

<b>Special Edition/Accommodation</b>	<b>Instructions to Follow</b>
Reading the test aloud to students (accommodation A5, special access accommodation SA1.2, and EL accommodation EL3.2)	Appendix F
Signing the test for a student who is deaf or hard of hearing (accommodation A6.1 and special access accommodation SA2)	Appendix F
Approving bilingual word-to-word dictionaries (English learner accommodation EL2)	Appendix H

### **Accommodations that Require the Nondisclosure Acknowledgment Form**

Test administrators for students with disabilities using accommodations A2, A3.1, A3.2, A3.3, A5, A6.1, A8, A10.1, A10.2, A11, A12, A13, A14, and A15, special access accommodations SA1.2, SA2, SA3.1, SA3.2, and SA6 or English learner accommodations EL3.2, EL4.1, and EL4.2 must sign an MCAS Nondisclosure Acknowledgment prior to viewing secure test materials. Your principal will provide you with the form to sign and return.

## **Part III**



### **Tasks to Complete Prior to Test Administration**

## Tasks to Complete Prior to Test Administration

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### **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 test coordinator must meet with test administrators, technology staff, and other staff members authorized to have access to secure materials to explain the test security protocols and procedures that will be followed at the school.

The Department has outlined topics for the test administrator training session in a set of sample training slides posted at [www.doe.mass.edu/mcas/testadmin](http://www.doe.mass.edu/mcas/testadmin). Use of the slides is optional, but principals are expected to address the topics covered in the slides. A short quiz on MCAS protocols is also available for schools to download and use as part of their test administrator training if they wish.

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

- describe the test security requirements and test administrator protocols contained in Part I and Part II of this manual
- describe local procedures for meeting test security and administration protocols
- provide an orientation to the major tasks that will be completed during test administration
- review the schedule for testing, including the scheduled length of test sessions
- emphasize that all test administrators must read and familiarize themselves with the appropriate TAM before administering MCAS tests
- answer any questions that test administrators have about the school's procedures or about MCAS protocols
- inform test administrators about resources they can use to find answers to any questions they have after the training

The TAMs contain optional scripts as described below. Test administrators must be informed at the training session about the decisions that have been made regarding these scripts such as

- 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
- whether students will be provided printed reference sheets during Mathematics and Introductory Physics testing in addition to the versions available in the MCAS Student Kiosk



## Tasks to Complete Prior to Test Administration

- 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.)
- how students who need more time beyond the scheduled test session will be handled (e.g., will they be moved to a test completion room?)
- whether student logins will be collected from students after they sign in to the MCAS Student Kiosk, or students will retain their student logins until the end of the session
- whether students will write down the ID numbers of their testing devices on their student logins
- 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

### **Reporting a Concern about a Test Question**

The principal should inform test administrators of the procedures to follow if a student reports a concern about a test question. Test administrators should note the form number,<sup>2</sup> question number, and the nature of the student’s concern and report this information to the principal or test coordinator, who will then call the Department for guidance. Students and school staff should refrain from discussing secure test content except as needed to report the issue. School staff may not write down the question or answer choices but may write down the form number, question number, and nature of the concern to report it to the Department.

### **2. Training for Test Administrators Who Will Administer Accommodations**

Test administrators who will administer accommodations to students with disabilities or EL students should receive additional training at another time to ensure that accommodations are correctly provided. In addition, these test administrators must also understand the differences between instructional accommodations and testing accommodations, especially regarding the prohibition on coaching and assisting students during testing.

Additional training may include one or more of the following:

- participating in or reviewing the Accessibility and Accommodations webinars:
  - › Registration is available at the MCAS Training Opportunities website: [www.doe.mass.edu/mcas/training.html](http://www.doe.mass.edu/mcas/training.html)
  - › Previously recorded webinars are available at [mcas.onlinehelp.cognia.org/training-webinars](http://mcas.onlinehelp.cognia.org/training-webinars)
- reviewing the Department’s *Accessibility and Accommodations Manual for the 2025 MCAS Administrations* (available at [www.doe.mass.edu/mcas/accessibility](http://www.doe.mass.edu/mcas/accessibility))

It is the principal’s responsibility to ensure that all test administrators who will be providing accommodations receive adequate training to provide those accommodations correctly.

<sup>2</sup> The form number for each student is listed on the **Test Session Details** screen in the MCAS Portal under the “Form Name” heading.

## Tasks to Complete Prior to Test Administration

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### 3. Required Documentation

Schools must document that their test administrators attended a training session and that test administrators received TAMs for the test(s) they will administer. In addition, other school staff members who have access to secure materials must sign an acknowledgment that they received a copy of the test security requirements. A sample form for documenting attendance at training and receipt of the TAM can be found at [www.doe.mass.edu/mcas/testadmin/forms](http://www.doe.mass.edu/mcas/testadmin/forms) but schools may develop their own 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 that test administrators and other school staff members who have access to secure materials were properly trained.

#### ***Nondisclosure Acknowledgment Forms***

Test administrators who have been assigned to administer certain accommodations (listed on page 20 and described 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. Nondisclosure forms must be signed every year, but test administrators must only sign the form once for the spring administration (e.g., someone who signs the form before administering ELA tests does not need to sign another form before administering Mathematics or STE tests). The nondisclosure acknowledgment form can be found in Appendix E of the PAM and at [www.doe.mass.edu/mcas/testadmin/forms](http://www.doe.mass.edu/mcas/testadmin/forms).

### 4. Training in Using the MCAS Portal

Schools should view the online training modules posted at [mcas.onlinehelp.cognia.org/training-modules](http://mcas.onlinehelp.cognia.org/training-modules) and should consult the MCAS Portal training guides posted at [mcas.onlinehelp.cognia.org/portal](http://mcas.onlinehelp.cognia.org/portal). In addition, schools can register for training webinars at [www.doe.mass.edu/mcas/training.html](http://www.doe.mass.edu/mcas/training.html). Recordings of the training webinars will be available at [mcas.onlinehelp.cognia.org/training-webinars](http://mcas.onlinehelp.cognia.org/training-webinars).

## **C Prepare the Testing Space**

Before each test session, the testing space must be prepared as follows (most of these steps can be done several days in advance):

- 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, reading and writing strategies, 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](http://www.doe.mass.edu/mcas/testadmin/forms)).

# Tasks to Complete Prior to Test Administration

## 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.
- Seat students in every other row.
- Seat students at opposite ends of a long lab table.

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

**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 accommodation, are available and in working order prior to testing.

Confirm with the school's technology coordinator that all students' testing devices have the latest version of the MCAS Student Kiosk installed. For details, see the *Guide to Installing the MCAS Student Kiosk and Conducting Site Readiness* ([mcas.onlinehelp.cognia.org/technology-setup](https://mcas.onlinehelp.cognia.org/technology-setup)).

### **D Prepare to Provide Designated Accessibility Features (DFs)**

Your principal will inform you if any students in your assigned group will be using DFs. Some of these accessibility features require changes in test administration (e.g., frequent breaks, specific time of day, alternate test location).



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

### **E Administer the Student Tutorial and Practice Tests**

The Department strongly recommends that students view the student tutorial to familiarize themselves with the tools and features available in the MCAS Student Kiosk. The tutorial will show students how to navigate the MCAS Student Kiosk, work with the tools that are available during testing, and answer technology-enhanced test questions.

The Department also strongly recommends that schools administer practice tests so that students can practice with both the computer interface and the question types.

Information about the tutorial and practice tests can be found at [mcas.onlinehelp.cognia.org/practice](https://mcas.onlinehelp.cognia.org/practice).



## **Part IV**



### **Administering Session 1 of the Grades 3–8 and 10 ELA Tests**

## Administering Session 1 of the Grades 3–8 and 10 ELA Tests

### A Materials Needed for Session 1

You will need the following materials available in your testing space prior to testing:

- “MCAS Testing—Do Not Disturb” sign
  - testing devices for students
  - a computer for managing the test session
  - authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
  - this manual
  - the summary page from the MCAS Portal that contains your student roster and the session access codes
  - student logins
  - scratch paper (blank, lined, or graph)
  - pens or pencils for use on scratch paper
  - optional: 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.
- 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.

### B Before Students Arrive

1. On the test administrator device, sign in to the MCAS Portal and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.
2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the MCAS Portal. Also verify that students’ other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the MCAS Portal or the summary page you were given with your student logins.
 

If a student’s accommodations have not been assigned correctly, you can still update the student’s accommodations. See page 178 in Appendix E for the steps to do so.
3. Make sure the testing space has been appropriately prepared (see page 24).
4. Post the “MCAS Testing—Do Not Disturb” sign on the outside of the door of the testing space.



## Administering Session 1 of the Grades 3–8 and 10 ELA Tests

5. Write on the board the session access code for Session 1. The session access code will be printed on your summary page and can also be found in the MCAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

### **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. Based on the guidelines in Appendix H, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

**All other dictionaries are prohibited during this session.**

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and their use for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).
5. Instruct students to open the MCAS Student Kiosk 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 the latest version of the MCAS Student Kiosk installed or if students' devices are not working properly, contact your school's technology staff for assistance.

**Note for schools using iPads:** Students will need to choose the testing location the first time they use the iTester iPad application for English Language Arts. Instruct them to choose **MCAS** from the drop-down menu.

6. Say to the students:

**“Before we begin the test, you need to know that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you turn in your test. Results may be invalidated for students with any of these devices during testing or after turning in their tests.”**

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

**“If you have a cell phone or other 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 you are dismissed from the testing room.”**

Pause to make sure that students have turned cell phones and other 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 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 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 students who are currently or were ever reported as ELs.
9. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

## Administering Session 1 of the Grades 3–8 and 10 ELA Tests

### 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 grade) 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).**

**The results of this test will be used to help track your academic progress, and will also 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 test session.”**

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. Then say:

**“I will now hand out the student logins. Do not sign in until I tell you to do so.”**

4. Distribute the student logins. Make sure that students receive their assigned student logins.

5. Then say:

**“Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login.”**

Provide the correct student login to any student who has an incorrect student login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

6. Say to the students:

**“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login.”**

Assist any students who need help entering their usernames or passwords.

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.



## Administering Session 1 of the Grades 3–8 and 10 ELA Tests

7. When all students have successfully signed in, say:  
**“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand.”**
8. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.
9. If your principal has instructed you to
  - **COLLECT STUDENT LOGINS**, say:  
**“Now I will collect your student logins.”**  
Collect students’ logins.
  - **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:  
**“Please keep your student login with you and do not use it for scratch paper. I will need to collect it at the end of this test session.”**
10. Say to the students:  
**“Click the blue button on the screen that says ‘Session 1.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”**
11. Say to the students:  
**“You will now see the Session 1 Directions screen unless you are taking the test with certain accommodations. If you see the Session 1 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”**  
Pause to confirm that all students are on the Session 1 Directions screen.
12. Then say to the 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.
13. 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 References icon 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.**

## Administering Session 1 of the Grades 3–8 and 10 ELA Tests

For some questions, you can make the left or right side of your screen bigger so that it is easier to read.

Use the right Expand button to make the left side bigger.

Use the left Expand button to make the right side bigger.

Use the same buttons to return to the original view.”

14. Then say:

**“Before you turn in 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 bottom 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.”**

15. Say to the students:

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

**It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. 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, do their best, and not cheat in any way.”**

16. Then say to all students:

**“You may now click the ‘Continue’ button and begin your test.”**

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

17. 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 electronic devices.**

## Administering Session 1 of the Grades 3–8 and 10 ELA Tests

18. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”**

20. (Optional) Then say to students:

**“You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. 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. When the break is completed, say to the students:

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

Resume monitoring the testing room.

21. 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 left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test.**

**Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 24.

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

**“This is the end of the time scheduled for Session 1. I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test.”**

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

## Administering Session 1 of the Grades 3–8 and 10 ELA Tests

23. Say to the students:

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

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

24. Then say to the students:

**“Once you have answered the last question in this section, click the ‘Finish’ button to turn in the test. The ‘Finish’ button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on ‘Return to test’ to go back to the last question in the test. If you are finished, click ‘Turn In’ and then confirm that you want to turn in your test to complete the session.”**

25. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they turn in their tests.
26. 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 you are dismissed from the test completion room.”**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal. When students are ready to begin working in the test completion room, the test administrator will need to resume their tests before they can sign in with their student logins.

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

27. Collect students’ logins (if you did not collect them earlier) and scratch paper. **Verify that you have a student login and scratch paper from each student.** Remind students of when they will take Session 2.
28. Make a list of all students in your assigned group who were not tested. These students will appear in the MCAS Portal in the “Not Started” status for this test session. These students will need to take this session during the make-up period. If all the students assigned to you took this session, notify your principal of this. It is important to keep accurate records of who has been tested.

29. Group test materials into the following separate piles:
  - student logins
  - Student Responsibilities during MCAS Testing forms, if applicable
  - used scratch paper
  - unused scratch paper
30. Complete appropriate tracking documents, as instructed by your principal.
31. 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 and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students' tests are paused for less than 60 minutes they will be able to enter their password and click **Resume** to continue the test. If students' tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

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.

Be sure to 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.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

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 V**



## **Administering Session 2 of the Grades 3–8 and 10 ELA Tests**

# Administering Session 2 of the Grades 3–8 and 10 ELA Tests

## A Materials Needed for Session 2

You will need the following materials available in your testing space prior to testing:

- “MCAS Testing—Do Not Disturb” sign
- testing devices for students
- a computer for managing the test session
- authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- the summary page from the MCAS Portal that contains your student roster and the session access codes
- student logins
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- 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.

## B Before Students Arrive

1. On the test administrator device, sign in to the MCAS Portal and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.
2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the MCAS Portal. Also verify that students’ other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the MCAS Portal or the summary page you were given with your student logins.  
  
If a student’s accommodations have not been assigned correctly, you can still update the student’s accommodations. See page 178 in Appendix E for the steps to do so.
3. Make sure the testing space has been appropriately prepared (see page 24).
4. Post the “MCAS Testing—Do Not Disturb” sign on the outside of the door of the testing space.
5. Write on the board the session access code for Session 2. The session access code will be printed on your summary page and can also be found in the MCAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.





## Administering Session 2 of the Grades 3–8 and 10 ELA Tests

### 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. Based on the guidelines in Appendix H, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

**All other dictionaries are prohibited during this session.**

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and their use for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).
5. Instruct students to open the MCAS Student Kiosk application (this may be done by the test administrator or technology staff and is particularly recommended for younger students).

If there are testing devices that do not have the latest version of the MCAS Student Kiosk installed or if students' devices are not working properly, contact your school's technology staff for assistance.

**Note for schools using iPads:** Students will need to choose the testing location the first time they use the iTester iPad application for English Language Arts. Instruct them to choose **MCAS** from the drop-down menu.

6. Say to the students:

**“Before we begin the test, I want to remind you that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session.”**

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

**“If you have a cell phone or other 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 you are dismissed from the testing room.”**

Pause to make sure that students have turned cell phones and other 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 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 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 students who are currently or were ever reported as ELs.
9. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

## Administering Session 2 of the Grades 3–8 and 10 ELA Tests

### 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. Then say:

**“I will now hand out the student logins. Do not sign in until I tell you to do so.”**

4. Distribute the student logins. Make sure that students receive their assigned student logins.

5. Then say:

**“Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login.”**

Provide the correct student login to any student who has an incorrect student login. If a student's login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

6. Say to the students:

**“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login.”**

Assist any students who need help entering their usernames or passwords.

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.

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

**“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand.”**

## Administering Session 2 of the Grades 3–8 and 10 ELA Tests

8. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.
9. If your principal has instructed you to
  - **COLLECT STUDENT LOGINS**, say:  
**“Now I will collect your student logins.”**  
Collect students’ logins.
  - **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:  
**“Please keep your student login with you and do not use it for scratch paper. I will need to collect it at the end of this test session.”**
10. Say to the students:  
**“Click the blue button on the screen that says ‘Session 2.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”**
11. Say to the students:  
**“You will now see the Session 2 Directions screen unless you are taking the test with certain accommodations. If you see the Session 2 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”**  
Pause to confirm that all students are on the Session 2 Directions screen.
12. Then say to the 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.
13. 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 References icon 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.**  
**For some questions, you can make the left or right side of your screen bigger so that it is easier to read.**  
**Use the right Expand button to make the left side bigger.**  
**Use the left Expand button to make the right side bigger.**  
**Use the same buttons to return to the original view.”**

## Administering Session 2 of the Grades 3–8 and 10 ELA Tests

14. If everyone in your group took Session 1 on the scheduled day, skip to step 15. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, say:

**“Before you turn in 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 bottom 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.”**

15. 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.**

**It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. 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, do their best, and not cheat in any way.”**

16. Then say to the students:

**“You may now click the ‘Continue’ button and begin your test.”**

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

17. 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 electronic devices.**

## Administering Session 2 of the Grades 3–8 and 10 ELA Tests

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

**“The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”**

19. (Optional) Then say to students:

**“You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. 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. When the break is completed, say to the students:

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

Resume monitoring the testing room.

20. 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 left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test.**

**Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 23.

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

**“This is the end of the time scheduled for Session 2. I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test.”**

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

22. Say to the students:

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

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

## Administering Session 2 of the Grades 3–8 and 10 ELA Tests

23. Then say to the students:

**“Once you have answered the last question in this section, click the ‘Finish’ button to turn in the test. The ‘Finish’ button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on ‘Return to test’ to go back to the last question in the test. If you are finished, click ‘Turn In’ and then confirm that you want to turn in your test to complete the session.”**

24. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they turn in their tests.

25. 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 you are dismissed from the test completion room.”**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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

26. Collect students’ logins (if you did not collect them earlier) and scratch paper. **Verify that you have a student login and scratch paper from each student.**

27. Make a list of all students in your assigned group who were not tested. These students will appear in the MCAS Portal in the “Not Started” 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.

28. Group test materials into the following separate piles:

- student logins
- used scratch paper
- unused scratch paper

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

30. Immediately return **all** test materials and the list of students who were not tested to your principal.

## Administering Session 2 of the Grades 3–8 and 10 ELA Tests

### **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 and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 60 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

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.

Be sure to 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.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

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 Session 1 of the Grades 3–8 and 10 Mathematics Tests**

# Administering Session 1 of the Grades 3–8 and 10 Mathematics Tests

## A Materials Needed for Session 1

You will need the following materials available in your testing space prior to testing:

- “MCAS Testing—Do Not Disturb” sign
- testing devices for students
- a computer for managing the test session
- authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- the summary page from the MCAS Portal that contains your student roster and the session access codes
- student logins
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- a form to assist you and your principal in tracking secure materials
- **for grades 5–8 and 10**, printed Mathematics reference sheets, if students will be using printed ones in addition to the ones available in the toolbar at the bottom of the screen in the MCAS Student Kiosk
- equation editor guides and symbol keys printed from [mcas.onlinehelp.cognia.org/practice](https://mcas.onlinehelp.cognia.org/practice) (optional)

**Note: Calculators are not allowed during Session 1 of any Mathematics 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.

## B Before Students Arrive

1. On the test administrator device, sign in to the MCAS Portal and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.
2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the MCAS Portal. Also verify that students’ other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the MCAS Portal or the summary page you were given with your student logins.

If a student’s accommodations have not been assigned correctly, you can still update the student’s accommodations. See page 178 in Appendix E for the steps to do so.

3. Make sure the testing space has been appropriately prepared (see page 24).



## Administering Session 1 of the Grades 3–8 and 10 Mathematics Tests

4. Post the “MCAS Testing—Do Not Disturb” sign on the outside of the door of the testing space.
5. Write on the board the session access code for Session 1. The session access code will be printed on your summary page and can also be found in the MCAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

### **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. Based on the guidelines in Appendix H, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

**All other dictionaries are prohibited during this session.**

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).
5. Instruct students to open the MCAS Student Kiosk 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 the latest version of the MCAS Student Kiosk installed or if students’ devices are not working properly, contact your school’s technology staff for assistance.

**Note for schools using iPads:** Students will need to choose the testing location the first time they use the iTester iPad application for Mathematics. Instruct them to choose **MCAS** from the drop-down menu.

6. If you are administering the Spanish/English edition of the Mathematics test, turn to page 118 for the Spanish script to read to students.
7. Say to the students:

**“Before we begin the test, you need to know that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you turn in your test. Results may be invalidated for students with any of these devices during testing or after turning in their tests.”**

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

**“If you have a cell phone or other 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 you are dismissed from the testing room.”**

Pause to make sure that students have turned cell phones and other 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 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 electronic devices during testing.**

## Administering Session 1 of the Grades 3–8 and 10 Mathematics Tests

9. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.
10. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

### 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 grade) Mathematics 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).**

**The results of this test will be used to help track your academic progress, and will also 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 test session."**

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. Then say:

**"I will now hand out the student logins. Do not sign in until I tell you to do so."**

4. Distribute the student logins. Make sure that students receive their assigned student logins.

5. Then say:

**"Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login."**

Provide the correct student login to any student who has an incorrect student login. If a student's login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

6. Say to the students:

**"Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login."**

Assist any students who need help entering their usernames or passwords.

# Administering Session 1 of the Grades 3–8 and 10 Mathematics Tests

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.

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

**“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand.”**

8. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.

9. If your principal has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

**“Now I will collect your student logins.”**

Collect students’ logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

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

10. Say to the students:

**“Click the blue button on the screen that says ‘Session 1.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”**

11. Say to the students:

**“You will now see the Session 1 Directions screen unless you are taking the test with certain accommodations. If you see the Session 1 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”**

Pause to confirm that all students are on the Session 1 Directions screen.

12. Then say to the 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.

13. 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 Grades 3–8 and 10 Mathematics Tests

For some questions, you can make the left or right side of your screen bigger so that it is easier to read.

Use the right Expand button to make the left side bigger.

Use the left Expand button to make the right side bigger.

Use the same buttons to return to the original view.”

14. Say to the students:

**“Before you turn in 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.**

**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.”**

If you are administering

**GRADES 3 OR 4**, 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.**

**You may NOT use a calculator at any time during this session. All calculators are prohibited during Session 1 of the Mathematics test.”**

**GRADES 5–8**, say to the students:

**“You may use either of the MCAS rulers and the Mathematics reference sheet included in your computer-based test to help you answer questions at any time during this session.**

**The reference sheet can be found by clicking the References icon at the bottom of the screen.**

**You may NOT use a calculator at any time during this session. All calculators are prohibited during Session 1 of the Mathematics test.”**

**GRADE 10**, say:

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

**The reference sheet can be found by clicking the References icon at the bottom of the screen.**

**You may NOT use a calculator at any time during this session. All calculators are prohibited during Session 1 of the Mathematics test.”**



## Administering Session 1 of the Grades 3–8 and 10 Mathematics Tests

15. 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 and I will assist you. 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.

16. If you are administering

**GRADES 5–8 OR 10**, and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one provided in the MCAS Student Kiosk, say:

**“I will now hand out a printed reference sheet for you to use, in addition to the one that is available by clicking the References icon at the bottom 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. Make sure they do not have any other reference material at their desks.

17. Then say to the students:

**“It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. 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, do their best, and not cheat in any way.”**

18. Then say to all students:

**“You may now click the ‘Continue’ button and begin your test.”**

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

19. 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 electronic devices.**

## Administering Session 1 of the Grades 3–8 and 10 Mathematics Tests

20. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”**

22. (Optional) Then say to students:

**“You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. 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. When the break is completed, say to the students:

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

Resume monitoring the testing room.

23. 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 left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test.**

**Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 26.

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

**“This is the end of the time scheduled for Session 1. I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test.”**

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



## Administering Session 1 of the Grades 3–8 and 10 Mathematics Tests

25. Say to the students:

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

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

26. Then say to the students:

**“Once you have answered the last question in this section, click the ‘Finish’ button to turn in the test. The ‘Finish’ button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on ‘Return to test’ to go back to the last question in the test. If you are finished, click ‘Turn In’ and then confirm that you want to turn in your test to complete the session.”**

27. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they turn in their tests.

28. 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 you are dismissed from the test completion room.”**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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

29. Collect students’ logins (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. **Verify that you have a student login and scratch paper from each student.** Remind students of when they will take Session 2.
30. Make a list of all students in your assigned group who were not tested. These students will appear in the MCAS Portal in the “Not Started” status for this test session. These students will need to take this session during the make-up period. If all the students assigned to you took the session, notify your principal of this. It is important to keep accurate records of who has been tested.

# Administering Session 1 of the Grades 3–8 and 10 Mathematics Tests

31. Group test materials into the following separate piles:
  - student logins
  - printed Mathematics reference sheets for grades 5–8 and 10, if applicable
  - used scratch paper
  - unused scratch paper
32. Complete appropriate tracking documents, as instructed by your principal.
33. Immediately return **all** test materials and the list of students 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 and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 60 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

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.

Be sure to 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.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

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 2 of the Grades 3–8 and 10 Mathematics Tests**

## Administering Session 2 of the Grades 3–8 and 10 Mathematics Tests

### A Materials Needed for Session 2

You will need the following materials available in your testing space prior to testing:

- “MCAS Testing—Do Not Disturb” sign
- testing devices for students
- a computer for managing the test session
- authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- the summary page from the MCAS Portal that contains your student roster and the session access codes
- student logins
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- calculators



**Note:** Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers). Calculators that access the internet are not allowed.

- › **for grade 7**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although a scientific or graphing calculator is permitted). Students may also use their own handheld calculators. A five-function calculator and a scientific calculator are available in the MCAS Student Kiosk.
- › **for grades 8 and 10**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although a scientific or graphing calculator is recommended). Students may also use their own handheld calculators. A scientific calculator, a TI-84 graphing calculator, and a Desmos graphing calculator are available in the MCAS Student Kiosk.

**Note:** Calculators are not allowed during the grades 3–6 Mathematics tests.

- Mathematics reference sheets for **grades 5–8 and 10** if the principal has decided to give each student a printed reference sheet in addition to the ones available in the toolbar at the bottom of the screen in the MCAS Student Kiosk (optional)
- equation editor guides and symbol keys printed from [mcas.onlinehelp.cognia.org/practice](https://mcas.onlinehelp.cognia.org/practice) (optional)
- 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.

## B Before Students Arrive

1. On the test administrator device, sign in to the MCAS Portal and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.
2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the MCAS Portal. Also verify that students' other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the MCAS Portal or the summary page you were given with your student logins.



If a student's accommodations have not been assigned correctly, you can still update the student's accommodations. See page 178 in Appendix E for the steps to do so.

3. Make sure the testing space has been appropriately prepared (see page 24).
4. Post the "MCAS Testing—Do Not Disturb" sign on the outside of the door of the testing space.
5. Write on the board the session access code for Session 2. The session access code will be printed on your summary page and can also be found in the MCAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

## 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. Based on the guidelines in Appendix H, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

**All other dictionaries are prohibited during this session.**

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).
5. Instruct students to open the MCAS Student Kiosk application (this may be done by the test administrator or technology staff and is particularly recommended for younger students).

If there are testing devices that do not have the latest version of the MCAS Student Kiosk installed or if students' devices are not working properly, contact your school's technology staff for assistance.

**Note for schools using iPads:** Students will need to choose the testing location the first time they use the iTester iPad application for Mathematics. Instruct them to choose **MCAS** from the drop-down menu.

6. If you are administering the Spanish/English edition of the Mathematics test, turn to page 125 for the Spanish script to read to students.

## Administering Session 2 of the Grades 3–8 and 10 Mathematics Tests

7. Say to the students:
 

**“Before we begin the test, I want to remind you that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session.”**
8. If your principal has instructed you to do so, read the following recommended script:
 

**“If you have a cell phone or other 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 you are dismissed from the testing room.”**

Pause to make sure that students have turned cell phones and other 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 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 electronic devices during testing.**
9. Make sure that students’ desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.
10. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else’s screen.

### D 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:
 

**“We are about to begin Session 2 of the MCAS Mathematics 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. Then say:
 

**“I will now hand out the student logins. Do not sign in until I tell you to do so.”**
4. Distribute the student logins. Make sure that students receive their assigned student logins.
5. Then say:
 

**“Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login.”**

## Administering Session 2 of the Grades 3–8 and 10 Mathematics Tests

Provide the correct student login to any student who has an incorrect student login. If a student's login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

6. Say to the students:

**“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login.”**

Assist any students who need help entering their usernames or passwords.

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.

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

**“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand.”**

8. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.

9. If your principal has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

**“Now I will collect your student logins.”**

Collect students' logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

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

10. Say to the students:

**“Click the blue button on the screen that says ‘Session 2.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”**

11. Say to the students:

**“You will now see the Session 2 Directions screen unless you are taking the test with certain accommodations. If you see the Session 2 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”**

Pause to confirm that all students are on the Session 2 Directions screen.

12. Then say to the 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.

## Administering Session 2 of the Grades 3–8 and 10 Mathematics Tests

13. 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.**

**For some questions, you can make the left or right side of your screen bigger so that it is easier to read.**

**Use the right Expand button to make the left side bigger.**

**Use the left Expand button to make the right side bigger.**

**Use the same buttons to return to the original view.”**

14. Say to the students:

**“Before you turn in 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.**

**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.”**

15. If you are administering

**GRADES 3 OR 4**, 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.**

**You may NOT use a calculator at any time during this session. All calculators are prohibited during Session 2 of the Mathematics test.”**



**GRADES 5 OR 6**, say:

**“You may use either of the MCAS rulers and the Mathematics reference sheet included in your computer-based test to help you answer questions at any time during this session.**

**The reference sheet can be found by clicking the References icon at the bottom of the screen.**

**You may NOT use a calculator at any time during this session. All calculators are prohibited during Session 2 of the Mathematics test.”**





## Administering Session 2 of the Grades 3–8 and 10 Mathematics Tests

**GRADES 7 OR 8**, say to the students:

**“You may use either of the MCAS rulers and the Mathematics reference sheet included in your computer-based test to help you answer questions at any time during this session.**

**The reference sheet can be found by clicking the References icon at the bottom of the screen.**

**You may also use the calculators included in your computer-based test, or a handheld calculator.”**



Distribute handheld calculators to any students taking the grade 7 or 8 Mathematics test who would like to use one but did not bring their own.

**GRADE 10**, say to the students:

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

**The reference sheet can be found by clicking the References icon at the bottom of the screen.**

**You may also use the calculators included in your computer-based test, or a handheld calculator.”**



Distribute handheld calculators to any students taking the grade 10 Mathematics test who would like to use one but did not bring their own.

16. If everyone in your group took Session 1 on the scheduled day, skip to step 17. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, 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 and I will assist you. 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.

17. If you are administering

**GRADES 5–8 OR 10**, and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one available in the MCAS Student Kiosk, say:

**“I will now hand out a printed reference sheet for you to use, in addition to the one that is available by clicking the References icon at the bottom 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. Make sure they do not have any other reference material at their desks.

## Administering Session 2 of the Grades 3–8 and 10 Mathematics Tests

18. Say to the students:

**“It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. 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, do their best, and not cheat in any way.”**

19. Then say to all students:

**“You may now click the ‘Continue’ button and begin your test.”**

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

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

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

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

21. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”**

23. (Optional) Then say to students:

**“You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. 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. When the break is completed, say to the students:

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

Resume monitoring the testing room.

## Administering Session 2 of the Grades 3–8 and 10 Mathematics Tests

24. 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 left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test.**

**Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”**

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

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

**“This is the end of the time scheduled for Session 2. I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test.”**

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

26. Say to the students:

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

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

27. Then say to the students:

**“Once you have answered the last question in this section, click the ‘Finish’ button to turn in the test. The ‘Finish’ button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on ‘Return to test’ to go back to the last question in the test. If you are finished, click ‘Turn In’ and then confirm that you want to turn in your test to complete the session.”**

28. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they turn in their tests.

29. 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 you are dismissed from the test completion room.”**

## Administering Session 2 of the Grades 3–8 and 10 Mathematics Tests

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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

30. Collect students' logins (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. **Verify that you have a student login and scratch paper from each student.**
31. Make a list of all students in your assigned group who were not tested. These students will appear in the MCAS Portal in the "Not Started" 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.
32. For **GRADES 4 AND 10**:  
If your school will be administering the student questionnaire right after Session 2, turn to Part X, section A, on page 94 now, and then return to this page for steps 33–35.
33. Group test materials into the following separate piles:
  - student logins
  - printed Mathematics reference sheets for grades 5–8 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 and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 60 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

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.

Be sure to 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.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

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 1 of the Science and Technology/Engineering Tests**

**(Biology, Introductory Physics, and Grades 5 and 8 STE)**

# Administering Session 1 of the Science and Technology/Engineering Tests

## A Materials Needed for Session 1

You will need the following materials available in your testing space prior to testing:

- “MCAS Testing—Do Not Disturb” sign
- testing devices for students
- a computer for managing the test session
- authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- the summary page from the MCAS Portal that contains your student roster and the session access codes
- student logins
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- calculators

**Note:** Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers). Calculators that access the internet are not allowed.

- > **for the GRADES 5 and 8 STE tests**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although scientific and graphing calculators are permitted). Students may also use their own handheld calculators. A basic calculator is available in the MCAS Student Kiosk for the grade 5 test, and a scientific calculator is available for the grade 8 test.
- > **for the BIOLOGY test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although scientific and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator is available in the MCAS Student Kiosk.
- > **for the INTRODUCTORY PHYSICS test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although a scientific calculator is preferred and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator, a TI scientific calculator, and a Desmos scientific calculator are available in the MCAS Student Kiosk.
- reference sheets for **the INTRODUCTORY PHYSICS test** if the principal has decided to give each student a printed reference sheet in addition to the one available in the MCAS Student Kiosk (strongly recommended)
- equation editor guides and symbol keys printed from [mcas.onlinehelp.cognia.org/practice](https://mcas.onlinehelp.cognia.org/practice) (optional)
- 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.





# Administering Session 1 of the Science and Technology/Engineering Tests

## B Before Students Arrive

1. On the test administrator device, sign in to the MCAS Portal and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.
2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the MCAS Portal. Also verify that students' other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the MCAS Portal or the summary page you were given with your student logins.  


If a student's accommodations have not been assigned correctly, you can still update the student's accommodations. See page 178 in Appendix E for the steps to do so.
3. Make sure the testing space has been appropriately prepared (see page 24).
4. Post the "MCAS Testing—Do Not Disturb" sign on the outside of the door of the testing space.
5. Write on the board the session access code for Session 1.<sup>3</sup> The session access code will be printed on your summary page and can also be found in the MCAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

## 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. Based on the guidelines in Appendix H, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

**All other dictionaries are prohibited during this session.**

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).
5. Instruct students to open the MCAS Student Kiosk application (this may be done by the test administrator or technology staff).

If there are testing devices that do not have the latest version of the MCAS Student Kiosk installed or if students' devices are not working properly, contact your school's technology staff for assistance.

**Note for schools using iPads:** Students will need to choose the testing location the first time they use the iTester iPad application for Science. Instruct them to choose **MCAS** from the drop-down menu.

<sup>3</sup> If you are administering the Biology or Introductory Physics test and there are students in multiple grades testing in your room (e.g., grade 9 and grade 10 students), be aware that they will have been assigned to different classes in the MCAS Portal, which will have different session access codes. You should have received a summary page for each class/grade and will need to make sure that students know which session access code to enter during testing.

# Administering Session 1 of the Science and Technology/Engineering Tests

6. If you are administering the Spanish/English edition of the test, turn to page 136 for the Spanish script to read to students.

7. Say to the students:

**“Before we begin the test, you need to know that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you turn in your test. Results may be invalidated for students with any of these devices during testing or after turning in their tests.”**

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

**“If you have a cell phone or other 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 you are dismissed from the testing room.”**

Pause to make sure that students have turned cell phones and other 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 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 electronic devices during testing.**

9. Make sure that students’ desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.

## 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).**

**The results of this test will be used to help track your academic progress, and will also 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.”**

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.

# Administering Session 1 of the Science and Technology/Engineering Tests

3. Then say:  
**“I will now hand out the student logins. Do not sign in until I tell you to do so.”**

4. Distribute the student logins. Make sure that students receive their assigned student logins.

5. Then say:  
**“Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login.”**

Provide the correct student login to any student who has an incorrect student login. If a student's login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

6. Say to the students:  
**“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login.”**

Assist any students who need help entering their usernames or passwords.

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.

7. When all students have successfully signed in, say:  
**“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand.”**

8. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.

9. If your principal has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

**“Now I will collect your student logins.”**

Collect students' logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

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

10. Say to the students:

**“Click the blue button on the screen that says ‘Session 1.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”**

# Administering Session 1 of the Science and Technology/Engineering Tests

11. Say to the students:

**“You will now see the Session 1 Directions screen unless you are taking the test with certain accommodations. If you see the Session 1 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”**

Pause to confirm that all students are on the Session 1 Directions screen.

12. Then say to the 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.

13. 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.**

**For some questions, you can make the left or right side of your screen bigger so that it is easier to read.**

**Use the right Expand button to make the left side bigger.**

**Use the left Expand button to make the right side bigger.**

**Use the same buttons to return to the original view.”**

14. Say to the students:

**“Before you turn in 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.**

**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.”**

Then say to the students:

**“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.”**

If you are administering

**GRADE 5 OR 8 STE**, say:

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

# Administering Session 1 of the Science and Technology/Engineering Tests

If you are administering

**INTRODUCTORY PHYSICS**, say:

**“You also may use your Introductory Physics reference sheet to help you answer questions at any time during this session.**

**This can be found by clicking the References icon at the bottom of the screen.”**

15. 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.

16. If you are administering

**INTRODUCTORY PHYSICS**, and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one provided in the MCAS Student Kiosk, say:

**“I will now hand out a printed reference sheet for you to use, in addition to the one that is available by clicking the References icon at the bottom 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. Make sure they do not have any other reference material at their desks.

17. Then say to the students:

**“It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. 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, do their best, and not cheat in any way.”**

18. Then say to all students:

**“You may now click the ‘Continue’ button and begin your test.”**

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

# Administering Session 1 of the Science and Technology/Engineering Tests

19. 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 electronic devices.**

20. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”**

22. (Optional) Then say to students:

**“You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. 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. When the break is completed, say to the students:

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

Resume monitoring the testing room.

23. 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 left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test.**

**Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 26.

## Administering Session 1 of the Science and Technology/Engineering Tests

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

**“This is the end of the time scheduled for Session 1. I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test.”**

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

25. Say to the students:

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

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

26. Then say to the students:

**“Once you have answered the last question in this section, click the ‘Finish’ button to turn in the test. The ‘Finish’ button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on ‘Return to test’ to go back to the last question in the test. If you are finished, click ‘Turn In’ and then confirm that you want to turn in your test to complete the session.”**

27. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they turn in their tests.

28. 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 you are dismissed from the test completion room.”**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins if possible. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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

## Administering Session 1 of the Science and Technology/Engineering Tests

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29. Collect students' logins (if you did not collect them earlier) and scratch paper. **Verify that you have a student login and scratch paper from each student.** Remind students of when they will take Session 2.
30. Make a list of all students in your assigned group who were not tested. These students will appear in the MCAS Portal in the "Not Started" 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.
31. Group test materials into the following separate piles:
  - student logins
  - printed reference sheets for Introductory Physics, if applicable
  - used scratch paper
  - unused scratch paper
32. Complete appropriate tracking documents, as instructed by your principal.
33. Immediately return **all** test materials and the list of students 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 and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 60 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

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.

Be sure to 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.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

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 Session 2 of the Science and Technology/Engineering Tests** **(Biology, Introductory Physics, and Grades 5 and 8 STE)**

# Administering Session 2 of the Science and Technology/Engineering Tests

## A Materials Needed for Session 2

You will need the following materials available in your testing space prior to testing:

- “MCAS Testing—Do Not Disturb” sign
- testing devices for students
- a computer for managing the test session
- authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- the summary page from the MCAS Portal that contains your student roster and the session access codes
- student logins
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- calculators



**Note:** Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers). Calculators that access the internet are not allowed.


- > **for the GRADES 5 and 8 STE tests**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although scientific and graphing calculators are permitted). Students may also use their own handheld calculators. A basic calculator is available in the MCAS Student Kiosk for the grade 5 test, and a scientific calculator is available for the grade 8 test.
- > **for the BIOLOGY test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although scientific and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator is available in the MCAS Student Kiosk.
- > **for the INTRODUCTORY PHYSICS test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although a scientific calculator is preferred and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator, a TI scientific calculator, and a Desmos scientific calculator are available in the MCAS Student Kiosk.
- reference sheets for **the INTRODUCTORY PHYSICS test** if the principal has decided to give each student a printed reference sheet in addition to the one available in the MCAS Student Kiosk (strongly recommended)
- equation editor guides and symbol keys printed from [mcas.onlinehelp.cognia.org/practice](https://mcas.onlinehelp.cognia.org/practice) (optional)
- 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.

# Administering Session 2 of the Science and Technology/Engineering Tests

## B Before Students Arrive

1. On the test administrator device, sign in to the MCAS Portal and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.
2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the MCAS Portal. Also verify that students' other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the MCAS Portal or the summary page you were given with your student logins.  


If a student's accommodations have not been assigned correctly, you can still update the student's accommodations. See page 178 in Appendix E for the steps to do so.
3. Make sure the testing space has been appropriately prepared (see page 24).
4. Post the "MCAS Testing—Do Not Disturb" sign on the outside of the door of the testing space.
5. Write on the board the session access code for Session 2.<sup>4</sup> The session access code will be printed on your summary page and can also be found in the MCAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

## 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. Based on the guidelines in Appendix H, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

**All other dictionaries are prohibited during this session.**

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).
5. Instruct students to open the MCAS Student Kiosk application (this may be done by the test administrator or technology staff).

If there are testing devices that do not have the latest version of the MCAS Student Kiosk installed or if students' devices are not working properly, contact your school's technology staff for assistance.

**Note for schools using iPads:** Students will need to choose the testing location the first time they use the iTester iPad application for Science. Instruct them to choose **MCAS** from the drop-down menu.

<sup>4</sup> If you are administering the Biology or Introductory Physics test and there are students in multiple grades testing in your room (e.g., grade 9 and grade 10 students), be aware that they will have been assigned to different classes in the MCAS Portal, which will have different session access codes. You should have received a summary page for each class/grade and will need to make sure that students know which session access code to enter during testing.

## Administering Session 2 of the Science and Technology/Engineering Tests

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6. If you are administering the Spanish/English edition of the test, turn to page 143 for the Spanish script to read to students.
7. Say to the students:

**“Before we begin the test, I want to remind you that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session.”**
8. If your principal has instructed you to do so, read the following recommended script:

**“If you have a cell phone or other 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 you are dismissed from the testing room.”**

Pause to make sure that students have turned cell phones and other 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 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 electronic devices during testing.**
9. Make sure that students’ desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.

### **D 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:

**“We are about to begin Session 2 of the MCAS \_\_\_\_\_ (say the name of the test) test. This is the last of the two sessions you will take for this test.”**

If you are administering

**GRADES 5 OR 8 STE**, say to the students:

**“This session contains two separate sections. When you reach the end of the first section, you will see a screen asking if you are finished answering questions in this section. If you click the button that says ‘No, I’m not finished’ you will return to where you were and may revisit the questions in that section. If you click the button that says ‘Yes, I am finished’ then you will move into the second section, but you will not be able to return to any of the questions in the first section. When you are finished with the second section, you will turn in your test.**

**The questions in the first section will be based on interacting with a science simulation and may be different from what you are accustomed to. Simply do your best on every question.”**

## Administering Session 2 of the Science and Technology/Engineering 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. Then say:

**“I will now hand out the student logins. Do not sign in until I tell you to do so.”**

4. Distribute the student logins. Make sure that students receive their assigned student logins.

5. Then say:

**“Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login.”**

Provide the correct student login to any student who has an incorrect student login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

6. Say to the students:

**“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login.”**

Assist any students who need help entering their usernames or passwords.

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.

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

**“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand!”**

8. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.

9. If your principal has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

**“Now I will collect your student logins.”**

Collect students’ logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

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

# Administering Session 2 of the Science and Technology/Engineering Tests

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10. Say to the students:

**“Click the blue button on the screen that says ‘Session 2.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”**

11. Say to the students:

**“You will now see the Session 2 Directions screen unless you are taking the test with certain accommodations. If you see the Session 2 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”**

Pause to confirm that all students are on the Session 2 Directions screen.

12. Then say to the 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.

13. 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 are administering

**GRADE 5 OR 8 STE**, say:

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

**This session is divided into sections. Within each section, you may review your answers and go back to any questions you bookmarked in that section. When you finish a section, you will be asked to confirm whether you are finished answering the questions in that section before continuing. You will not be able to change your answers after going on to the next section.”**

If you are administering

**BIOLOGY OR INTRODUCTORY PHYSICS**, say:

**“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.”**

Then say:

**“For some questions, you can make the left or right side of your screen bigger so that it is easier to read.**

**Use the right Expand button to make the left side bigger.**

**Use the left Expand button to make the right side bigger.**

**Use the same buttons to return to the original view.”**



## Administering Session 2 of the Science and Technology/Engineering Tests

14. Say to the students:

**“Before you turn in 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.**

**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.”**

15. Then say to the students:

**“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.”**

If you are administering

**GRADE 5 OR 8 STE**, say:

**“You may also 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

**INTRODUCTORY PHYSICS**, say:

**“You may also use your Introductory Physics reference sheet to help you answer questions at any time during this session.**

**This can be found by clicking the References icon at the bottom of the screen.”**

16. If everyone in your group took Session 1 on the scheduled day, skip to step 17. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, 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.

## Administering Session 2 of the Science and Technology/Engineering Tests

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17. If you are administering

**INTRODUCTORY PHYSICS**, and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one provided in the MCAS Student Kiosk, say:

**“I will now hand out a printed reference sheet for you to use, in addition to the one that is available by clicking the References icon at the bottom 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. Make sure they do not have any other reference material at their desks.

18. Say to the students:

**“It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. 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, do their best, and not cheat in any way.”**

19. Then say to all students:

**“You may now click the ‘Continue’ button and begin your test.”**

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

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

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

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

21. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”**

## Administering Session 2 of the Science and Technology/Engineering Tests

23. (Optional) Then say to students:

**“You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. 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. When the break is completed, say to the students:

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

Resume monitoring the testing room.

24. 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 left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test.**

**Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”**

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

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

**“This is the end of the time scheduled for Session 2. I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question numbers and make sure you have not skipped any questions.**

**Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test.”**

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

26. Say to the students:

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

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

## Administering Session 2 of the Science and Technology/Engineering Tests

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27. Then say to the students:

**“Once you have answered the last question in this section, click the ‘Finish’ button to turn in the test. The ‘Finish’ button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on ‘Return to test’ to go back to the last question in the test. If you are finished, click ‘Turn In’ and then confirm that you want to turn in your test to complete the session.”**

28. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they turn in their tests.

29. 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 you are dismissed from the test completion room.”**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins if possible. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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

30. Collect students’ logins (if you did not collect them earlier) and scratch paper. **Verify that you have a student login and scratch paper from each student.** For students who need more time to finish, follow the instructions given by your principal.

31. Make a list of all students in your assigned group who were not tested. These students will appear in the MCAS Portal in the “Not Started” 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.

32. For **GRADES 5 AND 8 STE**:

If your school will be administering the student questionnaire right after Session 2, turn to Part X, section A, on page 94 now, and then return to this page for steps 33–35.

33. Group test materials into the following separate piles:

- student logins
- printed reference sheets for Introductory Physics, if applicable

## Administering Session 2 of the Science and Technology/Engineering Tests

- 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 and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 60 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

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.

Be sure to 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.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

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 X**



## **Administering the Student Questionnaire**

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

## Administering the Student Questionnaire

Administering the student questionnaire is optional, but the Department encourages schools to do so because of the value of receiving data on school climate and learning.

The student questionnaire is available for Text-to-Speech, Screen Reader, compatible assistive technology (AT), and large-print accommodated test forms. Braille and ASL editions are not available. If a student has a Spanish/English test assigned to them, the questionnaire will be displayed in both English and Spanish. The student questionnaire is NOT a test, and test administrators are permitted to read aloud, sign, or translate questions and assist any students to record their responses.

The student questionnaire will take approximately 20 minutes to complete and should be taken after the following test sessions:

- Session 2 of the grades 4 and 10 Mathematics test
- Session 2 of the grades 5 and 8 STE test

### A Administering the Questionnaire

1. Make sure students are signed in to the MCAS Student Kiosk and on the “Hello” page. If they are not, ensure they have their student logins and have them sign in. Write the session access code on the board. If you are administering the Spanish/English edition of the questionnaire, turn to page 154 for the Spanish script to read to students.

2. Once all students’ testing devices are on the “Hello” screen, say:

**“Click the blue button on the screen that says ‘VOCAL Survey.’ You should now see a prompt for a session access code. The code is written on the board. Please type in the session access code. Now click the green ‘Submit’ button.”**

Pause to confirm that students are entering the session access code.

Then say:

**“You will now see the Directions screen unless you are taking the test with certain accommodations. If you see the Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions 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 our 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. The 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 school. Please answer honestly so our school knows how you really feel.**

**You can ask me for help if you are not sure where or how to mark your answers to these questions.”**



**GRADE 8 OR 10**, say:

**“The MCAS questionnaire provides students a voice on topics that are important to your 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 our school.**

**Students helped develop the questions about your school environment. 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. Our 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 school. Please answer honestly so our school knows how you really feel.**

**You can ask me for help if you are not sure how to complete this questionnaire.”**

4. Then say:

**“You may now click the ‘Start’ button and begin completing the questionnaire.”**

When students are finished with the questionnaire, have them click **Turn In** and sign out of the MCAS Student Kiosk.

Some students may choose to not complete the questionnaire. In this situation, it is not necessary to take any additional steps in the MCAS Portal.



# **Part XI**



## **Administering the Grade 8 Civics State Performance Task**

# Administering the Grade 8 Civics State Performance Task

## A Materials Needed for the State Performance Task

You will need the following materials available in your testing space prior to testing:

- “MCAS Testing—Do Not Disturb” sign
- testing devices for students
- a computer for managing the test session
- authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- the summary page from the MCAS Portal that contains your student roster and the session access codes
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- student logins
- 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.

## B Before Students Arrive

1. On the test administrator device, sign in to the MCAS Portal and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.
2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the MCAS Portal. Also verify that students’ other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the MCAS Portal or the summary page you were given with your student logins.  
  
If a student’s accommodations have not been assigned correctly, you can still update the student’s accommodations. See page 178 in Appendix E for the steps to do so.
3. Make sure the testing space has been appropriately prepared (see page 24).
4. Post the “MCAS Testing—Do Not Disturb” sign on the outside of the door of the testing space.
5. Write on the board the session access code for the State Performance Task. The session access code will be printed on your summary page and can also be found in the MCAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.



## **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 students who are currently or were ever reported as ELs to use during the test session according to the guidelines in Appendix H.

**All other dictionaries are prohibited during this session.**

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

If there are testing devices that do not have the MCAS Student Kiosk 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.

6. If you are administering the Spanish/English edition of the Civics test, turn to page 158 for the Spanish script to read to students.
7. Say to the students:

**“Before we begin the test, you need to know that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you turn in your test. Please turn off your cell phone or any other electronic device now.”**

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

**“If you have a cell phone or other 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 you are dismissed from the room.”**

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 students who are currently or were ever reported as ELs.
10. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

# Administering the Grade 8 Civics State Performance Task

## D Administer the State Performance Task

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

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

1. Say to the students:

**“We are about to begin the Grade 8 MCAS Civics test. The Civics test consists of two parts: the State Performance Task, which you will take today, and the End-of-Course test, which you will take on \_\_\_\_\_ (announce the date for the EOC test).**

**The results of this test will be used to help track your academic progress, and will be sent to 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.**

**The State Performance task contains two sections. The second section contains a small number of questions and will be at the end of the test. When you reach the end of the first section, you will see a screen asking if you are finished answering questions in this section. If you click the button that says ‘No, I’m not finished’ you will return to where you were and may revisit the questions in that section. If you click the button that says ‘Yes, I am finished’ then you will move into the second section, but you will not be able to return to any of the questions in the first section.”**

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 pages 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. Then say:

**“I will now hand out the student logins. Do not sign in until I tell you to do so.”**

Distribute the student logins. Make sure that students receive their assigned student logins.

4. Then say:

**“Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login.”**

Provide the correct student login to any student who has an incorrect student login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

5. Say to the students:

**“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login.”**

# Administering the Grade 8 Civics State Performance Task

Assist any students who need help entering their usernames or passwords.

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.

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

**“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand.”**

7. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.

8. If your principal has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

**“Now I will collect your student logins.”**

Collect students’ logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

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

9. Say to the students:

**“Click the blue button on the screen that says ‘State Performance Task.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”**

10. Say to the students:

**“You will now see the State Performance Task Directions screen unless you are taking the test with certain accommodations. If you see the Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”**

Pause to confirm that all students are on the State Performance Task Directions screen.

11. Then say to the 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.

# Administering the Grade 8 Civics State Performance Task

12. Say:

**“Read and examine each source. 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.**

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

**This session is divided into sections. Within each section, you may review your answers and go back to any questions you bookmarked in that section. When you finish a section, you will be asked to confirm whether you are finished answering the questions in that section before continuing. You will not be able to change your answers after going on to the next section.**

**For some questions, you can make the left or right side of your screen bigger so that it is easier to read.**

**Use the right Expand button to make the left side bigger.**

**Use the left Expand button to make the right side bigger.**

**Use the same buttons to return to the original view.”**

13. When students have finished reading the onscreen directions, say:

**“Before you turn in 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 bottom 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 and I will assist you. 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.

**“It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. 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, do their best, and not cheat in any way.”**



# Administering the Grade 8 Civics State Performance Task

14. Say to the students:

**“This test 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.”**

15. Then say to all students:

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

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

16. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“The session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner 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.”**

18. (Optional) Then say to students:

**“You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. 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. When the break is completed, say to the students:

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

Resume monitoring the testing room.

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

**“Be sure to check your work before turning in your test.**

**Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 22.

20. Say to the students:

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

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

# Administering the Grade 8 Civics State Performance Task

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

**“This is the end of the time scheduled for the State Performance Task. Be sure to check your work before turning in your test.”**

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

22. Then say to the students:

**“Once you have answered the last question in this section, click the ‘Finish’ button to turn in the test. The ‘Finish’ button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question in Section 2 to return directly to that specific question or click on ‘Return to test’ to go back to the last question in the test. If you are finished, click ‘Turn In’ and then confirm that you want to turn in your test to complete the test session.”**

23. Circulate among the students to ensure all students have turned in their final answers (with the exception of students who need more time). You are not permitted to check students’ work before they turn in their tests.

24. 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, 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 you are dismissed from the test completion room.”**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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

25. Collect students’ logins and scratch paper. **Verify that you have a student login and scratch paper from each student.** Students who completed testing will be in “Finished” status in the MCAS Portal.

26. Group test materials into the following separate piles:

- student logins
- used scratch paper
- unused scratch paper

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

28. Immediately return **all** test materials 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 and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 60 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

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.

Be sure to 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.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

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 XII**



### **Administering the Grade 8 Civics End-of-Course Test**

# Administering the Grade 8 Civics End-of-Course Test

## A Materials Needed for the End-of-Course Test


You will need the following materials available in your testing space prior to testing:

- “MCAS Testing --Do Not Disturb” sign
- testing devices for students
- a computer for managing the test session
- authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- the summary page from the MCAS Portal that contains your student roster and the session access codes
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- student logins
- 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.

## B Before Students Arrive

1. On the test administrator device, sign in to the MCAS Portal and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.
2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the MCAS Portal. Also verify that students’ other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the MCAS Portal or the summary page you were given with your student logins.  


If a student’s accommodations have not been assigned correctly, you can still update the student’s accommodations. See page 178 in Appendix E for the steps to do so.
3. Make sure the testing space has been appropriately prepared (see page 24).
4. Post the “MCAS Testing—Do Not Disturb” sign on the outside of the door of the testing space.
5. Write on the board the session access code for the End-of-Course test. The session access code will be printed on your summary page and can also be found in the MCAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

# Administering the Grade 8 Civics End-of-Course Test

## 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 students who are currently or were ever reported as ELs to use during the test session according to the guidelines in Appendix H.

**All other dictionaries are prohibited during this session.**

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

If there are testing devices that do not have the MCAS Student Kiosk 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.

6. If you are administering the Spanish/English edition of the Civics test, turn to page 164 for the Spanish script to read to students.
7. Say to the students:

**“Before we begin the test, you need to know that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you turn in your test. Please turn off your cell phone or any other electronic device now.”**

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

**“If you have a cell phone or other 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 you are dismissed from the room.”**

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 students who are currently or were ever reported as ELs.
10. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

# Administering the Grade 8 Civics End-of-Course Test

## **D Administer the End-of-Course Test**

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

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

1. Say to the students:

**“We are about to begin the second and final part of the Grade 8 Civics test: the End-of-Course test.**

**The End-of-Course test contains two sections. When you reach the end of the first section, you will see a screen asking if you are finished answering questions in this section. If you click the button that says ‘No, I’m not finished’ you will return to where you were and may revisit the questions in that section. If you click the button that says ‘Yes, I am finished’ then you will move into the second section, but you will not be able to return to any of the questions in the first section.”**

2. Then say to students:

**“I will now hand out scratch paper for you to use during the first section. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three pages 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. Then say:

**“I will now hand out the student logins. Do not sign in until I tell you to do so.”**

Distribute the student logins. Make sure that students receive their assigned student logins.

4. Then say:

**“Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login.”**

Provide the correct student login to any student who has an incorrect student login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

5. Say to the students:

**“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login.”**

Assist any students who need help entering their usernames or passwords.

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.



## Administering the Grade 8 Civics End-of-Course Test

6. When all students have successfully signed in, say:  
**“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand.”**
7. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.
8. If your principal has instructed you to
  - **COLLECT STUDENT LOGINS**, say:  
**“Now I will collect your student logins.”**  
Collect students’ logins.
  - **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:  
**“Please keep your student login with you and do not use it for scratch paper. I will need to collect it at the end of this test session.”**
9. Once all students’ testing devices are on the “Hello Student” screen, say:  
**“Click the blue button on the screen that says ‘End-of-Course test.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”**
10. Say to the students:  
**“You will now see the End-of-Course Directions screen unless you are taking the test with certain accommodations. If you see the Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”**  
Pause to confirm that all students are on the End-of-Course Directions screen.
11. Then say to the 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.
12. Say:  
**“Read each question carefully and then answer it as well as you can.  
If you do not know the answer to a question, you may bookmark it and go on to the next question.  
This session is divided into sections. Within each section, you may review your answers and go back to any questions you bookmarked in that section. When you finish a section, you will be asked to confirm whether you are finished answering the questions in that section before continuing. You will not be able to change your answers after going on to the next section.  
For some questions, you can make the left or right side of your screen bigger so that it is easier to read.  
Use the right Expand button to make the left side bigger.”**

## Administering the Grade 8 Civics End-of-Course Test

**Use the left Expand button to make the right side bigger.**

**Use the same buttons to return to the original view.”**

13. Then say:

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

**During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand and I will assist you. 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.

14. Say to the students:

**“This test 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.**

**It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. 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, do their best, and not cheat in any way.”**

15. Then say to all students:

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

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

16. 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 electronic devices.**

## Administering the Grade 8 Civics End-of-Course Test

17. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”**

19. (Optional) Then say to students:

**“You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. 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. When the break is completed, say to the students:

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

Resume monitoring the testing room.

20. 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 left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions in the second section.**

**Remember, once you have turned in your answers, you will not be permitted to go back to the test. Be sure to check your work carefully before turning in your test.**

**Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 23.

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

**“This is the end of the time scheduled for the End-of-Course test. I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions in the second section.**

**Remember, once you have turned in your answers, you will not be permitted to go back to the test. Be sure to check your work carefully before turning in your test.”**

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

## Administering the Grade 8 Civics End-of-Course Test

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22. Say to the students:

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

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

23. Then say to the students:

**“Once you have answered the last question in this section, click the ‘Finish’ button to turn in the test. The ‘Finish’ button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question in the second section to return directly to that specific question or click on ‘Return to test’ to go back to the last question in the test. If you are finished, click ‘Turn In’ and then confirm that you want to turn in your test to complete the test session.”**

24. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk. You are not permitted to check students’ work before they turn in their tests.

25. 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, 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 you are dismissed from the test completion room.”**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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

26. Collect students’ logins and scratch paper. **Verify that you have a student login and scratch paper from each student.** Students who completed testing will have a “Finished” status in the MCAS Portal.

27. Group test materials into the following separate piles:

- student logins
- used scratch paper
- unused scratch paper

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

29. Immediately return **all** test materials 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 and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students' tests are paused for less than 60 minutes they will be able to enter their password and click **Resume** to continue the test. If students' tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

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.

Be sure to 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.”**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

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 Spanish/English Editions of the Mathematics Test**

## Appendix A—Administering the Spanish/English Editions of the Mathematics Tests

### A As Students Arrive for Session 1

1. Say to the students:

**“Antes de comenzar la prueba, deben saber que no está permitido el uso de teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos por ningún motivo durante esta sesión, aún después de haber entregado su prueba. Se podrán anular los resultados de los estudiantes que tengan cualquiera de estos dispositivos durante la prueba o después de entregar la misma”.**

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

**“Si tienen un teléfono celular u otro dispositivo electrónico, asegúrense de que ahora esté apagado, guárdenlo en su mochila y déjenlo a un lado de la habitación. Volverán a tener acceso a ellos una vez que se retiren del salón de pruebas”.**

Pause to make sure that students have turned cell phones and other 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 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 electronic devices during testing.**

3. Make sure that students’ desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.
4. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else’s screen.
5. **Make sure that students taking the MATHEMATICS test do not have calculators for this session. All calculators are prohibited during Mathematics Session 1.**

### B 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:

**“Estamos a punto de comenzar la prueba de Matemáticas del MCAS para \_\_\_\_\_ (say the grade). Esta es la primera de las dos sesiones que tendrán realizar. La Sesión 2 se llevará a cabo el \_\_\_\_\_ (announce the date and time for Session 2).**

**Los resultados de esta prueba se utilizarán para ayudar a realizar un seguimiento de su progreso académico y también se compartirán con sus padres o tutores, así como con sus profesores. Es muy importante que traten de hacer su mejor trabajo durante esta sesión de la prueba”.**



## Appendix A—Administering the Spanish/English Editions of the Mathematics Tests

2. Then say to students:

**“Ahora entregaré hojas borrador para que utilicen en esta sesión. Si en cualquier momento necesitan más, levanten su mano y les entregaré otra hoja. Pueden tener hasta tres hojas borrador a la vez. Si necesitan más de tres hojas, tendrán que entregar algunas de las que ya utilizaron”.**

Distribute one sheet of blank scratch paper to each student.

3. Then say:

**“Ahora les entregaré sus credenciales para iniciar sesión. No inicien sesión hasta que se los diga”.**

4. Distribute the student logins. Make sure that students receive their assigned student logins.

5. Then say:

**“Observen sus credenciales para iniciar sesión. Asegúrense de que contengan sus nombres y fechas de nacimiento. Levanten la mano si no tienen las credenciales correctas”.**

Provide the correct student login to any student who has an incorrect student login. If a student's login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

6. Say to the students:

**“Usted tiene la opción de cambiar el idioma en el MCAS Student Kiosk de inglés a español si lo desea. En la parte inferior izquierda de su pantalla hay un menú desplegable que actualmente dice ‘Inglés’. Si haces clic en él, puedes elegir ‘Español’ en su lugar”.**

Assist any students who need help changing the language of the kiosk from English to Spanish.

7. Say to the students:

**“Ahora ingresen su usuario en la computadora. Su usuario es el número de 10 dígitos que se encuentra en las credenciales para iniciar sesión. Luego, ingresen la contraseña otorgada en sus credenciales para iniciar sesión”.**

Assist any students who need help entering their usernames or passwords.

Then say:

**“Ahora, hagan clic en el botón que dice ‘Iniciar sesión’”.**

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.

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

**“La pantalla de sus computadoras debería decir ahora ‘Hola’ y a continuación sus nombres. Si el nombre que visualizan no es el suyo, levanten la mano”.**

9. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.

## Appendix A—Administering the Spanish/English Editions of the Mathematics Tests

10. If your principal has instructed you to
- **COLLECT STUDENT LOGINS**, say:  
**“Ahora recogeré sus credenciales para iniciar sesión”.**  
 Collect students’ logins.
  - **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:  
**“Por favor, tengan las credenciales para iniciar sesión con ustedes y no las utilicen como hoja borrador. Deberé recogerlas una vez que se haya terminado la sesión de la prueba”.**
11. Say to the students:  
**“Hagan clic en el botón azul de la pantalla que dice ‘Sesión 1’. Deberían visualizar una ventana emergente para ingresar el código de acceso a la sesión. Escribi el código en la pizarra. Por favor, ingresen el código de acceso para la sesión. Luego, hagan clic en el botón verde ‘Continúe’”.**
12. Say to the students:  
**“Ahora verán la pantalla con las instrucciones para la Sesión 1 a menos que estén realizando la prueba con ciertas adaptaciones. Si ven la pantalla con las instrucciones para la Sesión 1, están en la pantalla correcta. Si ven la pantalla de Opciones con las adaptaciones que se les han asignado, hagan clic en el botón ‘Continuar’ para ir a la pantalla con las instrucciones”.**
- Pause to confirm that all students are on the Session 1 Directions screen.
13. Then say to the students:  
**“Sígueme mientras les leo las instrucciones que aparecen en su pantalla”.**
- Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.
14. Then say:  
**“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 sabes la respuesta a una pregunta, puedes marcarla y pasar a la siguiente pregunta. Cuando termines, puedes revisar las respuestas y retomar las preguntas que marcaste.**  
**Para responder algunas preguntas, puedes agrandar el lado izquierdo o derecho de la pantalla, para que sea más fácil de leer.**  
**Usa el botón Ampliar a la derecha para agrandar el lado izquierdo.**  
**Usa el botón Ampliar a la izquierda para agrandar el lado derecho.**  
**Utiliza el mismo botón para volver a la vista original”.**

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15. Say to the students:

**“Antes de entregar sus respuestas al final de la sesión de la prueba, asegúrense haber respondido todas las preguntas y no haber dejado nada en blanco o sin responder.**

**Esta sesión de la prueba está programada para durar \_\_\_\_\_ (state length of test session). Si no han terminado de responder las preguntas una vez finalizado ese tiempo, se les otorgará más tiempo para terminar. Como máximo, tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva.**

**Si terminaron de responder las preguntas antes del tiempo programado para la sesión, deberían revisar su trabajo”.**

If you are administering

**GRADES 3 OR 4**, say to the students:

**“Pueden utilizar cualquiera de las reglas MCAS incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.**

**No pueden utilizar calculadoras en ningún momento de esta sesión. Se prohíben todas las calculadoras durante la Sesión 1 de la prueba de Matemáticas”.**



**GRADES 5–8**, say to the students:

**“Pueden utilizar cualquiera de las reglas MCAS y la hoja de referencia de Matemáticas incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.**

**Pueden encontrar la hoja de referencia si hacen clic en el ícono de Referencias en la parte inferior de su pantalla.**

**No pueden utilizar calculadoras en ningún momento de esta sesión. Se prohíben todas las calculadoras durante la Sesión 1 de la prueba de Matemáticas”.**



**GRADE 10**, say:

**“Pueden utilizar su hoja de referencia de Matemáticas para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.**

**Pueden encontrar la hoja de referencia si hacen clic en el ícono de Referencias en la parte inferior de su pantalla.**

**No pueden utilizar calculadoras en ningún momento de esta sesión. Se prohíben todas las calculadoras durante la Sesión 1 de la prueba de Matemáticas”.**



16. Then say:

**“Si tienen problemas para encontrar o utilizar alguna de las herramientas en la pantalla de la computadora durante esta sesión, o tienen alguna dificultad con sus computadoras, levanten la mano y los ayudaré. Sin embargo, no podré ayudarlos con el contenido de la prueba o a responder a las preguntas de la prueba.**

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**Además, pueden levantar la mano si necesitan que les lea una palabra de la prueba para ustedes. Tendrán que señalar la palabra y se las leeré en voz baja y lo repetiré si es necesario. Pero no podré decirles el significado de la palabra o ayudarlos a responder a las preguntas. Levanten la mano si tienen alguna duda con respecto a esto”.**

Pause and answer any questions that students have.

17. If you are administering

**GRADES 5–8 OR 10**, and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one provided in the MCAS Student Kiosk, say:

**“Ahora entregaré una hoja de referencia impresa para que utilicen, además de la que tienen disponible si hacen clic en el ícono de Referencias en la parte inferior de su pantalla durante la prueba. No escriban en su hoja de referencia. En su lugar, utilicen sus hojas borrador para cualquier anotación que necesiten hacer durante la prueba. No pueden utilizar hojas de referencia que no sean las que yo les dé”.**

Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

18. Then say to the students:

**“Es muy importante que las pruebas MCAS sean justas para todos los estudiantes. Por lo tanto, las siguientes cosas no están permitidas: copiar las respuestas de otra persona; utilizar apuntes, libros, hojas de referencia adicionales, o cualquier tipo de material de clase; escribir notas o hablar a otros estudiantes; y proporcionar respuestas o ayuda a cualquier otro estudiante. No deben pedir ni recibir ayuda de nadie más cuando respondan a las preguntas. Además, no tendrán su teléfono celular ni ningún otro dispositivo electrónico con ustedes más que su dispositivo para hacer la prueba. No deberán acceder a Internet ni utilizar ninguna otra aplicación en su dispositivo para hacer la prueba que no sea la aplicación que está utilizando en este momento. Se espera que todos los estudiantes sean honestos, hagan lo mejor posible y que no hagan trampas de ninguna forma”.**

19. Then say to all students:

**“Pueden ahora hacer clic en el botón ‘Continuar’ y comenzar con la prueba”.**

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

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

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

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

21. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“Ya ha pasado la mitad del tiempo programado para la sesión. Recuerden revisar su progreso en la prueba con un clic en el número de pregunta de la esquina superior izquierda de la pantalla para ver qué preguntas no han contestado o cuáles han marcado. Asegúrense de responder a todas las preguntas de esta sesión de la prueba. Asegúrense de revisar su trabajo cuidadosamente. Recuerden que si aún están trabajando al terminar el tiempo programado para la sesión, se les otorgará más tiempo para terminar la prueba”.**

23. (Optional) Then say to students:

**“Ahora pueden tomarse un pequeño descanso durante el cual pueden levantarse y estirar. Para tomarse el descanso, hagan clic en el botón ‘Pausar/Salir’ en la parte inferior de la pantalla y luego hagan clic en ‘Pausar la Prueba’. Cuando se les indique que ha terminado el descanso, ingresen su contraseña y hagan clic en ‘Reanudar’ para comenzar la prueba nuevamente. No pueden hablar con otros estudiantes durante el descanso. Si no quieren tomarse el descanso, pueden continuar con la prueba. El descanso durará \_\_\_\_\_ (state the length of the break) minutos”.**

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. When the break is completed, say to the students:

**“Se ha terminado el descanso. Deben comenzar a trabajar nuevamente”.**

Resume monitoring the testing room.

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

**“Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta.**

**Recuerden que una vez que hayan entregado sus respuestas, no podrán regresar a la Sesión 1. Asegúrense de revisar su trabajo cuidadosamente antes de entregar la prueba.**

**Los teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos no están permitidos durante el resto de la sesión hasta que se retiren del salón de pruebas”.**

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

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

**“Se ha terminado el tiempo programado para la Sesión 1. Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta.**

**Recuerden que una vez que hayan entregado sus respuestas, no podrán regresar a la Sesión 1. Asegúrense de revisar su trabajo cuidadosamente antes de entregar la prueba”.**

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

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26. Say to the students:

**“Si necesitan más tiempo para responder cualquier pregunta, levanten la mano. No entreguen sus respuestas finales en este momento”.**

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

27. Then say to the students:

**“Una vez que hayan contestado la última pregunta de esta sección, hagan clic en el botón ‘Terminar’ para entregar la prueba. El botón ‘Terminar’ solo se encuentra disponible en la última pregunta de la sección. Serán redirigidos a la pantalla de Revisar Prueba. La pantalla de Revisar Prueba muestra el número de respuestas completadas, las preguntas no contestadas y las preguntas marcadas. Pueden hacer clic en cualquier pregunta para regresar directamente a esa pregunta específica o hacer clic en ‘Regresar a la prueba’ para volver a la última pregunta de la prueba. Si han terminado, hagan clic en ‘Entregar’ y luego confirmen que quieren entregar la prueba para completar la sesión de la prueba”.**

28. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they turn in their tests.

29. 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 todavía no han terminado de trabajar en esta sesión, se los llevará a \_\_\_\_\_ (location) para completar la prueba. Tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva.**

**Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas”.**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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

30. Collect students’ logins (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. **Verify that you have a student login and scratch paper from each student.** Remind students of when they will take Session 2.

31. Make a list of all students in your assigned group who were not tested. These students will appear in the MCAS Portal in the “Not Started” status for this test session. These students will need to take this session during the make-up period. If all the students assigned to you took the session, notify your principal of this. It is important to keep accurate records of who has been tested.

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32. Group test materials into the following separate piles:
  - student logins
  - printed Mathematics reference sheets for grades 5–8 and 10, if applicable
  - 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 who were not tested to your principal.

### **C** As Students Arrive for Session 2

1. Say to the students:

**“Antes de comenzar la prueba, quiero recordarles que no está permitido el uso de teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos por ningún motivo durante esta sesión”.**
2. If your principal has instructed you to do so, read the following recommended script:

**“Si tienen un teléfono celular u otro dispositivo electrónico, asegúrense de que ahora esté apagado, guárdenlo en su mochila y déjenlo a un lado de la habitación. Volverán a tener acceso a ellos una vez que se retiren del salón de pruebas”.**

Pause to make sure that students have turned cell phones and other 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 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 electronic devices during testing.**
3. Make sure that students’ desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.
4. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else’s screen.

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### D 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 comenzar la Sesión 2 de la prueba de Matemáticas del MCAS. Esta es la última de las dos sesiones que tienen que realizar para esta prueba”.**

2. Then say to students:

**“Ahora entregaré hojas borrador para que utilicen en esta sesión. Si en cualquier momento necesitan más, levanten su mano y les entregaré otra hoja. Pueden tener hasta tres hojas borrador a la vez. Si necesitan más de tres hojas, tendrán que entregar algunas de las que ya utilizaron”.**

Distribute one sheet of blank scratch paper to each student.

3. Then say:

**“Ahora les entregaré sus credenciales para iniciar sesión. No inicien sesión hasta que se los diga”.**

4. Distribute the student logins. Make sure that students receive their assigned student logins.

5. Then say:

**“Observen sus credenciales para iniciar sesión. Asegúrense de que contengan sus nombres y fechas de nacimiento. Levanten la mano si no tienen las credenciales correctas”.**

Provide the correct student login to any student who has an incorrect student login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

6. Say to the students:

**“Usted tiene la opción de cambiar el idioma en el MCAS Student Kiosk de inglés a español si lo desea. En la parte inferior izquierda de su pantalla hay un menú desplegable que actualmente dice ‘Inglés’. Si haces clic en él, puedes elegir ‘Español’ en su lugar”.**

Assist any students who need help changing the language of the kiosk from English to Spanish.

7. Say to the students:

**“Ahora ingresen su usuario en la computadora. Su usuario es el número de 10 dígitos que se encuentra en las credenciales para iniciar sesión. Luego, ingresen la contraseña otorgada en sus credenciales para iniciar sesión”.**

Assist any students who need help entering their usernames or passwords.



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Then say:

**“Ahora, hagan clic en el botón que dice ‘Iniciar sesión’”.**

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.

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

**“La pantalla de sus computadoras debería decir ahora ‘Hola’ y a continuación sus nombres. Si el nombre que visualizan no es el suyo, levanten la mano”.**

9. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.
10. If your principal has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

**“Ahora recogeré sus credenciales para iniciar sesión”.**

Collect students' logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

**“Por favor, tengan las credenciales para iniciar sesión con ustedes y no las utilicen como hoja borrador. Deberé recogerlas una vez que se haya terminado la sesión de la prueba”.**

11. Say to the students:

**“Hagan clic en el botón azul de la pantalla que dice ‘Sesión 2’. Deberían visualizar una ventana emergente para ingresar el código de acceso a la sesión. Escribí el código en la pizarra. Por favor, ingresen el código de acceso para la sesión. Luego, hagan clic en el botón verde ‘Continúe’”.**

12. Say to the students:

**“Ahora verán la pantalla con las instrucciones para la Sesión 2 a menos que estén realizando la prueba con ciertas adaptaciones. Si ven la pantalla con las instrucciones para la Sesión 2, están en la pantalla correcta. Si ven la pantalla de Opciones con las adaptaciones que se les han asignado, hagan clic en el botón ‘Continuar’ para ir a la pantalla con las instrucciones”.**

Pause to confirm that all students are on the Session 2 Directions screen.

13. Then say to the students:

**“Sígueme mientras les leo las instrucciones que aparecen en su pantalla”.**

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

14. Then say:

**“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.**

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Si no sabes la respuesta a una pregunta, puedes marcarla y pasar a la siguiente pregunta. Cuando termines, puedes revisar las respuestas y retomar las preguntas que marcaste.

Para responder algunas preguntas, puedes agrandar el lado izquierdo o derecho de la pantalla, para que sea más fácil de leer.

Usa el botón Ampliar a la derecha para agrandar el lado izquierdo.

Usa el botón Ampliar a la izquierda para agrandar el lado derecho.

Utiliza el mismo botón para volver a la vista original”.

15. Say to the students:

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

Esta sesión de la prueba está programada para durar \_\_\_\_\_ (state length of test session). Si no han terminado de responder las preguntas una vez finalizado ese tiempo, se les otorgará más tiempo para terminar. Como máximo, tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva.

Si terminaron de responder las preguntas antes del tiempo programado para la sesión, deberían revisar su trabajo”.

16. If you are administering

**GRADES 3 OR 4**, say to the students:

“Pueden utilizar cualquiera de las reglas MCAS incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.



No pueden utilizar calculadoras en ningún momento de esta sesión. Se prohíben todas las calculadoras durante la Sesión 2 de la prueba de Matemáticas”.

**GRADES 5 OR 6**, say:

“Pueden utilizar cualquiera de las reglas MCAS y la hoja de referencia de Matemáticas incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.

Pueden encontrar la hoja de referencia si hacen clic en el ícono de Referencias en la parte inferior de su pantalla.



No pueden utilizar calculadoras en ningún momento de esta sesión. Se prohíben todas las calculadoras durante la Sesión 2 de la prueba de Matemáticas”.

**GRADES 7 OR 8**, say to the students:

“Pueden utilizar cualquiera de las reglas MCAS y la hoja de referencia de Matemáticas incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.

Pueden encontrar la hoja de referencia si hacen clic en el ícono de Referencias en la parte inferior de su pantalla.

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**Pueden también utilizar las calculadoras incluidas en su prueba por computadora, o una calculadora de mano”.**



Distribute handheld calculators to any students taking the grade 7 or 8 Mathematics test who would like to use one but did not bring their own.

**GRADE 10**, say to the students:

**“Pueden utilizar su hoja de referencia de Matemáticas para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.**

**Pueden encontrar la hoja de referencia si hacen clic en el ícono de Referencias en la parte inferior de su pantalla.**

**Pueden también utilizar las calculadoras incluidas en su prueba por computadora, o una calculadora de mano”.**



Distribute handheld calculators to any students taking the grade 10 Mathematics test who would like to use one but did not bring their own.

17. If everyone in your group took Session 1 on the scheduled day, skip to step 18. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, say:

**“Si tienen problemas para encontrar o utilizar alguna de las herramientas en la pantalla de la computadora durante esta sesión, o tienen alguna dificultad con sus computadoras, levanten la mano y los ayudaré. Sin embargo, no podré ayudarlos con el contenido de la prueba o a responder a las preguntas de la prueba.**

**Además, pueden levantar la mano si necesitan que les lea una palabra de la prueba para ustedes. Tendrán que señalar la palabra y se las leeré en voz baja y lo repetiré si es necesario. Pero no podré decirles el significado de la palabra o ayudarlos a responder a las preguntas. Levanten la mano si tienen alguna duda con respecto a esto”.**

Pause and answer any questions that students have.

18. If you are administering

**GRADES 5–8 OR 10**, and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one available in the MCAS Student Kiosk, say:

**“Ahora entregaré una hoja de referencia impresa para que utilicen, además de la que tienen disponible si hacen clic en el ícono de Referencias en la parte inferior de su pantalla durante la prueba. No escriban en su hoja de referencia. En su lugar, utilicen sus hojas borrador para cualquier anotación que necesiten hacer durante la prueba. No pueden utilizar hojas de referencia que no sean las que yo les dé”.**

Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

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19. Say to the students:

**“Es muy importante que las pruebas MCAS sean justas para todos los estudiantes. Por lo tanto, las siguientes cosas no están permitidas: copiar las respuestas de otra persona; utilizar apuntes, libros, hojas de referencia adicionales, o cualquier tipo de material de clase; escribir notas o hablar a otros estudiantes; y proporcionar respuestas o ayuda a cualquier otro estudiante. No deben pedir ni recibir ayuda de nadie más cuando respondan a las preguntas. Además, no tendrán su teléfono celular ni ningún otro dispositivo electrónico con ustedes más que su dispositivo para hacer la prueba. No deberán acceder a Internet ni utilizar ninguna otra aplicación en su dispositivo para hacer la prueba que no sea la aplicación que está utilizando en este momento. Se espera que todos los estudiantes sean honestos, hagan lo mejor posible y que no hagan trampas de ninguna forma”.**

20. Then say to all students:

**“Pueden ahora hacer clic en el botón ‘Continuar’ y comenzar con la prueba”.**

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 electronic devices.**

22. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“Ya ha pasado la mitad del tiempo programado para la sesión. Recuerden revisar su progreso en la prueba con un clic en el número de pregunta de la esquina superior izquierda de la pantalla para ver qué preguntas no han contestado o cuáles han marcado. Asegúrense de responder a todas las preguntas de esta sesión de la prueba. Asegúrense de revisar su trabajo cuidadosamente. Recuerden que si aún están trabajando al terminar el tiempo programado para la sesión, se les otorgará más tiempo para terminar la prueba”.**

24. (Optional) Then say to students:

**“Ahora pueden tomarse un pequeño descanso durante el cual pueden levantarse y estirar. Para tomarse el descanso, hagan clic en el botón ‘Pausar/Salir’ en la parte inferior de la pantalla y luego hagan clic en ‘Pausar la Prueba’. Cuando se les indique que ha terminado el descanso, ingresen su contraseña y hagan clic en ‘Reanudar’ para comenzar la prueba nuevamente. No pueden hablar con otros estudiantes durante el descanso. Si no quieren tomarse el descanso, pueden continuar con la prueba. El descanso durará \_\_\_\_\_ (state the length of the break) minutos”.**

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The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. When the break is completed, say to the students:

**“Se ha terminado el descanso. Deben comenzar a trabajar nuevamente”.**

Resume monitoring the testing room.

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

**“Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta.**

**Recuerden que una vez que hayan entregado sus respuestas, no podrán regresar a la Sesión 2. Asegúrense de revisar su trabajo cuidadosamente antes de entregar la prueba.**

**Los teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos no están permitidos durante el resto de la sesión hasta que se retiren del salón de pruebas”.**

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**, say to the students:

**“Se ha terminado el tiempo programado para la Sesión 2. Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta y asegúrense de no haberse saltado ninguna pregunta.**

**Recuerden que una vez que hayan entregado sus respuestas, no podrán regresar a la Sesión 2. Asegúrense de revisar su trabajo cuidadosamente antes de entregar la prueba”.**

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

27. Say to the students:

**“Si necesitan más tiempo para responder cualquier pregunta, levanten la mano. No entreguen sus respuestas finales en este momento”.**

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

28. Then say to the students:

**“Una vez que hayan contestado la última pregunta de esta sección, hagan clic en el botón ‘Terminar’ para entregar la prueba. El botón ‘Terminar’ solo se encuentra disponible en la última pregunta de la sección. Serán redirigidos a la pantalla de Revisar Prueba. La pantalla de Revisar Prueba muestra el número de respuestas completadas, las preguntas no contestadas y las preguntas marcadas. Pueden hacer clic en cualquier pregunta para regresar directamente a esa pregunta específica o hacer clic en ‘Regresar a la prueba’ para volver a la última pregunta de la prueba. Si han terminado, hagan clic en ‘Entregar’ y luego confirmen que quieren entregar la prueba para completar la sesión”.**

## Appendix A—Administering the Spanish/English Editions of the Mathematics Tests

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29. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students' work before they turn in 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:

**“Si todavía no han terminado de trabajar en esta sesión, se los llevará a \_\_\_\_\_ (location) para completar la prueba. Tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva. Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas”.**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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' logins (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. **Verify that you have a student login and scratch paper from each student.**
32. Make a list of all students in your assigned group who were not tested. These students will appear in the MCAS Portal in the “Not Started” 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.
33. If your school will be administering the student questionnaire right after Session 2, turn to Appendix C on page 154 now, and then return to this page for steps 34–36.
34. Group test materials into the following separate piles:
  - student logins
  - printed Mathematics reference sheets, if applicable
  - used scratch paper
  - unused scratch paper
35. Complete appropriate tracking documents, as instructed by your principal.
36. 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:

**“Es la hora del almuerzo. Podrán continuar con la prueba luego del almuerzo, y tendrán hasta el final de la jornada escolar para terminar su trabajo, siempre que estén trabajando de forma productiva.**

**Después del almuerzo supervisado, irán a \_\_\_\_\_ (location) para terminar la prueba, y sus materiales para la prueba serán llevados hasta allí para ustedes. Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas. Además, no podrán conversar durante el descanso para almorzar”.**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 60 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

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.

Be sure to 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:

**“No pueden recuperar o acceder a sus teléfonos celulares o a cualquier material prohibido mientras están fuera del salón”.**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

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**



### **Administering the Spanish/English Editions of the Science and Technology/Engineering Tests**

## Appendix B—Administering the Spanish/English Editions of the Science and Technology/Engineering Tests

### A As Students Arrive for Session 1

1. Say to the students:

**“Antes de comenzar la prueba, deben saber que no está permitido el uso de teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos por ningún motivo durante esta sesión, aún después de haber entregado su prueba. Se podrán anular los resultados de los estudiantes que tengan cualquiera de estos dispositivos durante la prueba o después de entregar la misma”.**

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

**“Si tienen un teléfono celular u otro dispositivo electrónico, asegúrense de que ahora esté apagado, guárdenlo en su mochila y déjenlo a un lado de la habitación. Volverán a tener acceso a ellos una vez que se retiren del salón de pruebas”.**

Pause to make sure that students have turned cell phones and other 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 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 electronic devices during testing.**

3. Make sure that students’ desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.
4. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else’s screen.

### B 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:

**“Estamos a punto de comenzar la prueba de \_\_\_\_\_ (say the name of the test) del MCAS. Esta es la primera de las dos sesiones que tendrán realizar. La Sesión 2 se llevará a cabo el \_\_\_\_\_ (announce the date and time for Session 2).**

**Los resultados de esta prueba se utilizarán para ayudar a realizar un seguimiento de su progreso académico y también se compartirán con sus padres o tutores, así como con sus profesores. Es muy importante que traten de hacer su mejor trabajo durante esta sesión y en cada sesión de la prueba”.**

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2. Then say to students:

**“Ahora entregaré hojas borrador para que utilicen en esta sesión. Si en cualquier momento necesitan más, levanten su mano y les entregaré otra hoja. Pueden tener hasta tres hojas borrador a la vez. Si necesitan más de tres hojas, tendrán que entregar algunas de las que ya utilizaron”.**

Distribute one sheet of blank scratch paper to each student.

3. Then say:

**“Ahora les entregaré sus credenciales para iniciar sesión. No inicien sesión hasta que se los diga”.**

4. Distribute the student logins. Make sure that students receive their assigned student logins.

5. Then say:

**“Observen sus credenciales para iniciar sesión. Asegúrense de que contengan sus nombres y fechas de nacimiento. Levanten la mano si no tienen las credenciales correctas”.**

Provide the correct student login to any student who has an incorrect student login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

6. Say to the students:

**“Usted tiene la opción de cambiar el idioma en el MCAS Student Kiosk de inglés a español si lo desea. En la parte inferior izquierda de su pantalla hay un menú desplegable que actualmente dice ‘Inglés’. Si haces clic en él, puedes elegir ‘Español’ en su lugar”.**

Assist any students who need help changing the language of the kiosk from English to Spanish.

7. Say to the students:

**“Ahora ingresen su usuario en la computadora. Su usuario es el número de 10 dígitos que se encuentra en las credenciales para iniciar sesión. Luego, ingresen la contraseña otorgada en sus credenciales para iniciar sesión”.**

Assist any students who need help entering their usernames or passwords.

Then say:

**“Ahora, hagan clic en el botón que dice ‘Iniciar sesión’”.**

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.

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

**“La pantalla de sus computadoras debería decir ahora ‘Hola’ y a continuación sus nombres. Si el nombre que visualizan no es el suyo, levanten la mano”.**

9. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.

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10. If your principal has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

**“Ahora recogeré sus credenciales para iniciar sesión”.**

Collect students’ logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

**“Por favor, tengan las credenciales para iniciar sesión con ustedes y no las utilicen como hoja borrador. Deberé recogerlas una vez que se haya terminado la sesión de la prueba”.**

11. Say to the students:

**“Hagan clic en el botón azul de la pantalla que dice ‘Sesión 1’. Deberían visualizar una ventana emergente para ingresar el código de acceso a la sesión. Escribí el código en la pizarra. Por favor, ingresen el código de acceso para la sesión. Luego, hagan clic en el botón verde ‘Continúe’”.**

12. Say to the students:

**“Ahora verán la pantalla con las instrucciones para la Sesión 1 a menos que estén realizando la prueba con ciertas adaptaciones. Si ven la pantalla con las instrucciones para la Sesión 1, están en la pantalla correcta. Si ven la pantalla de Opciones con las adaptaciones que se les han asignado, hagan clic en el botón ‘Continuar’ para ir a la pantalla con las instrucciones”.**

Pause to confirm that all students are on the Session 1 Directions screen.

13. Then say to the students:

**“Sígueme mientras les leo las instrucciones que aparecen en su pantalla”.**

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

14. Then say:

**“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 sabes la respuesta a una pregunta, puedes marcarla y pasar a la siguiente pregunta. Cuando termines, puedes revisar las respuestas y retomar las preguntas que marcaste.**

**Para responder algunas preguntas, puedes agrandar el lado izquierdo o derecho de la pantalla, para que sea más fácil de leer.**

**Usa el botón Ampliar a la derecha para agrandar el lado izquierdo.**

**Usa el botón Ampliar a la izquierda para agrandar el lado derecho.**

**Utiliza el mismo botón para volver a la vista original”.**

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15. Say to the students:

**“Antes de entregar sus respuestas al final de la sesión de la prueba, asegúrense haber respondido todas las preguntas y no haber dejado nada en blanco o sin responder.**

**Esta sesión de la prueba está programada para durar \_\_\_\_\_ (state length of test session). Si no han terminado de responder las preguntas una vez finalizado ese tiempo, se les otorgará más tiempo para terminar. Como máximo, tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva. Si terminaron de responder las preguntas antes del tiempo programado para la sesión, deberían revisar su trabajo”.**

Then say to the students:

**“Pueden utilizar la calculadora incluida en su prueba por computadora, o una calculadora de mano para ayudarlos a responder las preguntas en cualquier momento de esta sesión”.**

If you are administering

**GRADE 5 OR 8 STE**, say:

**“También pueden utilizar cualquiera de las reglas MCAS incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión”.**

If you are administering

**INTRODUCTORY PHYSICS**, say:

**“Pueden utilizar su hoja de referencia de Introducción a la Física para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.**

**Pueden encontrar la hoja de referencia si hacen clic en el ícono de Referencias en la parte inferior de su pantalla”.**

16. Then say:

**“Si tienen problemas para encontrar o utilizar alguna de las herramientas en la pantalla de la computadora durante esta sesión, o tienen alguna dificultad con sus computadoras, levanten la mano. Sin embargo, no podré ayudarlos con el contenido de la prueba o a responder a las preguntas de la prueba.**

**Además, pueden levantar la mano si necesitan que les lea una palabra de la prueba para ustedes. Tendrán que señalar la palabra y se las leeré en voz baja y lo repetiré si es necesario. Pero no podré decirles el significado de la palabra o ayudarlos a responder a las preguntas. Levanten la mano si tienen alguna duda con respecto a esto”.**

Pause and answer any questions that students have.

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17. If you are administering

**INTRODUCTORY PHYSICS**, and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one provided in the MCAS Student Kiosk, say:

**“Ahora entregaré una hoja de referencia impresa para que utilicen, además de la que tienen disponible si hacen clic en el ícono de Referencias en la parte inferior de su pantalla durante la prueba. No escriban en su hoja de referencia. En su lugar, utilicen sus hojas borrador para cualquier anotación que necesiten hacer durante la prueba. No pueden utilizar hojas de referencia que no sean las que yo les dé”.**

Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

18. Then say to the students:

**“Es muy importante que las pruebas MCAS sean justas para todos los estudiantes. Por lo tanto, las siguientes cosas no están permitidas: copiar las respuestas de otra persona; utilizar apuntes, libros, hojas de referencia adicionales, o cualquier tipo de material de clase; escribir notas o hablar a otros estudiantes; y proporcionar respuestas o ayuda a cualquier otro estudiante. No deben pedir ni recibir ayuda de nadie más cuando respondan a las preguntas. Además, no tendrán su teléfono celular ni ningún otro dispositivo electrónico con ustedes más que su dispositivo para hacer la prueba. No deberán acceder a Internet ni utilizar ninguna otra aplicación en su dispositivo para hacer la prueba que no sea la aplicación que está utilizando en este momento. Se espera que todos los estudiantes sean honestos, hagan lo mejor posible y que no hagan trampas de ninguna forma”.**

19. Then say to all students:

**“Pueden ahora hacer clic en el botón ‘Continuar’ y comenzar con la prueba”.**

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

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

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

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

21. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“Ya ha pasado la mitad del tiempo programado para la sesión. Recuerden revisar su progreso en la prueba con un clic en el número de pregunta de la esquina superior izquierda de la pantalla para ver qué preguntas no han contestado o cuáles han marcado. Asegúrense de responder a todas las preguntas de esta sesión de la prueba. Asegúrense de revisar su trabajo cuidadosamente. Recuerden que si aún están trabajando al terminar el tiempo programado para la sesión, se les otorgará más tiempo para terminar la prueba”.**

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23. (Optional) Then say to students:

**“Ahora pueden tomarse un pequeño descanso durante el cual pueden levantarse y estirar. Para tomarse el descanso, hagan clic en el botón ‘Pausar/Salir’ en la parte inferior de la pantalla y luego hagan clic en ‘Pausar la Prueba’. Cuando se les indique que ha terminado el descanso, ingresen su contraseña y hagan clic en ‘Reanudar’ para comenzar la prueba nuevamente. No pueden hablar con otros estudiantes durante el descanso. Si no quieren tomarse el descanso, pueden continuar con la prueba. El descanso durará \_\_\_\_\_ (state the length of the break) minutos”.**

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. When the break is completed, say to the students:

**“Se ha terminado el descanso. Deben comenzar a trabajar nuevamente”.**

Resume monitoring the testing room.

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

**“Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta.**

**Recuerden que una vez que hayan entregado sus respuestas, no podrán regresar a la Sesión 1. Asegúrense de revisar su trabajo cuidadosamente antes de entregar la prueba.**

**Los teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos no están permitidos durante el resto de la sesión hasta que se retiren del salón de pruebas”.**

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

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

**“Se ha terminado el tiempo programado para la Sesión 1. Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta.**

**Recuerden que una vez que hayan entregado sus respuestas, no podrán regresar a la Sesión 1. Asegúrense de revisar su trabajo cuidadosamente antes de entregar la prueba”.**

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

26. Say to the students:

**“Si necesitan más tiempo para responder cualquier pregunta, levanten la mano. No entreguen sus respuestas finales en este momento”.**

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

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27. Then say to the students:

**“Una vez que hayan contestado la última pregunta de esta sección, hagan clic en el botón ‘Terminar’ para entregar la prueba. El botón ‘Terminar’ solo se encuentra disponible en la última pregunta de la sección. Serán redirigidos a la pantalla de Revisar Prueba. La pantalla de Revisar Prueba muestra el número de respuestas completadas, las preguntas no contestadas y las preguntas marcadas. Pueden hacer clic en cualquier pregunta para regresar directamente a esa pregunta específica o hacer clic en ‘Regresar a la prueba’ para volver a la última pregunta de la prueba. Si han terminado, hagan clic en ‘Entregar’ y luego confirmen que quieren entregar la prueba para completar la sesión”.**

28. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they turn in their tests.

29. 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 todavía no han terminado de trabajar en esta sesión, se los llevará a \_\_\_\_\_ (location) para completar la prueba. Tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva. Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas”.**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins if possible. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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

30. Collect students’ logins (if you did not collect them earlier) and scratch paper. **Verify that you have a student login and scratch paper from each student.** Remind students of when they will take Session 2.

31. Make a list of all students in your assigned group who were not tested. These students will appear in the MCAS Portal in the “Not Started” 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.

32. Group test materials into the following separate piles:

- student logins
- printed reference sheets for Introductory Physics, if applicable
- 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 who were not tested to your principal.



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### C As Students Arrive for Session 2

1. Say to the students:

**“Antes de comenzar la prueba, quiero recordarles que no está permitido el uso de teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos por ningún motivo durante esta sesión”.**

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

**“Si tienen un teléfono celular u otro dispositivo electrónico, asegúrense de que ahora esté apagado, guárdenlo en su mochila y déjenlo a un lado de la habitación. Volverán a tener acceso a ellos una vez que se retiren del salón de pruebas”.**

Pause to make sure that students have turned cell phones and other 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 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 electronic devices during testing.**

3. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.
4. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

### D 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 comenzar la Sesión 2 de la prueba de \_\_\_\_\_ (say the name of the test) del MCAS. Esta es la última de las dos sesiones que tienen que realizar para esta prueba”.**

If you are administering

**GRADES 5 OR 8 STE**, say to the students:

**“Esta sesión contiene dos secciones separadas. Cuando lleguen al final de la sección, verán una pantalla preguntándoles si han terminado de contestar todas las preguntas de esta sección. Si hacen clic en el botón que dice ‘No, aún no he terminado’, regresarán al punto en el que se encontraban y podrán volver a consultar las preguntas en esa sección. Si hacen clic en el botón que dice ‘Sí, ya he terminado’, serán redirigidos a la segunda sección, pero no podrán regresar a las preguntas de la primera sección. Cuando terminen con la segunda sección, entregarán la prueba.”**

## Appendix B—Administering the Spanish/English Editions of the Science and Technology/Engineering Tests

**Las preguntas de la primera sección se basarán en la interacción con una simulación científica y pueden ser diferentes a las que están acostumbrados. Simplemente hagan lo mejor posible en cada pregunta”.**

2. Then say to students:

**“Ahora entregaré hojas borrador para que utilicen en esta sesión. Si en cualquier momento necesitan más, levanten su mano y les entregaré otra hoja. Pueden tener hasta tres hojas borrador a la vez. Si necesitan más de tres hojas, tendrán que entregar algunas de las que ya utilizaron”.**

Distribute one sheet of blank scratch paper to each student.

3. Then say:

**“Ahora les entregaré sus credenciales para iniciar sesión. No inicien sesión hasta que se los diga”.**

4. Distribute the student logins. Make sure that students receive their assigned student logins.

5. Then say:

**“Observen sus credenciales para iniciar sesión. Asegúrense de que contengan sus nombres y fechas de nacimiento. Levanten la mano si no tienen las credenciales correctas”.**

Provide the correct student login to any student who has an incorrect student login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

6. Say to the students:

**“Usted tiene la opción de cambiar el idioma en el MCAS Student Kiosk de inglés a español si lo desea. En la parte inferior izquierda de su pantalla hay un menú desplegable que actualmente dice ‘Inglés’. Si haces clic en él, puedes elegir ‘Español’ en su lugar”.**

Assist any students who need help changing the language of the kiosk from English to Spanish.

7. Say to the students:

**“Ahora ingresen su usuario en la computadora. Su usuario es el número de 10 dígitos que se encuentra en las credenciales para iniciar sesión. Luego, ingresen la contraseña otorgada en sus credenciales para iniciar sesión”.**

Assist any students who need help entering their usernames or passwords.

Then say:

**“Ahora, hagan clic en el botón que dice ‘Iniciar sesión’”.**

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.

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

**“La pantalla de sus computadoras debería decir ahora ‘Hola’ y a continuación sus nombres. Si el nombre que visualizan no es el suyo, levanten la mano”.**

## Appendix B—Administering the Spanish/English Editions of the Science and Technology/Engineering Tests

9. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.
10. If your principal has instructed you to
  - **COLLECT STUDENT LOGINS**, say:  
**“Ahora recogeré sus credenciales para iniciar sesión”.**  
Collect students’ logins.
  - **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:  
**“Por favor, tengan las credenciales para iniciar sesión con ustedes y no las utilicen como hoja borrador. Deberé recogerlas una vez que se haya terminado la sesión de la prueba”.**
11. Say to the students:  
**“Hagan clic en el botón azul de la pantalla que dice ‘Sesión 2’. Deberían visualizar una ventana emergente para ingresar el código de acceso a la sesión. Escribí el código en la pizarra. Por favor, ingresen el código de acceso para la sesión. Luego, hagan clic en el botón verde ‘Continúe’”.**
12. Say to the students:  
**“Ahora verán la pantalla con las instrucciones para la Sesión 2 a menos que estén realizando la prueba con ciertas adaptaciones. Si ven la pantalla con las instrucciones para la Sesión 2, están en la pantalla correcta. Si ven la pantalla de Opciones con las adaptaciones que se les han asignado, hagan clic en el botón ‘Continuar’ para ir a la pantalla con las instrucciones”.**  
Pause to confirm that all students are on the Session 2 Directions screen.
13. Then say to the students:  
**“Sígueme mientras les leo las instrucciones que aparecen en su pantalla”.**  
Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.
14. Then say:  
**“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”.**

## Appendix B—Administering the Spanish/English Editions of the Science and Technology/Engineering Tests

If you are administering

**GRADE 5 OR 8 STE**, say:

**“Si no saben la respuesta de una pregunta, pueden marcarla y continuar con la siguiente pregunta.**

**Esta sesión está dividida en secciones. Dentro de cada sección, pueden revisar las preguntas y regresar a cualquier pregunta que hayan marcado en esa sección. Cuando terminen con una sección, se les preguntará si ya han terminado de contestar a todas las preguntas de la sección antes de continuar. No podrán cambiar sus respuestas una vez que hayan continuado a la siguiente sección”.**

If you are administering

**BIOLOGY OR INTRODUCTORY PHYSICS**, say:

**“Si no sabes la respuesta a una pregunta, puedes marcarla y pasar a la siguiente pregunta. Cuando termines, puedes revisar las respuestas y retomar las preguntas que marcaste”.**

Then say:

**“Para responder algunas preguntas, puedes agrandar el lado izquierdo o derecho de la pantalla, para que sea más fácil de leer.**

**Usa el botón Ampliar a la derecha para agrandar el lado izquierdo.**

**Usa el botón Ampliar a la izquierda para agrandar el lado derecho.**

**Utiliza el mismo botón para volver a la vista original”.**

15. Say to the students:

**“Antes de entregar sus respuestas al final de la sesión de la prueba, asegúrense haber respondido todas las preguntas y no haber dejado nada en blanco o sin responder.**

**Esta sesión de la prueba está programada para durar \_\_\_\_\_ (state length of test session). Si no han terminado de responder las preguntas una vez finalizado ese tiempo, se les otorgará más tiempo para terminar. Como máximo, tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva.**

**Si terminaron de responder las preguntas antes del tiempo programado para la sesión, deberían revisar su trabajo”.**

16. Then say to the students:

**“Pueden utilizar la calculadora incluida en su prueba por computadora, o una calculadora de mano para ayudarlos a responder las preguntas en cualquier momento de esta sesión”.**

If you are administering

**GRADE 5 OR 8 STE**, say:

**“También pueden utilizar cualquiera de las reglas MCAS incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión”.**

## Appendix B—Administering the Spanish/English Editions of the Science and Technology/Engineering Tests

If you are administering

**INTRODUCTORY PHYSICS**, say:

**“También pueden utilizar su hoja de referencia de Introducción a la Física para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.**

**Pueden encontrar la hoja de referencia si hacen clic en el ícono de Referencias en la parte inferior de su pantalla”.**

17. If everyone in your group took Session 1 on the scheduled day, skip to step 18. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, say:

**“Si tienen problemas para encontrar o utilizar alguna de las herramientas en la pantalla de la computadora durante esta sesión, o tienen alguna dificultad con sus computadoras, levanten la mano. Sin embargo, no podré ayudarlos con el contenido de la prueba o a responder a las preguntas de la prueba.**

**Además, pueden levantar la mano si necesitan que les lea una palabra de la prueba para ustedes. Tendrán que señalar la palabra y se las leeré en voz baja y lo repetiré si es necesario. Pero no podré decirles el significado de la palabra o ayudarlos a responder a las preguntas. Levanten la mano si tienen alguna duda con respecto a esto”.**

Pause and answer any questions that students have.

18. If you are administering

**INTRODUCTORY PHYSICS**, and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one provided in the MCAS Student Kiosk, say:

**“Ahora entregaré una hoja de referencia impresa para que utilicen, además de la que tienen disponible si hacen clic en el ícono de Referencias en la parte inferior de su pantalla durante la prueba. No escriban en su hoja de referencia. En su lugar, utilicen sus hojas borrador para cualquier anotación que necesiten hacer durante la prueba. No pueden utilizar hojas de referencia que no sean las que yo les dé”.**

Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

19. Say to the students:

**“Es muy importante que las pruebas MCAS sean justas para todos los estudiantes. Por lo tanto, las siguientes cosas no están permitidas: copiar las respuestas de otra persona; utilizar apuntes, libros, hojas de referencia adicionales, o cualquier tipo de material de clase; escribir notas o hablar a otros estudiantes; y proporcionar respuestas o ayuda a cualquier otro estudiante. No deben pedir ni recibir ayuda de nadie más cuando respondan a las preguntas. Además, no tendrán su teléfono celular ni ningún otro dispositivo electrónico con ustedes más que su dispositivo para hacer la prueba. No deberán acceder a Internet ni utilizar ninguna otra aplicación en su dispositivo para hacer la prueba que no sea la aplicación que está utilizando en este momento. Se espera que todos los estudiantes sean honestos, hagan lo mejor posible y que no hagan trampas de ninguna forma”.**

## Appendix B—Administering the Spanish/English Editions of the Science and Technology/Engineering Tests

20. Then say to all students:

**“Pueden ahora hacer clic en el botón ‘Continuar’ y comenzar con la prueba”.**

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 electronic devices.**

22. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“Ya ha pasado la mitad del tiempo programado para la sesión. Recuerden revisar su progreso en la prueba con un clic en el número de pregunta de la esquina superior izquierda de la pantalla para ver qué preguntas no han contestado o cuáles han marcado. Asegúrense de responder a todas las preguntas de esta sesión de la prueba. Asegúrense de revisar su trabajo cuidadosamente. Recuerden que si aún están trabajando al terminar el tiempo programado para la sesión, se les otorgará más tiempo para terminar la prueba”.**

24. (Optional) Then say to students:

**“Ahora pueden tomarse un pequeño descanso durante el cual pueden levantarse y estirar. Para tomarse el descanso, hagan clic en el botón ‘Pausar/Salir’ en la parte inferior de la pantalla y luego hagan clic en ‘Pausar la Prueba’. Cuando se les indique que ha terminado el descanso, ingresen su contraseña y hagan clic en ‘Reanudar’ para comenzar la prueba nuevamente. No pueden hablar con otros estudiantes durante el descanso. Si no quieren tomarse el descanso, pueden continuar con la prueba. El descanso durará \_\_\_\_\_ (state the length of the break) minutos”.**

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. When the break is completed, say to the students:

**“Se ha terminado el descanso. Deben comenzar a trabajar nuevamente”.**

Resume monitoring the testing room.

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

**“Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta.**

**Recuerden que una vez que hayan entregado sus respuestas, no podrán regresar a la Sesión 2. Asegúrense de revisar su trabajo cuidadosamente antes de entregar la prueba.**

## Appendix B—Administering the Spanish/English Editions of the Science and Technology/Engineering Tests

**Los teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos no están permitidos durante el resto de la sesión hasta que se retiren del salón de pruebas”.**

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**, say to the students:

**“Se ha terminado el tiempo programado para la Sesión 2. Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta y asegúrense de no haberse saltado ninguna pregunta.**

**Recuerden que una vez que hayan entregado sus respuestas, no podrán regresar a la Sesión 2. Asegúrense de revisar su trabajo cuidadosamente antes de entregar la prueba”.**

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

27. Say to the students:

**“Si necesitan más tiempo para responder cualquier pregunta, levanten la mano. No entreguen sus respuestas finales en este momento”.**

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

28. Then say to the students:

**“Una vez que hayan contestado la última pregunta de esta sección, hagan clic en el botón ‘Terminar’ para entregar la prueba. El botón ‘Terminar’ solo se encuentra disponible en la última pregunta de la sección. Serán redirigidos a la pantalla de Revisar Prueba. La pantalla de Revisar Prueba muestra el número de respuestas completadas, las preguntas no contestadas y las preguntas marcadas. Pueden hacer clic en cualquier pregunta para regresar directamente a esa pregunta específica o hacer clic en ‘Regresar a la prueba’ para volver a la última pregunta de la prueba. Si han terminado, hagan clic en ‘Entregar’ y luego confirmen que quieren entregar la prueba para completar la sesión”.**

29. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they turn in 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:

**“Si todavía no han terminado de trabajar en esta sesión, se los llevará a \_\_\_\_\_ (location) para completar la prueba. Tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva. Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas”.**

## Appendix B—Administering the Spanish/English Editions of the Science and Technology/Engineering Tests

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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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins if possible. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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' logins (if you did not collect them earlier) and scratch paper. **Verify that you have a student login and scratch paper from each student.** For students who need more time to finish, follow the instructions given by your principal.
32. Make a list of all students in your assigned group who were not tested. These students will appear in the MCAS Portal in the "Not Started" 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.
33. For **GRADES 5 AND 8 STE**:  
If your school will be administering the student questionnaire right after Session 2, turn to Appendix C on page 154 now, and then return to this page for steps 34–36.
34. Group test materials into the following separate piles:
  - student logins
  - printed reference sheets for Introductory Physics, if applicable
  - used scratch paper
  - unused scratch paper
35. Complete appropriate tracking documents, as instructed by your principal.
36. Immediately return **all** test materials and the list of students who were not tested to your principal.



## Appendix B—Administering the Spanish/English Editions of the Science and Technology/Engineering Tests

### **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:

**“Es la hora del almuerzo. Podrán continuar con la prueba luego del almuerzo, y tendrán hasta el final de la jornada escolar para terminar su trabajo, siempre que estén trabajando de forma productiva.**

**Después del almuerzo supervisado, irán a \_\_\_\_\_ (location) para terminar la prueba, y sus materiales para la prueba serán llevados hasta allí para ustedes. Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas. Además, no podrán conversar durante el descanso para almorzar”.**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 60 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

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.

Be sure to 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:

**“No pueden recuperar o acceder a sus teléfonos celulares o a cualquier material prohibido mientras están fuera del salón”.**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

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 C**



## **Administering the Spanish/English Edition of the Student Questionnaire**

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

## Appendix C—Administering the Spanish/English Edition of the Student Questionnaire

Administering the student questionnaire is optional, but the Department encourages schools to do so because of the value of receiving data on school climate and learning.

The student questionnaire is available for Text-to-Speech, Screen Reader, compatible assistive technology (AT), and large-print accommodated test forms. Braille and ASL editions are not available. If a student has a Spanish/English test assigned to them, the questionnaire will be displayed in both English and Spanish. The student questionnaire is NOT a test, and test administrators are permitted to read aloud, sign, or translate questions and assist any students to record their responses.

The student questionnaire will take approximately 20 minutes to complete and should be taken after the following test sessions:

- Session 2 of the grades 4 and 10 Mathematics test
- Session 2 of the grades 5 and 8 STE test

### A Administering the Questionnaire

1. Say to the students:

**“Usted tiene la opción de cambiar el idioma en el MCAS Student Kiosk de inglés a español si lo desea. En la parte inferior izquierda de su pantalla hay un menú desplegable que actualmente dice ‘Inglés’. Si haces clic en él, puedes elegir ‘Español’ en su lugar”.**

Assist any students who need help changing the language of the kiosk from English to Spanish.

2. Make sure students are signed in to the MCAS Student Kiosk and on the “Hello” page. If they are not, ensure they have their student logins and have them sign in. Write the session access code on the board.
3. Once all students’ testing devices are on the “Hello” screen, say:

**“Hagan clic en el botón azul de la pantalla que dice ‘Encuesta VOCAL’. Deberían visualizar una ventana emergente para ingresar el código de acceso a la sesión. El código está escrito en la pizarra. Por favor, ingresen el código de acceso para la sesión. Ahora hagan clic en el botón verde ‘Enviar’”.**

Pause to confirm that students are entering the session access code.

Then say:

**“Ahora verán la pantalla con las instrucciones a menos que estén realizando la prueba con ciertas adaptaciones. Si ven la pantalla con las instrucciones, están en la pantalla correcta. Si ven la pantalla de Opciones con las adaptaciones que se les han asignado, hagan clic en el botón ‘Continuar’ para ir a la pantalla con las instrucciones”.**

## Appendix C—Administering the Spanish/English Edition of the Student Questionnaire

4. If you are administering the questionnaire to students in

**GRADE 4 OR 5**, say:

**“Este cuestionario contiene preguntas sobre cómo es ser un estudiante en su escuela. Los estudiantes ayudaron a elaborar este cuestionario. No hay respuestas correctas o incorrectas. Sus profesores y su director/a no verán sus respuestas; sus respuestas se combinarán con las de sus compañeros de clase. La escuela utilizará estas respuestas combinadas para comprender mejor cómo es la vida escolar para los estudiantes.**

**Al leer cada afirmación, piensen en los últimos 30 días en la escuela. Por favor, respondan con honestidad para que nuestra escuela sepa cómo se sienten realmente en cuanto a ella.**

**Pueden pedirme ayuda si no saben dónde o cómo marcar sus respuestas”.**

**GRADE 8 OR 10**, say:

**“El cuestionario MCAS brinda a los estudiantes la oportunidad de expresar su opinión sobre temas que son importantes para su educación y su entorno de aprendizaje. Las primeras dos preguntas del cuestionario son sobre sus planes para la universidad y su carrera profesional. El resto de las preguntas son acerca de cómo es ser un estudiante en nuestra escuela.**

**Los estudiantes ayudaron a elaborar las preguntas sobre el ambiente en su escuela. No hay respuestas correctas o incorrectas. Sus profesores y su director/a no verán sus respuestas; sus respuestas se combinarán con las de sus compañeros de clase. Nuestra escuela utilizará estas respuestas combinadas para comprender mejor cómo es la vida escolar para los estudiantes.**

**Al leer cada afirmación, piensen en los últimos 30 días en la escuela. Por favor, respondan con honestidad para que nuestra escuela sepa cómo se sienten realmente en cuanto a ella.**

**Pueden pedirme ayuda si no saben cómo completar este cuestionario”.**

5. Then say:

**“Ahora pueden hacer clic en el botón ‘Continuar’ para comenzar con el cuestionario”.**

When students are finished with the questionnaire, have them click **Entregar** and sign out of the MCAS Student Kiosk.

Some students may choose to not complete the questionnaire. In this situation, it is not necessary to take any additional steps in the MCAS Portal.



# **Appendix D**



## **Administering the Spanish/English Edition of the Civics Test**

## Appendix D—Administering the Spanish/English Edition of the Civics Test

### A As Students Arrive for Session 1

1. Say to the students:

**“Antes de comenzar la prueba, deben saber que no está permitido el uso de teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos por ningún motivo durante esta sesión, aún después de haber entregado su prueba. Por favor apaguen sus teléfonos celulares o cualquier otro dispositivo electrónico ahora”.**

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

**“Si tienen un teléfono celular u otro dispositivo electrónico, asegúrense de que ahora esté apagado, guárdenlo en su mochila y déjenlo a un lado de la habitación. Tendrán acceso nuevamente una vez que se retiren del salón”.**

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 students who are currently or were ever reported as ELs.
4. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else’s screen.

### B Administer the State Performance Task

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

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

1. Say to the students:

**“Estamos a punto de comenzar la prueba de Educación Cívica del MCAS para el Grado 8. La prueba de Educación Cívica consiste en dos partes: la prueba de Desempeño a Nivel Estatal, que realizarán hoy, y la prueba de Fin de Curso, que se llevarán a cabo el \_\_\_\_\_ (announce the date for the EOC test).**

**Los resultados de esta prueba se utilizarán para ayudar a realizar un seguimiento de su progreso académico y se compartirán con sus padres o tutores, así como con sus profesores. Es muy importante que traten de hacer su mejor trabajo durante esta sesión y en cada sesión de la prueba.**



## Appendix D—Administering the Spanish/English Edition of the Civics Test

La prueba de Desempeño a Nivel Estatal contiene dos secciones. La segunda sección contiene un número pequeño de preguntas y se encontrará al final de la prueba. Cuando lleguen al final de la primera sección, verán una pantalla preguntándoles si han terminado de contestar todas las preguntas de esta sección. Si hacen clic en el botón que dice ‘No, aún no he terminado’, regresarán al punto en el que se encontraban y podrán volver a consultar las preguntas en esa sección. Si hacen clic en el botón que dice ‘Sí, ya he terminado’, serán redirigidos a la segunda sección, pero no podrán regresar a las preguntas de la primera sección”.

2. Then say to students:

**“Ahora entregaré hojas borrador para que utilicen en esta sesión. Si en cualquier momento necesitan más, levanten su mano y les entregaré otra hoja. Pueden tener hasta tres hojas borrador a la vez. Si necesitan más de tres hojas, tendrán que entregar algunas de las que ya utilizaron”.**

Distribute one sheet of blank scratch paper to each student.

3. Then say:

**“Ahora les entregaré sus credenciales para iniciar sesión. No inicien sesión hasta que se los diga”.**

4. Distribute the student logins. Make sure that students receive their assigned student logins.

5. Then say:

**“Observen sus credenciales para iniciar sesión. Asegúrense de que contengan sus nombres y fechas de nacimiento. Levanten la mano si no tienen las credenciales correctas”.**

Provide the correct student login to any student who has an incorrect student login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

6. Say to the students:

**“Usted tiene la opción de cambiar el idioma en el MCAS Student Kiosk de inglés a español si lo desea. En la parte inferior izquierda de su pantalla hay un menú desplegable que actualmente dice ‘Inglés’. Si haces clic en él, puedes elegir ‘Español’ en su lugar”.**

Assist any students who need help changing the language of the kiosk from English to Spanish.

7. Say to the students:

**“Ahora ingresen su usuario en la computadora. Su usuario es el número de 10 dígitos que se encuentra en las credenciales para iniciar sesión. Luego, ingresen la contraseña otorgada en sus credenciales para iniciar sesión”.**

Assist any students who need help entering their usernames or passwords.

Then say:

**“Ahora, hagan clic en el botón que dice ‘Iniciar sesión’”.**

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.

## Appendix D—Administering the Spanish/English Edition of the Civics Test

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

**“La pantalla de sus computadoras debería decir ahora ‘Hola’ y a continuación sus nombres. Si el nombre que visualizan no es el suyo, levanten la mano”.**
9. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.
10. If your principal has instructed you to
  - **COLLECT STUDENT LOGINS**, say:
 

**“Ahora recogeré sus credenciales para iniciar sesión”.**

 Collect students’ logins.
  - **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:
 

**“Por favor, tengan las credenciales para iniciar sesión con ustedes y no las utilicen como hoja borrador. Deberé recogerlas una vez que se haya terminado la sesión de la prueba”.**
11. Say to the students:
 

**“Hagan clic en el botón azul de la pantalla que dice ‘Prueba de Desempeño a Nivel Estatal’. Deberían visualizar una ventana emergente para ingresar el código de acceso a la sesión. Escribí el código en la pizarra. Por favor, ingresen el código de acceso para la sesión. Luego, hagan clic en el botón verde ‘Continúe’”.**
12. Say to the students:
 

**“Ahora verán la pantalla con las instrucciones para la Prueba de Desempeño a Nivel Estatal, a menos que estén realizando la prueba con ciertas adaptaciones. Si ven la pantalla con las instrucciones, están en la pantalla correcta. Si ven la pantalla de Opciones con las adaptaciones que se les han asignado, hagan clic en el botón ‘Continuar’ para ir a la pantalla con las instrucciones”.**

Pause to confirm that all students are on the State Performance Task Directions screen.
13. Then say to the students:
 

**“Sígueme mientras les leo las instrucciones que aparecen en su pantalla”.**

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

**“Lean y examinen cada fuente. Luego, respondan cada pregunta de la mejor manera posible.**

**Para algunas preguntas deberán escribir una respuesta. Escriban cada respuesta en el recuadro de la pantalla.**

**Si no saben la respuesta de una pregunta, pueden marcarla y continuar con la siguiente pregunta.**

## Appendix D—Administering the Spanish/English Edition of the Civics Test

Esta sesión está dividida en secciones. Dentro de cada sección, pueden revisar las preguntas y regresar a cualquier pregunta que hayan marcado en esa sección. Cuando terminen con una sección, se les preguntará si ya han terminado de contestar a todas las preguntas de la sección antes de continuar. No podrán cambiar sus respuestas una vez que hayan continuado a la siguiente sección.

Para responder algunas preguntas, puedes agrandar el lado izquierdo o derecho de la pantalla, para que sea más fácil de leer.

Usa el botón Ampliar a la derecha para agrandar el lado izquierdo.

Usa el botón Ampliar a la izquierda para agrandar el lado derecho.

Utiliza el mismo botón para volver a la vista original”.

15. When students have finished reading the onscreen directions, say:

**“Antes de entregar sus respuestas al final de la sesión de la prueba, asegúrense haber respondido todas las preguntas y no haber dejado nada en blanco o sin responder.**

Para las respuestas escritas, no hay un límite de qué tan largas pueden ser sus respuestas. Para cada respuesta, hay un contador en la parte inferior del recuadro de respuesta. Mientras escriben, el número del recuadro mostrará cuántos caracteres más pueden escribir.

Si tienen problemas para encontrar o utilizar alguna de las herramientas en la pantalla de la computadora durante esta sesión, o tienen alguna dificultad con sus computadoras, levanten la mano y los ayudaré. Sin embargo, no podré ayudarlos con el contenido de la prueba o a responder a las preguntas de la prueba.

Además, pueden levantar la mano si necesitan que les lea una palabra de la prueba para ustedes. Tendrán que señalar la palabra y se las leeré en voz baja y lo repetiré si es necesario. Pero no podré decirles el significado de la palabra o ayudarlos a responder a las preguntas. Levanten la mano si tienen alguna duda con respecto a esto”.

Pause and answer any questions that students have.

**“Es muy importante que las pruebas MCAS sean justas para todos los estudiantes. Por lo tanto, las siguientes cosas no están permitidas: copiar las respuestas de otra persona; utilizar apuntes, libros, hojas de referencia adicionales, o cualquier tipo de material de clase; escribir notas o hablar a otros estudiantes; y proporcionar respuestas o ayuda a cualquier otro estudiante. No deben pedir ni recibir ayuda de nadie más cuando respondan a las preguntas. Además, no tendrán su teléfono celular ni ningún otro dispositivo electrónico con ustedes más que su dispositivo para hacer la prueba. No deberán acceder a Internet ni utilizar ninguna otra aplicación en su dispositivo para hacer la prueba que no sea la aplicación que está utilizando en este momento. Se espera que todos los estudiantes sean honestos, hagan lo mejor posible y que no hagan trampas de ninguna forma”.**

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16. Say to the students:

**“Esta prueba está programada para durar \_\_\_\_\_ (state length of session).**

**Si no han terminado de responder las preguntas una vez finalizado ese tiempo, se les otorgará más tiempo para terminar. Como máximo, tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva.**

**Si terminaron de responder las preguntas antes del tiempo programado para la sesión, deberían revisar su trabajo”.**

17. Then say to all students:

**“Hagan clic en el botón ‘Continuar’. Ahora pueden comenzar con la prueba”.**

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

18. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“Ya ha pasado la mitad del tiempo programado para la sesión. Recuerden revisar su progreso en la prueba con un clic en el número de pregunta de la esquina superior izquierda de la pantalla para ver qué preguntas han contestado u omitido o cuáles han marcado. Asegúrense de no saltarse ninguna pregunta de esta sesión de la prueba”.**

20. (Optional) Then say to students:

**“Ahora pueden tomarse un pequeño descanso durante el cual pueden levantarse y estirar. Para tomarse el descanso, hagan clic en el botón ‘Pausar/Salir’ en la parte inferior de la pantalla y luego hagan clic en ‘Pausar la Prueba’. Cuando se les indique que ha terminado el descanso, ingresen su contraseña y hagan clic en ‘Reanudar’ para comenzar la prueba nuevamente. No pueden hablar con otros estudiantes durante el descanso. Si no quieren tomarse el descanso, pueden continuar con la prueba. El descanso durará \_\_\_\_\_ (state the length of the break) minutos”.**

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. When the break is completed, say to the students:

**“Se ha terminado el descanso. Deben comenzar a trabajar nuevamente”.**

Resume monitoring the testing room.

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

**“Asegúrense de revisar su trabajo antes de entregar la prueba.**

**Los teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos no están permitidos durante el resto de la sesión hasta que se retiren del salón de pruebas”.**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 24.

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22. Say to the students:

**“Si necesitan más tiempo para responder cualquier pregunta, levanten la mano. No entreguen sus respuestas finales en este momento”.**

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

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

**“Se ha terminado el tiempo programado para la Prueba de Desempeño a Nivel Estatal. Asegúrense de revisar su trabajo antes de entregar la prueba”.**

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

24. Then say to the students:

**“Una vez que hayan contestado la última pregunta de esta sección, hagan clic en el botón ‘Terminar’ para entregar la prueba. El botón ‘Terminar’ solo se encuentra disponible en la última pregunta de la sección. Serán redirigidos a la pantalla de Revisar Prueba. La pantalla de Revisar Prueba muestra el número de respuestas completadas, las preguntas no contestadas y las preguntas marcadas. Pueden hacer clic en cualquier pregunta de la Sección 2 para regresar directamente a esa pregunta específica o hacer clic en ‘Regresar a la prueba’ para volver a la última pregunta de la prueba. Si han terminado, hagan clic en ‘Entregar’ y luego confirmen que quieren entregar la prueba para completar la sesión de la prueba”.**

25. Circulate among the students to ensure all students have turned in their final answers (with the exception of students who need more time). You are not permitted to check students’ work before they turn in their tests.
26. 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 todavía no han terminado, se los llevará a \_\_\_\_\_ (location) para completar la prueba. Tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva. Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas”.**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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

27. Collect students’ logins and scratch paper. **Verify that you have a student login and scratch paper from each student.** Students who completed testing will be in “Finished” status in the MCAS Portal.

## Appendix D—Administering the Spanish/English Edition of the Civics Test

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28. Group test materials into the following separate piles:
  - student logins
  - used scratch paper
  - unused scratch paper
29. Complete appropriate tracking documents, as instructed by your principal.
30. Immediately return **all** test materials to your principal.

### **C** As Students Arrive for Session 2

1. Say to the students:

**“Antes de comenzar la prueba, deben saber que no está permitido el uso de teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos por ningún motivo durante esta sesión, aún después de haber entregado su prueba. Por favor apaguen sus teléfonos celulares o cualquier otro dispositivo electrónico ahora”.**

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

**“Si tienen un teléfono celular u otro dispositivo electrónico, asegúrense de que ahora esté apagado, guárdenlo en su mochila y déjenlo a un lado de la habitación. Tendrán acceso nuevamente una vez que se retiren del salón”.**

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 students who are currently or were ever reported as ELs.
4. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else’s screen.

## D Administer the End-of-Course Test

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

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

1. Say to the students:

**“Estamos a punto de comenzar con la segunda y última parte de la prueba de Educación Cívica para el Grado 8: la prueba de Fin de Curso.**

**La prueba de Fin de Curso contiene dos secciones. Cuando lleguen al final de la primera sección, verán una pantalla preguntándoles si han terminado de contestar todas las preguntas de esta sección. Si hacen clic en el botón que dice ‘No, aún no he terminado’, regresarán al punto en el que se encontraban y podrán volver a consultar las preguntas en esa sección. Si hacen clic en el botón que dice ‘Sí, ya he terminado’, serán redirigidos a la segunda sección, pero no podrán regresar a las preguntas de la primera sección”.**

2. Then say to students:

**“Ahora entregaré hojas borrador para que utilicen en esta primera sección. Si en cualquier momento necesitan más, levanten su mano y les entregaré otra hoja. Pueden tener hasta tres hojas borrador a la vez. Si necesitan más de tres hojas, tendrán que entregar algunas de las que ya utilizaron”.**

Distribute one sheet of blank scratch paper to each student.

3. Then say:

**“Ahora les entregaré sus credenciales para iniciar sesión. No inicien sesión hasta que se los diga”.**

Distribute the student logins. Make sure that students receive their assigned student logins.

4. Then say:

**“Observen sus credenciales para iniciar sesión. Asegúrense de que contengan sus nombres y fechas de nacimiento. Levanten la mano si no tienen las credenciales correctas”.**

Provide the correct student login to any student who has an incorrect student login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the MCAS Portal under **Test Scheduling**.

5. Say to the students:

**“Usted tiene la opción de cambiar el idioma en el MCAS Student Kiosk de inglés a español si lo desea. En la parte inferior izquierda de su pantalla hay un menú desplegable que actualmente dice ‘Inglés’. Si haces clic en él, puedes elegir ‘Español’ en su lugar”.**

Assist any students who need help changing the language of the kiosk from English to Spanish.

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6. Say to the students:

**“Ahora ingresen su usuario en la computadora. Su usuario es el número de 10 dígitos que se encuentra en las credenciales para iniciar sesión. Luego, ingresen la contraseña otorgada en sus credenciales para iniciar sesión”.**

Assist any students who need help entering their usernames or passwords.

Then say:

**“Ahora, hagan clic en el botón que dice ‘Iniciar sesión’”.**

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.

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

**“La pantalla de sus computadoras debería decir ahora ‘Hola’ y a continuación sus nombres. Si el nombre que visualizan no es el suyo, levanten la mano”.**

8. If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.

9. If your principal has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

**“Ahora recogeré sus credenciales para iniciar sesión”.**

Collect students’ logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

**“Por favor, tengan las credenciales para iniciar sesión con ustedes y no las utilicen como hoja borrador. Deberé recogerlas una vez que se haya terminado la sesión de la prueba”.**

10. Once all students’ testing devices are on the “Hello Student” screen, say:

**“Hagan clic en el botón azul de la pantalla que dice ‘Prueba de Fin de Curso’. Deberían visualizar una ventana emergente para ingresar el código de acceso a la sesión. Escribí el código en la pizarra. Por favor, ingresen el código de acceso para la sesión. Luego, hagan clic en el botón verde ‘Continúe’”.**

11. Say to the students:

**“Ahora verán la pantalla con las instrucciones para la Prueba de Fin de Curso, a menos que estén realizando la prueba con ciertas adaptaciones. Si ven la pantalla con las instrucciones, están en la pantalla correcta. Si ven la pantalla de Opciones con las adaptaciones que se les han asignado, hagan clic en el botón ‘Continuar’ para ir a la pantalla con las instrucciones”.**

Pause to confirm that all students are on the End-of-Course Directions screen.

12. Then say to the students:

**“Sígueme mientras les leo las instrucciones que aparecen en su pantalla”.**

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.



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13. Say:

**“Lean cuidadosamente cada pregunta y luego respondan de la mejor manera posible.**

**Si no saben la respuesta de una pregunta, pueden marcarla y continuar con la siguiente pregunta.**

**Esta sesión está dividida en secciones. Dentro de cada sección, pueden revisar las preguntas y regresar a cualquier pregunta que hayan marcado en esa sección. Cuando terminen con una sección, se les preguntará si ya han terminado de contestar a todas las preguntas de la sección antes de continuar. No podrán cambiar sus respuestas una vez que hayan continuado a la siguiente sección.**

**Para responder algunas preguntas, puedes agrandar el lado izquierdo o derecho de la pantalla, para que sea más fácil de leer.**

**Usa el botón Ampliar a la derecha para agrandar el lado izquierdo.**

**Usa el botón Ampliar a la izquierda para agrandar el lado derecho.**

**Utiliza el mismo botón para volver a la vista original”.**

14. Then say:

**“Antes de entregar sus respuestas al final de la sesión de la prueba, asegúrense haber respondido todas las preguntas y no haber dejado nada en blanco o sin responder.**

**Si tienen problemas para encontrar o utilizar alguna de las herramientas en la pantalla de la computadora durante esta sesión, o tienen alguna dificultad con sus computadoras, levanten la mano y los ayudaré. Sin embargo, no podré ayudarlos con el contenido de la prueba o a responder a las preguntas de la prueba.**

**Además, pueden levantar la mano si necesitan que les lea una palabra de la prueba para ustedes. Tendrán que señalar la palabra y se las leeré en voz baja y lo repetiré si es necesario. Pero no podré decirles el significado de la palabra o ayudarlos a responder a las preguntas. Levanten la mano si tienen alguna duda con respecto a esto”.**

Pause and answer any questions that students have.

15. Say to the students:

**“Esta prueba está programada para durar \_\_\_\_\_ (state length of test session).**

**Si no han terminado de responder las preguntas una vez finalizado ese tiempo, se les otorgará más tiempo para terminar. Como máximo, tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva.**

**Si terminaron de responder las preguntas antes del tiempo programado para la sesión, deberían revisar su trabajo”.**

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Es muy importante que las pruebas MCAS sean justas para todos los estudiantes. Por lo tanto, las siguientes cosas no están permitidas: copiar las respuestas de otra persona; utilizar apuntes, libros, hojas de referencia adicionales, o cualquier tipo de material de clase; escribir notas o hablar a otros estudiantes; y proporcionar respuestas o ayuda a cualquier otro estudiante. No deben pedir ni recibir ayuda de nadie más cuando respondan a las preguntas. Además, no tendrán su teléfono celular ni ningún otro dispositivo electrónico con ustedes más que su dispositivo para hacer la prueba. No deberán acceder a Internet ni utilizar ninguna otra aplicación en su dispositivo para hacer la prueba que no sea la aplicación que está utilizando en este momento. Se espera que todos los estudiantes sean honestos, hagan lo mejor posible y que no hagan trampas de ninguna forma”.

16. Then say to all students:

**“Hagan clic en el botón ‘Continuar’. Ahora pueden comenzar con la prueba”.**

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

17. 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 electronic devices.**

18. Monitor student testing status in the MCAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

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

**“Ya ha pasado la mitad del tiempo programado para la sesión. Recuerden revisar su progreso en la prueba con un clic en el número de pregunta de la esquina superior izquierda de la pantalla para ver qué preguntas no han contestado o cuáles han marcado. Asegúrense de responder a todas las preguntas de esta sesión de la prueba. Asegúrense de revisar su trabajo cuidadosamente. Recuerden que si aún están trabajando al terminar el tiempo programado para la sesión, se les otorgará más tiempo para terminar la prueba”.**

20. (Optional) Then say to students:

**“Ahora pueden tomarse un pequeño descanso durante el cual pueden levantarse y estirar. Para tomarse el descanso, hagan clic en el botón ‘Pausar/Salir’ en la parte inferior de la pantalla y luego hagan clic en ‘Pausar la Prueba’. Cuando se les indique que ha terminado el descanso, ingresen su contraseña y hagan clic en ‘Reanudar’ para comenzar la prueba nuevamente. No pueden hablar con otros estudiantes durante el descanso. Si no quieren tomarse el descanso, pueden continuar con la prueba. El descanso durará \_\_\_\_\_ (state the length of the break) minutos”.**

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The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. When the break is completed, say to the students:

**“Se ha terminado el descanso. Deben comenzar a trabajar nuevamente”.**

Resume monitoring the testing room.

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

**“Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta en la segunda sección.**

**Recuerden que una vez que hayan entregado sus respuestas, no podrán regresar a la prueba. Asegúrense de revisar su trabajo cuidadosamente antes de entregar la prueba.**

**Los teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos no están permitidos durante el resto de la sesión hasta que se retiren del salón de pruebas”.**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 24.

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

**“Se ha terminado el tiempo programado para la Prueba de Fin de Curso. Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta en esta segunda sección.**

**Recuerden que una vez que hayan entregado sus respuestas, no podrán regresar a la prueba. Asegúrense de revisar su trabajo cuidadosamente antes de entregar la prueba”.**

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

23. Say to the students:

**“Si necesitan más tiempo para responder cualquier pregunta, levanten la mano. No entreguen sus respuestas finales en este momento”.**

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

24. Then say to the students:

**“Una vez que hayan contestado la última pregunta de esta sección, hagan clic en el botón ‘Terminar’ para entregar la prueba. El botón ‘Terminar’ solo se encuentra disponible en la última pregunta de la sección. Serán redirigidos a la pantalla de Revisar Prueba. La pantalla de Revisar Prueba muestra el número de respuestas completadas, las preguntas no contestadas y las preguntas marcadas. Pueden hacer clic en cualquier pregunta de la segunda sección para regresar directamente a esa pregunta específica o hacer clic en ‘Regresar a la prueba’ para volver a la última pregunta de la prueba. Si han terminado, hagan clic en ‘Entregar’ y luego confirmen que quieren entregar la prueba para completar la sesión de la prueba”.**

## Appendix D—Administering the Spanish/English Edition of the Civics Test

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25. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk. You are not permitted to check students' work before they turn in their tests.
26. 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 todavía no han terminado, se los llevará a \_\_\_\_\_ (location) para completar la prueba. Tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva.**

**Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas”.**

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. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal.

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

27. Collect students' logins and scratch paper. **Verify that you have a student login and scratch paper from each student.** Students who completed testing will have a “Finished” status in the MCAS Portal.
28. Group test materials into the following separate piles:
  - student logins
  - used scratch paper
  - unused scratch paper
29. Complete appropriate tracking documents, as instructed by your principal.
30. Immediately return **all** test materials 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:

**“Es la hora del almuerzo. Podrán continuar con la prueba luego del almuerzo, y tendrán hasta el final de la jornada escolar para terminar su trabajo, siempre que estén trabajando de forma productiva.**

**Después del almuerzo supervisado, irán a \_\_\_\_\_ (location) para terminar la prueba, y sus materiales para la prueba serán llevados hasta allí para ustedes. Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas. Además, no podrán conversar durante el descanso para almorzar”.**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 60 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

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.

Be sure to 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:

**“No pueden recuperar o acceder a sus teléfonos celulares o a cualquier material prohibido mientras están fuera del salón”.**

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

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 E**



## **Additional Instructions for Computer-Based Testing**

# Appendix E—Additional Instructions for Computer-Based Testing

## A Background and Overview

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

- **The MCAS Portal** is the online management system. Note that users will be signed out of the MCAS Portal after 60 minutes of inactivity.
- **The MCAS Student Kiosk** is the online testing platform for students. Note that students will be signed out of the MCAS Student Kiosk after 60 minutes of inactivity.

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

- Do not turn off the device.
- Make a 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 testing at a later time.

In the rare occurrence that the MCAS Portal or Kiosk 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 [mcas-status.emetric.net](https://mcas-status.emetric.net) will be updated until the issue has been resolved. A second email will be sent to schools and districts when service is restored.

## B How to Use the “View Details/Student Logins” Screen

Test administrators should use the **View Details/Student Logins** screen to print student logins, including the summary pages used as a roster, and confirm testing status at the end of each session.

Filter by Session										
Choose a Session		Export Logins for Selected Students			Unlock					
<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	StudentEight	DemoEight	8888888888	jp6uvnys	February High School Physics	12/12/2024 6:27:14 PM	+	Session 1 :Finished ( Reactivate )	12/17/2024 1:47:46 PM	12/17/2024 1:49:15 PM
								Session 2 :Not Started		
<input type="checkbox"/>	StudentEleven	DemoEleven	1111111113	ympnchyv	February High School Biology	12/12/2024 6:27:14 PM	+	Session 1 :In Progress	12/13/2024 8:59:54 AM	
								Session 2 :Not Started		



# Appendix E—Additional Instructions for Computer-Based Testing

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

Student Status Key	
Status	Description
<b>Not Started (shown in gray)</b>	The student has not signed in to the test session yet, but is ready to sign in.
<b>In Progress (green)</b>	The student has signed in to the test and begun testing. If the student exits a test session without submitting, the test session will show as In Progress and will still be accessible to the student. The status “In Progress” is used if the student has (1) logged in to the test and started that session and (2) has not clicked the Finish button OR has completed testing offline and the saved responses have not been synced yet.
<b>Finished (orange)</b>	The student has completed the test session and successfully turned in responses.

## C Using the Proctor Password

The school’s proctor password can be found on the home page of the Administration component of the MCAS Portal. It can be viewed by district test coordinators, school test coordinators, technology coordinators, and test administrators.

The screenshot shows the MCAS Portal Home page. At the top, there is a navigation bar with links: Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Scheduling, Materials Management, and Student Registration. Below the navigation bar, the page title is "Home". The main content area includes a welcome message, a link to contact the MCAS Service Center, and a table of links for downloading and installing the MCAS Student Kiosks on various devices. At the bottom of the page, there is a form for the proctor password. The form has a dropdown menu for the school name, which is currently set to "Cyber City Sch DLV1 (Cyber City)", and a "Change" button. Below the dropdown, the proctor password is displayed as "hbvkt9d".

## Appendix E—Additional Instructions for Computer-Based Testing

A proctor password is required to be entered in the MCAS Student Kiosk if one of the four following conditions is met:

1. A student is idle in the test for more than 60 minutes. A student is “idle” if they do not interact in any way with the kiosk. This includes the use of any accommodation or tool, navigating through the test, or interacting with any of the onscreen widgets and answer choices.
2. A student pauses or exits the test and attempts to sign back in to the test after more than 60 minutes have passed.
3. The MCAS Student Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
4. The proctor password will always be required on the Options page for students with the accommodation “Compatible Assistive Technology.”

If individuals or a small group of students need to enter the proctor password, the test administrator should type it in for each student. If a larger group (such as a whole class) needs to enter the proctor password, then it can be read aloud or written on the board. If the proctor password is given to a large group of students, it should subsequently be changed in the MCAS Portal by the principal or test coordinator.

### ***Changing the Proctor Password***

The proctor password changes automatically every night. If it is necessary to change the proctor password manually (because it has been read to or put on the board for a large group of students as described above), this can be done by anyone with the school test coordinator or district test coordinator role in the MCAS Portal.

Clicking the “**Change**” link to the right of the proctor password (see screenshot on the previous page) will bring up a dialog box where a new password can be entered.

## **D** Instructions for Make-Up Testing

### **1. A Student Becomes Ill During a Session**

If a student becomes ill during a session and cannot continue testing,

1. Have the student exit the MCAS Student Kiosk by clicking the **Pause/Exit** button in the lower right corner. Then have the student click **Exit Test**. The student’s answers will automatically be saved.

When they are able to make up the session,

1. Have the student sign back in to the MCAS Student Kiosk.
2. After the student has signed in with their username, password, and session access code, the MCAS Student Kiosk will ask for a proctor password. Enter the proctor password (instructions for using the proctor password can be found on page 175).
3. Follow the normal procedures for having the student(s) submit their answers in the MCAS Student Kiosk, and then verify their **Finished** test status on the **View Details/Student Logins** screen.

Remember that the student is not permitted to return to any questions that were previously answered.

## Appendix E—Additional Instructions for Computer-Based Testing

### 2. A Student Was Absent on the Day of Testing and Will Be Kept in the Same Class for Make-Up Testing

If a student was absent for one or more days of testing, and the principal or test coordinator has decided to keep the student in the original class,

1. Have the student sign in to the MCAS Student Kiosk using their original assigned credentials. This will change their status on the **View Details/Student Logins** screen from **Not Started** to **In Progress**.
2. Follow the normal procedures for having the student(s) turn in their answers in the MCAS Student Kiosk, and then verify their **Finished** test status on the **View Details/Student Logins** screen.

### 3. A Student Was Absent on the Day of Testing and Will Be Placed in a New Class for Make-Up Testing

If a student was absent for one or more days of testing, and the principal or test coordinator has decided to remove the student from the original class and create a new class for make-up testing with other students, the principal or test coordinator will need to take the following steps:

1. Remove the student from the class. Go to **Administration > Classes**, locate the student's class, and then click **Edit > student name > Remove > Save**.
2. Create a new class or add the student to an existing class. To create a new class, go to **Classes > Create Grade Level Class >** enter the information for the new class, and add the student to the class. To add the student to an existing class, go to **Classes >** locate the class to move the student to, and click **Edit**. Add the student to the class and click **Save**.
3. Schedule the class to take the test. Go to **Test Scheduling >** select the correct options in the drop-down menus and click **Schedule New Test Session**.
4. Follow the normal procedures before test day. Print a new student login for the student.
5. On test day, have the student sign in to the MCAS Student Kiosk using the new sign-in credentials for the new class (available from the **View Details/Student Logins** screen).
6. Follow the normal procedures for having the student(s) turn in their answers in the MCAS Student Kiosk, and then verify their **Finished** test status.

## E Troubleshooting Situations that Can Occur in Test Sessions

### 1. 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 students need to change devices during the same test session, they need to pause the test and exit the MCAS Student Kiosk on the first device. Click **Pause/Exit** and click **Exit the test**. Once students are fully signed out, they 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.

## Appendix E—Additional Instructions for Computer-Based Testing

- SITUATION: A student exits the MCAS Student Kiosk before completing a test session or before turning in final answers.**

### RESOLUTION:

- Verify that the MCAS Student Kiosk is shut down for the student.
- Relaunch the MCAS Student Kiosk. The student will need to log in with their username and password and re-enter the session access code.
- The proctor will then need to enter the proctor password in order for the student to resume testing.

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.

## F Resolving Situations that Involve Accommodations

- SITUATION: A student has the wrong accommodation assigned and the student has not signed in to the MCAS Student Kiosk yet (is still in "Not Started" status).**

**RESOLUTION:** If the student is in a class that has not been scheduled to take the test, the principal or test coordinator can update the accommodation by following these steps:

- In the MCAS Portal, go to **Administration > Students**.
- Search for the student and click **Edit**.
- Update the Accommodation and click **Save** (repeat if more than one test needs to be updated).

**If the student is in a class that has been scheduled to take the test, the student's test login may need to be updated in the session if one of the following accommodations is being used: Screen Reader, Assistive Technology, Human Read-Aloud, Human Signer, and ASL. The principal or test coordinator can follow these steps:**

- In the MCAS Portal, go to **Administration > Students**.
- Search for the student and click **Edit**.
- Update the Accommodation and click **Save**.
- Go to **Test Scheduling** and locate the student's original session.
- If the form assignment must be updated, a green button will appear called "**Add or Update Students**." Click this button and print out the new student login.

- SITUATION: Students' Human Read-Aloud, Human Signer, or Text-to-Speech accommodations are not appearing correctly (for a large number of students):**

**RESOLUTION:** Update the Student Registration Import:

- In the MCAS Portal, go to **Administration > Student Registration** and click **Export Students**.
- In the .CSV file, identify all students who have both Text-to-Speech and Human Reader or Human Signer selected. Delete all other students from the file.
- Remove either the Text-to-Speech flag, or the Human Reader or Human Signer flag for those students.

## Appendix E—Additional Instructions for Computer-Based Testing

4. Save the file as a .CSV file.

Follow the steps in the *MCAS Student Registration Guide* to import the updated file.

**3. SITUATION: A student has signed in to the test without the correct accommodation (all accommodations except Screen Reader, Assistive Technology, ASL, Spanish/English, Human Read-Aloud, and Human Signer).**

**RESOLUTION:** The principal or test coordinator can update the accommodation by following these steps:

1. In the MCAS Portal, go to **Administration > Students**.
2. Search for the student and click **Edit**.
3. Update the Accommodation and click **Save**.
4. Instruct the student to sign out of the test and then sign back in.

**4. SITUATION: A student has logged in to the test without the correct accommodation, for one of the following accommodations: Screen Reader, Assistive Technology, ASL, Spanish/English, Human Read-Aloud, and Human Signer.**

**RESOLUTION:** The student should be moved to a new class and rescheduled to take the test. The principal or test coordinator can follow these steps:

1. In the MCAS Portal, go to **Administration > Students**.
2. Search for the student and click **Edit**.
3. Update the Accommodation and click **Save**.
4. Go to the student's current class for this test and remove them from the class (**Class > Edit**).
5. Create a new class or add the student to an existing class that is different than the class they were just removed from.
6. Schedule the class to take the test.

**Note:** Students requiring a Spanish/English accommodation must be assigned to a separate Spanish-only class and scheduled for a Spanish test.

**5. SITUATION: A student has a Spanish/English accommodation and the MCAS Student Kiosk is not displaying in Spanish.**

**RESOLUTION:** The steps below will need to be followed.

1. The student must log out of the test.
2. On the login screen, the student must change the localization drop-down from English to Español.
3. The student may now log back in to the test and the MCAS Student Kiosk will display in Spanish.

# Appendix E—Additional Instructions for Computer-Based Testing

## G Guidance on Error Messages in the MCAS Student Kiosk

The table below describes common error messages 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. Instruct students to raise their hand if an error message appears during testing.

Page	Error Message	Resolution
<b>Launching the MCAS Student Kiosk</b>	No internet connection found.	There is no internet connection on the device and the kiosk cannot launch. Establish an internet connection and click <b>Try again</b> .
	Please exit the kiosk and install the latest version.	An older version of the kiosk is launched. Exit the kiosk and contact your technology coordinator.
	There was a problem while launching the kiosk. Please check your internet connection or your access permissions to the cache folder.	There is no internet connection to the device or the user profile for the device does not have access to the cache folder. Contact your technology coordinator.
	We could not establish a connection to our server, please check your internet connection.	The eMetric servers cannot reach the stored response folder location due to a network connectivity failure. Contact your technology coordinator.
	A newer version of the app is available. Please update.	There was an update to the kiosk that was released while the kiosk was left open or already launched on the student testing device. Click <b>Update</b> .
<b>Sign In page</b>	Invalid username/password	The student is using the incorrect password or username when trying to log into the MCAS Student Kiosk. Verify the correct username and password in the MCAS Portal and have the student retry.
	We could not establish a connection to our server, please check your internet connection.	Internet connectivity was lost after the student entered their username and password. The MCAS Student Kiosk detected the loss of internet connectivity and will not allow the student to log in until internet connectivity is reestablished. Contact your technology coordinator.

# Appendix E—Additional Instructions for Computer-Based Testing

Page	Error Message	Resolution
<b>Hello, Student page</b>	Incorrect session access code. Please try again.	The student is using the incorrect session access code for the session selected or typing in the session access code incorrectly. Verify the correct session access code in MCAS Portal and have the student retry.
	Invalid Password	The proctor password that was entered is incorrect. Verify the correct proctor password in the MCAS Portal. Proctor passwords are case sensitive. District test coordinators, school test coordinators, and test administrators all have access to the proctor password.
	We were unable to get your Test Session. Please check your internet connection and try again.	Internet connectivity was lost after the student logged in. The MCAS Student Kiosk detected the loss of internet connectivity and will not load the test sessions until a connection to the internet is reestablished. Click <b>Retry</b> . If internet connectivity is established, then the student will be directed to the test session. If internet connection is not detected, contact your technology coordinator.
<b>Directions page</b>	An error occurred while loading the test! Click here to retry, or contact an administrator.	Internet connectivity was lost before the test session completely loaded. The MCAS Student Kiosk detected the loss of internet connectivity and will not load the test session until a connection to the internet is reestablished. Select <b>Click here</b> to load the test. If internet connectivity is established, the student will be directed to the test session. If internet connectivity could not be established, the student will be redirected to the Directions page. If this occurs, contact your technology coordinator.
	An error occurred while loading the test!	Internet connectivity was lost after the student clicked Continue on the directions page. The kiosk detected the loss of internet connectivity and will not load the test sessions until a connection to the internet is reestablished. Click <b>Retry Now</b> . If an internet connection is not detected, contact your technology coordinator.
<b>Item page (during the test)</b>	Please raise your hand; your test session has timed out.	The student has timed out of their test session, meaning they have been inactive in the test for 60 minutes. Click <b>Exit</b> and you will be brought back to the student testing interface sign in page. When the student is ready to continue testing, they will log back in to the student testing interface and select the session they wish to continue. They will resume testing where they left off.
	There is a problem because somebody else has logged in to your test session. You have been logged out for security reasons.	The student has logged in to their test session on two separate devices or someone else has logged in to the MCAS Student Kiosk with the same credentials. The second log in causes the first session (student) to be logged out. Click <b>Exit</b> and have the student log back in to the test session. Verify the student’s test resumes where they were exited.

## Appendix E—Additional Instructions for Computer-Based Testing

Page	Error Message	Resolution
<b>Item page (during the test)</b> <i>continued</i>	The necessary support for audio playback is not detected on this device.	This error will appear when students have the Text-to-Speech accommodation and there is not a playback device (headphones, speakers, or internal speakers) set as default or connected to the device. Connect headphones or speakers to the machine and set them as the default playback device. Verify that sound is coming from the playback device.
	Your response is not able to be stored. To avoid losing your response, your test cannot be continued until connection to the storage location is reestablished.	Access to the storage location was lost after the student began testing due to loss of network connectivity. The MCAS Student Kiosk will not allow the student to continue testing until access to the storage location is restored. Click <b>Retry Now</b> . If you continue to see this message, contact your technology coordinator.
	A connection to the network could not be established. Your test has been saved offline.	Internet connectivity was lost after the student began testing and was not restored by the time the student completed the test. The student completed the test session and clicked <b>Turn in Test</b> . The student's responses will be saved to the local folder configured when the MCAS Student Kiosk was initially installed. Enter the proctor password to acknowledge the message. Note the student's device ID. Contact your technology coordinator to establish internet connection. Relaunch the MCAS Student Kiosk on the student's device.



# **Appendix F**



## **Procedures for Reading the Test Aloud and Signing the Test to Students**

## Appendix F—Procedures for Reading the Test Aloud and Signing the Test to Students

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### **A** Procedures for Administering the Human Read-Aloud Accommodation

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 the Human Read-Aloud accommodation, 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 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.
- Test administrators have the option of reading the test over a student’s shoulder, or using a test administrator login that will let them read the test from their own device.
  - › To sign in to the test, open the MCAS Student Kiosk on your device. Enter the username and password on the test administrator login provided by your test coordinator. Select the appropriate session and enter the session access code.

### **B** Procedures for Administering the Human Signer Accommodation

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 A6.1** for the Mathematics or STE tests or **special access accommodation SA2** for the English Language Arts test. In order to sign in to the test with a test administrator login, see the instructions above for the Human Read-Aloud accommodation.

**Test administrators for students with disabilities using accommodation A6.1 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.
- Under secure conditions supervised by the principal, interpreters may review the test content once it becomes available for the purpose of preparing to sign the test. Test content may not be accessed online outside of school.

See page 104 in Appendix C of the PAM for instructions on creating test administrator logins.

# **Appendix G**



## **Procedures for Scribing and Transcribing Student Responses**

## Appendix G—Procedures for Scribing and Transcribing Student Responses

### Procedures Used for Scribing and Transcribing Student Responses

The human scribe (A10.1, EL4.1, SA3.1) and speech-to-text (A10.2, EL4.2, SA3.2) accommodations allow students to respond orally either to a test administrator who will type the responses directly onscreen or into a speech recognition device that converts spoken words into text. Students who receive one of these accommodations may respond to test questions through one of the following:

- verbal dictation to a human scribe
- a speech-to-text device or other augmentative/assistive communication device (e.g., picture/word board)
- signing (e.g., American Sign Language, signed English, Cued Speech)
- gesturing or pointing
- eye-gazing

### Guidelines for Administering the Human Scribe Accommodation (A10.1, EL4.1, SA3.1)

- A scribe may administer this accommodation only to **one student at a time** during a test session. The student must be tested in a separate setting.
- For computer-based tests, the scribe will type directly into the student's computer-based test.
- The scribe must transcribe the student's responses verbatim and may not prompt, correct, or question the student regarding the content of the responses.
- The scribe may request that the student restate (or sign) words, phrases, or sentences, as needed. The scribe may not edit or alter the student's dictated response in any way.
- A student using a scribe must be given the same opportunities as other students to plan and draft a written response. The scribe may write an outline, plan, or draft as directed by the student, and must record the draft response or outline exactly as dictated.

### Additional guidance for scribing ELA tests (SA3.1):

- The scribe will spell all words correctly.
- The scribe will assume all sentences begin with a capital letter and end with a period. Other than that, at the beginning of a sentence the scribe should request clarification from the student about the use of capitalization and punctuation. The scribe must also allow the student to review and edit what the scribe has written.
- The scribe will orally confirm spelling of homonyms and commonly confused homophones, e.g., *than* and *then*; *to*, *two*, and *too*; *there*, *their*, and *they're*.
- After the student has finished dictating their response(s), the scribe must do the following:
  - > ask the student to review the draft and make any necessary edits, including capitalization, punctuation, and paragraph breaks.
  - > either allow the student to make edits independently or have the student direct the scribe to make the edits.
  - > not assist the student in making decisions during the editing process.
- The scribe will make student-requested changes, even if incorrect.
- The student will confirm the correctness of the response.

# Appendix G—Procedures for Scribing and Transcribing Student Responses

## Guidelines for Transcribing Student Responses

Circumstances may occur during test administration that may require a test administrator to **transcribe** a student's responses onscreen. Transcribing responses by a test administrator may occur at any time until the end of the test window under secure conditions supervised by the principal (or test coordinator). These situations may include:

- A student recorded answers in the wrong test (e.g., another student's test) or the wrong section of a test.
- A student took the test using a special test format requiring that answers be transcribed; e.g., Braille (Braille responses must be transcribed by a person fluent in Braille).
- A student uses speech-to-text software, or augmentative communication, or an Assistive Technology device **that is not compatible with the MCAS Student Kiosk** and printed their responses for transcription by a test administrator.
- A student recorded answers on blank paper as an accommodation, instead of in the computer-based test.

In cases where a student's responses must be transcribed *after* test administration is completed, the following steps must be followed:

- At least two individuals must be present during any transcription of a student's responses. At least one of the individuals must be an authorized test administrator; the other may be a principal or designee.
- One of these persons will be the transcriber, and the other will be an observer confirming the accuracy of the transcription.
- The student's response must be transcribed verbatim into the computer-based test.
- The student's original printed responses must either be securely shredded or placed in the school's return shipment.



# **Appendix H**



## **Procedures for Approving Bilingual Word-to-Word Dictionaries**

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Any EL student, including a student who has ever been reported 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.

A list of authorized bilingual dictionaries and glossaries is available on the Department’s website at [www.doe.mass.edu/mcas/accessibility](http://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 authorized bilingual word-to-word dictionaries and glossaries to confirm that they are free of any handwritten notes or other prohibited materials.

See Appendix G of the *Accessibility and Accommodations Manual for the 2025 MCAS Administrations* (posted at [www.doe.mass.edu/mcas/accessibility](http://www.doe.mass.edu/mcas/accessibility)) for information about using electronic bilingual word-to-word dictionaries for MCAS testing.



























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