



Massachusetts STE Pilot

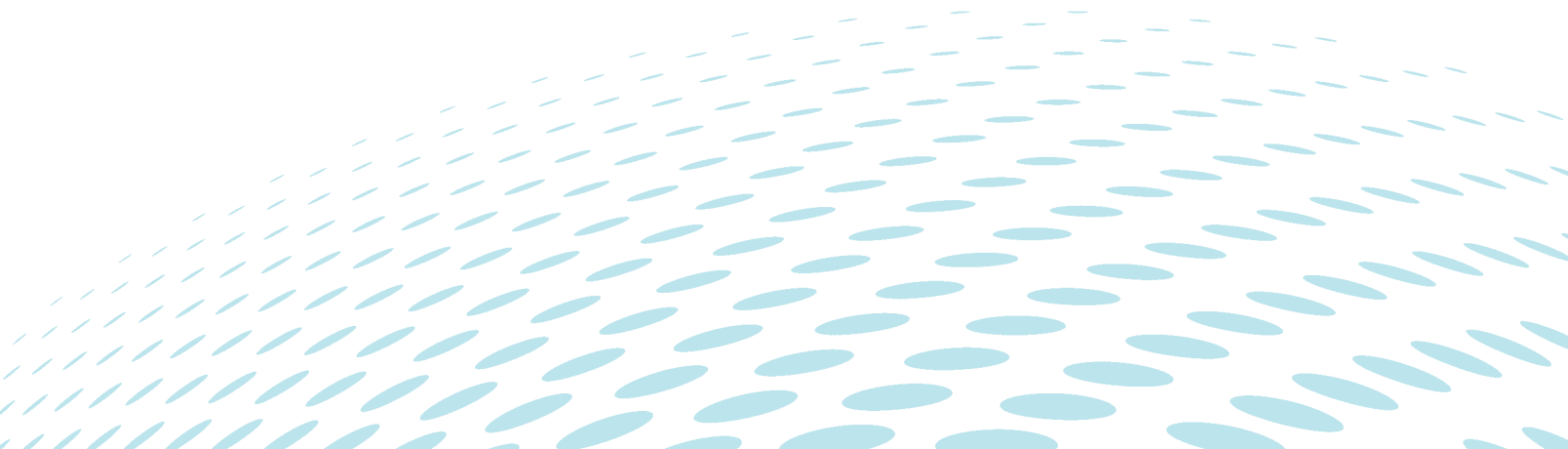
TEST ADMINISTRATOR'S MANUAL



Computer-Based Tests

GRADES 5 AND 8 STE

SPRING 2024





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

Jeffrey C. Riley
Commissioner

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Massachusetts Department of Elementary and Secondary Education
135 Santilli Highway, Everett, MA 02149
Phone 781-338-3000 TTY: N.E.T. Relay 800-439-2370
www.doe.mass.edu



Important Contact Information and Resources

Contact	MCAS Service Center		
For questions on:	<ul style="list-style-type: none"> • general test administration support • PearsonAccess^{next} and TestNav such as <ul style="list-style-type: none"> › user accounts › technology support and readiness › Infrastructure Trials and ProctorCache › the SR/PNP process and loading files • logistical support, including filling out the Materials Summary and the PCPA • locating resources • shipments of materials 		
Hours	7:00 a.m.–5:00 p.m., Monday–Friday		
Web	<u>ma-innov-sci.mypearsonsupport.com</u> Use this website to access training modules and other materials to support test administration, including a link to the MCAS Service Center website (<u>mcasservicecenter.com</u>) where schools will access the PCPA and order additional materials.		
Email	<u>mcas@cognia.org</u>	Telephone	1-800-737-5103

Contact	School-based Staff
For questions on: <ul style="list-style-type: none"> • resolving TestNav error codes • connectivity issues • device issues 	Technology Coordinator Name: _____ Contact information during testing: _____
For questions on: <ul style="list-style-type: none"> • starting, stopping, and managing PAN Sessions • locking, unlocking, and resuming tests • student testing tickets • students' accessibility features/accommodations 	Principal or School Test Coordinator Name: _____ Contact information during testing: _____


Contact	STE Pilot
For questions on:	<ul style="list-style-type: none"> • policy, such as assigning accessibility features and accommodations • student participation • testing irregularities, including test security incidents and technology irregularities/failures • voiding a test • student data and SIMS (See note below regarding SIMS.) Questions regarding SIMS data should be directed to your district's SIMS contact (go to <u>profiles.doe.mass.edu/search/search.aspx?leftNavID=11239</u>, select SIMS Contact from the Function menu, and click Get Results).
Hours	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.
Web	<u>www.doe.mass.edu/mcas/testadmin</u>
Email	<u>iada_DESE@mass.gov</u>
	Telephone 781-338-3141

Spring 2024 Test Administration Schedule

Grades 5 & 8

MCAS Subject Area Test	Administration Window	Recommended Testing Times
Grades 5 and 8 STE Pilot	April 23–May 24	1 to 1½ hours per session

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.**

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Part I

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STE Pilot Test Security Requirements

STE Pilot Test Security Requirements

The purpose of the STE Pilot Assessment is to elicit valid results showing what students know and can do in the tested subjects. The purpose of the STE Pilot Test Security Requirements is to protect the validity of those results.

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

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

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., STE simulations)
 - › student responses to test questions
 - › student testing tickets
 - › proctor testing tickets (for certain accommodations)
 - › used scratch paper

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

- › student testing tickets
- › proctor testing tickets
- › used scratch paper (Scratch paper must be accounted for on tracking forms but individual sheets do not need to be counted.)
- **"Access"** refers to handling secure testing materials, but does not include viewing test content, which is prohibited (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 TestNav. Students may transport testing devices as long as they are not signed in to TestNav.
- **"Locked storage area"** refers to the central locked area that must be used to store all secure materials when they are not in use. Principals must restrict access to the locked storage area to only those school personnel authorized by the principal to handle secure materials. For example, custodial or cleaning staff may not enter or access the locked area where the principal stores secure materials.

Each principal should have already completed the Principal's Certification of Proper Test Administration (PCPA) for MCAS, which also covers the Massachusetts STE Pilot test.

A Responsibilities of the Principal and Designee

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 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 personnel to serve as test administrators, and train them to properly administer STE Pilot tests. Designate other school personnel as necessary to maintain a secure test administration (e.g., personnel permitted to access secure test materials, personnel to serve as hallway or restroom monitors, technology coordinators) and train them in STE Pilot test security requirements.**
 - Before the training session, distribute
 - › a copy of the appropriate TAM to every test administrator, and
 - › a copy of the test security requirements to all school personnel who have access to secure materials (available at www.doe.mass.edu/mcas/testadmin).
 - Document that all test administrators have received TAMs and that school personnel who have access to secure materials have received the test security requirements (see the sample form at www.doe.mass.edu/mcas/testadmin/forms).
 - Train test administrators prior to each 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 implementation of accommodations in accordance with Appendix C of the PAM and the *Accessibility and Accommodations Manual for the 2023–24 MCAS* (available at www.doe.mass.edu/mcas/accessibility).
3. **Instruct students in STE Pilot test security requirements.**
 - Students' test results may be invalidated if they engage in any of the following activities during a test session (including after submitting 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

STE Pilot Test Security Requirements

- Their 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 test materials in locked central storage when STE Pilot 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 personnel who need access.
 - 6. Monitor printing, distribution, and collection of materials.**
 - Student testing tickets and proctor testing tickets must be printed, distributed, and collected after testing.
 - Used scratch paper must be accounted for and tracked during testing.
 - 7. Destroy secure materials after testing.**
 - Student testing tickets, proctor testing tickets, and used scratch paper (i.e., written on by students) must be securely destroyed (e.g., shredded) following testing.
 - 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 Administrators, Technology Staff, and Other School Personnel Authorized to Have Access to Secure Materials

- 1. Receive training in test security requirements and test administration protocols.**
 - 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.pearsonsupport.com) approximately one week after each training date.
 - An additional training session was provided in January that focused on the tasks and milestones for the April 23–May 24, 2024 STE Pilot test administration. A recording of the session is available at the STE Pilot Resource Center (ma-innov-sci.mypearsonsupport.com).
 - 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/testadmin/forms for a sample form that principals may use to document participation, and see www.doe.mass.edu/mcas/testadmin for training slides that can be used 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 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 testing tickets before signing the tracking forms and transferring custody of the tickets.
- Do not leave testing tickets or other secure 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 personnel (including teachers) not assigned to the room as test administrators.
- School administrators, district personnel, and Department observers may enter testing rooms to monitor and observe testing procedures.
- Technology staff may enter testing rooms to troubleshoot problems with computer-based testing, but 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 STE Pilot test questions are secure and confidential until the Department releases them publicly, school personnel should not discuss or review test questions with students or adults even after testing has been completed, 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.¹
- Do not allow scratch paper to be retained, discarded, or otherwise removed by students.
- Be sure that testing tickets and used scratch paper have been securely destroyed after testing (this step is done by the principal/test coordinator).

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

STE Pilot Test Security Requirements

- 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).
- Do not change any student responses.

C Responsibilities of Test Administrators

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

- Review the TAMs and all relevant test security requirements before administering test sessions.
- Attend the training session led by the principal/designee before each test administration. See 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.
- 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 pages 24–25).
- 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 prohibited electronic devices during a test session, including after they submit their tests, during a break, and during the transition to a test completion area.
- A test administrator may view students' tests on-screen only for the purpose of reading aloud selected words during the STE Pilot 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 unlock a test session in PearsonAccess^{next} other than the one being administered. (A student cannot review a prior test session without the test session being unlocked by a test administrator.)

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 TestNav 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
 - › defining words or providing synonyms
 - › spelling words
 - › influencing a student's responses by offering hints, clues, cues, gestures, facial expressions, nods, or changes in voice inflection or body language
 - › 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 submitting 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.

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 STE Pilot testing in an approved IEP or a 504 plan, or that were documented as accommodations for EL students.
- Follow guidelines on proper provision of STE Pilot accommodations as prescribed in Appendix C of the PAM and in the *Accessibility and Accommodations Manual for the 2023–24 MCAS*.

STE Pilot Test Security Requirements

- Test administrators for students who will be provided certain accommodations must sign an MCAS Nondisclosure Acknowledgment prior to their receipt of secure test materials. Principals must keep signed Nondisclosure Acknowledgments in the school files for three years. See page 19 for the list of accommodations this requirement applies to, and see www.doe.mass.edu/mcas/testadmin/forms for the MCAS Nondisclosure Acknowledgment.

D Testing Irregularities

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

1. School Observations

In order to ensure the security and proper administration of the STE Pilot 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 designees 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 at 781-338-3141 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 Personnel

Principals must contact their superintendent and the Department at 781-338-3141 immediately after an irregularity occurs. Test administrators and other school personnel must contact their principal or superintendent and the Department. If any school or district employee with knowledge of a test irregularity has questions about reporting obligations, the Department can be consulted at 781-338-3141. 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 alleged 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
- 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 Department at 781-338-3141
- emailing information about the irregularity to iada_DESE@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 perform its own independent investigation. Once the Department determines whether an irregularity has taken place, the Department will notify the school and district about any potential consequences which may follow from this determination.

Part II

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STE Pilot Test Administration Protocols

STE Pilot Test Administration Protocols

A Accounting for and Distributing Secure Materials

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

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

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

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

B Materials Required, Permitted, and Prohibited during Testing

1. Materials for Test Administrator Use

- computers for test administrators (required)

Test administrators will need computers to complete tasks in PearsonAccess^{next} during test sessions (separate from the student testing devices). Test administrators administering the Human Read-Aloud or Human Signer accommodations will also need a computer to read or sign the test from.

- proctor testing tickets (required when administering certain accommodations)

Proctor testing tickets contain the sign-in information to access a test administrator version of the test when administering the Human Read-Aloud or Human Signer accommodation. There is one proctor testing ticket assigned to each Human Read-Aloud or Human Signer PAN Session—they are not unique to individual test administrators. **No responses should be entered into the test using a proctor testing ticket, as the responses will not be saved.** (Students will sign in and respond using their student testing tickets.) A sample proctor testing ticket is shown below:



Proctor Testing Ticket	
Session Name	Grade 8 STE Pilot READ ALOUD
Test	Grade 8 STE Pilot - Sess. 2
<small>IMPORTANT NOTE FOR TEST ADMINISTRATORS: This testing ticket should ONLY be used by the test administrator to log into TestNav when administering the Human Reader or Human Signer accommodation. No responses should be entered into the test using this Proctor Testing Ticket, as they will not be saved; students must log in using their own Student Testing Ticket. When you are ready to access the test, log into the TestNav app on your device:</small>	
<small>Select Massachusetts in the application.</small>	
Username	proctor892484
Password	BBC33E

New

New for 2023–24: when a test is accessed through a proctor testing ticket, TestNav will display a prompt asking for verification that the user is a proctor, not a student, before continuing. **No responses should be entered into the test using a proctor testing ticket, as the responses will not be saved.** (Students will sign in and respond using their student testing tickets.)

More information is available in Appendix B.

- 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
(support.assessment.pearson.com/x/HwYcAQ)

Note: Newer iPads are compatible with TestNav, 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. Students may view the pages they already turned in, upon request, as long as they only have three pages at one time.
 - Test administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration by the principal or designee.
 - Schools may reuse scratch paper if the paper is completely blank.
 - Scratch paper that has been written on during Session 1 of a test may not be used in Session 2; students will need new paper.
- writing instruments for use on the scratch paper
- student testing tickets

Student testing tickets contain the sign-in information that students need to type in to begin each test session. There is a separate student testing ticket for each grade and session (e.g., one student testing ticket for STE Pilot Sess.1 and a separate student testing ticket for STE Pilot Sess. 2). A sample student testing ticket is shown below:

STUDENT TESTING TICKET	
Student:	GREENE, AVA
Student ID:	1058110572
Session:	AIP STE PILOT
Date of Birth:	2011-01-03
Test:	Grade 8 STE Pilot
Please raise your hand if any of the information above is incorrect. Your test administrator will give you instructions before beginning the test. You will need to enter in the username and password below.	
Select Massachusetts in the application.	
Username:	4420451224
Password:	2f4676
(Optional) School testing device ID: Session 1 _____ Session 2 _____	



Because student testing tickets provide access to secure test content, they must be tracked and accounted for using internal tracking forms.

STE Pilot Test Administration Protocols





At the start of each test session, as indicated in the TAM, test administrators will distribute student testing tickets to students. Because it is recommended that students use the same testing device for Session 1 and Session 2, there is a line on the student testing ticket for students to write in the testing device ID at the start of each test session.

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

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

Icon in the Following Table	Description
	Students will have access to a grade-appropriate calculator as follows: <ul style="list-style-type: none"> • STE tests <ul style="list-style-type: none"> > grade 5: a five-function calculator > grade 8: a scientific calculator
	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"> • grades 5 and 8 STE

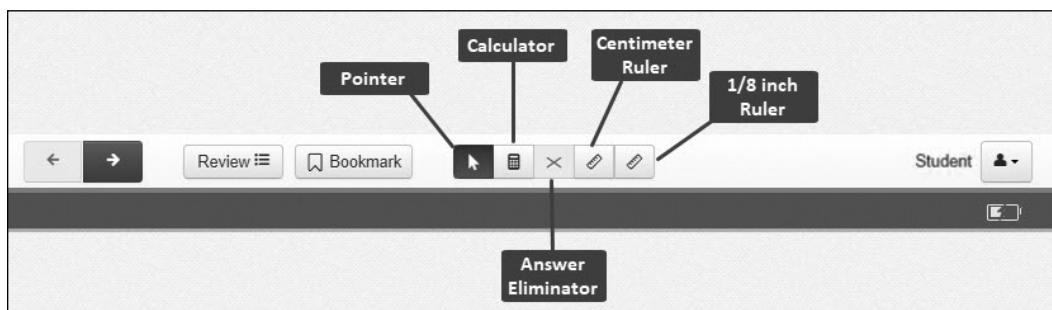
a. Tools Available for STE (both sessions)

Grade	Tools Available
5	 five-function  centimeter ruler and eighth-inch ruler
8	 scientific  centimeter ruler and eighth-inch ruler

b. Additional Tools

The following tools are embedded in TestNav:

- expandable panels (For some questions with left and right panels, students can use the Expand buttons to expand the left side or right side of the screen and make the content there fill the whole screen.)
- highlighter (Students can select and drag over the words they want to highlight and unhighlight. After dragging over the words they will see four options for the highlight color: blue, pink, green, and orange.)
- other tools are shown in the toolbar below:



Note: Any highlighted text will not carry over from screen to screen. However, highlighting is preserved and will be available if students return to the question.

4. Materials PERMITTED for Student Use

- MCAS STE reference sheet
- 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 to students taking the grades 5 and 8 STE tests. Students may also use their own handheld calculators, including graphing calculators. Calculators that access the Internet are not allowed.
- computer mice
- styluses for touch-screen devices, if used in regular instruction
- headphones for students with disabilities using the text-to-speech accommodation (See Appendix C in the PAM for more information.)
- printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former EL students (See Appendix D for more information.)

5. Materials PROHIBITED during Testing

Prohibited materials include, but are not limited to, materials that must be covered or removed from the testing space (see pages 24–25) as well as the materials listed below. 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 submitted their tests. None of the materials in section a or b are permitted while a student is 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 submit their individual tests, during a break, or during the transition to a test completion area. See www.doe.mass.edu/mcas/testadmin/forms for a poster that can be displayed during testing showing examples of prohibited materials.

- cell phones (See the following page for more information.)
- other electronic devices (See the following page for more information.)
 - › smart watches
 - › e-book readers or electronic dictionaries
 - › music players for one student's personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking headphones; see DF7 in Appendix C of the PAM)
 - › any device capable of taking photographs

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- › game consoles
- › electronic translators
- › 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 charts)
- 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., submitted 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**, including after they submit their tests, during a break, or during the transition to a test completion area.

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

C Scheduling Test Sessions

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

1. Number of Sessions in Grades 5 and 8 STE Pilot

The STE Pilot contains two test sessions and a questionnaire. The STE Pilot Session 1 includes MCAS STE questions. The STE Pilot Session 2 includes the new innovative science tasks.

Please note that the STE Pilot Session 1 should be completed prior to the STE Pilot Session 2 and questionnaire.

2. Recommended Testing Time

STE Pilot test sessions are untimed. However, test sessions have been designed to be completed within the recommended testing times posted at www.doe.mass.edu/mcas/testadmin.

3. Test Completion

Students who require time beyond the regularly scheduled test session may take it, as long as they are working productively. To that end, test administrators read scripts in this manual to guide students through the test session and inform them of the time available. Students may be moved to another location to finish testing but must be supervised at all times during the transition.

It is recommended that students complete each test session on the same device. Therefore, whenever possible, the students should bring their testing devices to a test completion location (the device must be signed out of TestNav before being transported).

If a school is administering more than one test session on the same day, 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 (as always, the test administrator must follow all protocols in this manual).

4. 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 6 below 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.

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

5. 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 are responsible for ensuring that tests are scheduled to avoid conflicts with lunch; however, if a lunch break is required during testing, lunch shall be brought to the students in the testing area. If this is not feasible, test materials must be secured, and students must be escorted to the lunchroom, instructed that they may not 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 signing students out of TestNav during a lunch break.

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Schools may plan for one short, supervised break per test session (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.

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

If a student becomes ill during testing or a student experiences a technology failure and cannot complete the session that day, the school may allow the student to complete the session on another day. The student should be instructed not to discuss the test, and the school should provide a closely-monitored make-up session, during which the student may complete the test, but may not return to any questions that were previously answered. See instructions on page 62 in Appendix A.

7. Test Administration Interruptions

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

No interruption should reduce the total amount of time that students are given to complete the interrupted test session. Any major disruption that affects an entire classroom or more must be reported to the principal, who then must report the disruption to the Department.

The school’s principal will provide guidance on handling regular interruptions, such as students requesting to use the restroom or to go to the nurse’s office. Students may not remove secure materials (such as their scratch paper or testing ticket) from the room. Test administrators are responsible for maintaining test security according to requirements in Part I while any student is out of the room.

D Assisting Students with Technology during Testing

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

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

- signing students in to TestNav
- pointing to a tool button that the student cannot find (e.g., the calculator or answer eliminator button)
- pointing to the fraction bar in the equation editor for a student trying to enter a fraction
- showing how to move through the test using the arrow keys
- helping students submit their tests

Examples of **PROHIBITED** assistance:

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

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

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

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.

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

Accommodations that Require the Nondisclosure Acknowledgment Form

Test administrators for students with disabilities using accommodations A5, A6.1, A8, A10.1, A10.2, A13, and A15, special access accommodations SA1.2, SA2, SA3.1, SA3.2, and SA6, and 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

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Tasks to Complete Prior to Test Administration

Tasks to Complete Prior to Test Administration

A Receive This Manual and Document Receipt

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

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

B Attend Test Administrators' Training

1. Training in Test Security Protocols

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

The Department has outlined major topics for the test administrator training session in a PowerPoint presentation posted at www.doe.mass.edu/mcas/testadmin. Principals are expected to cover the topics in the slides.

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

- describe the test security requirements contained in Part I and Part II of this manual
- confirm that all involved school personnel understand those requirements
- describe local procedures for meeting test security and administration protocols
- provide an orientation to the major tasks that will be completed during test administration
- emphasize that all test administrators must read and familiarize themselves with the TAMs before administering MCAS tests
- inform test administrators who they can talk to (or what resources they can use) to find answers to any questions they have

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

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

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

- whether PAN Sessions will be started by the test coordinator, or whether test administrators will do it themselves
- 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 with printed reference sheets during Mathematics testing in addition to the versions available in TestNav
- 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.)

Tasks to Complete Prior to Test Administration

- 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 testing tickets will be collected from students after they sign in to TestNav, or students will retain their testing tickets until the end of the session
- whether students will write down the ID numbers of their testing devices on their testing tickets
- how to contact the school administration if there are any problems during testing
- whether test administrators are expected to come to the central storage area to pick up testing materials or testing materials will be delivered to them
- whether students who finish early may be dismissed or must wait until the end of the scheduled session

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 number² and question number and report this information to the principal or designee, who will then call the Department for guidance. Students and school staff should continue to 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 and question number 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 in regard to the prohibition on coaching and assisting students during testing.

Additional training may include one or more of the following:

- reviewing the online Accessibility and Accommodations module at mcas.pearsonsupport.com/training
- 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
 - › Previously recorded webinars are available at mcas.pearsonsupport.com/training
- reviewing the Department's *Accessibility and Accommodations Manual for the 2023–24 MCAS* (available at www.doe.mass.edu/mcas/accessibility)

3. Required Documentation

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

² The form number for each student is listed in the right-most column of the **Students in Sessions** screen in PAN under the “Form” heading.

Tasks to Complete Prior to Test Administration

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

Test administrators who have been assigned to administer certain accommodations (listed on page 19 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.

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

Technology resources and troubleshooting FAQs can be found in Appendix A. In addition, the following resources are available so that test administrators can familiarize themselves with PearsonAccess^{next} and the tasks they will perform during testing.

- Training Modules (available at mcas.pearsonsupport.com/training)
 - › Moving Students Between Sessions
 - › Resolving Incorrect Accommodations During Testing
 - › Sessions Management
- Recordings of Training Sessions (available at mcas.pearsonsupport.com/training)
 - › Tasks in PearsonAccess^{next} Before and During Testing
 - › Tasks in PearsonAccess^{next} During and After Testing
- Pearson Support Pages
 - › Printing student testing tickets (support.assessment.pearson.com/PAsup/system-basics/resources/retrieve-resources-for-an-online-test)
 - › Starting a PAN Session and unlocking a test, resuming a test, and managing student statuses (support.assessment.pearson.com/PAsup/testing)

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, 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 “Massachusetts STE Pilot Testing—Do Not Disturb” to be posted on the door during each STE Pilot administration session (one is available to download and print from 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 edition, 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 TestNav installed. For details, visit download.testnav.com.

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



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

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

Part IV

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Administering the Sample Tasks

Administering the Sample Tasks

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

Your principal will provide you with a schedule for administering the sample tasks. There are grade-specific sample tasks. A text-to-speech sample task is available as well, if required for students with that accommodation.

The sample tasks are accessed by using a web browser only and will be located at the STE Pilot Resource Center (ma-innov-sci.pearsonsupport.com).

A Administering the Sample Tasks

The sample tasks can be accessed with a web browser only.

To access the sample tasks with a web browser, go to ma-innov-sci.pearsonsupport.com. Then select the “Sample Tasks” tab, then STE Pilot Sample Tasks.

Follow the instructions below to administer the sample task.

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

“We will now begin a sample task that will help you understand how and where to answer questions on the Massachusetts STE Pilot test.

The sample task has the same kinds of questions that you will see on the real test, but your answers to questions on this sample task will not be saved or shared with anyone.

Additionally, this sample task will give you the opportunity to practice using the online tools that you will see on the actual test. Please enter your name in the box and press the ‘Start’ button.”

2. Then say to all students:

“You may read the directions and begin the sample task.”

3. You may assist students during the sample task session. Be sure that students in your group clearly understand how to do the following:
 - move from one question to the next using the arrow buttons
 - answer the different types of computer-based test questions
 - bookmark and unbookmark questions
 - use the following tools for all of the tests: highlighter, answer eliminator, magnifier, and line reader
 - use the expandable panels feature to expand the left or right side of the screen (for some Science items)
 - use the following for Science: spell check, ruler, and calculator
 - use the different features within the simulation

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

After students have submitted their answers, you can review their scores by looking at the printable reports available on their screens. Each report will indicate the student’s answers as well as the maximum score for each multiple-choice or multiple-select question. It will also show the student’s responses to constructed response questions.

Part V

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Administering Session 1 of the STE Pilot Tests

Administering Session 1 of the STE Pilot Tests

A Materials Needed for Session 1

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

- “Massachusetts STE Pilot Testing—Do Not Disturb” sign
- testing devices for students
- a computer for managing the test session
- printed copies of authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- a roster of testing students
- student testing tickets
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
- a form to assist you and your principal in tracking secure materials
- **for the tests:**
 - › **for grade 5**, 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 calculator. A five-function calculator is available in TestNav.
 - › **for grade 8**, 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 calculator. A scientific calculator is available in TestNav.

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.
- If students will be using laptops: Some configurations prevent laptops from staying signed in to TestNav when the lids are closed. If this is the case, and your school intends to cover the screens of laptops during the mid-session break (e.g., with manila folders or something similar) make sure that you have a sufficient quantity on hand for the number of students that are testing.

Administering Session 1 of the STE Pilot Tests

B Before Students Arrive

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

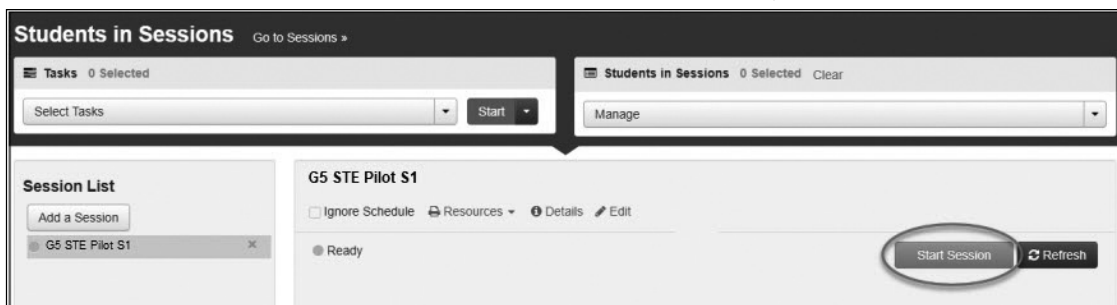
On the test administrator device, sign in to PearsonAccess^{next} (mcas.pearsonaccessnext.com) and select **Spring 2024 STE Pilot** from the Administration drop-down at the top of the screen. Go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**.

You should review your roster which is found under the **Resources** drop-down.

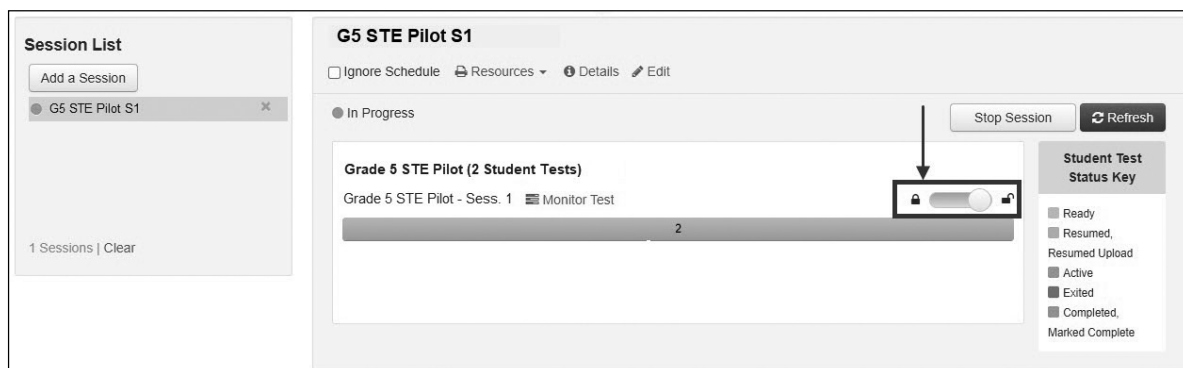
Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable.

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

2. Make sure the testing space has been appropriately prepared (see pages 24–25).
3. Post the “Do Not Disturb” sign on the outside of the door of the testing space.
4. If your principal or test coordinator has not yet started your PAN Session, follow these steps to do so.
 - Sign in to PearsonAccess^{next} and select **Spring 2024 STE Pilot**.
 - Go to the **Testing** tab and click **Students in Sessions**. Select your PAN Session from the Session List (see instructions in step 1 above if your PAN Session is not listed). The **Session Details** screen will appear. (If multiple PAN Sessions are selected, the option to **Combine View** and **Start All Sessions** will appear.)
 - Click on the green **Start Session** button (or **Start All Sessions** button) on the **Session Details** screen. You will then see that the **Start Session** button will change to read **Stop Session**.



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



Administering Session 1 of the STE Pilot 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 the test session.
2. Approve any bilingual dictionaries brought by eligible EL students to use during the test session according to the guidelines in Appendix D.

All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other prohibited electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose 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 TestNav application (this may be done by the test administrator or technology staff, and is recommended particularly for younger students).

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

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

6. Say to the students:

"Before we begin the test, you need to know that cell phones, smart watches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you submit your test. Results may be invalidated for students with any of these devices during testing or after submitting their tests."

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

"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 prohibited electronic devices off and have placed them in their backpacks.

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

Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other prohibited devices during testing.

8. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former EL students.
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 STE Pilot 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 Grade ____ MCAS STE Pilot 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 improve your academic performance, 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. For students using the text-to-speech or screen reader accommodations, which require headphones, say:

“Put on your headphones and make sure they’re plugged in. On your screen next to the ‘Sign In’ button, click the link that says ‘Test Audio.’ Make sure you can hear through your headphones and adjust the volume as needed.”

Pause for students to adjust the volume in their headphones. When they have done so, have students remove their headphones to hear the rest of the instructions.

4. Then say:

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

5. Distribute the student testing tickets. Make sure that students receive their assigned testing tickets.

If you are administering a test using a proctor testing ticket, be sure to retain it for yourself and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. Then say:

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

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

Administering Session 1 of the STE Pilot Tests

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

“Write down the ID number for the computer you are using on your testing ticket.

You can find the ID number _____ (instruct students where to find the device ID number).”

Pause while students write down their device ID numbers.

8. Say to the students:

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

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.

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

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

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

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

Confirm that all students’ test devices are on the “Available Tests” screen.

11. If your principal has instructed you to

➤ **COLLECT STUDENT TESTING TICKETS** say:

“Now I will collect your testing tickets.”

Collect students’ testing tickets.

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

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

12. Say to the students:

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

Pause to confirm that students are on the correct screen.

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

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

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

Administering Session 1 of the STE Pilot Tests

14. Then say to all students:

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

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

15. Then say:

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

If a question asks you to show or explain your work, you must do so to receive full credit. Write your response in the space provided. 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.”

16. Say to the students:

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

This test session is scheduled to be 90 minutes long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.

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

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

Distribute handheld calculators to any students 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:

“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.

Administering Session 1 of the STE Pilot Tests

18. Say to the students:

“It is important that you treat this test the same as MCAS tests. 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:

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

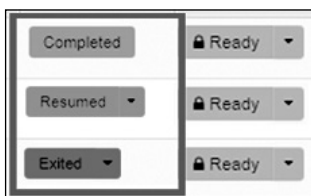
Circulate among the students and verify that all have successfully started Session 1.

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 prohibited electronic devices.

21. Monitor student testing status in the PAN Session. During testing, all students should be in an “Active” status. Any students who have signed out or been involuntarily exited from the test will be in “Exited” status and will need to be “Resumed” to continue testing. When students are in “Resumed” status, they can sign back in to the test and resume testing.



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

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

“The scheduled session time is half over. Remember to use the ‘Review’ button at the top 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 1 of the STE Pilot Tests

23. (Optional) Then say to students:

“You may now have a short break during which you may stand up and stretch. 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. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other’s screens. The Department recommends turning off computer monitors or placing tablets face down on desks. For laptops, the Department recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. 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 of the screen, click ‘Review’ and make sure you have not skipped any questions.

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

Cell phones, smart watches, ear buds, and other prohibited 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, 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 of the screen, click ‘Review’ and make sure you have not skipped any questions.

Remember, once you have submitted your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before submitting 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 submit your final answers at this time.”

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

Administering Session 1 of the STE Pilot Tests

27. Then say to the students:

“If you have completed the test session, click the ‘Review’ button at the top of the screen, and then click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the popup screen, confirm you would like to submit by selecting, ‘Yes, Submit Final Answers.’ If you are not automatically signed out, sign out of the test by going to the User Drop-down Menu at the top right corner of the screen and click ‘Sign out of TestNav.’”

28. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students’ work before they submit 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 sign out of TestNav. Then the students’ testing devices should be transported along with the testing tickets. Students may transport their own testing devices as long as they are signed out of TestNav. 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 testing tickets.

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’ testing tickets (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.** Remind students of when they will take Session 2.

Students who completed testing will have a blue ‘Complete’ status in PearsonAccess^{next}. The Department recommends locking these students’ tests by clicking the arrow next to each student test in PAN and selecting “Lock,” or, if all students have completed testing, sliding the Session lock button to the locked position to lock all students’ tests (see screenshots on page 40).

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

Administering Session 1 of the STE Pilot Tests

32. Group test materials into the following separate piles:
 - student testing tickets
 - proctor testing tickets, 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.

Administering Session 1 of the STE Pilot 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.”

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

The Department recommends signing students out of TestNav and then locking their tests by clicking the arrow next to the student’s test status and selecting “Lock.”

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Gr	Sess.
<input type="checkbox"/>	1111111111	LAST	FIRST	M	1111111111	● SESSION		Active
								Lock

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

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Gr	Sess.
<input type="checkbox"/>	1111111111	LAST	FIRST	M	1111111111	● SESSION		Active
								Unlock

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

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

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

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

Part VI

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Administering Session 2 of the STE Pilot Tests

Administering Session 2 of the STE Pilot Tests

A Materials Needed for Session 2

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

- “Massachusetts STE Pilot Testing—Do Not Disturb” sign
- testing devices for students
- a computer for managing the test session
- printed copies of authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- a roster of testing students
- student testing tickets
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
- a form to assist you and your principal in tracking secure materials
- **for the tests:**
 - › **for grade 5**, 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 calculator. A five-function calculator is available in TestNav.
 - › **for grade 8**, 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 calculator. A scientific calculator is available in TestNav.

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.
- If students will be using laptops: Some configurations prevent laptops from staying signed in to TestNav when the lids are closed. If this is the case, and your school intends to cover the screens of laptops during the mid-session break (e.g., with manila folders or something similar) make sure that you have a sufficient quantity on hand for the number of students that are testing.

Administering Session 2 of the STE Pilot Tests

B Before Students Arrive

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

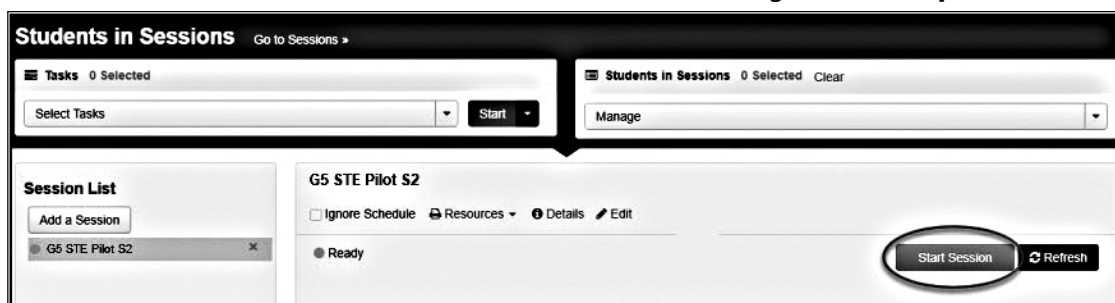
On the test administrator device, sign in to PearsonAccess^{next} (mcas.pearsonaccessnext.com) and select **Spring 2024 STE Pilot** from the Administration drop-down at the top of the screen. Go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**.

You should review your roster which is found under the **Resources** drop-down.

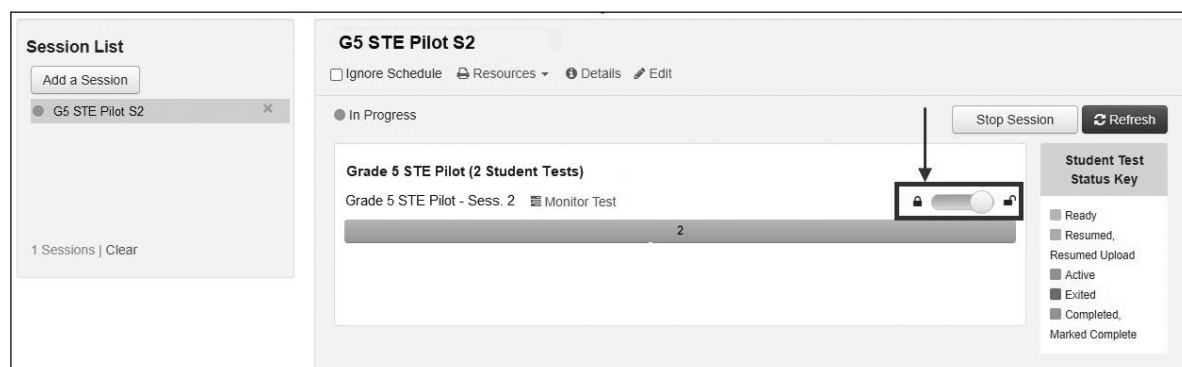
Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable.

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

2. Make sure the testing space has been appropriately prepared (see pages 24–25).
3. Post the “Do Not Disturb” sign on the outside of the door of the testing space.
4. If your principal or test coordinator has not yet started your PAN Session, follow these steps to do so.
 - Sign in to PearsonAccess^{next} and select **Spring 2024 STE Pilot**.
 - Go to the **Testing** tab and click **Students in Sessions**. Select your PAN Session from the Session List (see instructions in step 1 above if your PAN Session is not listed). The **Session Details** screen will appear. (If multiple PAN Sessions are selected, the option to **Combine View** and **Start All Sessions** will appear.)
 - Click on the green **Start Session** button (or **Start All Sessions** button) on the **Session Details** screen. You will then see that the **Start Session** button will change to read **Stop Session**.



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



Administering Session 2 of the STE Pilot 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 the test session.
2. Approve any bilingual dictionaries brought by eligible EL students to use during the test session according to the guidelines in Appendix D.

All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other prohibited electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose 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 TestNav application (this may be done by the test administrator or technology staff, and is recommended particularly for younger students).

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

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

6. Say to the students:

"Before we begin the test, you need to know that cell phones, smart watches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you submit your test. Results may be invalidated for students with any of these devices during testing or after submitting their tests."

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

"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 prohibited electronic devices in their possession, do so at this time.

Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other prohibited devices during testing.

8. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former EL students.
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 STE Pilot 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 Grade ____ MCAS STE Pilot test. This is the last of the two sessions you will take for this test and it includes a new kind of performance task.

The results of this session will not be shared with your parents or guardians or your teachers. It is important you try to do your best work during this session, since your work will help test designers improve the test. Thank you for helping with this!”

2. Then say to students:

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

Distribute one sheet of blank scratch paper to each student.

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

“Put on your headphones and make sure they’re plugged in. On your screen next to the ‘Sign In’ button, click the link that says ‘Test Audio.’ Make sure you can hear through your headphones and adjust the volume as needed.”

Pause for students to adjust the volume in their headphones. When they have done so, have students remove their headphones to hear the rest of the instructions.

4. Then say:

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

5. Distribute the student testing tickets. Make sure that students receive their assigned testing tickets.

If you are administering a test using a proctor testing ticket, be sure to retain it for yourself and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. Then say:

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

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

Administering Session 2 of the STE Pilot Tests

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

“Write down the ID number for the computer you are using on your testing ticket.

You can find the ID number _____ (instruct students where to find the device ID number).”

Pause while students write down their device ID numbers.

8. Say to the students:

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

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.

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

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

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

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

Confirm that all students’ test devices are on the “Available Tests” screen.

11. If your principal has instructed you to

➤ **COLLECT STUDENT TESTING TICKETS** say:

“Now I will collect your testing tickets.”

Collect students’ testing tickets.

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

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

12. Say to the students:

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

Pause to confirm that students are on the correct screen.

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

“Click the box in the middle of the screen that says ‘Start.’ You should now see a screen that says ‘Session 2’ at the top and states the number of questions below. If your screen does not say ‘Session 2,’ please raise your hand.”

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

Administering Session 2 of the STE Pilot Tests

14. Then say to all students:

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

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

15. Then say:

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

If a question asks you to show or explain your work, you must do so to receive full credit. Write your response in the space provided. 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.”

16. Say to the students:

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

This test session is scheduled to be 90 minutes long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.

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

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

Distribute handheld calculators to any students 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:

“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.

Administering Session 2 of the STE Pilot Tests

18. Say to the students:

“It is important that you treat this test the same as MCAS tests. 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:

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

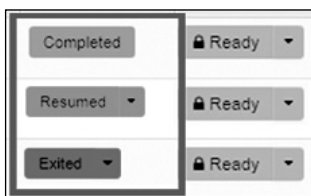
Circulate among the students and verify that all have successfully started Session 2.

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 prohibited electronic devices.

21. Monitor student testing status in the PAN Session. During testing, all students should be in an “Active” status. Any students who have signed out or been involuntarily exited from the test will be in “Exited” status and will need to be “Resumed” to continue testing. When students are in “Resumed” status, they can sign back in to the test and resume testing.



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

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

“The scheduled session time is half over. Remember to use the ‘Review’ button at the top 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 STE Pilot Tests

23. (Optional) Then say to students:

“You may now have a short break during which you may stand up and stretch. 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. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other’s screens. The Department recommends turning off computer monitors or placing tablets face down on desks. For laptops, the Department recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. 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 of the screen, click ‘Review’ and make sure you have not skipped any questions.

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

Cell phones, smart watches, ear buds, and other prohibited 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, 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 of the screen, click ‘Review’ and make sure you have not skipped any questions.

Remember, once you have submitted your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before submitting 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 submit your final answers at this time.”

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

Administering Session 2 of the STE Pilot Tests

27. Then say to the students:

“If you have completed the test session, click the ‘Review’ button at the top of the screen, and then click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the popup screen, confirm you would like to submit by selecting, ‘Yes, Submit Final Answers.’ If you are not automatically signed out, sign out of the test by going to the User Drop-down Menu at the top right corner of the screen and click ‘Sign out of TestNav.’”

28. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students’ work before they submit 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 sign out of TestNav. Then the students’ testing devices should be transported along with the testing tickets. Students may transport their own testing devices as long as they are signed out of TestNav. 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 testing tickets.

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’ testing tickets (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.**

Students who completed testing will have a blue ‘Complete’ status in PearsonAccess^{next}. The Department recommends locking these students’ tests by clicking the arrow next to each student test in PAN and selecting “Lock,” or, if all students have completed testing, sliding the Session lock button to the locked position to lock all students’ tests (see screenshots on page 52).

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

Administering Session 2 of the STE Pilot Tests

32. If your school will be administering the student questionnaire right after Session 2, turn to Part VII, section A, on page 54 now, and then return to this page for steps 33–35. If students will not be taking the questionnaire, turn to Part VII, section B, on page 55.
33. Group test materials into the following separate piles:
 - student testing tickets
 - proctor testing tickets, if applicable
 - used scratch paper
 - unused scratch paper
34. Complete appropriate tracking documents, as instructed by your principal.
35. Immediately return **all** test materials and the list of students who were not tested to your principal.

Administering Session 2 of the STE Pilot 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.”

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

The Department recommends signing students out of TestNav and then locking their tests by clicking the arrow next to the student’s test status and selecting “Lock.”

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Gr	Sess.
<input type="checkbox"/>	1111111111	LAST	FIRST	M	1111111111	● SESSION		Active
								Lock

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

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Gr	Sess.
<input type="checkbox"/>	1111111111	LAST	FIRST	M	1111111111	● SESSION		Active
								Unlock

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

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

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

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

Part VII

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Administering the Student Questionnaire

After Session 2 of the Grades 5 and 8 STE Pilot 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. For any students who do not answer the questionnaire, see Part B on the following page.

The student questionnaire is available for Text-to-Speech, Screen Reader, and Non-Screen Reader accommodated test forms. 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 15 minutes to complete.

A Administering the Questionnaire

1. If you are administering the questionnaire

RIGHT AFTER the final STE Pilot session:

Make sure students are still signed in to TestNav and on the “Available Tests” page. If they are not, ensure they have their student testing tickets and have them sign back in. Unlock the session in PearsonAccess^{next} called **Grade 5 STE Pilot - Questionnaire** or **Grade 8 STE Pilot - Questionnaire**. Then read the script in step 2 below.

at a **LATER DATE**:

Distribute student testing tickets and have students sign in to TestNav. Unlock the session in PearsonAccess^{next} called **Grade 5 STE Pilot - Questionnaire** or **Grade 8 STE Pilot - Questionnaire**.

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

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

Pause to confirm that students are on the correct screen.

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

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

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

3. If you are administering the questionnaire to students in

GRADE 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, 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.”

Then say:

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

When students are finished with the questionnaire, have them click “Submit” and sign out of TestNav.

B Steps to Take for Students Who Do Not Answer the Questionnaire

Inform your principal or test coordinator about any students who do not answer the student questionnaire, as it will be necessary to mark it “Complete” in PearsonAccess^{next}.

Appendix A

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Additional Instructions for Computer-Based Testing

Appendix A—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:

- **PearsonAccess^{next} (PAN)** is the online management system. Note that users will be signed out of PAN after 15 minutes of inactivity.
- **TestNav** is the online testing platform for students. Note that students will be signed out of TestNav after 1 hour of inactivity.
- **Infrastructure Trials:** An Infrastructure Trial is an opportunity for schools to prepare for computer-based testing by simulating test-day network use. The purpose is to identify any school or district logistical issues, and to confirm all testing devices are properly configured and ready for computer-based testing.
- **ProctorCache:** This software will be available to all schools as part of the TestNav student testing platform. Precaching is the process of loading (i.e., “caching”) test content locally to a designated proctor caching computer at a school. In schools with lower bandwidth, ProctorCache can reduce test delays and can provide students with a more seamless testing experience in the event of disruptions to Internet connectivity.

(See mcas.pearsonsupport.com/technology-setup for specific ProctorCache recommendations based on school bandwidth.)

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

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

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

Appendix A—Additional Instructions for Computer-Based Testing

B How to Use the “Students in Sessions” Screen

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

“Students in Sessions” Screen

The top of the screen shows a status bar for the entire class. The bottom shows a list of students with their individual statuses.

Session List

Add a Session

SAMPLE SESSION

1 Sessions | Clear

SAMPLE SESSION

In Progress

Stop Session

Refresh

Grade 5 STE Pilot (2 Student Tests)

Grade 5 STE Pilot - Sess. 1

Monitor Test

2

Student Test Status Key

Ready

Resumed, Resumed Upload

Active

Exited

Completed, Marked Complete

Find Students

In the selected session(s) above

Last Name or SASID starts with

Search

2 Results

Show Filters

Displaying 25

Manage Columns

SASID	Last Name	First Name	Middle Name	Username	Session	Grade 5 STE Pilot - Sess. 1	Form Group Type	Form
<input type="checkbox"/> 4100000003	STUDENT	SAMPLE		1293974712	SAMPLE SESSION (Grade 5 STE Pilot - Sess. 1)	Ready	Standard	22IS05PIONEN03
<input type="checkbox"/> 4100000004	STUDENT	SAMPLE		7498108444	SAMPLE SESSION (Grade 5 STE Pilot - Sess. 1)	Ready	Standard	22IS05PIONEN01

Student Status Dashboard

Above the session status bar is a “Monitor Test” hyperlink. Click the hyperlink to open a screen with additional detail about each student in the session including their status, duration, and progress. The dashboard is not available for sessions with more than 50 students.

SAMPLE SESSION

In Progress

Grade 5 STE Pilot - Sess. 1

Total Students: 2

Refresh

All Test Statuses

Ready

Resumed / Resumed Upload

Active

Exited

Completed / Marked Complete

- Answered

- No Response Required

- Visited

- Remaining

Test Status	Test Duration	Test Progress
Active	00:01:12	4 25 0 18
Ready	---	n/a

STUDENT, SAMPLE (4100000004)

Appendix A—Additional Instructions for Computer-Based Testing

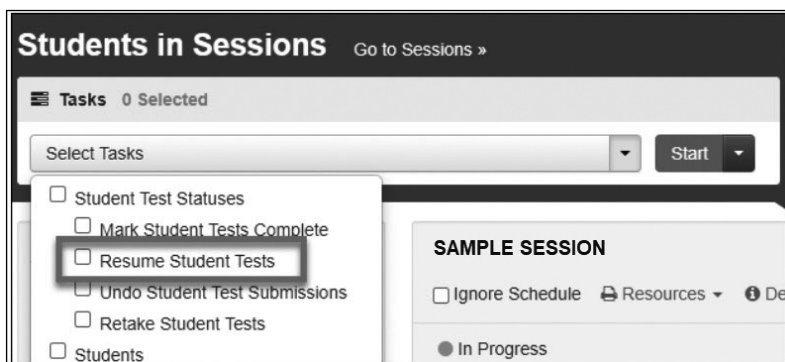
The table below shows the different statuses in PAN and a description for each. If a student's status does not appear in PAN as expected, click **Refresh**.

Student Status Key	
Status	Description
Ready (shown in gray)	The student has not signed in to the test session yet, but is ready to sign in.
Active (green)	The student is currently signed in to the test.
Exited (red)	The student has exited the test session, but has not submitted responses yet (after a test session, after signing out to take a break, or if an error occurs). Students in Exited status will need to be resumed by a test administrator when they are ready to reenter the test. If a student signs out of a test session or if the testing device loses connectivity before the test is completed (or marked complete), the test will appear in Exited status. The test administrator will then need to resume the student's test (and the student will then appear as Resumed).
Completed (blue)	The student has completed the test session and successfully submitted responses.
Marked Complete (blue)	The student's test session has been marked complete by the principal/designee (the student did not submit the test in TestNav).
Resumed (yellow)	The student is ready to sign back in to the test session. This status appears after a student has completed one test session for a subject area but not both, if a student returns from a break and is ready to continue testing in that session, or when attempting to continue after an error occurs.
Resume-Upload (yellow)	The student is ready to sign back in to the test session, and some responses were not sent to the testing subcontractor's (Pearson's) servers before the student exited the test. When the student signs in to a test with a Resume-Upload status, a staff member must be present. TestNav will prompt the user to locate the saved responses from the designated save location and upload them to TestNav before the student's test can be resumed.

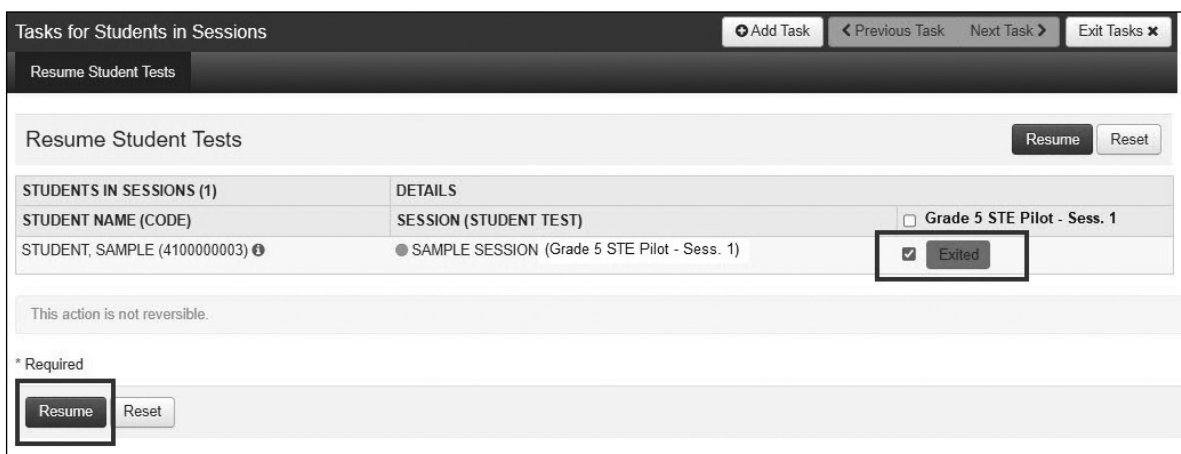
Appendix A—Additional Instructions for Computer-Based Testing

C How to Resume Students' Tests from Exited Status

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



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



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

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

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Grade 5 STE Pilot - Sess. 1
<input type="checkbox"/>	4100000003	STUDENT	SAMPLE		1293974712	● SAMPLE SESSION (Grade 5 STE Pilot - Sess. 1)	Ready
<input type="checkbox"/>	4100000004	STUDENT	SAMPLE		7498108444	● SAMPLE SESSION (Grade 5 STE Pilot - Sess. 1)	Exited Resume

Appendix A—Additional Instructions for Computer-Based Testing

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 or help the student exit TestNav by accessing the user drop-down menu next to the student's name in the upper right corner. Then have the student select **Sign out of TestNav** from the menu.
2. Have the student then select **Save and Return Later**.
3. Lock the student's session by clicking the lock/unlock icon on the **Students in Sessions** screen for the student.
4. If all other students in the session have completed testing, lock the session as a security measure until the student is well enough to continue. Use the lock/unlock indicator on the **Students in Sessions** screen for the session.

When they are able to make-up the session,

1. Resume the student by first unlocking the session using the indicator on the **Students in Sessions** screen.
2. Then have the student sign back in to TestNav.
3. On the **Students in Sessions** screen for the session, find the student and use the drop-down to change their status from **Exited** to **Resumed**. This will tell the system to check for any answers the student may have already submitted.
4. Follow the normal procedures for having this student submit their answers showing a **Completed** status in PAN, and then re-lock the session using the instructions above.

Remember that the student is not permitted to return to any questions that were previously answered.

2. A Student Was Absent on the Day of Testing and Will Be Kept in the Same PAN Session 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 PAN Session,

1. If the original session was locked after other students completed testing, unlock it for the student who was absent at the time of make-up testing. Use the lock/unlock indicator on the **Students in Sessions** screen for the session.
2. Have the student sign in to TestNav using their original assigned credentials. This will change their status on the **Students in Sessions** screen from **Ready to Active**.
3. Follow the normal procedures for having the student submit answers showing a **Completed** status in PAN, and then re-lock the session using the instructions above.

Appendix A—Additional Instructions for Computer-Based Testing

3. A Student Was Absent on the Day of Testing and Will Be Placed in a New PAN Session 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 PAN Session and create a new PAN Session for make-up testing with other students,

1. Ensure the original session is not locked when other students complete testing.
2. Remove the student from the session. Go to **Testing > Students in Sessions**, select/check the student and then select **Remove Students from Sessions > Remove**.
3. Go to **Testing > Sessions > Create/Edit Session**.
4. Fill out the details for the new session and, using the Students field, find the student (and others who need to do makeup) and add them to the session. Select **Create**.
5. Follow the normal procedures for preparing and starting a session before test day.
6. On test day, have the student and others doing make-up testing sign in to TestNav using the new sign-in credentials for the new session (available from Resources on the **Students in Sessions** screen).
7. Follow the normal procedures for having the student(s) submit their answers in TestNav, and then verify their **Completed** test status and lock the session using the lock/unlock indicator on the **Students in Sessions** screen.

E Troubleshooting Situations that Can Occur in Test Sessions

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

RESOLUTION:

Steps for the Test Administrator:

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

Steps for the Technology Staff:

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

Steps for the Principal:

1. Call the MCAS Service Center at 800-737-5103 if there are issues that cannot be resolved in 15 minutes or less.
2. Call the Department at 781-338-3141 after calling the MCAS Service Center if there is a large-scale technology failure that affects one or more classrooms. (It is not necessary to call the Department if there is a loss in connectivity that can be quickly restored with minimal interruption to student testing.)

Appendix A—Additional Instructions for Computer-Based Testing

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

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

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

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

RESOLUTION:

Steps for the Test Administrator:

The following are expected behaviors in TestNav:

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

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

Steps for the Technology Staff:

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

4. **SITUATION: A student’s test status is “Resume-Upload”; error codes 1005, 1006 or 1007.**

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

Appendix A—Additional Instructions for Computer-Based Testing

RESOLUTION: In most cases, resuming a student test in PAN will allow a student to sign back in to TestNav successfully. By default, TestNav will look for any saved responses and upload them. If a student is inadvertently signed out of TestNav and resumes testing on a device that does not have a saved response file (SRF), Resume-Upload can be used to allow a test administrator to search for the SRF on the student's original testing device. Refer to support.assessment.pearson.com/x/DAACAO for directions on locating the SRF. If the student is continuing on the same testing device, "Resume" may be selected after "Resume-Upload" is selected.

When a student is ready to sign back in to the session with a Resume-Upload status, a staff member must be present. When resuming a student from Active status, select "Resume-Upload" and then "Resume." Have the student attempt to sign in using the original testing device. If the error persists, move the student to a different testing device. If Resume-Upload is selected in PAN, the student or staff can choose "Skip Upload" from the 1005 popup message. If the error that caused the initial exit is still present after changing devices, please call the MCAS Service Center. Be prepared to provide the student name, PAN Session, and device type, and request to speak with Technical Support.

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

RESOLUTION: The Department strongly recommends that students use only one computer per test session whenever possible. However, if students need to change devices during the same test session, they need to sign out of TestNav on the first device (click on the User icon in the top right corner, select "Sign out of TestNav," and then follow the prompts). Once 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.

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

RESOLUTION:

1. Verify that TestNav is shut down for the student.
2. Resume the student's test in PAN.
 - If the student is resuming on the same device (recommended), select "Resume." TestNav will automatically load any saved response files (SRFs) that are present.
 - If the student is resuming on a different device, the student's test will need to be put in Resume-Upload status. When the student signs in, locate the saved response file (SRF) and the system will upload any test responses that the student entered after the interruption. For instructions on locating SRFs, refer to the *TestNav User Guide* (support.assessment.pearson.com/x/DAACAO).
3. Have the student sign in to TestNav using the sign-in information on the student testing ticket. The student's test will resume from the point at which the test was interrupted.

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

Appendix A—Additional Instructions for Computer-Based Testing

F Resolving Situations that Involve Accommodations

1. **SITUATION: A student has the wrong accommodation assigned and the student has not signed in to TestNav yet (is still in “Ready” status).**

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

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

If the student is in a PAN Session that has been prepared, the student may need to be removed from the Session if one of the following accommodations is being used: text-to-speech, screen reader, assistive technology, human read-aloud, or human signer. This can be done by following these steps:

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

Once the student has been removed, follow the first five steps in this section (section F.1). When the student’s accommodation has been updated, place the student back into the appropriate PAN Session by going to **Students in Sessions > Add Students to Sessions**.

2. **SITUATION: A student incorrectly has the text-to-speech, screen reader, assistive technology, human read-aloud, or human signer accommodation assigned, and the student has already signed in to TestNav (is still in a status other than “Ready”).**

RESOLUTION: If a student has signed in to TestNav and does not have the accommodation needed to test, please follow these steps:

- Have the student sign out of TestNav.
- Contact the test coordinator or principal.
- The test coordinator will need to void the test (**all test sessions**).
 1. In PAN, go to **Testing > Sessions**.
 2. Search for the appropriate session and place a checkmark next to the session.
 3. Click on **Go to Students in Sessions**.
 4. Click on the PAN Session name under Session List on the left side of the screen.
 5. Place a checkmark next to the student whose accommodation needs to be updated.
 6. From the **Tasks** drop-down, select **Mark Student Tests Complete** and **Manage Student Tests**, and click **Start**.

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7. On the **Mark Student Tests Complete** tab, place a checkmark above each of the sessions, enter a reason (Incorrect Accommodation), and click **Mark Complete**.
8. On the **Manage Student Tests** tab, check the box “Void Test Score Code,” select “Wrong Accommodation” from the Void Test Score Reason drop-down, and click **Save**.
9. Assign a new test to the student.
 - › Go to **Setup > Students**.
 - › Search for your student and select the checkbox next to the student name.
 - › Select **Tasks > Manage Student Tests > Start**.
 - › Select **Create Student Tests**, enter in the test student information, including the correct accommodations, and click **Create**.
10. Place the student in a new PAN Session.
 - › Go to **Test > Sessions**.
 - › Select **Tasks > Create / Edit Test Sessions** and click **Start**.
 - › Ensure Create Session is selected, enter in the session details, add the student whose accommodation was updated, and click **Create**.

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

3. **SITUATION: A student’s form-dependent accommodations (TTS) are not appearing correctly.**

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

1. In PAN, select the appropriate administration from the administration drop-down.
2. Select **Import / Export Data** from the **Setup** drop-down.
3. Select **Import / Export Data** from the **Select Tasks** drop-down. Click **Start**.
4. Select **Student Registration Export** from the **Type** drop-down. Unless you want to specify results by registration grade and/or subject, leave those fields blank, and leave the values in the Test Status Filter field. Also, leave the “Include tests with Void Test Score Code” box unchecked. Then click **Process**.
5. Once the file is complete, select **Download File**.
6. In the .csv file, identify all students who have both Text-to-Speech (column Z) and Human Reader or Human Signer (Column Y) selected. Delete all other students from the file.
7. Remove either the Text-to-Speech flag, or the Human Reader or Human Signer flag for those students.
8. Save the file as a .csv file.
9. In PAN, select **Import / Export Data** from the **Setup** drop-down.
10. Select **Import / Export Data** from the **Select Tasks** drop-down. Click **Start**.
11. Select **Student Registration Import** from the **Type** drop-down.
12. Select **Choose File** and browse for the saved .csv file. Click **Process**.

Appendix A—Additional Instructions for Computer-Based Testing

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

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

Appendix A—Additional Instructions for Computer-Based Testing

G Error Codes and TestNav Issues

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

Error Code Number	Error Code Description	Instructions to Resolve the Issue
1005	No saved response file found.	<p>Student was placed into Resume-Upload status instead of Resume. Select “Skip Upload.”</p> <p>If you are resuming the student on a different device, see support.assessment.pearson.com/x/DwACAO for instructions.</p>
1006	The saved response file is corrupted.	<p>The student’s status is set to Resume-Upload and the saved response file(s) is corrupt. The Resume-Upload status indicates that a student has exited the test abnormally.</p> <p>If possible, reload the saved response file that was saved when the student was last in the TestNav session to retrieve all previously provided responses.</p>
1007	<p>The saved response file is invalid.</p> <p>The saved response file is corrupted.</p>	<p>The student’s status is Resume-Upload and the saved response file(s) found in the designated response file location contains invalid data.</p> <p>The Resume-Upload status indicates that a student has exited the test abnormally.</p> <p>If possible, reload the saved response file that was saved when the student was last in the TestNav session to retrieve all previously provided responses. Contact Pearson Support.</p>
1009	Unable to download test content	<p>There is a network connection issue between the testing device and the testing subcontractor’s (Pearson’s) servers.</p> <p>Contact your technology coordinator to verify the local Internet connection and/or connection to the ProctorCache server as well as ensuring that test delivery URLs are excluded from inspection and filtering in network security services.</p> <p>The technology staff person should contact the MCAS Service Center if the issue cannot be quickly identified or resolved and should be prepared to provide the following information:</p> <ul style="list-style-type: none"> • the error code • the number of students testing • the device type • the PAN Session name

Appendix A—Additional Instructions for Computer-Based Testing

Error Code Number	Error Code Description	Instructions to Resolve the Issue
1017/1018	Primary/Alternate SRF location is not writable. Your responses will be saved in primary/alternate save location only. You may choose to continue with the test or exit the test and make the save location writable.	<p>TestNav displays this error when it tries to write to the SRF secondary location but fails. Check the path and verify it is valid, accessible, and that write access is granted. To update the path, sign in to PearsonAccess^{next} and edit the TestNav configuration. A valid SRF path is required for testing.</p> <p>Technology staff should contact the MCAS Service Center. The technology staff should be prepared to provide the following information:</p> <ul style="list-style-type: none"> the error code the number of students testing the device type the PAN Session name
1021	<p>The testing server cannot be reached.</p> <p>All responses have been saved on this computer.</p> <ul style="list-style-type: none"> Primary location: (primary SRF file location) Alternate location: Path is Not Available (secondary SRF location if applicable) Response file name: (SRF name) <p>To see if the connection has been restored, choose Retry.</p> <p>To continue the test at a later time, choose Exit Test.</p>	Follow the instructions in the error message. If the issue persists, contact Pearson Support.
3005	TestNav has detected that another application attempted to become the active window, which may compromise the security of this test. TestNav has been shut down. You may need assistance from your test monitor to restart the test.	<p>This could be caused by one of the following issues:</p> <ul style="list-style-type: none"> pop-ups in the background power saving features system key combinations such as ctrl+alt+del the student is attempting to switch to a browser or other application (e.g., to look up information for a question) <p>The test administrator should check whether any other applications have been accessed before resuming the student's test. If it appears the student was attempting to access information online, contact the principal to report this to the Department.</p>
3018	The connection to the server has been lost. Please inform your test proctor that the test must close due to a connectivity error.	Contact Pearson Support. Have your log files ready for Level 2 support.

Appendix A—Additional Instructions for Computer-Based Testing

Error Code Number	Error Code Description	Instructions to Resolve the Issue
3020	TestNav has detected that either Command + Option + Esc or Command + Option + Eject has been typed. TestNav has been shut down. You may need assistance from your test monitor to restart the test.	TestNav exits the test and displays this error when a student types Command+Option+Esc while testing. The proctor must resume the test before the student can sign in to TestNav again.
3044	You cannot lock the device. Please contact your proctor.	To configure the device, refer to <i>Set up and use TestNav</i> at support.assessment.pearson.com/x/HgACAO This message applies to iOS, Android, and Windows app.
3050	TestNav is unable to connect to server. Please contact your proctor.	TestNav cannot connect to the server to verify it's running the latest version of the product.
3055	The TestNav app needs to be restarted. Please close and relaunch to continue testing.	TestNav has automatically downloaded and installed a TestNav patch update. Restart TestNav to continue testing.
3115	Your test has been locked. In order to sign in, please contact the proctor to unlock the test.	If the issue persists, contact Pearson support.
3115 (Internal Error)	TestNav has encountered an internal error. Restart TestNav to continue testing.	The cause for this error is typically local device or student security settings preventing all components of TestNav from fully launching. The specific component is the bundled Chromium browser used in TestNav. Please contact the MCAS Service Center for information on directories and executables that need to be exempted in app blocking security settings for devices and students.
3124	TestNav has closed the test session due to inactivity. To continue testing, ask your proctor to resume your test, and sign in again.	When TestNav displays error 3124, the test state is "Exited." The proctor should change the test state from "Exited" to "Resume," and then have the student sign in again.
3140	Response cannot be saved. The TestNav app needs to be restarted. Please close and relaunch to continue testing.	Follow instructions in the error message.
5032	TestNav has detected a prohibited application '<processname>' running in the background that is preventing you from continuing this test. Please contact the test administrator to stop the prohibited application and resume testing.	Contact your administrator to complete the instructions in the error text.

Appendix A—Additional Instructions for Computer-Based Testing

Error Code Number	Error Code Description	Instructions to Resolve the Issue
8029	The installed app is out of date and needs to be updated in order to use TestNav on this device.	Download and install the latest version of the app.
8032	Testing is not permitted on this device because it has been modified to bypass standards and safeguards put in place by the operating system or manufacturer.	Use another device for student testing.
9058/9059	The username or password you entered is incorrect.	<p>Confirm that the student sees the correct TestNav sign-in page ("Massachusetts" should appear above the sign-in box). If the correct page does not appear, click the User icon in the top right corner, and select "Choose a different customer." Then, select "Massachusetts" from the list.</p> <p>Ensure the student is on the correct sign-in page in TestNav ("Massachusetts" should appear above the sign-in box).</p>

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

Appendix B

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Procedures for Reading the Test Aloud and Signing the Test to Students

Appendix B—Procedures for Reading the Test Aloud and Signing the Test to Students

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 the STE Pilot testing using human read-aloud, which is accommodation A5 for the STE tests. These instructions must also be used for students identified as English learners (ELs) who will receive the read-aloud accommodation (EL3.2) for participation in 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.

Appendix B—Procedures for Reading the Test Aloud and Signing the Test to Students

How to Set Up a Human Read-Aloud Session

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

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

The screenshot displays the 'Tasks for Sessions' interface in PearsonAccess^{next}. The top navigation bar includes 'Add Task', 'Previous Task', 'Next Task', and 'Exit Tasks'. The main section is titled 'Create / Edit Sessions' and contains a 'SESSIONS (0)' sidebar with a 'Create Session' button. The 'DETAILS' section is titled 'New Session' and includes 'Create' and 'Reset' buttons. The form is divided into two columns: 'Test & Form' and 'Scheduling'. In the 'Test & Form' column, the 'Session Name' is 'SAMPLE SESSION', the 'Organization' is 'DEMONSTRATION PEA...', the 'Test Assigned' is 'Grade 5 STE Pilot - Sess. 1', and the 'Form Group Type' is 'Human Read-Aloud'. The 'Proctor Reads Aloud (group of 5 or fewer students)' checkbox is checked. In the 'Scheduling' column, the 'Scheduled Start Date' is empty, the 'Scheduled Start Time' is '01:00 PM', and the 'Lab Location' is empty. Arrows point to the 'Proctor Reads Aloud' checkbox and the 'Form Group Type' dropdown menu.

Appendix B—Procedures for Reading the Test Aloud and Signing the Test to Students

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 the STE Pilot testing using a human signer, which is **accommodation A6.1** for the STE tests.

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. Schools should set up a human signer PAN Session, after which interpreters can generate a proctor testing ticket (following the instructions on the following page). Test content may not be accessed online outside of school.

Appendix B—Procedures for Reading the Test Aloud and Signing the Test to Students

How to Set Up a Human Signer Session

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

The screenshot shows the 'Tasks for Sessions' interface in PearsonAccess^{next}. The 'Create / Edit Sessions' tab is active. The 'SESSIONS (0)' section has a 'Create Session' button. The 'DETAILS' section is titled 'New Session' and includes 'Create' and 'Reset' buttons. The form is divided into two columns: 'Test & Form' and 'Scheduling'.

Test & Form Column:

- Session Name***: Text input field containing 'SAMPLE SESSION'.
- Organization***: Dropdown menu showing 'DEMONSTRATION PEA...'.
- Test Assigned***: Dropdown menu showing 'Grade 5 STE Pilot - Sess. 1'.
- Proctor Reads Aloud (group of 5 or fewer students)**: A checkbox that is checked. An arrow points to this checkbox.
- Form Group Type***: A dropdown menu with 'Human Signer' selected. An arrow points to this dropdown.

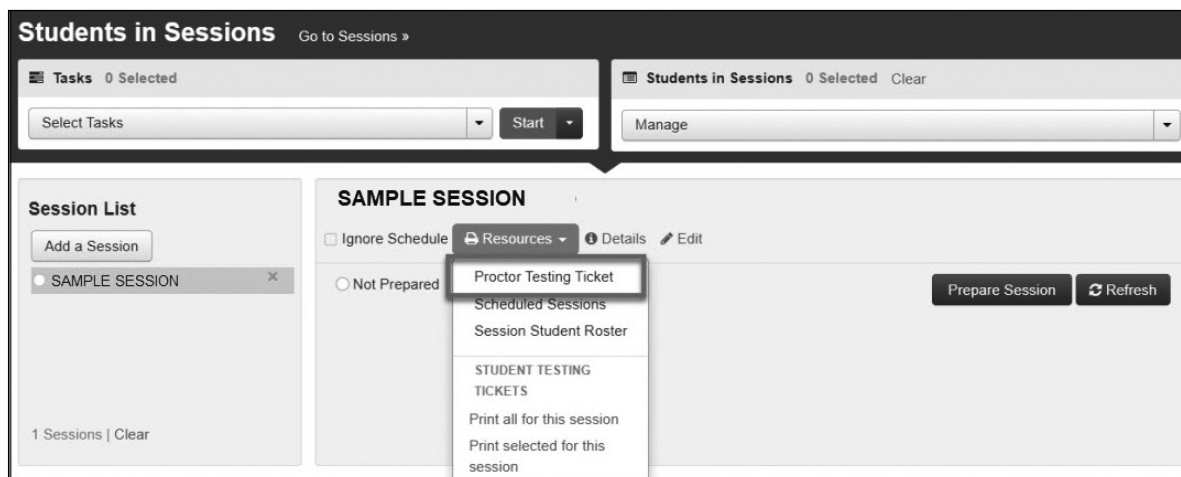
Scheduling Column:

- Scheduled Start Date***: Text input field with a calendar icon.
- Scheduled Start Time**: Text input field showing '01:00 PM' and a time zone selector set to 'EDT'.
- Lab Location**: Text input field.

Appendix B—Procedures for Reading the Test Aloud and Signing the Test to Students

C How to Locate Proctor Testing Tickets for the Human Read-Aloud and Human Signer Accommodations

1. From the **Students in Sessions** page, make sure the correct PAN Session is listed on the left-hand side of the screen.



2. The proctor testing ticket can be found in the **Resources** drop-down. It will only be available if the PAN Session has been properly marked as shown on the previous page.

New

New for 2023–24: when a test is accessed through a proctor testing ticket, TestNav will display a prompt asking for verification that the user is a proctor, not a student, before continuing. **No responses should be entered into the test using a proctor testing ticket, as the responses will not be saved.** (Students will sign in and respond using their student testing tickets.)

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

Proctor Testing Ticket


Session Name Grade 8 STE Pilot READ ALOUD
Test Grade 8 STE Pilot - Sess. 2

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

Select **Massachusetts** in the application.
Username proctor892484
Password BBC33E

Note that there is a special icon of a person speaking on student testing tickets for students in a Human Read-Aloud or Human Signer session.

STUDENT TESTING TICKET

Student: STUDENT, TEST
Student ID: 1111122220
Session: G8 STE PILOT S1 READ ALOUD
Date of Birth: 2011-03-22
Test: Grade 8 STE Pilot - Sess. 1 

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

Select **Massachusetts** in the application.
Username: 1088697494 **Password:** bbc33e
(Optional) School testing device ID: Session 1 _____ Session 2 _____

Appendix C

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Procedures for Scribing and Transcribing Student Responses

Appendix C—Procedures for Scribing and Transcribing Student Responses

Procedures Used for Scribing and Transcribing Student Responses

Human scribe (A10.1, SA3.1, EL4.1) and speech-to-text (A10.2, SA3.2, EL4.2) are accommodations that allow students to provide their responses orally to a test administrator who will keyboard the responses directly onscreen. Students who receive this accommodation may respond to test questions through one of the methods below:

- 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.

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 designee). 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 TestNav and prints their responses for transcription by a test administrator.
- A student recorded answers on blank paper instead of in the computer-based test.

Appendix C—Procedures for Scribing and Transcribing Student Responses

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 be either securely shredded or placed in the school's return shipment.

Appendix D

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Procedures for Approving Bilingual Word-to-Word Dictionaries

Appendix D—Procedures for Approving Bilingual Word-to-Word Dictionaries

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

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

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

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



FPO STATIC BARCODE