

ONLINE TESTING SITUATIONS OR MISADMINISTRATIONS – MCA/MTAS

This procedure outlines some situations or misadministrations that may occur during testing and require action by the district, MDE, or Pearson. In most cases, the District Assessment Coordinator (DAC) will contact the Pearson help desk and provide detailed information about the issue that occurred and the student or students who were affected. The Pearson help desk will follow up with further information about completing testing in these cases following the guidelines outlined in the procedure. While not an exhaustive list, examples of possible test administration situations or misadministrations and the likely outcomes are included below for reference.

Procedure

- The DAC contacts the Pearson help desk for test administration situations that require action by Pearson as outlined in the table below. The help desk verifies the situation is being reported by the DAC. If the report has not been submitted by the DAC, the help desk instructs the staff person to contact the DAC in order to report the situation and work through the resolution.
 - Pearson may request from the DAC further information about the situation.
 - If there are technical issues, technology support is immediately provided.
- Pearson notifies the DAC of resolution and provides direction as to how the student will resume testing, if applicable.
- The DAC must document any misadministrations, including any invalidations, on the *Test Administration Report (TAR)*, which is available in Appendix A of the *Procedures Manual* and is kept on file at the district. Districts do not submit the TAR to MDE or Pearson, unless requested.
- If there is a security breach, the DAC must complete the *Test Security Notification (TSN)* in Test WES.

Online Test Administration Situations Overview

Possible scenarios, likely outcomes, and rationales are included below. This table has been provided for informational purposes only. The resolution is dependent on the factors and circumstances of each situation and may not follow the outcomes described below. All tests or data entry must be completed within the testing window.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
1	MCA MTAS	A student started or completed the test for the wrong grade or a student started or completed the wrong test because of a Test Monitor misadministration (e.g., MCA instead of MTAS).	<p>If the student completed the test, the DAC invalidates the wrong test using the INV-O (other) code in PearsonAccess Next.</p> <p>If the student started the test but has not completed it:</p> <ul style="list-style-type: none"> For MCA, the DAC marks the test complete and invalidates the wrong test using the INV-O (other) code in PearsonAccess Next. For MTAS, the DAC submits and invalidates the wrong test using the INV-O (other) code in PearsonAccess Next. <p>The district must change the grade in MARSS or the test assignment in Test WES. Once the correct information appears in PearsonAccess Next, the district assigns the student to the correct test so the student can test (or the MTAS score entry can be completed).</p>	TAR	The decision on which test will be administered must be made before a student takes any test for the year. However, if the Test Monitor or Test Administrator administers the incorrect test, the correct test must be administered.
2	MCA	Student A started or completed Student B's test.	<p>If no questions were answered, Student A signs out of Student B's test. Both Student A and Student B sign into the correct test. Note: Student B's test will first need to be resumed in PearsonAccess Next by the Test Monitor.</p> <p>If any questions were answered or if the test was completed, the DAC contacts Pearson to assign the test(s) to the correct student(s).</p>	TAR	Test security has been maintained since the students only accessed one test each.
3	MCA	Student A started Student B's test. Upon realizing it is the incorrect test, Student A then signs in to his/her own test.	<p>If Student A answered items in both tests:</p> <ul style="list-style-type: none"> If discovered in the same day's testing session (i.e., no time or access to review content seen), Student A can complete his/her test. If not discovered in the same day's testing session, Student A cannot finish either test. The DAC must mark Student A's test complete and invalidate it using the INV-O (other) code in PearsonAccess Next. <p>For Student B, the DAC contacts Pearson to reset Student B's test so Student B can test.</p>	TAR	<p>Even though Student A signed in to two tests, test security is maintained if the student does not have time to research answers to items.</p> <p>Since Student B has not started testing, the test can be reset.</p>

	Test	Scenario	Likely Outcome	Form Completed	Rationale
4	MCA	Student A resumed Student B's test.	<p>If Student A resumes but does not answer any questions or change any responses, Student A signs out. Both students resume the correct test.</p> <p>If any questions have been answered or changed:</p> <ul style="list-style-type: none"> • Student A: <ul style="list-style-type: none"> ○ If discovered in the same testing session (i.e., no time or access to review content seen), Student A can complete his/her original test. ○ If not discovered in the same testing session, Student A cannot finish testing. The DAC must mark Student A's test complete and invalidate it using the INV-O (other) code in PearsonAccess Next. • Student B: Since Student B's test has multiple students' responses, Student B cannot finish testing and the test must be invalidated using the INV-O (other) code in PearsonAccess Next. 	TAR	<p>If no questions have been answered or changed, both students can resume testing because test security has been maintained.</p> <p>For Student A, the options depend on the amount of time elapsed when the misadministration is discovered. Test security is only maintained if the student does not have time to research answers to items.</p> <p>For Student B, the test has multiple responses and is no longer a valid measure.</p>
5	Mathematics MCA	Student uses a handheld calculator in conjunction with the online grades 3–8 Mathematics MCA.	<p>The test must be invalidated. See the Note in the rationale for the code to indicate.</p> <ul style="list-style-type: none"> • If the student completed the test, the DAC invalidates the test in PearsonAccess Next. • If the student has started but hasn't completed the test, the DAC marks the test complete and invalidates the test in PearsonAccess Next. 	TAR	<p>For grades 3–8, the test must be invalidated because it no longer measures what is being assessed.</p> <p>Note: If a student accessed the calculator when not allowed, the test/accountability code is INV-S (student); if the Test Monitor provided the calculator when not allowed, the test has been misadministered and the test/accountability code is INV-O (other).</p>

	Test	Scenario	Likely Outcome	Form Completed	Rationale
6	Reading MCA Mathematics MCA	Student starts testing online when the test was supposed to be administered with paper accommodated test materials (or vice versa – student starts testing on paper when should be testing online).	<p>It does not matter how much of the incorrect test has been completed; the district has the following options:</p> <ul style="list-style-type: none"> • The student completes the correct form. <ul style="list-style-type: none"> ○ If incorrectly testing online, the student takes the paper accommodated test. The DAC contacts Pearson to reset the student's test assignment and indicates the applicable code in Test WES. Once the code is reflected correctly in PearsonAccess Next, the district assigns the student to a Data Entry test so student responses can be entered online. ○ If incorrectly testing on paper, the student takes the online test. Any applicable accommodation or linguistic support codes (e.g., accommodated text-to-speech, pop-up translation) must be indicated in Test WES and appear in PearsonAccess Next prior to the student signing in to the test. • The student finishes the test that was started on the incorrect test. • The student does not complete the test. The DAC marks the test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next. 	TAR	For Reading and Mathematics MCA, the items do not overlap on the paper accommodated and online tests, so the student can take the correct version. The test is a valid and reliable measure. Note that an accommodation or linguistic support does not give an advantage to a student that does not need it; it only supports a student that does.
7	Science MCA	Student starts testing online when the test was supposed to be administered with paper accommodated test materials (or vice versa – student starts testing on paper when should be testing online).	<p>If no questions were answered on the incorrect form:</p> <ul style="list-style-type: none"> • If incorrectly testing online, the student takes the paper accommodated test. The DAC contacts Pearson to reset the student's test assignment and indicates the applicable code in Test WES. Once the code is reflected correctly in PearsonAccess Next, the district assigns the student to a Data Entry test so student responses can be entered online. • If incorrectly testing on paper, the student takes the online test. Any applicable accommodation or linguistic support codes (e.g., accommodated text-to-speech, pop-up translation) must be indicated in Test WES and appear in PearsonAccess Next prior to the student signing in to the test. If the student requires the script, the script must be indicated in Test WES and student must be assigned to a Science Script test. 	TAR	<p>For Science MCA, since the student has already started the test and the items overlap on the paper accommodated and online tests, it cannot be readministered as this would no longer be a valid and reliable measure.</p> <p>Based on the amount of time elapsed when the misadministration is discovered, the district determines the resolution. Note that the accommodation or linguistic support does not give an advantage to a student that does not need it; it only supports a student that does.</p>

	Test	Scenario	Likely Outcome	Form Completed	Rationale
7	Science MCA (continued)		<p>If some questions were answered on the incorrect form but the test was not completed, the district has the following options based on when it is discovered:</p> <p>If discovered in the same testing session (i.e., no time or access to review content seen), the district has the following options:</p> <ul style="list-style-type: none"> • The student completes the correct form. <ul style="list-style-type: none"> ○ If incorrectly testing online and the school has a large print test book available, the student tests using the large print test book. The DAC contacts Pearson to reset the student's test assignment and indicates the applicable code in Test WES. Once the code is reflected correctly in PearsonAccess Next, the district assigns the student to a Data Entry test so student responses can be entered online. Note: if a large print test book is not available to use immediately, follow the options below for when the issue is not discovered in the same testing session. ○ If incorrectly testing on large print and the student can be assigned the correct online test, the student takes the test online. If changes are required in Test WES (adding or removing a code), follow the options below for when the issue is not discovered in the same testing session. • The student finishes the test online without the paper accommodated test materials (or with the paper accommodated test materials, if incorrectly assigned). • The student does not complete the test. The DAC marks the test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next. <p>If not discovered in the same testing session (or a large print test book is not available or the script was not indicated in Test WES), options are:</p> <ul style="list-style-type: none"> • The student finishes the test online without the paper accommodated test materials (or with the paper accommodated test materials, if incorrectly assigned). • The student does not complete the test. The DAC marks test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next. 		

	Test	Scenario	Likely Outcome	Form Completed	Rationale
7	Science MCA (continued)		<p>If both the paper and online tests are completed, the district determines which test was completed first.</p> <ul style="list-style-type: none"> • If the online test was completed first, no action needed. • If the paper test was completed first, the DAC contacts Pearson to reset the student's test assignment and indicates the applicable code in Test WES. Once the code is reflected correctly in PearsonAccess Next, the district assigns the student to a Data Entry test so student responses can be entered online. 		
8	MCA	The test was read to student from the screen rather than using the Mathematics or Science MCA script OR the test was read from the screen for the Reading MCA.	<p>If the student completed the test, the DAC invalidates the test using the INV-O (other) code in PearsonAccess Next.</p> <p>If the student has not completed the test, the DAC marks the test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next.</p>	TAR	No test can be read aloud to the student from the screen. The script is the only source a Test Monitor can use to read the test aloud for mathematics and science tests. The reading test cannot be read aloud. The student's test must be invalidated because the test is no longer a valid and reliable measure.
9	Mathematics MCA	The script is used in conjunction with the online test.	<p>It does not matter how much of the incorrect test has been completed; the district has the following options:</p> <ul style="list-style-type: none"> • The student finishes the test online without the script and can use the available text-to-speech as needed. • The student tests on paper with the Test Monitor reading from the script. The DAC contacts Pearson to reset the student's test assignment and indicates the code in Test WES. Once the code is reflected correctly in PearsonAccess Next, the district assigns the student to a Data Entry test so student responses can be entered online. • The student does not complete the test. The DAC marks the test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next. 	TAR	The script must be administered with a paper test book for the Mathematics MCA. For Mathematics MCA, the items do not overlap on the paper and online tests, so the student can take the correct version. The test is a valid and reliable measure. The district determines the resolution.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
10	Mathematics MCA	<p>For Mathematics MCA, the student begins testing without the accommodated text-to-speech or word-to-word pop-up translation code indicated.</p> <p>Similarly, the student begins testing after the accommodated text-to-speech or word-to-word pop-up translation code was incorrectly indicated.</p>	<p>It does not matter how items have been completed; the district has the following options:</p> <ul style="list-style-type: none"> • The district contacts Pearson to reset the student's test assignment. Once the applicable code is added or removed in Test WES and is reflected correctly in PearsonAccess Next, the district adds the student to a new or different test session. • The student finishes the test with or without the accommodation/linguistic support they started with. • The student does not complete the test. The DAC marks test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next. 	TAR	Adaptive tests can ensure that the student does not see the same test items, which maintains the test's validity. The accommodation or linguistic support does not give an advantage to a student that does not need it; it only supports a student that does. The district determines the resolution.
11	Science MCA	<p>For Science MCA, the student begins testing without the accommodated text-to-speech or word-to-word pop-up translation code indicated.</p> <p>Similarly, the student begins testing after the accommodated text-to-speech or word-to-word pop-up translation code was incorrectly indicated.</p>	<p>If no questions were answered, the district contacts Pearson to reset the student's test assignment. Once the applicable code is added or removed in Test WES and is reflected correctly in PearsonAccess Next, the district adds the student to a new or different test session.</p> <p>If any questions were answered, options for the district:</p> <ul style="list-style-type: none"> • The student finishes the test with or without the accommodation/linguistic support they started with. • The student does not complete the test. The DAC marks test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next. 	TAR	Since the student has already started the test, it cannot be restarted as this would no longer be a valid and reliable measure. The accommodation or linguistic support does not give an advantage to a student that does not need it; it only supports a student that does. The district determines the resolution.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
12	MCA	The student begins testing in a Data Entry test.	<p>For Reading and Mathematics MCA, the outcome is the same whether the student has or has not answered any items. The district contacts Pearson to reset the student's test assignment. Once the code is removed in Test WES and is reflected correctly in PearsonAccess Next, the district adds the student to a new or different test session.</p> <p>For Science MCA, if the student has viewed test items but hasn't answered any items, the district contacts Pearson to reset the student's test assignment. Once the code is updated or removed in Test WES and is reflected correctly in PearsonAccess Next, the district adds the student to a new or different test session.</p> <p>For Science MCA, if any questions were answered, the district has the following options:</p> <ul style="list-style-type: none"> • The student does not complete the test. The DAC marks the test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next. • The student completes test in the Data Entry test with limited features; see the Note in the rationale. 	TAR	<p>For Reading and Mathematics MCA, the items do not overlap on the paper and online tests, so the student can take the correct test. The test is a valid and reliable measure.</p> <p>For Science MCA, since the student has already started the test and the items overlap on the paper and online tests, it cannot be readministered as this would no longer be a valid and reliable measure. Note: Data Entry tests have the following differences: no sections, student does not have to answer to continue, and there are no online or accessibility tools. Because Data Entry tests do not have sections and are not restricted after 20 minutes, the Test Monitor must closely monitor the student and remind the student that he or she cannot return to items already completed if they complete the test in multiple testing sessions.</p>
13	MCA MTAS	District staff entering student responses from a MCA paper accommodated test book or student MTAS scores enters responses/scores for the wrong student (e.g., enters Student A's responses under Student B's test) or the wrong subject information was submitted (MTAS only; e.g., Test Administrator entered and submitted mathematics instead of science).	The DAC contacts Pearson to switch the student's test assignments in PearsonAccess Next.	TAR	The student took the correct test so security has been maintained and the test is a valid and reliable measure.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
14	MCA	When attempting to enter student responses from a paper accommodated test book, district staff signs into a student's test that was not assigned to a Data Entry test.	The DAC contacts Pearson to reset the student's test assignment. Once the applicable code is updated or removed in Test WES and is reflected correctly in PearsonAccess Next, the district assigns the student to a Data Entry test.	TAR	The student took the correct test on the paper accommodated test book so security has been maintained and the test is a valid and reliable measure.
15	MCA	When entering student responses from a paper accommodated test book, district staff accidentally enters a response to a question that was left unanswered by the student (or incorrectly enters a response that cannot be removed).	The DAC contacts Pearson to reset the student's test assignment in PearsonAccess Next.	TAR	The student took the correct test so security has been maintained and the test is a valid and reliable measure.
16	MCA	The student takes the MCA when the intent was to administer the item sampler.	The test must be invalidated. <ul style="list-style-type: none"> If the student completed the test, the DAC invalidates the test using the INV-O (other) code in PearsonAccess Next. If the student started but did not complete the test, the DAC marks the test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next. 	TSN	The student has been exposed to test and security has not been maintained so the test must be invalidated.
17	MCA	District staff uses a student's MCA test as an item sampler with other teachers for training or demonstration.	The DAC contacts Pearson to reset the student's test assignment in PearsonAccess Next.	TSN	Since the student was not present and was not exposed to the test, the student's test can be restarted.
18	MCA	The student did not try or rushed through the test.	No action.	None	The test is scored as is and it is not invalidated in PearsonAccess Next.
19	MCA MTAS	A parent refusal was received after a student started the test.	No action is required or: <ul style="list-style-type: none"> For MCA, the DAC can mark the test complete. If no action is taken, Pearson will mark the test complete at the end of the testing window. For MTAS, the DAC can submit the test as is. If no action is taken, Pearson will submit the test at the end of the testing window. 	TAR	A parent refusal must be submitted to the district in writing before testing. The district should indicate on the TAR that the parent's request for refusal could not be honored. The test will be submitted as is for scoring since the student did participate in part of the test.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
20	MCA MTAS	The student refused to finish the MCA or MTAS.	No action is required or: <ul style="list-style-type: none"> For MCA, the DAC can mark the test complete. If no action is taken, Pearson will mark the test complete at the end of the testing window. For MTAS, the DAC can submit the test as is. If no action is taken, Pearson will submit the test at the end of the testing window. 	TAR	The test will be submitted as is for scoring since the student did participate in part of the test. The refusal to finish may be a stated refusal or based on behavior that prevents the student from finishing the test. The district should indicate on the <i>Test Administration Report</i> that the student refused to finish the test.
21	MCA MTAS	The student started the test but will not complete within the testing window.	No action is required or: <ul style="list-style-type: none"> For MCA, the DAC can mark the test complete. If no action is taken, Pearson will mark the test complete at the end of the testing window. For MTAS, the DAC can submit the test as is. If no action is taken, Pearson will submit the test at the end of the testing window. 	None	The student's test will be scored as is.
22	MCA MTAS	A DAC or AA incorrectly indicates a test/accountability code.	If the DAC incorrectly indicates a test/accountability code, the DAC must use the Test/Accountability Code dropdown and select the blank field to remove the code on the View Student Tests screen in PearsonAccess Next.	None	Test security has been maintained and the test is still a valid and reliable measure.
23	MCA	For MCA, a DAC or AA or incorrectly marks a test complete.	The DAC must contact Pearson to unsubmit the test.	None	Test security has been maintained and the test is still a valid and reliable measure.
24	MTAS	For MTAS, a district incorrectly submits a test.	The DAC must contact Pearson to reset the student's test. Once reset, any scores must be re-entered.	None	Test security has been maintained and the test is still a valid and reliable measure.
25	MCA	District A marks a student's test complete when the student moves out and then District B wants the student to finish the started test.	The DAC in District B contacts Pearson to determine the status of the test. If the test was marked complete and not invalidated, Pearson can unsubmit the test to allow the student to finish.	None	Since the test was marked complete by the previous district, the test attempt is still valid for the student to complete.
26	MCA	The student is exited from the test due to technical issues before reviewing answers to completed items.	If resolved within 20 minutes, the student can review any previously completed items in the section. If not resolved in 20 minutes, the student can't review previously completed items.	TAR	The options depend on the amount of time elapsed when the technical issue is resolved.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
27	MCA MTAS	The student moves from School A to School B in the same OR in a different district but has not started testing.	No action if the student has not started testing. Once Pearson receives updated information in precode, the student's test will be automatically moved.	None	Districts must update enrollment information in MARSS or Test WES so the correct information is sent to Pearson in precode.
28	MCA MTAS	Student moves from School A to School B in the same district but has started testing.	<p>For MCA, the DAC moves the student's test to School B. To move the student's test, the DAC will complete the following steps:</p> <ol style="list-style-type: none"> 1. From the Home page, under Testing, select Students in Sessions. 2. Add the test session to the Session List the student is currently in. 3. Find and select the student whose test will be moved. 4. From the Select Tasks dropdown, select Move Student between Sessions, and then select Start. 5. You can move the student to an existing or new test session. <ol style="list-style-type: none"> a. To move the student to an existing test session, in the Sessions field, find and select the existing test session name. b. To move the student to a new test session, select Create Session. On the Create Session window, enter the required information as indicated by the asterisks and select Create. 6. The existing or new test session will appear next to the student and under the new school. Select the checkbox for that student under the test session and select Move. Once Move is selected, a "Success, changes saved" message will appear on the green bar. Select Exit Tasks at the top right to return to the Students in Sessions screen. The test session will appear in the Session List. Select the test session to verify the student is now in the appropriate test session. <p>Note: For reporting purposes, the DAC contacts Pearson to have the student's report moved to School B; until then, the report will be available under School A. For MTAS, the DAC contacts Pearson to move the student's report to the school that tested the student.</p>	None	<p>For MCA, if a student has started testing, the test will not automatically move, even if MARSS and Precode Student Eligibility in Test WES reflect the correct enrollment. The district must take additional action.</p> <p>For MTAS, the school that tested the student must enter the scores.</p>

	Test	Scenario	Likely Outcome	Form Completed	Rationale
29	MCA MTAS	Student moves from School A to School B in a different district and has started testing.	For MCA, after the student is sent in precode for School B, the DAC in the new district must contact Pearson to move the student's test. For MTAS, the DAC in the new district contacts Pearson to move the student's test to the school that tested the student.	None	For MCA, if a student has started testing, the test will not automatically move, even if MARSS and Precode Student Eligibility in Test WES reflect the correct enrollment. The district contacts Pearson to take additional action once the change has been sent in precode. For MTAS, the school that tested the student should be the one to enter the scores.
30	MCA	Student tests in an incorrect school in the same district before updated information is sent in precode and the student's test is reported for the school in precode.	No action. Student tests are reported based on where the student is sent in precode when the test is submitted.	TAR	If a student tests in an incorrect school in the same district before updated information is sent in precode, districts can provide the results from PearsonAccess Next to the other school as needed.