DEPARTMENT OF EDUCATION

DIRECTIONS FOR ONLINE ADMINISTRATIONS
SPRING 2019

These directions provide the information you need while administering the Reading, Mathematics, and Science Minnesota Comprehensive Assessments (MCA) and include the following sections:

- A script you will read aloud to students throughout testing.

- Information about what assistance you may provide and how to address student questions during testing.

- A checklist to verify and confirm the important tasks during testing.

- Detailed information about testing policies and procedures.

- A transcript of the directions in the student tests.

Using these directions ensures that tests are administered the same way for all students across the state and that all students receive a score that accurately reflects what they know without any support, guidance, or unauthorized interference.

SCRIPT TO READ TO STUDENTS

Review this script before testing so you are comfortable with the instructions you must read aloud. There are separate instructions for the first day of testing and any following days.

- All instructions that must be read to students are in shaded boxes and start with the word SAY.
- When you see text in brackets [ ] in these boxes, read only if applicable.
- When you see a blank line, fill in the appropriate information.

First Day of Testing for a Subject

Starting Testing

Use the Situation A or Situation B script to provide information about the time scheduled for testing, depending on how testing is scheduled.

Situation A: Use if testing is scheduled based on time, and students exit at different places.
SAY: We have scheduled about _____minutes for testing. It is important that you do your best. The test is not timed so you can have more time later if you need it. If you finish the test today, raise your hand. If other students are still testing, then you will_____ [*e.g.,* read a book.]

OR

Situation B: Use if testing is scheduled based on students completing a certain number of items.
SAY: We have scheduled about _____minutes for testing. You will stop testing after you have answered _____ questions or when our testing time is over. It is important that you do your best. The test is not timed so you can have more time later if you need it for these questions. When you are done with these questions, raise your hand. If other students are still testing, then you will_____ [*e.g.,* read a book.]

Follow your school's policy for collecting cell phones/wearable technology/devices, or ensure students have put them away. Depending on your school's policy, students may have water/gum/snacks out during testing.

SAY: During testing, the only items you may have out are your headphones, something to write with, and any materials I will give to you. If you have anything else out, put it away now.
- You cannot use your cell phone or other devices during testing. - Close any other programs or apps on your _____ [*i.e.,* computer, Chromebook, iPad]. - If you use your cell phone or other device, or leave any other programs or apps open during testing, your test will not be scored.

For grade 11 math only, provide information on handheld calculators. For all other tests, go to the next SAY box. Ensure students have cleared the memory or disabled applications for testing if they are using handheld graphing calculators.

SAY: [*For grade 11 math only*: You may also have a handheld calculator.]

Distribute testing tickets, scratch paper, and other materials (e.g., hard-copy formula sheets, translated word lists).

> **SAY***:* Check that your name is on the top of the testing ticket, and write your name on the other materials.
>
> When you are done testing, I will collect these materials.

If these steps have not been completed before students arrive, read this information. Otherwise, go to the next SAY box. You may assist students as needed.

> **SAY:** Open TestNav.
>
> Put your headphones on and select Test Audio on the Sign In screen to make sure you can hear the audio. You can adjust the volume if you need to.
>
> Enter the username and password from your testing ticket. Then select Sign In.
>
> If you have questions when signing in, raise your hand.

Assist students with signing in, as needed.

> **SAY:** Make sure you see your name on the screen.
>
> You will read directions before you start the test. Remember to review your answers when you finish a section of the test.
>
> Now you may start.

A transcript of the student directions is provided at the end of this document for your reference. You may repeat any of these directions, as needed, throughout testing.

Actively monitor students throughout the entire test administration. If students have questions during testing, refer to the *Answering Questions and Providing Assistance* section for instructions you may provide.

Breaks

If students will take a break during testing, instruct students to turn over the device, exit the test, or cover the test in some way (as applicable for the device and consistent with school procedures) so that no test content is visible. Make sure students do not talk about the test during the break. If students exited the test, they must be resumed in PearsonAccess Next before they can continue testing.

Ending Testing

When getting to the end of the time scheduled for that day's testing, read these instructions to students.

> **SAY:** We will stop testing in _____ minutes.
>
> Review your answers as needed.
>
> You will not be able to go back to any of those questions after you exit the test.

To end testing, read the following script to students. If students cannot remember how to exit or submit the test, refer to the *Transcript of Student Directions* at the end of this document for instructions you may use.

> **SAY:** Now we are done testing. If you have any materials, I will collect them.

Collect test materials from students. Make sure all students have exited the test and/or closed TestNav.

For grade 11 students using handheld graphing calculators, ensure students have cleared the memory.

Following Days of Testing for a Subject

Resuming Testing

Use the Situation A or Situation B script to provide information about the time scheduled for testing, depending on how testing is scheduled.

Situation A: Use if testing is scheduled based on time, and students exit at different places.
SAY: We have scheduled about _____ minutes for testing. It is important that you do your best. The test is not timed so you can have more time later if you need it. If you finish the test today, raise your hand. If other students are still testing, then you will_____ [*e.g.,* read a book.]

<div align="center">**OR**</div>

Situation B: Use if testing is scheduled based on students completing a certain number of items.
SAY: We have scheduled about _____ minutes for testing today. You will stop testing after you have answered _____ questions [*or:* when you have finished the test], or when our testing time is over. It is important that you do your best. The test is not timed so you can have more time later if you need it. When you are done with these questions [*or:* the test], raise your hand. If other students are still testing, then you will_____ [*e.g.,* read a book.]

Follow your school's policy for collecting cell phones/wearable technology/devices, or ensure students have put them away. Depending on your school's policy, students may have water/gum/snacks out during testing.

SAY: During testing, the only items you may have out are your headphones, something to write with, and any materials I will give to you. If you have anything else out, put it away now. • You cannot use your cell phone or other devices during testing. • Close any other programs or apps on your _____ [*i.e.,* computer, Chromebook, iPad, etc.]. • If you use your cell phone or other device, or leave any other programs or apps open during testing, your test will not be scored.

For grade 11 math only, provide information on handheld calculators. For all other tests, go to the next SAY box. Ensure students have cleared the memory or disabled applications for testing if they are using handheld graphing calculators.

SAY: [*For grade 11 math only*: You may also have a handheld calculator.]

Distribute testing tickets, scratch paper, and other materials (e.g., hard-copy formula sheets, translated word lists).

SAY: Check that your name is on the materials I provided to you. When you are done testing, I will collect these materials.

If these steps have not been completed before students arrive, read this information. Otherwise, go to the next SAY box. Ensure student tests have been resumed in PearsonAccess Next; refer to *Resuming Tests on Following Days of Testing* section for more information on resuming. You may assist students as needed.

> **SAY:** Open TestNav.
>
> Put your headphones on and select Test Audio on the Sign In screen to make sure you can hear the audio. You can adjust the volume if you need to.
>
> Enter the username and password from your testing ticket. Then select Sign In.
>
> If you have questions when signing in, raise your hand.

Assist students with signing in, as needed.

> **SAY:** Make sure you see your name on the screen.
>
> Remember to review your answers when you finish a section of the test.
>
> Now you may continue your test.

Actively monitor students throughout the entire test administration. If students have questions during testing, refer to the *Answering Questions and Providing Assistance* section for instructions you may provide.

Breaks

If students will take a break during testing, instruct students to turn over the device, exit the test, or cover the test in some way (as applicable for the device and consistent with school procedures) so that no test content is visible. Make sure students do not talk about the test during the break. If students exited the test, they must be resumed in PearsonAccess Next before they can continue testing.

Ending Testing

When getting to the end of the time scheduled for that day's testing, read these instructions to students.

> **SAY:** We will stop testing in _____ minutes.
>
> Review your answers as needed.
>
> You will not be able to go back to any of those questions after you exit the test.

To end testing, read the following script to students. If students cannot remember how to exit or submit the test, refer to the *Transcript of Student Directions* at the end of this document for instructions you may use.

> **SAY:** Now we are done testing. If you have any materials, I will collect them now.

Collect test materials from students. Make sure all students have exited the test and/or closed TestNav.

For grade 11 students using handheld graphing calculators, ensure students have cleared the memory.

ANSWERING QUESTIONS AND PROVIDING ASSISTANCE

To ensure that all students receive a score that accurately reflects what they know, you cannot provide guidance on test content or test-taking strategies when answering questions or providing assistance during testing.

Test-Related Scenarios

Students must be familiar with how to answer different types of items, use the online tools and accessibility features, and navigate through the online test. The only exceptions where additional guidance may be provided are scripted below.

SCENARIO	SCRIPTED INSTRUCTIONS AND/OR GUIDANCE
A student cannot move forward or back in the test because the Next and/or Back buttons are grayed out.	**SAY**: You must answer all parts of the question before you can go to a different question.
A student cannot complete a fill-in-the-blank item.	**SAY**: Make sure you only enter allowable characters. Also, each question has a limit to the number of characters you can use. [*Math*] • You may only use the digits 0–9, a forward slash (/) to show fractions, and a period to show decimals. • [*For grades 7, 8, and 11*: You may also use a hyphen (-) for a negative sign when needed]. • If your answer is a mixed number, you must change it to an improper fraction or a decimal. • Enter your answers without a comma. • Spaces are not allowed. [*Science*] You may use letters or numbers, depending on the question. On some questions, you may also use a hyphen for a negative sign (-) and a period for decimals.
A student has a question on test content (e.g., how do I add fractions?) or how to answer any other item type.	**SAY**: I cannot help you with test questions. Do your best.
A student cannot move forward in the test because of a tool or navigation.	[Assist the student with moving forward as needed (e.g., instruct the student to zoom out or close the answer mask) but do not provide assistance on the test content or how to answer test items. No scripted instructions are provided because the assistance needed varies based on the tool and situation.]
A student does not think there is a correct answer or reports an issue with the test content.	**SAY**: Tell me what question you are on, and I will take note of it. Select the answer or answers you think are best. [Refer to *Documenting Suspected Issues* on page 18 for the information you need to take note of if this occurs.]

SCENARIO	SCRIPTED INSTRUCTIONS AND/OR GUIDANCE
A student cannot respond to an item or move forward or back because of a technical issue.	[Assist the student as needed with the technical issue and/or follow your school procedures to get assistance from others so you may continue active monitoring. If the student cannot move forward, instruct the student to exit the test. No scripted instructions are provided because the assistance needed varies based on the situation.]
A student in grade 8 or 11 needs assistance changing the online calculator setting from radians to degrees (the default setting for the calculator is radians).	**SAY**: Select MODE, use the arrow keys to highlight DEGREE, and press ENTER.

Student or Classroom Management Scenarios

While not an exhaustive list, these scenarios may help you evaluate what is appropriate to say and do for similar situations while ensuring students are able to demonstrate what they know independently.

If you are unsure how to assist in a situation that arises, follow your school's process for asking for assistance from others (like your School Assessment Coordinator) before proceeding if possible.

SCENARIO	GUIDANCE
A student is off task or being disruptive.	Redirect the student's attention to the test without coaching or assisting the student on the test in any way. Examples may include verbal reminders or visual cues to stay on task (e.g., It is important that you do your best, focus on taking your test).
A student needs to leave and will not return (e.g., illness, emergency).	If possible, instruct the student to exit the test. If the student cannot exit the test, turn off the monitor or device so no test content is visible. The test will automatically time out after 20 minutes of inactivity, and the student will be exited.
A student needs to use the restroom.	Follow school procedures regarding restroom breaks during testing (e.g., only one student can leave at a time or hallway monitors ensure students are not talking during breaks). Ensure the test content is covered or the student exits the test.
A student is discouraged and not making progress.	Encourage the student without coaching or assisting the student on the test in any way. Examples may include verbal reminders or visual cues (e.g., Do your best, you can do this.).
A student is not using a strategy or material that is used during instruction.	You cannot remind students of test-taking or academic strategies (e.g., using their scratch paper, re-reading the passage, or the using the answer eliminator tool).
A student is rushing through the test.	You cannot control the pace a student is testing or instruct a student to slow down. Follow your school's procedures for what to do when students finish early.

TEST MONITOR CHECKLIST

Use this checklist to ensure you have verified or completed the following tasks for testing. The "Section to Reference" column indicates where more information can be found in the *Detailed Information* section that follows.

TEST MONITOR CHECKLIST

OVERVIEW	SECTION TO REFERENCE
☐ Confirm the days and times scheduled for test administration.	Estimated Test Administration Times
☐ Confirm what plans have been made for students who finish early or need extra time.	Estimated Test Administration Times
☐ Confirm if any students need accommodations and/or linguistic supports, and verify student tests have been set up for them.	Accommodations and Linguistic Supports
PREPARE FOR TESTING	SECTION TO REFERENCE
☐ Remove or cover instructional posters and graphics on testing room walls and desks.	Prepare the Testing Room
☐ Confirm which allowable materials will be provided to students (e.g., scratch paper) during testing.	Materials Allowed and Not Allowed During Testing
☐ Review materials not allowed during testing, and verify school procedures for ensuring students do not access them.	Materials Allowed and Not Allowed During Testing
☐ If applicable, verify test session set up in PearsonAccess Next.	Managing Test Sessions in PearsonAccess Next
START/RESUME TESTING	SECTION TO REFERENCE
☐ For the first day of testing, verify test session information in PearsonAccess Next.	Before Students Arrive
☐ If applicable, for subsequent days of testing, resume student tests in PearsonAccess Next.	Resuming Tests on Following Days of Testing
☐ Verify that no other programs or applications are open on student devices.	Before Students Arrive
☐ Instruct students to open TestNav using scripted instructions (or open TestNav, if school procedure is to complete this step for students).	Student Sign In
☐ Provide materials to students and have students sign in to the test using scripted instructions. (If school procedure is to complete sign in for students, complete steps to check volume and sign students in before providing materials).	Student Sign In

MONITOR TESTING	SECTION TO REFERENCE
☐ Actively monitor student testing.	Active Monitoring
☐ Answer student questions, following the guidance in these directions.	Policies on Providing Assistance
☐ As needed, follow school procedures to request assistance from other staff.	Requesting Assistance From Others
☐ Document any suspected item or translation errors or technical issues.	Documenting Suspected Issues
☐ If applicable, monitor progress in PearsonAccess Next.	Monitoring Progress in PearsonAccess Next
☐ If applicable, provide breaks to students.	Breaks
END TESTING	**SECTION TO REFERENCE**
☐ Remind students that testing is almost over and then to exit or submit their test using scripted instructions.	End Testing
☐ If students finish testing at different times, direct students on what to do (e.g., read a book).	What Students May Do
☐ Collect test materials, including student testing tickets, scratch paper, and any other materials provided.	Collecting Secure Test Materials
☐ Return test materials, or keep them secure, as instructed.	Collecting Secure Test Materials
☐ Know how to answer student questions about the testing experience.	Discussing the Testing Experience
☐ Report any suspected item or translation errors or technical issues.	Reporting Suspected Issues
☐ Report any misadministrations or test security issues.	Reporting Misadministrations and Test Security Breaches

This section provides additional details about testing. Review this information before testing and refer to it as needed before, during, and after testing.

Overview

The following information about the format of the MCA may help with questions that come up during testing.

Each test has multiple sections for test security and test construction purposes, but no section numbers appear once students start the test.

- Mathematics MCA and grades 3–8 Reading MCA:
    - o There are six sections.
    - o The first screen will indicate that there are two sections, which refers to the student directions and the test itself. Only two sections are noted because adaptive tests only have one actual section, even though additional resource screens have been added to break the test into smaller sections.

- Grade 10 Reading MCA:
    - o There are five sections.
    - o The first screen will indicate that there are two sections, which refers to the student directions and the test itself. Only two sections are noted because adaptive tests only have one actual section, even though additional resource screens have been added to break the test into smaller sections.

- Science MCA
    - o There are three sections.
    - o The first screen will indicate that there are three sections, which refers to the student directions followed by two sections of the test.

> Testing should not be scheduled based on sections because they are not equal in length and are not designed to be used to schedule test administration. If your school has scheduled testing so that most students finish testing in the same number of days, the number of items should be used as the guideline, not the number of sections.

Estimated Test Administration Times

The tables with the estimated amount of time needed for testing are separated by subject. Verify the scheduled testing time for each day with your District and School Assessment Coordinator. The tests are not timed. Know what plans have been made for students who finish early or need extra time.

- The "Total Test Administration" column considers the time needed for students to sign in to the test and review the directions, for you to read scripted instructions and answer student questions, and for students to take the test.

- When using the estimated times, keep in mind that the types of items (multiple choice or technology enhanced) and length of time to read passages and complete the items will vary by student.

Estimated Test Administration Times for Reading MCA

GRADE AND TEST	TOTAL NUMBER OF PASSAGES AND ITEMS	TOTAL TEST ADMINISTRATION
3 Reading MCA	8–9 passages, 57 items	2.5–3.5 hours
4 Reading MCA	7–9 passages, 58 items	2.5–3.5 hours
5 Reading MCA	7–9 passages, 58 items	2.5–3.5 hours
6 Reading MCA	8–9 passages, 63 items	2.5–3.5 hours
7 Reading MCA	8 passages, 64 items	2.5–3.5 hours
8 Reading MCA	8–9 passages, 64 items	2.5–3.5 hours
10 Reading MCA	7–9 passages, 61 items	2–3 hours

Estimated Test Administration Times for Mathematics MCA

GRADE AND TEST	TOTAL NUMBER OF ITEMS	TOTAL TEST ADMINISTRATION
3–4 Mathematics MCA	58	1.5–2 hours
5–6 Mathematics MCA	60	1.5–2.5 hours
7–8 Mathematics MCA	63	2–3 hours
11 Mathematics MCA	55	1.5–2.5 hours

Estimated Test Administration Times for Science MCA

GRADE AND TEST	TOTAL NUMBER OF ITEMS	TOTAL TEST ADMINISTRATION
5 Science MCA	54	1.5–2 hours
8 Science MCA	66	1.5–2 hours
High School Science MCA	82-83	2–2.5 hours

Accommodations and Linguistic Supports

The following sections provide information about some accommodations and linguistic supports that students may require. Discuss any questions on allowed or available accommodations and linguistic supports with your District or School Assessment Coordinator.

If you are administering the test with a script, signed interpretation, or a scribe, refer to the *Guidelines for the Administration of Accommodations and Linguistic Supports* before testing. This resource is available on PearsonAccess Next (minnesota.pearsonaccessnext.com) under Resources & Training > Policies and Procedures.

Accommodated Text-To-Speech

Standard text-to-speech is available for all students taking Mathematics and Science MCA. Accommodated text-to-speech is available only for students with an IEP or 504 plan or English learners. Accommodated text-to-speech provides computer-generated audio for charts and graphs in addition to the audio for the question that is provided for standard text-to-speech. To verify that accommodated text-to-speech has been indicated, check the Session Student Roster from PearsonAccess Next (if provided) or check with your District or School Assessment Coordinator.

Pop-Up Translations and Translated Word Lists

Mathematics and Science MCA have pop-up translations and translated word lists available as linguistic supports. These supports are allowed for English learners, former English learners, or students in immersion or dual language programs, as determined by the district.

- Pop-up translations for select words are available in Hmong, Somali, and Spanish in the online test. To verify that pop-up translations have been indicated, check the Session Student Roster from PearsonAccess Next (if provided) or check with your District or School Assessment Coordinator.

- Translated word lists are available on PearsonAccess Next under Preparing for Testing > Translated Word Lists. Additional instructions for providing and using the lists during test administration are available on PearsonAccess Next.

Science Scripts

The science script can be administered in conjunction with the online Science MCA for students with an IEP or 504 plan or English learners. The Test Monitor reads from the script while the student answers the questions in the online test. Additional guidelines for the administration of a script are provided in the script.

To verify that students have been set up with the correct test for the script, check that the Form Group Type on the Students in Session screen in PearsonAccess Next displays "Science Script" or check with your District or School Assessment Coordinator.

> A script cannot be used in conjunction with the online Mathematics MCA.
>
> For administration of the script with a regular print (Mathematics MCA only), large print, or braille test book for Mathematics or Science MCA, contact your District or School Assessment Coordinator.

Prepare for Testing

Prepare the Testing Room

Ensure instructional posters and graphics, including strategy techniques or methods, in the testing room or on desks are covered or removed. Any instructional information or strategies must be covered, even if it is not related to the subject being tested (e.g., mathematics information must be covered even if reading is being tested).

Materials Allowed and Not Allowed During Testing

Materials Allowed

- Student testing tickets

- Headphones

- Scratch paper

- A pencil or pen

- Hard copy formula sheets for grades 5–8 and 11 (mathematics and science only; see below)

- Hard-copy translated word list (mathematics and science only; see below)

- Handheld calculators (grade 11 mathematics only; see below)

Materials Not Allowed

- Handheld calculators (grades 3–8 mathematics and science; see below)

- Dictionaries, thesauruses, and other reference materials

- Calculator manuals

- Cell phones (see below)

- Other devices (see below; the only exception is the use of supported devices, such as tablets, for taking the test)

Cell Phones and Devices

Students may NOT use cell phones or any other devices, including wearable technology (e.g., smart watch, fitness tracker), at any time during testing, including during breaks or when testing is completed (if students remain in the testing room). If applicable, follow your school procedure for collecting all devices or ensuring that students leave devices outside the testing room. If students are allowed to bring devices inside the testing room, they must remove them (for wearable technology), or put them away before testing begins.
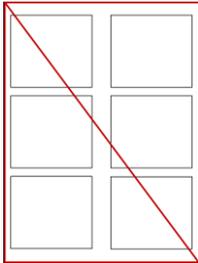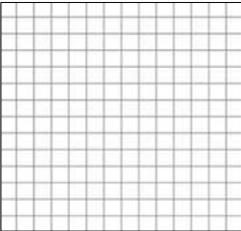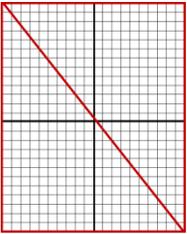
Headphones

Headphones may be supplied by the school, or students may use their own.

- Headphones are needed to listen to the text-to-speech for the Mathematics and Science MCA, so headphones must be provided; however, students are not required to use them.

- Since the student directions in the test have text-to-speech available, headphones are also recommended for the Reading MCA.

Scratch Paper

The following materials may be used as scratch paper, using these guidelines. Students may draws lattices, diagrams (e.g., number lines), or charts (e.g., multiplication table or hundreds chart) on scratch paper if they choose, but examples cannot be displayed in the classroom or handed out during testing.

SCRATCH PAPER	GUIDELINES	EXAMPLES:
Blank paper	Notebook paper is acceptable but the paper must be blank; no boxes or numbers may be added to guide students to show their work	Not allowed:
Individual whiteboards	Must be blank before and after administration	N/A
Commercially-produced graph paper	Even if it is commercially produced, graph paper with numbers, coordinates, or numbered boxes are not allowed	Allowed: Not Allowed:
Hard-copy mathematics formula sheets	May be used if provided to students from PearsonAccess Next	N/A
Student testing tickets	May be used	N/A

Formula Sheets and Translated Word Lists

If providing a hard copy of the formula sheet or a translated word list, it must be a printed version of the current-year documents posted to PearsonAccess Next. Verify with your District or School Assessment Coordinator which students may be provided translated word lists.

Online Calculators

Students must be familiar with the functionality of the online calculator prior to test administration. Contact your District or School Assessment Coordinator with questions on the types of online calculators available in the tests.

- For grades 3–8 Mathematics MCA, the online calculator is available in sections where a calculator may be used.

- For grade 11 Mathematics MCA, the online calculator is available throughout the entire test.

- For Science MCA, the online calculator is available if items on the test require mathematical computations.

Note: For grades 8 and 11, the default setting for the online graphing calculator is radians.

Handheld Calculators

Handheld calculators are **only** allowed for the grade 11 Mathematics MCA. Contact your District or School Assessment Coordinator with questions on the types of handheld calculators that may be used. A handheld graphing calculator must either have the memory cleared before and after each testing session, or have a feature that temporarily disables Flash applications and calculator files (e.g., TI-NSpire has "Press to Test" mode).

For grades 3–8 Mathematics MCA, handheld calculators are **not allowed**.

For Science MCA, handheld calculators are **not allowed**.

> ! If a student's IEP or 504 plan states that a handheld calculator must be used, the student will need to use a regular print test book and will not test online. Contact your District or School Assessment Coordinator for more information.

Managing Test Sessions in PearsonAccess Next

If managing test sessions in PearsonAccess Next, complete the following steps. Test session setup may be completed starting two weeks before the testing window opens and throughout the testing window.

- Ensure you have a username and password for PearsonAccess Next.

- Create a test session, add students to it, and prepare it in PearsonAccess Next, if not completed by the District or School Assessment Coordinator.

- Print student testing tickets and session rosters, if not provided by the District or School Assessment Coordinator.

For detailed instructions on creating a test session, adding students, preparing and starting a test session, and printing student testing tickets and session rosters, refer to the *MCA Online Testing User Guide* on PearsonAccess Next under Resources & Training > User Guides.

Start/Resume Testing

Before Students Arrive

- Start the test session in PearsonAccess Next, if not completed by the District or School Assessment Coordinator. Test sessions should not be started until the first day of testing.

- When managing test sessions in PearsonAccess Next, verify the following information in PearsonAccess Next:

  o All students who will be testing are in the test session.

  o All accommodations and linguistic supports are indicated as needed; refer to the *Accommodations and Linguistic Supports* section previously in this document as needed.

  o All student tests in the test session are unlocked. To unlock a student's test, select the dropdown next to the student's test status and select Unlock, or use the lock/unlock slider to unlock all tests in the test session.

- Ensure that student computers/devices are turned on and have no software running. Applications open prior to launching TestNav will continue to run in the background (e.g., YouTube).

Student Sign In

- Students open TestNav on their device. (If your school procedure is to sign students in to the test before they arrive, you will complete the following steps for student sign in.)

  o On tablets: Students select the TestNav icon on the Home screen.

  o On Chromebooks: Students select the TestNav app from the Apps menu on the lower left side of the screen.

  o On desktops or laptops: Students select the TestNav icon on the desktop screen of a desktop or laptop.

- Provide student testing tickets, scratch paper, headphones, and any allowable hard-copy materials (if providing) to students.

- Students must plug in their headphones and check the audio by selecting Test Audio on the TestNav login screen to ensure the sound is not muted. While students can adjust the volume, TestNav does not allow students to turn on the sound once they are signed into the test. (If you are signing in students, ensure you have verified that the volume is not muted before signing students in.)

- Once students sign in, they will view the student directions at the beginning of the test. Text-to-speech is available for the directions in all subjects. Once students go forward in the directions, they cannot go back.

- In the test, students must answer each item before going to the next item, but they can go back and review their answers in the current section before going to the next section or exiting the test. Once students leave a section or exit the test for more than 20 minutes, they cannot return to items completed previously.

After a student signs in, if the TestNav screen has a message in a red box, have the student exit the test. This screen indicates that the student is not in the correct form of the test. Work with your District or School Assessment Coordinator to ensure the student is set up with the correct test before they resume testing.

Resuming Tests on Following Days of Testing

If testing over multiple days, student tests must be resumed before they can sign in to continue testing. Follow these steps to resume student tests in PearsonAccess Next, if not completed by the District or School Assessment Coordinator. Note: Only students in "Active" or "Exited" status can be resumed.

- If you are not already on the Students in Sessions screen, under **Testing**, select **Students in Sessions**.

- Add the test session to the Session List.

- There are two ways to resume a student's test, by an individual student's test or all students:

  o To resume an individual student's test, in the **Student Test Status** column, select the dropdown menu next to the student's status and select either **Resume** or **Resume Upload** (only one option will display, and the displayed option depends on how the student exited the test).

  o To resume all students, select the checkbox at the top on the left or the checkboxes next to individual students. Then select the dropdown menu next to the **Start** button and select **Student Test Statuses**. If not already on the Resume Student Tests screen, select the **Resume Student Tests** tab at the top. Select the checkbox at the top on the left or next to the student name(s) in the list to confirm your selection(s) and select **Resume**.

The student can now sign in to TestNav with the same testing ticket previously used.

> If a student cannot sign in to the tests after being resumed, confirm the student's test is unlocked in PearsonAccess Next or contact your District or School Assessment Coordinator. To unlock a student's test, select the dropdown next to the student's test status and select Unlock, or use the lock/unlock slider to unlock all tests in the test session.

When a student resumes testing, there may be times that a student will see one of the Early Warning System (EWS) messages because of a technical issue. Students will need to alert you if they receive a message. You may need to work with technology staff for assistance before the student will be able to resume the test.

No saved response file found

Message 1005

Your previous exit from TestNav was abnormal, so a saved response file (SRF) is expected.

Please browse to a response file and upload it.

Response file name: 2a945d1a-e55d-4caa-8530-43daee88e54c.SRF

Response File Location: [_____] [Browse]
[Upload Response File]

If you are unable to locate the response file, contact support.

To go to the test without uploading an SRF, choose Skip Upload. This may result in lost responses.

[Skip Upload] [Exit Test]

MONITOR TESTING

Active Monitoring

Actively monitor students throughout the entire test administration by circulating around the room to carefully observe student behavior and ensure that all students are working independently and making progress in their tests. You cannot complete other tasks, including lesson planning, grading papers, or talking casually with other staff. If space is limited and students can potentially see other screens, your active monitoring must be heightened.

Policies on Providing Assistance

The *Answering Questions and Providing Assistance* section of this document provides specific guidance for what kind of help may be provided during testing. Keep the following requirements in mind:

- You may not paraphrase scripted instructions.
- You may not define or pronounce a word on a test item, discuss a test item, or give an opinion regarding a test item.
- Do not give any indication that there may be a different approach or answer or help students with answers to items in any way.
- You may not remind students of any test-taking strategies. Help of this sort should be provided prior to test administration, such as when the item samplers or student tutorial are used.
- You may not control the pace at which students test, as the tests are not timed and students should be allowed to continue if they are making progress. For example, if you notice a student is moving quickly through the test, you can re-read any scripted instructions from this document, but it is not permissible to say, "Slow down" or "Take your time."

Requesting Assistance from Others

During testing, you will follow your school procedures for alerting others if assistance is needed (e.g., sick student in the room, technical issues) so that you may continue to actively monitor testing. Your primary focus must remain on actively monitoring students who are testing, even when an unexpected issue arises.

If your school procedure requires you to use a cell phone, computer, or other device to alert others, these devices may be used for this purpose only. You cannot check email or work on your computer/device, and cell phones should be silenced to reduce disruptions.

Documenting Suspected Issues

If a student does not think there is a correct answer or reports a suspected or technical issue, note the following information:

- Grade
- Subject
- Test session name
- Student's MARSS/SSID number

- Item number
- How the test was accessed (i.e., device, operating system)
- Error message (if applicable)

The student should continue testing, unless a technical issue prevents the student from responding to the item. If that is the case, have the student exit the test. This same process is used if a student points out a translation that appears to be incorrect in a pop-up translation or translated word list. You will report these issues following testing.

Monitoring Progress in PearsonAccess Next

If monitoring student progress in PearsonAccess Next, refer to the **Student Test Status** column on the **Students in Sessions** screen. Refresh your browser window or select the **Refresh** button.

- If students in different test sessions are testing in the same room, you can monitor testing for multiple test sessions simultaneously in PearsonAccess Next. Add the relevant test sessions to the Session List and select **Combined View** in the Session List to see the testing status of all students in the sessions on one screen.

- To check the status of a specific student, find the student's name in the test session. View his or her status in the **Student Test Status** column. Select the student's status to view detailed information about the student's test and item progress.

Note: For Reading and Mathematics MCA, the test status will not reflect the student's actual progress in the test because these tests are adaptive; therefore, it cannot be used to determine whether a student's test is complete. Because adaptive tests can only measure student progress to their current position in the test and do not know how much further a student must go, the progress screen will show that the student is at or near 100% complete no matter where they are in the test.

Refer to the table below for a complete list and explanations of student statuses.

STATUS	EXPLANATION
Ready	The student has not yet started the test.
Active	The student has signed in and started the test.
Exited	The student has exited TestNav but has not submitted test responses.
Resumed	The student's test has been resumed, but the student has not yet signed in.
Resumed Upload	The student's test has been resumed, but the student has not yet signed in. ResumedUpload status forces TestNav to check for a saved response file (SRF) on the testing machine when the student signs back in to continue.
Completed	The test has been submitted by the student through TestNav and the data has been processed.
Marked Complete	The student's test has been marked complete by the District Assessment Coordinator or Assessment Administrator and the student will not finish testing.

Note: To maintain system security, PearsonAccess Next times out after 30 minutes of inactivity. If you have been timed out, you will need to sign back into PearsonAccess Next to resume monitoring the test session.

Breaks

Depending on your school's testing schedule and procedures for testing, students may be allowed a short break. Whenever leaving the testing room (e.g., bathroom break) or when there is a break in testing, the student should exit the test or cover the test content in some way (e.g., close the laptop, turn off the monitor, turn over the device) unless an emergency prevents them from doing so. Ensure that students do not discuss test items and answers.

Student Inactivity or Leaving During Testing

Student tests in TestNav time out after 20 minutes of inactivity. Inactivity is defined as not touching the screen, moving the mouse, and/or pressing keys. Students will receive a warning that their test is about to be exited due to inactivity. Student will receive a warning 30 seconds prior to being exited due to inactivity. When they are exited, they will receive a message that the session (i.e., their test) has closed due to inactivity, and the student's test will need to be resumed in PearsonAccess Next in order to continue testing.

If students are exited from the test or exit the test on their own, they still have 20 minutes to resume the test with the ability to go back and review. If tests have been exited, you must resume them in PearsonAccess Next before they can sign back in.

In the case of an emergency, such as a fire alarm or a severe weather warning, it is important to follow all safety procedures and exit as quickly as possible. To maintain test security when all students must leave the room, you should close the door and secure the room, if possible.

End Testing

You must use the scripted instructions to alert students prior to the end of the day's testing so that they have time to review their answers before exiting or submitting their test.

Once students exit the test for more than 20 minutes or stop testing for the day, they cannot access any items completed previously.

- Students may exit the test at any point. They are not required to complete a section before exiting, complete the same number of items, or exit in the same place as other students.

- For Reading and Science MCA, students may exit at any time within a passage or scenario as each item is shown with its associated passage or scenario. However, students may choose to complete a passage or scenario before exiting so they do not need to read it again when they resume testing.

- You may not review student tests to determine where students should exit.

At the end of test administration, ensure all students have exited or closed TestNav on their testing device.

What Students May Do

If students finish testing early and stay in the testing room, students may read a paper book, complete activities on paper that are not related to the subject(s) being tested, or sit quietly. Disruptions for other students must be kept to a minimum.

- Students may read a paper book, even if reading is being tested, but textbooks for any subject(s) being tested are not allowed.

- If multiple subjects are being tested (e.g., during a make-up session), this must be taken into consideration for the materials students will use.

- Cell phones or other devices cannot be used at any time, even if the student has completed testing or is working on something unrelated.

Collecting Secure Test Materials

At the end of each testing session, all secure materials (testing tickets, scratch paper, and any hard-copy materials provided) must be collected before students leave the testing room. These secure materials must be kept secure between testing sessions following your school's procedures (e.g., you secure materials or return them to the District or School Assessment Coordinator between testing sessions).

Once testing is completed, all secure materials must be securely disposed of or returned to the District or School Assessment Coordinator for secure disposal (following school procedures). The secure disposal must be completed no more than 48 hours after the close of the testing window.

Discussing the Testing Experience

Remember that you cannot ask students about specific test items, even after testing is over. If students ask about a specific item following testing, you may provide instruction on the general concept ONLY if all testing is completed for that grade and subject in the school. However, targeted instruction as a result of student questions on the general concept is not allowed if any students still need to complete testing. In any case, you must not address or solve the specific test item.

Reporting Suspected Issues

If a student reported a suspected or technical issue during testing, provide the information you documented to the District or School Assessment Coordinator or other designated contact, following your school's procedures.

> ! The content of the item itself should never be referenced, captured as an image, or emailed within the school or district or in a communication with MDE or Pearson because doing so is a breach of security.

Reporting Misadministrations and Test Security Breaches

If a misadministration (i.e., a non-standard situation) or security breach occurs during testing, contact your District or School Assessment Coordinator as soon as possible for next steps.

Specifically for test security, while you are encouraged to raise your concerns within the district, you can report suspected incidents of cheating or other improper or unethical behavior on statewide assessments to MDE using an online test security tip line (education.mn.gov > Districts, Schools and Educators > Teaching & Learning > Statewide Testing).

You may use this transcript to repeat directions to students as needed, but you may not read the directions from the student's screen.

Introduction

Today you will take a [reading/math/science] test.

Look for your name at the top right of the screen.

If you do not see your name, or if you see someone else's name, raise your hand.

Calculators [Mathematics and Science MCA only]

[For mathematics grades 3–8 and science] Your test will have an online calculator available when a calculator may be used.

Handheld calculators are NOT allowed.

[For mathematics grade 11] Your test has an online calculator available.
You may also use a handheld calculator.

Answering Questions

For each question, choose the answer or answers you think are best.

You can use your scratch paper to help you answer the questions.

Moving Between Questions

You must answer each question before you can go to the next question or back to a different question.

Reviewing Your Answers

Review your answers before you go to the next section or exit your test.

You cannot go back to your answers after you go to the next section or after you exit your test for more than 20 minutes.

Finishing for the Day

Your Test Monitor will tell you when the testing time is almost over so you can finish what you are working on and review your answers.

Exiting Your Test

To exit you test:

- Select the button next to your name.
- Select Sign out of TestNav in the dropdown menu.
- Select the Save and Return Later button.

Completing Your Test

When you have completed your test and reviewed your answers, you will submit your test for scoring.

To submit your test:

[For reading and mathematics]

- Select the Next button.
- Select Submit Final Answers.

[For science]

- Select Submit Final Answers.
- Select Yes, Submit Final Answers.

Once you submit your test, you will not be able to go back.

Turning in Materials

Turn in your testing ticket and scratch paper before you leave.

Read these important reminders:

On this test, do your own best work to show what you know and can do.

- Do not accept help finding answers to test questions.
- Do not give answers to other students.
- Do not tell others what is on the test.
- There may be consequences if you do not follow directions or if you behave dishonestly.

Asking Questions and Starting Your Test

Your Test Monitor cannot answer questions about test items.

If you have other questions about the test, raise your hand now.

If you do not have any questions, select the Next button to start your test.