Procedures for Paper-Based Testing
(Appendix B, excerpted from the spring 2020 PAM)
Appendix B

Procedures for Paper-Based Testing:

Legacy High School STE

PBT Accommodation for Grades 3–8 and 10 and Next-Generation High School STE
Appendix B—Procedures for Paper-Based Testing

This appendix contains additional instructions for schools with students who will be taking paper-based tests. These instructions supplement those in the rest of the manual with information relevant to PBT. In some cases, the information here will supersede instructions in the body of the PAM.

Part I: MCAS Test Security Requirements

Additional definitions

- **“Secure”** materials include the following:
  - Test booklets and answer booklets for legacy high school STE testing and the Spanish/English edition of the grade 10 Mathematics test
  - Test & answer booklets for grades 3–8 ELA, Mathematics, and STE, grade 10 ELA and Mathematics testing, and the next-generation high school Biology and Introductory Physics tests for students in grade 9
- **“Access”** refers to handling test materials such as booklets, but does not include viewing test content or student responses in booklets. Students may never transport secure booklets, including from their initial testing room to a test completion room.

A Additional Responsibilities of the Principal and Designee

**Oversee the receipt from and return to the testing contractor of all paper-based test materials.**

- Inventory paper-based materials immediately upon receipt and investigate any discrepancies in counts of materials.
- Return all paper-based materials to the testing contractor according to the prescribed packing instructions and the deadlines in this manual.

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

**Ensure the security of test questions, test & answer booklets, test booklets, and other secure materials.**

- Do not remove test materials from the school. For example, do not share booklets with another school or program housed in your building.
- Do not view the contents of booklets before, during, or after a test administration (see TAMs for exceptions).
- Do not discuss or in any way reveal the contents of booklets before, during, or after test administration. Because MCAS test questions are secure and confidential until the Department releases them publicly, school personnel should not discuss or review test questions with students or adults even after testing has been completed, with the exception of reporting a student’s concern about a test question to the Department.
- Do not duplicate any portion of booklets, including but not limited to audiotaping, videotaping, photographing, photocopying, typing, or copying by hand.\(^9\)
- Do not allow any portion of booklets to be retained, discarded, recycled, removed, or destroyed.\(^10\)

\(^9\) The only exceptions are for test administrators who must transcribe student responses into booklets for students with disabilities receiving certain accommodations or for students who did some or all of their work in damaged, defective, or void booklets.

\(^10\) The only exception is for test materials that have become contaminated; see page 80 for procedures.
Appendix B—Procedures for Paper-Based Testing

C Additional Responsibilities of Test Administrators

Focus full attention on the testing environment at all times.

- A test administrator may view students’ booklets only for the purposes of confirming that students are working in the correct test session, or in order to read aloud selected words during the Mathematics or STE tests as part of universal accessibility feature UF10.
- Students must work only on the test session being administered. If a test administrator observes a student working in the incorrect test session of a booklet or reviewing the incorrect test session, this is a testing irregularity that must be reported immediately to the principal. The principal must then report the irregularity to the Department.

Part II: Spring 2020 MCAS Test Administration Protocols

A Accounting for and Distributing Secure Materials

Section A here supersedes information in the body of the PAM in Part III, section A.1.

It is the responsibility of the principal to account for secure test materials through test administration. This means inventorying materials immediately upon receipt, tracking the location of materials throughout test administration, and ensuring that all materials are returned to the testing contractor. The Department recommends that principals account for secure materials using the identification numbers listed on the packing slips and document the identification numbers on internal tracking forms. The Department also recommends having more than one person present to count materials upon receipt and when preparing for their return. The school and district will be held responsible for any secure materials that were received at the school but not returned.

Note that in spring 2020, paper-based tests are being produced as follows:

- Combined test & answer booklets, which contain both test questions and answer spaces, for grades 3–8 as well as grade 10 ELA and Mathematics, and the next-generation Biology and Introductory Physics tests
  > Note: Booklets are produced one per subject for grades 3–8 (i.e. one booklet that contains Session 1 and Session 2), and one per session per subject for grade 10 ELA and Mathematics, and the next-generation Biology and Introductory Physics tests (i.e., one booklet for Session 1, and another for Session 2).
- Separate test booklets and answer booklets for the Spanish/English edition of the grade 10 Mathematics test, and for legacy high school STE

1. Establishing a Chain of Custody for Test Materials

The principal must use the forms listed below to account for and maintain the security of test materials.

a. Materials Summary

The Materials Summary is used to inventory materials immediately upon receipt and to reconcile secure materials being returned at the end of testing. The school receives one combined Materials Summary for all the subjects being tested for each grade in the shipment of materials.
Appendix B—Procedures for Paper-Based Testing

The Materials Summary is used when ordering additional materials, including manuals for schools doing computer-based testing. Schools need to use the MP Ship Code printed on the form when placing an additional materials order. The Materials Summary lists only the materials shipped to each school, and schools should check the complete lists of test materials at www.doe.mass.edu/mcas/testadmin to confirm that all materials needed for testing were included in the shipment, and to determine if other materials need to be ordered.

After testing is completed, principals must maintain the Materials Summary in school files (it is not to be returned to the testing contractor).

A sample form is provided at www.doe.mass.edu/mcas/testadmin/forms.

b. Packing Slips
A packing slip is included in each carton of test materials. Each packing slip provides the identification number of any secure materials shipped in the carton. If the principal discovers a discrepancy between the number of secure materials listed as shipped and the number received at the school, he or she can use the identification numbers to determine the specific material(s) missing.

c. Reporting discrepancies in shipments
Contact the MCAS Service Center if there are any discrepancies in your materials shipment.

2. Accounting for Contaminated Test Materials
If a booklet becomes contaminated with bodily fluids, the principal or designee must contact the MCAS Service Center immediately for instructions. Procedures for these materials should follow district and school guidelines based on appropriate protocol for universal precautions issued by the Massachusetts Department of Public Health.

B Materials Required/Permitted during Testing for PBT

Section B here supersedes the information in the body of the PAM in Part III, section B.

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.

1. Materials REQUIRED for Student Use
The following materials must be provided for student use during testing:

- #2 pencils (wooden)
- scratch paper
  > Test administrators must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student for each test session.
  > Students may request more scratch paper, if needed. Test administrators may provide up to three pages at one time. (If a student needs additional pages, he or she will need to turn in used scratch paper. Students may view the pages they already turned in, upon request, as long as they only have three pages at one time.)
Appendix B—Procedures for Paper-Based Testing

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.

- calculators for designated test sessions only (See tables on pages 82–84.) New for 2020, the calculator guidelines have been updated as described in the following tables.

- reference sheets and MCAS rulers that are included in shipments of Mathematics and STE materials for designated test sessions only (See tables on pages 82–84.)

2. Materials PERMITTED for Student Use

The following materials may be used by students:

- grades 3–8, grade 10 ELA and Mathematics, and next-generation high school Biology and Introductory Physics:
  - colored pencils and yellow highlighters
  
  Note: Students may use a colored pencil (e.g., for marking or underlining passages) or a yellow highlighter, but must use a #2 pencil only to answer all test questions.

- legacy high school STE and the Spanish/English edition of the grade 10 Mathematics test:
  - pens, highlighters, and colored pencils
  
  Note: Pens, colored pencils, and highlighters in colors other than yellow may be used in test booklets only. Yellow highlighters may be used in answer booklets. Students must use a #2 pencil only to answer all test questions.

  - Test administrators need to notify their principal or test coordinator if a student used a highlighter in a color other than yellow or a pen in a test & answer booklet (or answer booklet for legacy high school STE and the Spanish/English Mathematics test). The principal or test coordinator will then need to contact the MCAS Service Center for instructions.

- for the grades 3–8 and 10 Mathematics tests, printed copies of the Guidelines for Completing Answer Grids (available in the “Mathematics Gridded Response Guidelines” dropdown at mcas.pearsonsupport.com/student)

- printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former EL students (See Appendix G of the PBT TAM for more information.)

- Calculators on the legacy high school Biology test
  - The legacy high school Biology test was designed to be taken without the aid of a calculator. Students may have calculators with them for the Biology test, but schools are not required to provide calculators.
a. Calculators, Reference Sheets, and Rulers Required for Student Use

<table>
<thead>
<tr>
<th>Icon in the Following Tables</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students must have access to an appropriate calculator on the following tests. Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers). Calculators that can access the Internet are not allowed.</td>
</tr>
<tr>
<td></td>
<td><strong>• Mathematics Session 2 only</strong></td>
</tr>
<tr>
<td></td>
<td>Each student must have sole access to a calculator for <strong>grades 7, 8, and 10 Mathematics Session 2</strong>. Students may use their own calculators, including graphing calculators. Schools must provide a calculator for each student who does not provide his or her own, as follows:</td>
</tr>
<tr>
<td></td>
<td>› grade 7 Mathematics <strong>Session 2 only</strong></td>
</tr>
<tr>
<td></td>
<td>– recommended: a five-function calculator or scientific calculator</td>
</tr>
<tr>
<td></td>
<td>– minimum: a five-function calculator</td>
</tr>
<tr>
<td></td>
<td>› grade 8 Mathematics <strong>Session 2 only</strong></td>
</tr>
<tr>
<td></td>
<td>– recommended: a scientific calculator or graphing calculator</td>
</tr>
<tr>
<td></td>
<td>– minimum: a five-function calculator</td>
</tr>
<tr>
<td></td>
<td>› grade 10 Mathematics <strong>Session 2 only</strong></td>
</tr>
<tr>
<td></td>
<td>– recommended: a scientific calculator or graphing calculator</td>
</tr>
<tr>
<td></td>
<td>– minimum: a five-function calculator</td>
</tr>
<tr>
<td></td>
<td><strong>• STE tests</strong></td>
</tr>
<tr>
<td></td>
<td>Each student must have sole access to a calculator for the following STE tests. Students may use their own calculators, including graphing calculators. Schools must provide a calculator for each student who does not provide his or her own, as follows:</td>
</tr>
<tr>
<td></td>
<td>› grade 5 STE: five-function calculator</td>
</tr>
<tr>
<td></td>
<td>› grade 8 STE: scientific calculator</td>
</tr>
<tr>
<td></td>
<td>› next-generation Biology and Introductory Physics tests for grade 9: scientific calculator</td>
</tr>
<tr>
<td></td>
<td>› legacy Biology test for grades 10–12: five-function calculator</td>
</tr>
<tr>
<td></td>
<td>– The legacy Biology test was designed to be taken without the aid of a calculator. Students may have calculators with them, but schools are not required to provide calculators for this test.</td>
</tr>
<tr>
<td></td>
<td>› legacy Introductory Physics test for grades 10–12: five-function calculator</td>
</tr>
<tr>
<td></td>
<td>› legacy Chemistry and Technology/Engineering tests for grades 9–12: five-function calculator</td>
</tr>
</tbody>
</table>
## Appendix B—Procedures for Paper-Based Testing

<table>
<thead>
<tr>
<th>Icon in the Following Tables</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![file icon]                | Students must be provided with the reference or formula sheets included in shipments of test materials for the following tests:<br>• Mathematics tests  
  › grades 5–8 and 10  
  • STE tests  
  › Chemistry  
  › Introductory Physics (next-generation and legacy)  
  › Technology/Engineering  

| ![ruler icon]               | Students must be provided an MCAS ruler (included in shipments of test materials) for the following tests:<br>• Mathematics grades 3–8 tests  
  • STE grades 5 and 8 tests  
  • Technology/Engineering  

| ![calculator icon]          | Calculators are not permitted for grades 3–6 Mathematics (both sessions) and for grades 7–8 and 10 Mathematics Session 1.                                                                                                                                                                                                                                                                                                                                                   |

### b. Tools Available for Mathematics

<table>
<thead>
<tr>
<th>Grade</th>
<th>Tools Available for Session 1</th>
<th>Tools Available for Session 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>![calculator icon] ![ruler icon] MCAS ruler</td>
<td>![ruler icon] MCAS ruler</td>
</tr>
<tr>
<td>4</td>
<td>![calculator icon] ![ruler icon] MCAS ruler</td>
<td>![ruler icon] MCAS ruler</td>
</tr>
<tr>
<td>5</td>
<td>![calculator icon] ![ruler icon] reference sheet MCAS ruler</td>
<td>![ruler icon] reference sheet MCAS ruler</td>
</tr>
<tr>
<td>7</td>
<td>![calculator icon] ![ruler icon] reference sheet MCAS ruler</td>
<td>![ruler icon] five-function or scientific MCAS ruler</td>
</tr>
<tr>
<td>8</td>
<td>![calculator icon] ![ruler icon] reference sheet MCAS ruler</td>
<td>![ruler icon] scientific or graphing MCAS ruler</td>
</tr>
<tr>
<td>10</td>
<td>![calculator icon] ![ruler icon] reference sheet</td>
<td>![ruler icon] scientific or graphing</td>
</tr>
</tbody>
</table>
Appendix B—Procedures for Paper-Based Testing

c. Tools Available for STE

<table>
<thead>
<tr>
<th>Grade(s)</th>
<th>Subject</th>
<th>Tools Available (Both Sessions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>STE</td>
<td>five-function, MCAS ruler</td>
</tr>
<tr>
<td>8</td>
<td>STE</td>
<td>scientific, MCAS ruler</td>
</tr>
<tr>
<td>9</td>
<td>Next-Generation Biology</td>
<td>scientific</td>
</tr>
<tr>
<td>9</td>
<td>Next-Generation Introductory Physics</td>
<td>scientific, reference sheet</td>
</tr>
<tr>
<td>10–12</td>
<td>Legacy Biology</td>
<td>five-function (optional)</td>
</tr>
<tr>
<td>10–12</td>
<td>Legacy Introductory Physics</td>
<td>five-function, reference sheet</td>
</tr>
<tr>
<td>9–12</td>
<td>Legacy Chemistry</td>
<td>five-function, Chemistry formula and constants sheet/Periodic Table of the Elements</td>
</tr>
<tr>
<td>9–12</td>
<td>Legacy Technology/Engineering</td>
<td>five-function, Technology/Engineering formula sheet, MCAS ruler</td>
</tr>
</tbody>
</table>

3. Materials PROHIBITED during Testing

Prohibited materials include, but are not limited to, materials that must be covered or removed from the testing space (see page 35) 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 after a student has turned in his or her test materials. None of the materials in section a or b are permitted while a student has his or her test materials.

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 a student turns in his or her test materials, during a break, or during the transition to a test completion area. See www.doe.mass.edu/mcas/testadmin/forms for a poster that can be displayed during testing showing examples of prohibited materials.

- cell phones (See the following page for more information.)
- other electronic devices (See the following page for more information.)
  - smart watches
  - e-book readers or electronic dictionaries
Appendix B—Procedures for Paper-Based Testing

› 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 on page 101)
› any device capable of taking photographs
› game consoles
› pocket translators
› calculators, except for the tests and sessions listed in the previous section
› computers or electronic tablets
› any device that provides access to the Internet (such as certain calculators and fitness trackers)
› editing devices (e.g., spelling or grammar checkers)
• English-language dictionaries or thesauruses
• encyclopedias
• accommodation materials unless specified by a student’s approved IEP or 504 plan (e.g., graphic organizers)

b. Materials PROHIBITED until after a Student Has Completed Testing
Materials listed in this section may be provided only AFTER a student has turned in his or her test materials, and at the principal’s discretion. They 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
• extra paper (excluding scratch paper)
• unapproved reference sheets and school-provided rulers, including MCAS rulers from previous years
• pens for grades 3–8, grade 10 ELA and Mathematics, and next-generation high school Biology and Introductory Physics
• highlighters in colors other than yellow

Cell Phones and Other Electronic Devices
It is the responsibility of the principal and test administrators to ensure that students do not have access to cell phones or other electronic devices during testing. Results will be invalidated for students who use cell phones or other electronic devices at any time during a test session, including after a student turns in his or her test materials, during a break, or during the transition to a test completion area.

During the Test Administrators’ Training, the principal will inform test administrators either to read the script in this manual instructing students before each test session to turn off their cell phones and other electronic devices and place them in their backpacks, or to follow another procedure to ensure that students do not have access to cell phones or other electronic devices. See Part III, section B of the PBT TAM for more information about the Test Administrators’ Training.
Appendix B—Procedures for Paper-Based Testing

C Scheduling Test Sessions

Section C here supersedes information in the body of the PAM in Part III, sections C.2, C.8, and C.9.

Concurrent Administration Requirement

Each test session must be administered simultaneously to all students taking that test in your school. This requirement includes students in another school or program housed in your building. The only exceptions to this concurrent testing requirement are the administration of make-up sessions and the administration of tests to students receiving designated accessibility feature DF3 (frequent brief supervised breaks) or DF10 (specific time of day).

For scheduling purposes, note there is no tutorial or questionnaire for the paper-based MCAS tests; however, practice tests are available.

D Additional Topics for Training Test Administrators, Technology Staff, and Other School Personnel

Describe school policies and procedures regarding the following topics:

- whether Student ID Labels will be applied before test sessions or applied by students after booklets are distributed
- who to contact in the event that secure test materials become contaminated

Test administrators are required to do the following:

- Closely monitor students during testing to ensure that they do not view one another’s booklets or turn back to previously completed test sessions.
- Write their name as well as the school and district name on the board (students will write this information down on the front covers of their booklets).
- For paper-based high school STE tests, follow instructions in the TAM to confirm that they have lists of students for the appropriate high school STE test, and that they have marked up their TAM to read the appropriate sections (next-generation or legacy).

E Additional Information on Preparing Students for Testing

Meetings

During the meeting, provide students with the following information:

Their test results may be invalidated if they engage in any of the following activities during a test session (including after turning in their test materials, during a break, or during the transition to a test completion area):

- duplicating any portion of the booklets
- looking at any other student’s booklet
- working in a test session other than the one being administered, looking at questions or test pages beyond the stop sign, or going back to a previous test session
- damaging their test materials or removing any part of them from the testing room
Appendix B—Procedures for Paper-Based Testing

Practice Tests
Practice tests for paper-based testing are available at the MCAS Resource Center and can be downloaded at mcas.pearsonsupport.com/student.

Resources to Prepare Students for Testing
To assist students in becoming familiar with answering gridded response questions on paper-based Mathematics tests, schools can download the Gridded Response Guidelines from the MCAS Resource Center at mcas.pearsonsupport.com/student.

Part III: Tasks to Complete for the Spring Test Administration

A Additional Steps before Paper-Based Testing

1. **Verify receipt of test materials immediately upon their delivery to your school.** Materials will arrive by the date for each administration listed on pages iv–viii. **Call the MCAS Service Center if you do not receive materials by this date.**
   - **New for 2020**, schools will receive a shipment of manuals for ELA and later administrations containing the combined amount that will be needed. Schools will receive separate deliveries as follows:
     - Grades 3–8 schools will receive two shipments:
       - All manuals will be included in the ELA delivery in March. Schools will need to retain TAMs for the later Mathematics/STE administration.
       - Schools will receive secure test materials for PBT two weeks prior to the start of each administration window.
     - High schools will receive shipments as follows:
       - Manuals for grade 10 ELA and Mathematics will be included in the grade 10 ELA delivery in March. Schools will need to retain TAMs for the grade 10 Mathematics administration in May.
       - Manuals will also be shipped for high school STE two weeks prior to that administration.
       - Schools will receive secure test materials for PBT two weeks prior to the start of each administration window.

2. **Using your Materials Summary, inventory test materials immediately upon receipt.**
   - To inventory test materials, complete the “Qty Received” column of the Materials Summary for each grade according to the “Before Testing” directions on the form.
   - Shrink-wrapped materials must remain unopened until the time specified either in this manual or in the TAMs. Therefore, to inventory your materials, count the spines of the booklets in each shrink-wrapped package.
   - The Department recommends two independent counts of test materials to verify that all materials have been received by your school.
   - Retain the Materials Summary to assist in accounting for materials after testing.
Appendix B—Procedures for Paper-Based Testing

3. **Store materials in the secure, locked storage area that you previously designated. Retain all original shipping cartons for the return of materials following testing.**
   
   New for 2020, all materials are returned in the original cartons (there is no longer a separate scorable and nonscorable shipment).

4. **Order additional test materials or manuals if necessary.**
   - Only if applicable, order additional materials, including manuals, by the dates and times listed on pages iv–viii.
   - Additional materials should be ordered, if necessary, only after a complete inventory, because extra standard test materials are included in the shipment.
   - New for 2020, for the next-generation tests, schools are receiving a smaller overage than in the past (for example, if a school has only one student doing PBT, only one extra set of materials will be shipped). Schools should carefully inventory materials by the deadline to confirm that the shipment meets testing needs.
   - Locate the MP Ship Code on the Materials Summary, and have the code available when you go online to order additional materials at www.mcasservicecenter.com. Follow the onscreen instructions to place your order. Materials ordered online will be shipped for receipt on the following business day if the order is received before 12:00 p.m.; orders received after 12:00 p.m. will be shipped for receipt on the second business day. Packing discrepancies in additional orders must be reported within two business days of receipt of the order.
   - It is not necessary to order additional materials for test administrators to administer tests to students requiring the accommodation for Human Read-Aloud or Signing to a Deaf Student. There will be enough materials shipped in overage to cover these additional tests.

5. **Apply Student ID Labels to the front covers of booklets if school personnel will be applying labels before testing.**
   
   Principals may open the shrink-wrapped packages of test & answer booklets or (for legacy high school STE and the Spanish/English edition of the grade 10 Mathematics test) answer booklets prior to testing for the sole purpose of applying Student ID Labels to the front covers as follows:
   
   Principals may open packages of answer booklets for legacy high school STE and grade 10 Spanish/English Mathematics testing up to two days prior to testing in order to apply labels. The Department recommends that Student ID Labels be applied to test & answer booklets on the day of testing, but principals may open packages of test & answer booklets in order to apply labels up to one day prior to testing. If this is done, the booklets must then be sealed in envelopes (supplied by the school) and the inventory documented on the envelopes after the labels are applied. (High schools do not need to seal STE or Spanish/English Mathematics answer booklets in envelopes prior to testing.) Envelopes may not be reopened until immediately before testing. Remember that all test security requirements (see Part I) must be followed.
   
   See the sample booklet covers posted at www.doe.mass.edu/mcas/testadmin/forms for examples of the information that needs to be filled in for students with Student ID Labels as well as students without a label.
   
   **Note:** High schools will be sent two labels for each registered student. For the grade 10 ELA and Mathematics tests, and the next-generation Biology and Introductory Physics tests, both labels will be used since those tests have separate test & answer booklets for Session 1 and Session 2.
For the legacy STE tests and the Spanish/English Mathematics test, there will be an extra label since those tests have a single combined answer booklet. Extra labels should be placed in the return shipment.

6. **Gather school-supplied testing materials.**
   - Collect #2 pencils to provide to any students who do not bring them.
   - Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for current and former EL students.

7. **Using your school’s document tracking system, organize test materials for distribution.**
   Each test administrator should receive extra test materials to replace possible defective booklets. If you did not receive enough materials to distribute extra shrink-wrapped materials to each test administrator, you may open the minimum number of packages necessary to distribute extra materials.

**B Additional Tasks to Complete During Test Administration**

1. **Distribute lists of SASIDs to test administrators if they will be entering SASIDs on booklets.**

2. **Monitor your school’s test administration.**
   - Have gridded response guides available during Mathematics testing (optional).

3. **Maintain, and if necessary, update the record of test administrators and their students for each test session, including make-up and test completion sessions.**
   It is important to keep accurate records of who has been tested. It is not permissible to look through booklets to check whether students have completed testing.

4. **After each test session, verify that ALL test materials have been returned to you.**
   - If necessary, investigate any discrepancies in amounts of materials distributed to test administrators and the amount returned to you. **PBT schools that do not return materials according to instructions will be subject to the sanctions described in Part I.**

5. **If any test materials have become contaminated, call the MCAS Service Center for instructions.**

6. **If any test & answer booklets (or answer booklets for the legacy high school STE tests or Spanish/English edition of the grade 10 Mathematics test) have become damaged or defective during testing, follow these steps.**
   - Make sure the “void answer booklet” circle is filled in on the outside back cover of each affected booklet, and that “VOID” is written in large letters across the front cover.
   - If a student completed any work in a booklet that was later deemed void, his or her work must be transcribed verbatim (multiple-choice responses as well as constructed responses) into a replacement booklet so that he or she may receive credit for his or her work.
Appendix B—Procedures for Paper-Based Testing

- The process of transcribing a student’s responses may occur any time during the testing window, but must be monitored and supervised by the principal, test coordinator, or another test administrator to ensure accuracy.

- Since there will be no Student ID Label to affix to the front cover of the replacement booklet, all of the information on the front cover will need to be completed.

7. **If your school administered tests to students using the following accommodations, verify that these responses have been transcribed completely and accurately into standard test & answer booklets (or answer booklets for the legacy high school STE tests or Spanish/English edition of the grade 10 Mathematics test).**
   - students taking the Braille edition (accommodation A3.2) who did not also use the typed response accommodation
   - students taking the large-print edition (accommodation A2)
   - students who recorded their answers on special paper, and, for the legacy high school STE tests, directly in their test booklets (accommodation A11)

8. **If your school administered tests to students using typed responses (accommodation A12), follow these steps.**
   - Verify that test administrators have returned the typed responses to you properly and that each response has the required header information shown on pages 119–121.
   - A student’s response to any single question must be submitted using only one method (i.e., all written or all typed).
   - Insert typed responses inside the front cover of each student’s test & answer booklets (or answer booklets for the legacy high school STE tests or Spanish/English edition of the grade 10 Mathematics test) (see pages 119–121).
   - Once all typed responses are formatted properly and typed responses are prepared for return, instruct test administrators to delete students’ responses from the computers.

Tasks to Complete after Test Administration

1. **Update student information after testing according to the instructions in Appendix D.**

2. **Ask the district SIMS contact to include in the June SIMS submission whether students were added to or removed from your school’s enrollment (provide them with students’ names and SASIDs), or whether any students had a new IEP or 504 plan developed (e.g., students with a recent injury to their writing hand). See Appendix D for more information on enrollment transfers.**

Part IV: Return Test Materials

Schools are encouraged to complete testing early in the testing window and to return materials as soon as testing is completed for any grade and/or subject (see the deadline for UPS pickup for each administration on pages iv–viii). If testing is completed earlier than the deadline date, follow the instructions below to schedule a UPS pickup.

**New for 2020**, PBT results will be included during the early reporting period for ELA for grades 3–8 and 10. For grades 3–8 Mathematics and STE, schools will need to return PBT materials by May 15 in order for students’ results to be included during the early reporting period (version 1).
Appendix B—Procedures for Paper-Based Testing

To facilitate the return of materials and to assist principals, an automatic pickup has been prescheduled for all schools doing PBT. A UPS driver will automatically come to the school on the pickup deadline date for each administration.

### A Begin Packing Activities

1. **Make sure that you have a used booklet assigned to the following students.**

<table>
<thead>
<tr>
<th>Grades/subjects</th>
<th>Type of booklet</th>
<th>Assign Booklets for the Following Students</th>
</tr>
</thead>
</table>
| Grades 3–8      | One combined test & answer booklet for each subject | • students who participated in one or both test sessions for a subject area test  
• students who were absent with medical documentation (documentation on file at the school) for one or more test sessions and did not make up the session(s) |
| Grade 10 ELA and Mathematics | Combined test & answer booklets – one per session per subject | • students who participated in testing in that booklet  
• students who were absent with medical documentation (documentation on file at the school) and did not make up the session(s) in that booklet |
| Grade 10 Mathematics Spanish/English edition | Separate test booklets and answer booklet, one test booklet for each session, and one combined answer booklet | • students who participated in one or both test sessions  
• students who were scheduled to participate but were absent with medical documentation (documentation on file at the school) for one or both test sessions and did not make up the session(s) |
| Next-generation Biology and Introductory Physics for grade 9 | Combined test & answer booklets – one per session per subject | • students who participated in testing in that booklet  
• students who were absent with medical documentation (documentation on file at the school) and did not make up the session(s) in that booklet |
| Legacy high school STE (Biology, Chemistry, Introductory Physics, and Technology/Engineering) | Separate test booklet and answer booklet, and one combined test booklet for both sessions | • students who participated in one or both STE test sessions  
• students who were scheduled to participate but were absent with medical documentation (documentation on file at the school) for one or both STE test sessions and did not make up the session(s) |
Appendix B—Procedures for Paper-Based Testing

2. **Verify that front covers of booklets contain correct student information, and complete confidential student information on back covers.**
   See [www.doe.mass.edu/mcas/testadmin/forms](http://www.doe.mass.edu/mcas/testadmin/forms) for sample covers.

   - Verify that SASIDs and dates of birth have been entered correctly on booklets for all students who do not have Student ID Labels.
   - Complete confidential student information on the inside and outside back covers of booklets, following instructions in the table below.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student was provided accommodations not initially listed in the SR/PNP.</td>
<td>Update PAN so it accurately reflects the accommodations that the student used (<em>Setup &gt; Students &gt; Manage Student Tests</em>). In addition, if a student used Braille, Large Print, or Typed Responses, fill in the corresponding circle next to the accommodation on the inside back cover of the booklet. Because a student’s IEP or 504 status is reported in SIMS, remember to report students with disabilities to your district SIMS contact, including students for whom a 504 plan was developed because of a temporary disability such as a broken arm.</td>
</tr>
<tr>
<td>A student refused accommodations during testing or did not use an accommodation.</td>
<td>Update PAN so it accurately reflects the accommodations that the student used (<em>Setup &gt; Students &gt; Manage Student Tests</em>).</td>
</tr>
<tr>
<td>A student had a medically documented absence for one or more test sessions and did not participate in make-up testing.</td>
<td>Fill in the medically documented absence circle in the “Absence” section on the outside back cover of the booklet.</td>
</tr>
<tr>
<td>A student was absent for another reason from all test sessions in the subject area test or refused testing.</td>
<td>Do not assign a booklet to a student who did not participate in testing (if one is already assigned, follow the instructions in the “void” section below). If a student took one or more test sessions, submit the booklet as is.</td>
</tr>
<tr>
<td>A student was added to or removed from your school’s enrollment after the SR/PNP was submitted.</td>
<td>If the student did not test at all: Do not assign a booklet to a student (if one is already assigned, follow the instructions in the “void” section below). If the student participated in one or more test sessions: Fill in one of the circles in the “Change of Enrollment Status” section on the outside back cover of the booklet. For a student added to your enrollment, add the student to PAN following instructions in the <em>Guide to the SR/PNP Process</em> (available at mcas.pearsonsupport.com/manuals; click on the “PearsonAccess next Guidance” dropdown).</td>
</tr>
<tr>
<td>A student’s test needs to be marked “void” (i.e., it will not be scored and no student results will be reported).</td>
<td>Fill in the void circle on the outside back cover of the booklet. Write “VOID” across the front of the booklet. Place the booklet in the Void Envelope in the return shipment.</td>
</tr>
</tbody>
</table>
Appendix B—Procedures for Paper-Based Testing

3. If booklets have already been assigned to the following students, follow the instructions on page 92 to mark the booklets as void.
   - students who were absent without medical documentation or refused testing
   - students who transferred into or out of your school during the testing window and who did not participate in that booklet’s session(s)
   - students who participated in the MCAS-Alt for that subject (Note: An MCAS-Alt Student Information Booklet [SIB] must instead be submitted for each student who participates in the MCAS-Alt.)
   - students in a DYS facility or placements conducting an extended evaluation who were removed from your school’s enrollment and did not participate in any test sessions in the booklet
   - ELA:
     › first-year EL students who did not participate, since their participation in ELA testing is optional
   - grade 10 ELA and Mathematics:
     › students who are repeating grade 10 and did not participate in the grade 10 test because they participated in spring 2019
   - legacy high school STE:
     › students who are repeating grade 10 and did not participate in an STE test because they already earned their CD in STE

4. Special instructions for grade 10 ELA and Mathematics and next-generation Biology and Introductory Physics:
   These tests have separate test & answer booklets for Session 1 and Session 2. Schools should apply labels to both booklets and fill out the inside and outside back covers of both booklets. Booklets without labels also need to have the front cover fully filled out.
   If a student transfers out of the school after Session 1 and before Session 2 of a test, fill in the circle on the back cover of the Session 1 booklet to indicate the change of enrollment status. (If the Session 2 booklet has been assigned, follow the instructions on page 92 to mark the booklets as void. If it was not yet assigned, follow the instructions on page 95 for returning unused test materials.)

5. Account for all secure materials being returned using the Materials Summary, and organize the booklets.
   Remember that all booklets, including Braille and large-print editions, are secure materials and must be returned. Investigate any discrepancies in the amount of materials received and the amount of materials being returned, using the Materials Summary form and internal tracking forms.
   Record on the Materials Summary the quantities of booklets being returned according to the “After Testing” instructions on the form.
   As you count, arrange the booklets so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized). Ensure that used booklets are free of extra materials, including rubber bands, paper clips, binder clips, staples, tape, and extraneous paper.
   Retain the Materials Summary form for school files (see section D on page 97).
Appendix B—Procedures for Paper-Based Testing

6. Complete the PCPA (one for each administration listed below) by the following deadlines:

<table>
<thead>
<tr>
<th>Grade/Administration</th>
<th>Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 3–8</td>
<td>May 26</td>
</tr>
<tr>
<td>Grade 10</td>
<td>May 29</td>
</tr>
<tr>
<td>High school STE</td>
<td>June 9</td>
</tr>
</tbody>
</table>

Go online to www.mcasservicecenter.com, select MCAS from the menu, and then select Principal’s Certification from the list of options. Follow the onscreen instructions to submit the form.

Type in your name exactly as it appears in the Department’s School/District Profiles (profiles.doe.mass.edu); the MCAS Service Center will follow up with schools when the name does not match. The principal (not a designee) must complete a PCPA form; however, if you are an interim principal or a co-principal, type “interim” or “co-principal” after your name in the signature box.

Print the confirmation and save it for your school files.

7. Place special materials in the appropriate envelopes.
   - Prior to placing the booklets in the envelopes below, mark the counts of the materials down for your school files.
   - Place the materials listed below in the Special Handling Envelope.
     › used large-print test & answer booklets (or answer booklets), folded in half, with corresponding transcribed standard test & answer booklets (or answer booklets)
     › standard test & answer booklets (or answer booklets) containing typed responses
   - Place void test & answer booklets (or answer booklets) in the Void Envelope.
     › Void booklets will not be scored.

8. Place remaining used standard test & answer booklets (or answer booklets) in the Return Envelope marked with the corresponding subject.
   - Prior to placing the booklets in the Return Envelopes, mark the counts of the materials down for your school files.
   - For grades 3–8, there will be a separate Return Envelope for each grade and subject area test.
   - High schools will have separate Return Envelopes for each subject: ELA, Mathematics, Biology, Chemistry, Introductory Physics, and Technology/Engineering. For Biology and Introductory Physics, next-generation and legacy booklets will be returned in the same envelope.
Appendix B—Procedures for Paper-Based Testing

Pack the Test Materials

1. Make sure that the envelopes being used (i.e., Void, Special Handling, and Return) are sealed.

2. Locate the original shipping carton(s) in which you received your test materials.
   New for 2020, all materials are returned in the original cartons in the order shown below.

3. Pack all test materials in the order shown in the following checklist diagram:

<table>
<thead>
<tr>
<th>Packing Diagram and Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Top of last carton</strong></td>
</tr>
<tr>
<td>❑ Void Envelope(s)</td>
</tr>
<tr>
<td>❑ Special Handling Envelope(s)</td>
</tr>
<tr>
<td>❑ Return Envelope(s)</td>
</tr>
<tr>
<td>❑ Unused UPS labels (Note: Save a label for each carton of materials you are returning.)</td>
</tr>
<tr>
<td>❑ Unused Return, Special Handling, and Void Envelopes</td>
</tr>
<tr>
<td>❑ Unused Student ID Labels</td>
</tr>
<tr>
<td>❑ Accommodation materials (e.g., templates, checklists, individualized reference sheets, typed response drafts)</td>
</tr>
<tr>
<td>❑ Kurzweil 3000 CDs (if any, for legacy high school STE)</td>
</tr>
<tr>
<td>❑ Used and unused Braille test &amp; answer booklets (or answer booklets*) and Braille Administrator’s Copies</td>
</tr>
<tr>
<td>❑ Used and unused Braille test booklets*</td>
</tr>
<tr>
<td>❑ Unused and void large-print test &amp; answer booklets (or answer booklets*)</td>
</tr>
<tr>
<td>❑ Used, unused, and void large-print test booklets*</td>
</tr>
<tr>
<td>❑ Unused standard test &amp; answer booklets (or answer booklets*)</td>
</tr>
<tr>
<td>❑ Used, unused, and void standard test booklets*</td>
</tr>
<tr>
<td><strong>Bottom of first carton</strong></td>
</tr>
</tbody>
</table>

* Separate test booklets and answer booklets are used for the legacy HS STE tests (Biology, Chemistry, Introductory Physics, Technology/Engineering) and the Spanish/English edition of the grade 10 Mathematics test.

4. Fill any empty spaces at the tops of the cartons with crumpled paper to keep items from shifting during shipping. Do not use plastic peanuts or shredded paper.

5. Before sealing your cartons, verify that all materials have been packed in them.

6. Use heavy-duty packing tape to seal carton seams using the H-taping method (see diagram).

7. Affix an RS label to the top of each carton.
   You may either remove the existing label from the carton or place the new label over it. UPS RS labels were included in your shipment of test materials (see www.doe.mass.edu/mcas/testadmin/forms for a sample label).
   If you need more labels, call the MCAS Service Center. UPS RS labels may not be photocopied.
Appendix B—Procedures for Paper-Based Testing

8. Record the UPS tracking numbers from the labels on the cartons you are returning, and retain the list in your school files. In case of any questions later, it is important that schools retain the tracking numbers used.

C Schedule and Confirm UPS Pickup of All Test Materials

1. (Optional/encouraged) If your school will be returning material before the shipping deadline/automatic pickup, schedule your school’s UPS pickup appointment.
   • Do not take test materials to UPS yourself or otherwise remove materials from your school.
   • Do not schedule a separate pickup for each carton.
   • Schedule your pickup appointment online at www.mcasservicecenter.com. To request a pickup, locate a UPS tracking number on one of the RS labels you are using, and have that number available when you go online. Select MCAS from the menu, and then select UPS Pickup Request from the list of options. Follow the onscreen instructions to complete your request.
   • Requests for pickup on the following business day must be placed by 3:00 p.m. Requests for same-day pickup cannot be fulfilled. Requests made two or more days in advance also cannot be fulfilled.
   • If you have regularly scheduled UPS service, you may give your cartons to the UPS driver during normal pickup. If you do so, call the MCAS Service Center at 800-737-5103 or email mcas@cognia.org to report that the pickup has been made.

   New for 2020, PBT results will be included during the early reporting period for ELA for grades 3–8 and 10. For grades 3–8 Mathematics and STE, schools will need to return PBT materials by May 15 in order for students’ results to be included during the early reporting period (version 1).

2. Maintain MCAS test materials in the locked storage area until they are given directly to the UPS driver.

3. Confirm that all test materials are picked up by UPS.
   Call the MCAS Service Center immediately at 800-737-5103 if your cartons are not picked up as scheduled. It is also recommended that you use your UPS tracking numbers to confirm delivery of all the cartons for your return shipment to Cognia (formerly Measured Progress) by calling the MCAS Service Center.
### Next Steps

1. **RETAIN the following materials in your school files for three years:**

   #### Materials related to the return shipment
   - packing slips from your school's shipment
   - Materials Summary forms
   - printout of PCPA confirmation(s)
   - Test Materials Internal Tracking Forms
   - UPS tracking numbers used
   - printout of UPS pickup request, if applicable
   - counts of booklets returned in the Return Envelopes
   - counts of booklets returned in the Special Handling Envelopes and Void Envelopes, if applicable

   #### Materials related to accommodations
   - approved Cover Sheet(s) for Submitting Customized Materials for Approval on MCAS STE Tests, if applicable
   - written approval to use a unique accommodation, if applicable
   - approval for a Request for Permission to Test an Adult with Accommodations for the High School STE Tests, if applicable
   - completed MCAS Nondisclosure Acknowledgments from test administrators for students using certain accommodations
   - completed Student Accommodation Refusal forms (optional)
   - accommodations lists/spreadsheets, if applicable

   #### Other local records
   - agendas, sign-in sheets, and any other relevant documentation from the Test Administrators’ Training and the training session for other authorized school personnel to demonstrate that they have been trained and received TAMs and test security requirements
   - records of test administrators and their students for each session, including make-up and test completion sessions
   - completed Student Responsibilities during MCAS Testing forms for students in grades 6 through high school (optional)
   - seating charts (optional)
   - Superintendent’s Assurance of Proper Test Administration forms, if used
   - documentation for absences due to medical reasons, if applicable
   - documentation for students who were removed from or added to the school’s enrollment during the testing window
   - for high school STE: signed nonparticipation forms, if applicable
   - approval for a Request for Permission to Test a Student in an Alternate Setting, if applicable
### Appendix B—Procedures for Paper-Based Testing

2. **RECYCLE OR DISCARD the following materials:**

| Recycle or discard | • Test Administrator’s Manuals  
|                    | • this manual, after the completion of testing  
|                    | • practice tests, including large-print practice tests, if printed  
|                    | • Mathematics Guidelines for Completing Answer Grids, if applicable  
|                    | • Mathematics reference sheets  
|                    | • blank cards or cutouts used by students who had UF5  
|                    | • blank place markers used by students who had UF7  
|                    | • Chemistry formula sheets/Periodic Table of the Elements  
|                    | • Introductory Physics reference sheets  
|                    | • Technology/Engineering formula sheets  
|                    | • Signs (e.g., Do Not Disturb sign, Prohibited Materials During MCAS Testing sign) |

3. **SECURELY DESTROY** (e.g., by shredding) scratch paper used by students, and indicate on the internal tracking form that this has been done.

4. You may keep MCAS rulers for future classroom use; these materials may not be used for future MCAS testing.