MCAS Test Security Requirements for CBT and PBT
(excerpted from the spring 2019 PAM)
Part I

MCAS Test Security Requirements
MCAS Test Security Requirements

The purpose of the Massachusetts Comprehensive Assessment System (MCAS) is to elicit valid results showing what students know and can do in the tested subjects. The purpose of the MCAS Test Security Requirements is to protect the validity of those results.

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

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

Principals in schools that are conducting the MCAS Alternate Assessment (MCAS-Alt) are also responsible for ensuring that MCAS-Alt portfolios comply with the requirements and instructions contained in the 2019 Educator's Manual for MCAS-Alt and the Principal's Manual for MCAS-Alt. Principals must monitor the alternate assessment process to ensure that students' work is not duplicated, altered, or fabricated in any way that is false or portrays the students' performance inaccurately.

Please note the following definitions for the purposes of this section and this manual:

- **Secure** content and materials include the following:
  - test questions not publicly released by the Department
  - any onscreen test content (e.g., ELA passages)
  - student responses to test questions
  - student testing tickets
  - proctor testing tickets (for certain accommodations)
  - used scratch paper

  The following secure testing materials must be tracked using internal tracking forms:
  - student testing tickets
  - proctor testing tickets
  - used scratch paper (Scratch paper must be accounted for on tracking forms but individual sheets do not need to be counted.)

- **Access** refers to handling secure testing materials, but does not include viewing test content, which is prohibited. Students may never transport secure testing materials, including from their initial testing room to a test completion room.

- **Locked storage area** refers to the central locked area that must be used to store all secure materials when they are not in use. Principals must restrict access to the locked storage area to only those school personnel authorized by the principal to handle secure materials. For example, custodial or cleaning staff may not enter or access the locked area where the principal stores secure materials.

Each principal must complete the Principal's Certification of Proper Test Administration (PCPA) to certify that the school has followed proper MCAS test security requirements and test administration protocols. See www.doe.mass.edu/mcas/testadmin/forms for the certification statements to which the principal must attest.
MCAS Test Security Requirements

Responsibilities of the Principal and Designee

1. **Before testing, review your plans for maintaining test security with your superintendent so that he or she is comfortable with the procedures in the school building.**
   - As part of your review, your superintendent may ask you to use the optional Superintendent’s Assurance of Proper Test Administration form at [www.doe.mass.edu/mcas/testadmin/forms](http://www.doe.mass.edu/mcas/testadmin/forms) to document your preparations. (A form is not required but the review is.)

2. **Authorize specific personnel to serve as test administrators, and train them to properly administer MCAS tests. Designate other school personnel as necessary to maintain a secure test administration (e.g., personnel permitted to access secure test materials, personnel to serve as hallway or restroom monitors, technology coordinators) and train them in MCAS security requirements.**
   - Before the training session, distribute
     - a copy of the appropriate TAM to every test administrator, and
     - a copy of the test security requirements to all school personnel who have access to secure materials (available at [www.doe.mass.edu/mcas/testadmin](http://www.doe.mass.edu/mcas/testadmin)).
   - Document that all test administrators have received TAMs and that school personnel who have access to secure materials have received the test security requirements (see the sample form at [www.doe.mass.edu/mcas/testadmin/forms](http://www.doe.mass.edu/mcas/testadmin/forms)).
   - Train test administrators prior to test administration. The PAM and TAMs describe the protocols necessary to conduct a proper MCAS test administration.
   - For test administrators who provide accommodations to students with disabilities, or English learners (EL students), provide training in the implementation of accommodations in accordance with Appendix C and the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests* (available at [www.doe.mass.edu/mcas/accessibility](http://www.doe.mass.edu/mcas/accessibility)).

3. **Instruct students in MCAS test security requirements.**
   - Students’ test results may be invalidated if they engage in any of the following activities during a test session (including after turning in their test materials, during a break, or during the transition to a test completion area):
     - duplicating any portion of secure test content
     - accessing prohibited materials such as cell phones or other electronic devices (see lists in Part III, section B) for any purpose, including accessing the Internet
     - communicating with other students (e.g., talking, whispering, writing notes)
     - looking at any other student’s test booklet, answer booklet, or computer screen
     - consulting notes, books, or instructional materials during testing
   - Their test results may also be invalidated if they discuss secure test content or their responses to questions with anyone, including teachers.
MCAS Test Security Requirements

4. **Develop local policies and procedures to ensure proper test security at all times.**
   - Schedule tests to avoid conflicts with recess or lunch (see Part III, section C, for more information about scheduling test sessions).
   - Ensure that tests are administered within the prescribed window and in the prescribed order (for grades 3–8) and on the prescribed days (for high school).
   - Ensure that hallways are properly monitored during testing so that students are supervised at all times when they leave testing rooms (e.g., to use the restroom or transition to a test completion room).
   - Ensure that test administrators administer tests according to section C on the following pages.

5. **Keep secure MCAS materials in locked central storage when MCAS tests are not being administered.**
   - Account for all secure materials at the end of each test session and keep them in the locked storage area when not in use.
   - Restrict access to the locked storage area to only those school personnel authorized to have access to secure materials.

6. **Monitor printing, distribution, and collection of materials for testing.**
   - Student testing tickets and proctor testing tickets must be printed, distributed, and collected after testing.
   - Used scratch paper must be accounted for and tracked during testing.

7. **Securely destroy the following materials after testing.**
   - Student testing tickets, proctor testing tickets, and used scratch paper (i.e., written on by students) must be securely destroyed (e.g., shredded) following testing.

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

1. **Receive training in test security requirements and test administration protocols.**
   - While all principals are encouraged to participate in one of the Department’s training sessions on MCAS test security and test administration protocols in January 2019, new principals are expected to participate. Principals who cannot participate on one of those dates may view a recording to fulfill the expectation.
   - Test administrators, test coordinators, and other school personnel authorized to have access to secure materials must attend the school training session. See www.doe.mass.edu/testadmin/forms for a sample form that principals may use to document participation, and see Part III, section F, for more information about training.

2. **Document the location of secure materials at all times.**
   - Track secure materials using the sample Secure Materials Internal Tracking Form at www.doe.mass.edu/mcas/testadmin/forms or a similar document (principals keep these forms on file for three years). See Part III, section A.2, for more information about requirements for internal tracking forms.
MCAS Test Security Requirements

- The principal/designee and each test administrator must independently count testing tickets before signing the tracking forms and transferring custody of the tickets.
- Do not leave testing tickets or other secure MCAS materials unattended at any time unless they are locked in the secure storage area.

3. **Ensure the security of testing rooms.**
   - Do not allow unauthorized persons to enter the testing room. This includes parents, researchers, reporters, students not scheduled to be testing at the time, and any school personnel (including teachers) not assigned to the room as test administrators.
   - School administrators, district personnel, and Department observers may enter testing rooms to monitor and observe testing procedures.
   - Technology staff may enter testing rooms to troubleshoot problems with computer-based testing, but like other school personnel, are not permitted to photograph or otherwise duplicate secure test content on-screen.
   - See Part III, section D, for more information about setting up appropriate and secure testing spaces.

4. **Ensure the security of test content.**
   - Do not discuss or in any way reveal the contents of test questions or student responses to test questions before, during, or after test administration. Because MCAS test questions are secure and confidential until the Department releases them publicly, school personnel should not discuss or review test questions with students or adults even after testing has been completed.
   - Do not duplicate any secure test content, including but not limited to audiotaping, videotaping, photographing, photocopying, typing, or copying by hand.
   - Do not remove testing materials from the school.¹
   - Do not allow scratch paper to be retained, discarded, or otherwise removed by students.
   - Be sure that testing tickets and used scratch paper have been securely destroyed after testing.
   - Do not allow students access to secure test questions prior to testing.
   - Do not read or view any student responses (see TAMs for exceptions).
   - Do not change any student responses.

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

C Responsibilities of Test Administrators

1. **Receive training from the principal/designee in administering test sessions properly and securely.**
   - Review the TAMs and all relevant test security requirements before administering test sessions.
   - Attend the training session led by the principal/designee before test administration. See www.doe.mass.edu/mcas/testadmin/forms for a sample form that principals may use to document participation in training and receipt of TAMs.
   - Understand and follow the protocols related to administering tests to students with disabilities and EL students and protocols related to administering accessibility features.

2. **Administer all tests according to appropriate protocols.**
   - Administer tests during the prescribed testing window, and in the prescribed order (for grades 3–8) and on the prescribed days (for high school).
   - Follow the directions and read the scripts in the TAMs (and in any subsequent updates provided to principals by the Department) verbatim to students.
   - Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (see page 35).
   - Provide students with all required test materials as listed in the TAMs.
   - Prevent the use of prohibited materials (see Part III, section B, for lists of required/permitted and prohibited materials). Note that results will be invalidated for students who use cell phones or other prohibited electronic devices during a test session, including after a student turns in his or her test materials, during a break, and during the transition to a test completion area.

3. **Focus full attention on the testing environment at all times.**
   - Monitor the testing process by circulating around the room frequently. When not circulating around the room, test administrators should maintain a clear view of the students and keep their attention focused on them.
   - Ensure that students are not left unsupervised during testing, including during breaks and during transitions to test completion locations.
   - A test administrator may view students’ tests on-screen only for the purpose of reading aloud selected words during the Mathematics or Science and Technology/Engineering (STE) tests as part of Universal Accessibility Feature 10 (UF10), or in order to assist a student who is having difficulty with the computer interface. See Part II, section D, of the CBT TAM for more information about assisting students with the computer interface.
   - Students must work only on the test session being administered, and test administrators may not unlock a test session in PearsonAccess next other than the one being administered. (A student cannot review a prior test session or go ahead to the next test session without the test session being unlocked by a test administrator.)
4. **Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.**
   - Ensure that students do not consult notes, textbooks, or other teaching materials; do not access the Internet; do not share test questions with other students; and do not consult other students, school personnel, or anyone else during testing.
   - Ensure that students do not access applications other than TestNav during testing. A student who tries to access certain applications may see an error message that reads, “TestNav has detected a blacklist process ‘<processname>’ running in the background that prevents you from taking this test. Please contact the administrator to stop the blacklisted process running in the background and resume testing.” Make sure that any student who receives this message isn’t trying to access other applications.

5. **Do not give students any assistance or make suggestions for responding to any test question.**
   - Test administrators must not coach a student during testing or alter or interfere with a student’s response in any way. Examples of coaching include, but are not limited to,
     - providing answers to a student
     - indicating that a student has answered a question incorrectly or left a question blank
     - defining words or providing synonyms
     - spelling words
     - influencing a student’s responses by offering hints, clues, cues, gestures, facial expressions, nods, or changes in voice inflection
     - altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or multiple-choice answer option
     - providing any manner of assistance that could impact a student’s answers, including testing strategies
     - suggesting that a student write more on a question, check his or her work, or review or reconsider a question
   - At any time during a test session, a test administrator may repeat a portion of the TAM script if necessary for clarification.

6. **Follow proper procedures for administering accommodations to students with disabilities and EL students.**
   - Ensure that students are only provided accommodations that are listed specifically for use during MCAS testing in an approved IEP or a 504 plan, or that were documented as accommodations for EL students.
   - Follow guidelines on proper provision of MCAS accommodations as prescribed in Appendix C and in the *Accessibility and Accommodations Manual for the 2018–2019 MCAS Tests/Retests*.
   - Test administrators for students who will be provided certain accommodations must sign an MCAS Nondisclosure Acknowledgment prior to their receipt of secure test materials. Principals must keep signed Nondisclosure Acknowledgments in the school files for three years. See Appendix C for more information about which test administrators this requirement applies to, and see www.doe.mass.edu/mcas/testadmin/forms for the MCAS Nondisclosure Acknowledgment.
MCAS Test Security Requirements

D Testing Irregularities

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

1. School Observations

In order to ensure the security and proper administration of the MCAS program, the Department conducts announced and unannounced monitoring visits to schools to observe the procedures followed during test administration. This may include entering testing rooms to observe students and test administrators directly. The principal or designee should prepare to meet the observers upon their arrival and also be available during the observation to answer any questions. School staff may contact the Department’s Student Assessment Services Unit at 781-338-3625 to verify the identity of Department observers.

Department observers will confirm that all test security requirements in Part I of the PAM are being met, including the following:

- Materials are stored properly.
- Staff have been trained.
- Test administrators are administering tests appropriately.
- The testing environment is secure.

2. Mandatory Reporting of Irregularities by All Personnel

Principals must contact their superintendent and the Department at 781-338-3625 immediately after an irregularity occurs. Test administrators and other school personnel must contact their principal or superintendent and the Department. If any school or district employee with knowledge of a test irregularity has questions about his or her reporting obligations, the Department can be consulted at 781-338-3625. Failure to report irregularities may result in sanctions.

It is recommended that parents/guardians be informed when a student-specific irregularity is reported to the Department.

When reporting an irregularity to the Department, the following information should be provided:

- a description of the alleged incident and the date it occurred
- the name of the school involved, along with the district and school code
- the name(s) of the individual(s) involved in the incident
- the specific test(s) and specific session(s) affected
- in student-specific reports: the student’s name, date of birth, grade, and State-Assigned Student Identifier (SASID)

3. Anonymous Reporting of Testing Irregularities

On occasion, individuals contact the Department anonymously to allege that testing irregularities have taken place. These allegations are investigated if sufficient information is provided. Testing irregularities can be reported anonymously in the following ways:

- calling the Student Assessment Services office at 781-338-3625
- emailing information about the irregularity to mcas@doe.mass.edu
4. **Investigations into Irregularities**

In response to a report of a serious irregularity, the Department may contact the school principal or district superintendent, ask that he or she conduct a local fact-finding investigation into the alleged irregularity, and require that he or she report back to the Department in writing, within an established time frame, regarding the results of the investigation. The Department may also perform its own independent investigation. Once the Department determines whether an irregularity has taken place, the Department will notify the school and district about any potential consequences which may follow from this determination.

5. **Investigations Based on Statewide Data Analysis**

In order to ensure the validity of MCAS data and the integrity of the assessment system, the Department performs statewide data analysis on all schools’ and districts’ MCAS test results. Anomalous results are examined more closely and may be investigated. A school’s MCAS test results may be placed temporarily under review until the investigation is concluded.

6. **Consequences**

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

- delay in reporting of district, school, or student results
- invalidation of district, school, or student results
- prohibition of school personnel from participating in a future MCAS test administration, with required training from Department staff in Malden prior to administering MCAS tests again
- formal letter of reprimand for licensed educators
- licensure sanctions for licensed educators
- criminal sanctions

Consequences imposed by the Department or law enforcement do not limit a local district’s authority to impose its own sanctions up to and including termination.
Appendix B—Procedures for Paper-Based Testing
(PBT Accommodation for Grades 3–8 and 10 and Operational High School STE)

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 high school STE testing
  - Test & answer booklets for grades 3–8 ELA, Mathematics, and STE, and grade 10 ELA and Mathematics testing
- **“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

Monitor the receipt and return of all paper-based test materials

- Inventory paper-based materials immediately up on receipt and investigate any discrepancies in count 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 (and test booklets for the operational high school STE tests), 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 may not discuss or review test questions with students or adults even after testing has been completed.
- 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.\(^10\)

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\(^9\) 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
(PBT Accommodation for Grades 3–8 and 10 and Operational High School STE)

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.