Administering the Student Questionnaire
(excerpted from the spring 2020 CBT TAM)
Part IX

Administering the Student Questionnaires

After Session 2 of the Grades 5 and 8 STE Tests and
After Session 2 of the Grades 4 and 10 Mathematics Tests
Administering the Student Questionnaires

Your principal will schedule the administration of the student questionnaire for after STE Session 2 in grades 5 and 8, and after Mathematics Session 2 in grades 4 and 10.

The student questionnaire is available for Text-to-Speech, Screen Reader, and Non-Screen Reader accommodated test forms. Braille, large print, Spanish/English, and ASL are not available. The student questionnaire is NOT a test, and it is allowable to read aloud, sign, or translate questions and assist any student to record his or her responses.

The student questionnaire will take approximately 15 minutes to complete.

Administering the Questionnaire

1. If you are administering the questionnaire

   RIGHT AFTER Session 2:
   
   Make sure students are still signed in to TestNav and on the “Available Tests” page. If they are not, ensure they have their student testing tickets and have them sign back in. Unlock the session in PearsonAccess called Gr4Math – Sess. 3 – Questionnaire, Gr5Sci – Sess. 3 – Questionnaire, Gr8Sci – Sess. 3 – Questionnaire, or Gr10Math – Sess. 3 – Questionnaire. Then read the script in step 2 below.

   at a LATER DATE:
   
   Distribute student testing tickets and have students log into TestNav. Unlock the session in PearsonAccess called Gr4Math – Sess. 3 – Questionnaire, Gr5Sci – Sess. 3 – Questionnaire, Gr8Sci – Sess. 3 – Questionnaire, or Gr10Math – Sess. 3 – Questionnaire.

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

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

   Pause to confirm that students are on the correct screen.

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

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

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

3. If you are administering the questionnaire to students in

   GRADE 4 OR 5, say:

   “This questionnaire asks about what it’s like to be a student in your school. Students helped develop this questionnaire. There are no right or wrong answers. Your teachers and principal will not see your answers; your answers will be combined with those of your classmates. Your school will use these combined answers to better understand what school life is like for students.

   When you read each statement, think about the last 30 days in your school. Please answer honestly so your school knows how you really feel about your school.”
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Please ask your test administrator for help if you are not sure where or how to mark your answers to these questions.
You may also ask for help if you are unable to read a question.”

**GRADE 8 OR 10, say:**

“The MCAS questionnaire provides students a voice on topics that are important to their education and learning environment. The first two questions on the questionnaire ask about your college and career plans. The remaining questions ask what it’s like to be a student in your school environment.

Students helped develop the questions about your school environment. There are no right or wrong answers. Your teachers and principal will not see you answers. Your answers will be combined with those of your classmates. Your school will use these combined answers to better understand what school life is like for students.

When you read each statement, think about the last 30 days in your school. Please answer honestly so your school knows how you really feel about your school.

Please ask your test administrator for help if you are not sure how to complete this questionnaire.”

Then say:

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

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

### B Steps to Take if Students Do Not Complete the Questionnaire

For students who do not complete the student questionnaire, mark Session 3 of their tests “Complete.” You can do this on the Students in Sessions screen by checking the box next to the students’ SASIDs and going to Select Tasks > Mark Student Tests Complete and clicking Start.

On this page, indicate a reason at the top of the screen and then check the box next under the questionnaire session. Then click Mark Complete.