Script from the 2019 MCAS PBT TAM for Operational High School STE
Part IX

Administering Operational High School STE Test
Session 1
Administering High School STE Test Session 1

A Materials Needed for Session 1

1. Prior to testing, you will receive the following materials for students assigned to you:6
   • this manual
   • test booklets for Biology, Chemistry, Introductory Physics, or Technology/Engineering
   • answer booklets for Biology, Chemistry, Introductory Physics, or Technology/Engineering
   • Chemistry formula and constants sheets/Periodic Table of the Elements, if you are administering the Chemistry test
   • Physics reference sheets, if you are administering the Introductory Physics test
   • Technology/Engineering formula sheets and MCAS rulers, if you are administering the Technology/Engineering test
   • scratch paper (blank, lined, or graph)
   • a list of students’ SASIDs, if applicable
   • Student ID Labels, if labels were not previously applied to answer booklets
     If your principal has instructed you to apply Student ID Labels to answer booklets before testing, do so before the students arrive for testing.
   • optional, Student Responsibilities during MCAS Testing forms
     If your principal has instructed you, have grade 9 students and any other students who did not complete a form in March read the statement, sign the document, and return it to you.
   • a tracking form to assist you and your principal in maintaining the security of test materials
   • optional: practice tests, if not previously administered

2. You will also need the following materials available in your testing space prior to testing:
   • “Do Not Disturb” sign
   • printed copies of authorized bilingual word-to-word dictionaries for current and former EL students
   • #2 pencils
   • calculators for students who do not provide their own
   Each student must have sole access to a five-function calculator during both sessions of the Chemistry, Introductory Physics, and Technology/Engineering tests. Students are permitted to have calculators with them during the Biology test (see pages 12–15 for further information).
   Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators.

3. You will likely receive more materials than needed for your group of students. Notify your principal immediately if you need additional materials. Set aside unassigned materials and keep them secure until you return them to your principal.

Remember that all test booklets (including large-print booklets, Braille booklets, Kurzweil CDs, and Braille Administrator’s Copies) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

6 If applicable for any student in your assigned group, you will also receive Braille test materials, large print test materials, and/or Kurzweil 3000 CDs. See the appendices and/or the Kurzweil CD packet for more information.
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B Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 23).
2. Post the “Do Not Disturb” sign on the outside of the door of the testing space.
3. Write your name on the board.
4. Write the name of the school and district on the board.
5. If you are administering the
   - **BIOLOGY OR INTRODUCTORY PHYSICS TEST**, write on the board: “You will answer questions 1–30 in this session.”
   - **CHEMISTRY OR TECHNOLOGY/ENGINEERING TEST**, write on the board: “You will answer questions 1–35 in this session.”

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Approve any bilingual dictionaries brought by current and former EL students to use during the test session according to the guidelines in Appendix F.
   
   **All other dictionaries are prohibited during this session.**

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose will result in the invalidation of test results.
4. Say to the students:
   
   “Before we begin testing, you need to know that cell phones, music players, e-book readers, or other electronic devices are not allowed for any reason during this session, even after you turn in your materials. Results will be invalidated for students with any of these devices during testing or after turning in test materials.”

5. If your principal has instructed you to do so, read the following recommended script:
   
   “If you have an electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so.”

   Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.

6. If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**

7. Make sure that students’ desks are clear, except for authorized bilingual dictionaries for current and former EL students, calculators, and #2 pencils. Students may also have colored pencils and yellow highlighters (see page 13).
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D Administer Session 1

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session you may repeat a portion of the script if necessary for clarification.

If your principal has instructed you to do so, you will need to turn to section E at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

“We are about to begin Session 1 of the MCAS test for ______________ (announce the subject you are administering). This is the first of two sessions that you will take. Test questions for both sessions will be in your test booklet, but you will only be answering the questions in the ‘Session 1’ section during this session. You will take Session 2 ______________ (announce the date and time for Session 2). Raise your hand if you have any questions about the testing schedule.”

Answer any questions that students may have. Then say:

“The results of this test will be used to help improve your academic performance and to partially determine whether you will receive a high school diploma. Your test results will also be sent to your parents or guardians as well as your teachers. It is important that you try to do your best work during this and every test session. I will now distribute the answer booklets. Do not open them until I instruct you to do so.”

2. Distribute the answer booklets. If Student ID Labels have already been applied to the answer booklets, make sure that you give each student his or her assigned answer booklet. Then say:

“Please pick up your answer booklet and QUICKLY flip through the pages to see if there are missing pages, completely blank pages, or pages that were printed upside down. Raise your hand if you have an answer booklet with missing pages, blank pages, or upside-down pages.”

3. Collect any defective booklets and fill in the VOID circle on the back cover of each. Then write “VOID” in large letters across the front cover of each. Set aside these booklets to be returned to the principal. Give new booklets to those students who had defective materials (see section D on page 18).

4. If students will apply their own Student ID Labels, distribute the labels now. Instruct students to verify that the information on their labels is correct before they apply them. Any student who has a Student ID Label with incorrect information should return his or her label or prelabeled answer booklet to you. If the student’s SASID is correct on the label, the student may use the labeled answer booklet. If the SASID is incorrect or the student does not have a label, additional information must be completed on the front cover of an unlabeled answer booklet, according to the instructions in step 10 of this section.
5. When all Student ID Labels have been applied, say:

   “Before beginning this test session, you will provide some information on the front
cover of your answer booklet. It is extremely important that you complete all of
this information CORRECTLY, and that you use ONLY a #2 pencil in your answer
booklet. You may NOT use a pen or any other writing instrument.”

6. Then say:

   “At the top of the front cover, under the heading ‘Test Administrator’s Name(s),’
print my name on the line after Session 1. My name is on the board for you to
copy.”

Pause and check that students are completing this task correctly.

7. Then say:

   “Print the school name and the district name on the appropriate lines. I have
written the school and district names on the board.”

Pause and check that students are completing the information correctly on the front covers of
their answer booklets.

8. Then say:

   “Below the information you just printed is the title ‘Student Name Grid.’
Print the letters of your LAST name in the boxes below that title. Write one letter
in each box, starting in the first box on the left. Between the printed words ‘Last
Name’ and ‘First Name,’ you will see a dividing line. If your last name is longer than
the space provided, fill in as much as will fit in front of the dividing line. If your last
name has a hyphen or space, write the two names together as one word, without
the hyphen or space.”

Pause for students to complete this section.

9. Then say:

   “Print the letters of your FIRST name, starting with the box to the right of the
dividing line. Do NOT write your nickname or use a different spelling of your name
than usual. If your first name has a hyphen, write the two names together as one
word, without the hyphen. Print your middle initial in the last box, under ‘MI.’”

Pause for students to complete this section.

10. If all of the students in your assigned group are using answer booklets with Student ID Labels,
skip to step 11. Otherwise, continue with this step.

Say to the students:

   “If your answer booklet does not have a Student ID Label on the lower right
corner, you will now fill in the circles under each letter that you printed under the
‘STUDENT NAME GRID.’

   Whenever you fill in circles, it is important to COMPLETELY fill the circles and make
DARK MARKS. It is also important to erase COMPLETELY any mark you want to
change and any stray marks on the page.”

Pause and check that students are completing this task correctly.
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Say:

“On the upper right side of the page, there is a section labeled ‘BIRTHDATE,’ with abbreviations for the months of the year. Fill in the circle to the right of the MONTH in which you were born. For example, if your birthday is in August, you will fill in the ‘8’ circle to the right of A-U-G.

Next, print the two numbers for the DAY on which you were born, one in each box underneath the word ‘DAY.’ If your birthdate is a single number, print a zero first. For example, if your birthday is on the second of the month, you will print the numbers ‘zero, two’ in the boxes underneath ‘DAY.’

Now print the numbers of the YEAR in which you were born in the boxes underneath ‘YEAR.’

Last, underneath each number you printed, fill in the circle that contains the same number.”

Pause and check that students are completing this task correctly. If students will be filling in their own SASIDs, say:

“Locate the box labeled ‘STATE-ASSIGNED STUDENT IDENTIFIER.’ I will provide each of you with your State-Assigned Student Identifier number so you can write the information and fill in the appropriate circles.”

Provide each student with his or her SASID. Check that students are completing this task correctly.

If you are administering the

▷ BIOLOGY TEST, say:

“The Biology test was designed to be taken without the aid of a calculator. You may have your calculator with you if you want, but you should not need it to answer the questions.”

▷ CHEMISTRY TEST, distribute Chemistry formula and constants sheets/Periodic Table of the Elements and say:

“Please write your name in the upper right-hand corner of your formula sheet. You may use the Chemistry formula and constants sheet/Periodic Table of the Elements and your calculator to help you answer questions at any time during this test.”

▷ INTRODUCTORY PHYSICS TEST, distribute Physics reference sheets and say:

“Please write your name in the upper right-hand corner of your reference sheet. You may use the Physics reference sheet and your calculator to help you answer questions at any time during this test.”

▷ TECHNOLOGY/ENGINEERING TEST, distribute the Technology/Engineering formula sheets and MCAS rulers and say:

“Please write your name in the upper right-hand corner of your formula sheet. You may use the Technology/Engineering formula sheet, MCAS ruler, and your calculator to help you answer questions at any time during this test.”
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12. Then say to all students:

“I will now hand out the test booklets and scratch paper. Do not open your booklet until I instruct you to do so.”

13. Do not sort the test booklets; randomly distribute them. Distribute one sheet of scratch paper to each student. Then say:

“You may use your scratch paper at any time during this test. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper.

Now pick up your test booklet and QUICKLY flip through the pages to see if there are any missing pages, completely blank pages, or pages that were printed upside down.

Please raise your hand if you have a test booklet with missing pages, blank pages, or upside-down pages.”

14. Collect any defective booklets and write “VOID” in large letters on the front cover of each. Set aside these booklets to be returned to the principal. Give new booklets to those students who had defective materials (see section D on page 18).

15. Once this is done, say:

“On the front cover, print your name on the first line, above ‘Student Name.’ Print the school and district names on the second and third lines. The school and district names are written on the board for you to copy.”

Pause and check that students are completing this task correctly.

16. If you are administering the

CHEMISTRY OR TECHNOLOGY/ENGINEERING TEST, say to the students:

“Look at the front cover of your test booklet. In the top right-hand corner, you will see the word ‘Form,’ followed by a letter or number. Now open your answer booklet to page 2. In the top right-hand corner of THAT page, you will see a small box with the title ‘Form.’ Write the letter or number that is on your test booklet in the empty box below that title. Then, below the small box, fill in the circle to the right of the correct form letter or number.”

BIOLOGY OR INTRODUCTORY PHYSICS TEST, say to the students:

“Look at the front cover of your test booklet. In the top right-hand corner, you will see the word ‘Form,’ followed by a number. Now open your answer booklet to page 2. In the top right-hand corner of THAT page, you will see a small box with the title ‘Form Number.’ Write the number that is on your test booklet in the empty box below that title. Then, below the small box, fill in the circle to the right of the correct form number.”

Pause to allow students to print and fill in the circle for the form number on their answer booklets. This is the only time that you may check to confirm that students have filled in their form numbers correctly.
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17. If you are administering the

› BIOLOGY OR INTRODUCTORY PHYSICS TEST, say:

“This is the first of two sessions for the MCAS test for ______________ (announce
the subject you are administering). During this test session, you will answer
questions 1–30, which consist of multiple-choice and open-response questions.”

› CHEMISTRY OR TECHNOLOGY/ENGINEERING TEST, say:

“This is the first of two sessions for the MCAS test for ______________ (announce
the subject you are administering). During this test session, you will answer
questions 1–35, which consist of multiple-choice and open-response questions.”

18. Then say to all students:

“Now I am going to tell you some information about the types of questions you will
be answering.

To answer a multiple-choice question, you will choose the best answer—either
A, B, C, or D—and mark your choice by filling in the circle in your answer booklet. Remember to fill in the circle completely and make a dark mark. It is also
important to erase COMPLETELY any mark you want to change.

To answer an open-response question, you will write on lines that are in a large
answer box on the page. Words that you write outside the answer box will NOT be
included in your score.

On each page where you will answer an open-response question in your answer
booklet, there is a small grid. Some open-response questions require you to use
these grids. If a question does not require you to use the grid, you may still use it
or you may write over the grid if you want.

Your answers to open-response questions will not be scored for spelling or
grammar. You should try your best to use proper spelling and grammar, but your
score will not be lowered if you make a mistake in spelling or grammar. Remember
to read open-response questions CAREFULLY and answer them COMPLETELY. If an
open-response question has more than one part or asks for more than one answer,
be sure to answer EVERY part of the question and label each part of your answer ‘a,’
‘b,’ etc.”

19. Say to all students:

“Next, I am going to tell you some things that are not allowed during this session.
You may not use an English-language dictionary during this test session. You
must mark all of your answers in your answer booklet. Any answers written in
your test booklet will not be scored, and your test booklet will be shredded and
recycled by the Department of Elementary and Secondary Education after testing.
You may use pens or highlighters to help you in your test booklet, and you may
use a yellow highlighter in your answer booklet, BUT you must write all of your
responses in your answer booklet in #2 pencil ONLY. If you use any other writing
instrument or leave any stray marks with a pencil in your answer booklet, your
answers may not be scored.”
It is important that MCAS tests are fair to all students. Therefore, giving or receiving help is not allowed. This includes using notes, books, or other reference materials, accessing a cell phone or other electronic device, looking at another student's test, allowing another student to see your test, passing notes, or talking to other students. All students are expected to be honest and not cheat in any way.

At any time during this session, you may raise your hand if you would like me to read aloud a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But, I will not be able to tell you what the word means, and I cannot give you any other help or assistance during this session. Please raise your hand if you have any questions about this."

Answer any questions students have.

20. Say to the students:

“It is important for you to know that any figures, diagrams, or illustrations in your test booklet are not necessarily drawn to scale.

This test session is scheduled to be _____ (state length of test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.

Once you begin the test, each test booklet page for this session will say ‘GO ON’ at the bottom right corner of the page. Keep answering questions until you have answered the last question in Session 1 on the page that says ‘STOP’ at the bottom.

If you finish answering the questions before the end of the test session, you should review your work for this session. However, you may NOT look ahead to the next test session. Any answers you make to questions from Session 2 during this session may not be scored.

Please open your test booklet to the inside front cover for important instructions. The information in the box on the right-hand page will help you to answer open-response questions. You are allowed to turn back to this page at any time during testing to remind yourself of how to answer open-response questions. Please read the information in the box now.”

Pause while students read the information.

21. Say:

“Keep your answer booklet open to page 2. You will mark your answers for Session 1 beginning on this page.”

22. Then say to all students:

“Now turn to page 1 in your test booklet. You may begin Session 1 now.”

23. If you are administering the test to any students with disabilities using accommodation A12 (Typed Responses), turn to page 127 in Appendix D for the script to read to these students at this time.
Administering High School STE Test Session 1

24. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual. Circulate among the students while they take the test to see that they are working steadily, are not using cell phones or other electronic devices, and are in the correct session of their test booklets and answer booklets.

Remember that you may view students’ booklets for the sole purpose of confirming that students are working in the correct session. A test administrator may not review booklets to confirm whether a student has marked all his or her responses.

25. When the session time is half over, say to the students:

“The session time is half over. Remember to use the information in the box at the beginning of your test booklet as you review your answers to open-response questions. Make sure that you do not skip any questions in this test session. When you are finished answering all of the questions in Session 1 and reviewing your work, return your test materials to me.”

26. If you are administering the

▷ BIOLOGY OR INTRODUCTORY PHYSICS TEST, say to ANY STUDENT WHO FINISHES EARLY:

“Before you hand me your booklets, I want to remind you that

• you were supposed to answer questions 1 through 30 during this session; and
• the last response to a question should be on page 4 of your answer booklet.

All your responses must be in your answer booklet—not your test booklet. You should make sure you have not skipped any questions. Remember, once you hand me your test materials, you will not be permitted to go back to Session 1.

I want to remind you that cell phones, music players, e-book readers, and other electronic devices are still not allowed until I give you permission, or your results may be invalidated.”

Permit students to check whether they have skipped any questions.

▷ CHEMISTRY OR TECHNOLOGY/ENGINEERING TEST, say to ANY STUDENT WHO FINISHES EARLY:

“Before you hand me your booklets, I want to remind you that

• you were supposed to answer questions 1 through 35 during this session; and
• the last response to a question should be on page 4 of your answer booklet.

All your responses must be in your answer booklet—not your test booklet. You should make sure you have not skipped any questions. Remember, once you hand me your test materials, you will not be permitted to go back to Session 1.

I want to remind you that cell phones, music players, e-book readers, and other electronic devices are still not allowed until I give you permission, or your results may be invalidated.”
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Permit students to check whether they have skipped any questions.

27. If you are administering the

   › BIOLOGY OR INTRODUCTORY PHYSICS TEST, at the end of the session, say to
     ANY STUDENTS STILL WORKING:

     “This is the end of the time scheduled for this session. Before I collect your
booklets, I want to remind you that

     • you were supposed to answer questions 1 through 30 during this session; and
     • the last response to a question should be on page 4 of your answer booklet.

     All your responses must be in your answer booklet—not your test booklet. You
should make sure you have not skipped any questions. Remember, once you hand
me your test materials, you will not be permitted to go back to Session 1.”

     Pause to allow students to check whether they have skipped any questions.

   › CHEMISTRY OR TECHNOLOGY/ENGINEERING TEST, at the end of the session, say to
     ANY STUDENTS STILL WORKING:

     “This is the end of the time scheduled for this session. Before I collect your
booklets, I want to remind you that

     • you were supposed to answer questions 1 through 35 during this session; and
     • the last response to a question should be on page 4 of your answer booklet.

     All your responses must be in your answer booklet—not your test booklet. You
should make sure you have not skipped any questions. Remember, once you hand
me your test materials, you will not be permitted to go back to Session 1.”

     Pause to allow students to check whether they have skipped any questions.

28. If you have administered the

   › BIOLOGY TEST, say to the students:

     “Please put your pencil down and close your booklets. If you need more time to
answer any questions, raise your hand.”

   › CHEMISTRY TEST, say to the students:

     “Please put your pencil down and close your booklets. Place your Chemistry
formula and constants sheet/Periodic Table of the Elements inside your test
booklet. If you need more time to answer any questions, raise your hand.”

   › INTRODUCTORY PHYSICS TEST, say to the students:

     “Please put your pencil down and close your booklets. Place your Physics reference
sheet inside your test booklet. If you need more time to answer any questions, raise your hand.”

   › TECHNOLOGY/ENGINEERING TEST, say to the students:

     “Please put your pencil down and close your booklets. Place your Technology/
Engineering formula sheet and MCAS ruler inside your test booklet. If you need
more time to answer any questions, raise your hand.”
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29. Note which students need more time and then pick up each student’s booklets. Verify that you have scratch paper, a used answer booklet, and a used test booklet (with any formula sheets and/or rulers if applicable) from each student. For students who need more time to finish, follow the instructions given by your principal. Remind students of when Session 2 will begin.

30. If you are administering the test to any students using accommodation A12 (Typed Responses), ask students to review their printed typed responses. Do not dismiss students until they have confirmed that their printed typed responses are ready to submit. After these students have completed testing, see page 128 in Appendix D for further instructions.

31. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

“If you have not yet finished your work in this session, you will be moved to _______ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.

Your test materials will be brought there for you. Your cell phone and any other electronic devices must remain off, and you may not access them until I or another test administrator gives you permission to do so.”

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Be sure to complete appropriate tracking documents and follow your principal’s instructions for maintaining the security of test materials for students in a test completion room.

32. Make a list of all students in your assigned group who were not tested. These students will need to take Session 1 during the make-up period. Return the list to your principal with the other test materials. If all the students assigned to you took Session 1, notify your principal of this. It is important to keep accurate records of who has been tested, as it is not permissible to look through assigned answer booklets to check whether students have completed testing.

33. Verify that any students who filled in circles for their names, dates of birth, and SASIDs on the front covers of answer booklets have done so correctly. If not, correct the information on the front covers at this time.

34. Group booklets into the following separate piles:

• used test booklets, with formula sheets and/or MCAS rulers inside (if applicable)
• used answer booklets
• used scratch paper
• unused scratch paper
• void answer booklets
• void test booklets
• unused test materials
• practice tests (if applicable)
• Student Responsibilities during MCAS Testing forms (if applicable)
• contaminated test materials, if applicable (Remember to notify your principal or designee.)
35. Complete appropriate tracking documents, as instructed by your principal.

36. Immediately return all test materials and the list of students to your principal.

Remember that all test booklets (including large-print booklets, Braille booklets, Kurzweil CDs, and Braille Administrator’s Copies) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. For students who will be escorted to a SUPERVISED LUNCH, if your principal has instructed you to do so, read the following recommended script to students:

   “It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.
   
   You will be going to ____________ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone or other electronic devices must remain off during lunch, and you may not access them until the test administrator gives you permission to do so. Also, you may not discuss the test during your lunch break.”

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   Be sure to complete appropriate tracking documents and follow your principal’s instructions for maintaining the security of test materials for these students.

2. For students who ask to use the RESTROOM during the test session, if your principal has instructed you to do so, read or point to this recommended script:

   “You may not retrieve or access your cell phone or any prohibited materials while you are out of the room.”

   If your principal has directed you to follow a different procedure, do so at this time.
Part X

Administering Operational High School STE Test
Session 2
Administering High School STE Test Session 2

A Materials Needed for Session 2

1. Prior to testing, you will receive the following materials for students assigned to you:\(^7\)
   - this manual
   - test booklets for Biology, Chemistry, Introductory Physics, or Technology/Engineering
   - answer booklets for Biology, Chemistry, Introductory Physics, or Technology/Engineering
   - Chemistry formula and constants sheets/Periodic Table of the Elements (inside test booklets), if you are administering the Chemistry test
   - Physics reference sheets (inside test booklets), if you are administering the Introductory Physics test
   - Technology/Engineering formula sheets and MCAS rulers (inside test booklets), if you are administering the Technology/Engineering test
   - scratch paper (blank, lined, or graph)
   - a tracking form to assist you and your principal in maintaining the security of test materials

2. You will also need the following materials available in your testing space prior to testing:
   - “Do Not Disturb” sign
   - printed copies of authorized bilingual word-to-word dictionaries for current and former EL students
   - #2 pencils
   - calculators for students who do not provide their own

   Each student must have sole access to a five-function calculator during both sessions of the Chemistry, Introductory Physics, and Technology/Engineering tests. Students are permitted to have calculators with them during the Biology test (see pages 12–15 for further information).

   Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators.

3. You will likely receive more materials than needed for your group of students. Notify your principal immediately if you need additional materials. Set aside unassigned materials and keep them secure until you return them to your principal. Remember that all test booklets (including large-print booklets, Braille booklets, Kurzweil CDs, and Braille Administrator’s Copies) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

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\(^7\) If applicable for any student in your assigned group, you will also receive Braille test materials, large-print test materials, and/or Kurzweil 3000 CDs. See the appendices or the Kurzweil CD packet for more information.
Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 23).
2. Post the “Do Not Disturb” sign on the outside of the door of the testing space.
3. Write your name on the board.
4. If you are administering the
   - **BIOLOGY OR INTRODUCTORY PHYSICS TEST**, write on the board: “You will answer questions 31–59 in this session.”
   - **CHEMISTRY OR TECHNOLOGY/ENGINEERING TEST**, write on the board: “You will answer questions 36–67 in this session.”

As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Approve any bilingual dictionaries brought by current and former EL students to use during the test session according to the guidelines in Appendix F.
   - **All other dictionaries are prohibited during this session.**
3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose will result in the invalidation of test results.
4. Say to the students:
   "Before we begin testing, I want to remind you that cell phones and other electronic devices are not allowed for any reason during this session, until I give you permission to access them."
5. If your principal has instructed you to do so, read the following recommended script:
   "If you have an electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so."
   Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.
6. If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**
7. Make sure that students’ desks are clear, except for authorized bilingual dictionaries for current and former EL students, #2 pencils, and calculators. Students may also have colored pencils and yellow highlighters (see page 13).
Administering High School STE Test Session 2

Administer Session 2

To ensure that students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session you may repeat a portion of the script if necessary for clarification.

If your principal has instructed you to do so, you will need to turn to section E at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. If there are students in your assigned group who do not have answer booklets with the front covers completed, these students will need to do so. Instructions for completing the front covers of answer booklets appear in this manual on pages 80–81 in steps 4–5 and 7–10 (skip step 6).

   Say to the students:
   "We are about to begin Session 2 of the MCAS test for ________________ (announce the subject you are administering). This is the last of two test sessions. I will now hand out your answer booklets. Do not open them until I instruct you to do so."

   Distribute the answer booklets to their original owners. Note: It is your responsibility to ensure that each student receives his or her own original answer booklet.

   Once the answer booklets have been distributed, say:
   "Make sure you have your own answer booklet. If you have someone else’s answer booklet, raise your hand now."

   If any students raise their hands, give them their correct answer booklets.

2. Then say:
   "On the front cover, under the heading ‘Test Administrator’s Name(s),’ print my name on the line after Session 2. My name is on the board for you to copy."

   Pause and check that students are completing this task correctly.

3. Then say:
   "I will now hand out the test booklets and scratch paper. Do not open your booklet until I instruct you to do so."

   Distribute the test booklets to their original owners. Distribute one sheet of scratch paper to each student. Note: It is your responsibility to ensure that each student receives his or her own original test booklet (with formula sheets and/or MCAS rulers inside, as appropriate).

4. If you are administering the
   › BIOLOGY TEST, say:
   "The Biology test was designed to be taken without the aid of a calculator. You may have your calculator with you if you want, but you should not need it to answer the questions."

   › CHEMISTRY TEST, say:
   "Your Chemistry formula and constants sheet/Periodic Table of the Elements should be inside your test booklet. You may use the Chemistry formula and constants sheet/Periodic Table of the Elements and your calculator to help you answer questions at any time during this test."
Administering High School STE Test Session 2

5. Once the test booklets and scratch paper have been distributed, say:

“You may use your scratch paper at any time during this test. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper.

Make sure you have your own test booklet. If you have someone else’s booklet, raise your hand now.”

If any students raise their hands, give them their correct booklets.

6. If you are administering the

➤ BIOLOGY OR INTRODUCTORY PHYSICS TEST, say:

“During this test session, you will answer questions 31–59, which consist of multiple-choice and open-response questions.”

➤ CHEMISTRY OR TECHNOLOGY/ENGINEERING TEST, say:

“During this test session, you will answer questions 36–67, which consist of multiple-choice and open-response questions.”

7. If everyone in your group has already completed Session 1, skip to step 8. If your group includes students who did not take Session 1 previously, say:

“Now I am going to tell you some information about the types of questions you will be answering. To answer a multiple-choice question, you will choose the best answer—either A, B, C, or D—and mark your choice by filling in the circle in your answer booklet. Remember to fill in the circle completely and make a dark mark. It is also important to erase COMPLETELY any mark you want to change.

To answer an open-response question, you will write on lines that are in a large answer box on the page. Words that you write outside the answer box will NOT be included in your score.

On each page where you will answer an open-response question in your answer booklet, there is a small grid. Some open-response questions require you to use these grids. If a question does not require you to use the grid, you may still use it or you may write over the grid if you want.”
Administering High School STE Test Session 2

Your answers to open-response questions will not be scored for spelling or grammar. You should try your best to use proper spelling and grammar, but your score will not be lowered if you make a mistake in spelling or grammar.

Remember to read open-response questions CAREFULLY and answer them COMPLETELY. If an open-response question has more than one part or asks for more than one answer, be sure to answer EVERY part of the question and label each part of your answer ‘a,’ ‘b,’ etc.”

8. Say to the students:

“Next, I am going to tell you some things that are allowed and some that are not allowed during this session.

You may not use an English-language dictionary during this test session.

You must mark all of your answers in your answer booklet. Any answers written in your test booklet will not be scored, and your test booklet will be shredded and recycled by the Department of Elementary and Secondary Education after testing.

You may use pens or highlighters to help you in your test booklet, and you may use a yellow highlighter in your answer booklet, BUT you must write all of your responses in your answer booklet in #2 pencil ONLY. If you use any other writing instrument or leave any stray marks with a pencil in your answer booklet, your answers may not be scored.

It is important that MCAS tests are fair to all students. Therefore, giving or receiving help is not allowed. This includes using notes, books, or other reference materials, accessing a cell phone or other electronic device, looking at another student’s test, allowing another student to see your test, passing notes, or talking to other students. All students are expected to be honest and not cheat in any way.

At any time during this session, you may raise your hand if you would like me to read aloud a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But, I will not be able to tell you what the word means, and I cannot give you any other help or assistance during this session. Please raise your hand if you have any questions about this.”

Answer any questions students have.

9. Say to the students:

“It is important for you to know that any figures, diagrams, or illustrations in your test booklet are not necessarily drawn to scale.

This test session is scheduled to be ______ (state length of test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.

If you finish answering the questions before the end of the test session, you should review your work for this session. However, you may NOT review the first test session. Any answers you make to questions from Session 1 during this session will be invalidated.”
Administering High School STE Test Session 2

Please open your test booklet to the beginning and review the information in the box. You are allowed to turn back to this page at any time during testing to remind yourself of how to answer open-response questions, but you may not turn back to Session 1 in your answer booklet.”

Pause while students review the information.

10. Say:

“Open your answer booklet to page 6, which says ‘Session 2’ at the top. You will mark your answers for Session 2 beginning on this page.”

11. Then say to all students:

“Now open your test booklet to the first page that says ‘Session 2’ at the top. You may begin Session 2 now.”

12. If you are administering the test to any students with disabilities using accommodation A12 (Typed Responses), turn to page 127 in Appendix D for the script to read to these students at this time.

13. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, are not using cell phones or other electronic devices, and are in the correct session of their test booklets and answer booklets.

Remember that you may view students’ booklets for the sole purpose of confirming that students are working in the correct session. A test administrator may not review booklets to confirm whether a student has marked all his or her responses.

14. When the session time is half over, say to the students:

“The session time is half over. Remember to use the information in the box at the beginning of your test booklet as you review your answers to open-response questions. Make sure you do not skip any questions in this test session. When you are finished answering all of the questions in Session 2 and reviewing your work, return your test materials to me.”

15. If you are administering the

BIOLOGY OR INTRODUCTORY PHYSICS TEST, say to ANY STUDENT WHO FINISHES EARLY:

“Before you hand me your booklets, I want to remind you that

• you were supposed to answer questions 31 through 59 during this session; and
• the last response to a question should be on page 9 of your answer booklet.”
Administering High School STE Test Session 2

All your responses must be in your answer booklet—not your test booklet. You should make sure you have not skipped any questions. Remember, once you hand me your test materials, you will not be permitted to go back to Session 2. I want to remind you that cell phones, music players, e-book readers, and other electronic devices are still not allowed until I give you permission, or your results may be invalidated.”

Permit students to check whether they have skipped any questions.

▶ CHEMISTRY OR TECHNOLOGY/ENGINEERING TEST, say to ANY STUDENT WHO FINISHES EARLY:

“Before you hand me your booklets, I want to remind you that
• you were supposed to answer questions 36 through 67 during this session; and
• the last response to a question should be on page 9 of your answer booklet.

All your responses must be in your answer booklet—not your test booklet. You should make sure you have not skipped any questions. Remember, once you hand me your test materials, you will not be permitted to go back to Session 2. I want to remind you that cell phones, music players, e-book readers, and other electronic devices are still not allowed until I give you permission, or your results may be invalidated.”

Permit students to check whether they have skipped any questions.

16. If you are administering the

▶ BIOLOGY OR INTRODUCTORY PHYSICS TEST, at the end of the session, say to ANY STUDENTS STILL WORKING:

“This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that
• you were supposed to answer questions 31 through 59 during this session; and
• the last response to a question should be on page 9 of your answer booklet.

All your responses must be in your answer booklet—not your test booklet. You should make sure you have not skipped any questions. Remember, once you hand me your test materials, you will not be permitted to go back to Session 2.”

Pause to allow students to check whether they have skipped any questions.

▶ CHEMISTRY OR TECHNOLOGY/ENGINEERING TEST, at the end of the session, say to ANY STUDENTS STILL WORKING:

“This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that
• you were supposed to answer questions 36 through 67 during this session; and
• the last response to a question should be on page 9 of your answer booklet.

All your responses must be in your answer booklet—not your test booklet. You should make sure you have not skipped any questions. Remember, once you hand me your test materials, you will not be permitted to go back to Session 2.”

Pause to allow students to check whether they have skipped any questions.
17. If you have administered the

- **BIOLOGY TEST**, say to the students:
  “Please put your pencil down and close your booklets. If you need more time to answer any questions, raise your hand.”

- **CHEMISTRY TEST**, say to the students:
  “Please put your pencil down, close your booklets, and place your Chemistry formula and constants sheet/Periodic Table of the Elements on your desk. If you need more time to answer any questions, raise your hand.”

- **INTRODUCTORY PHYSICS TEST**, say to the students:
  “Please put your pencil down, close your booklets, and place your Physics reference sheet on your desk. If you need more time to answer any questions, raise your hand.”

- **TECHNOLOGY/ENGINEERING TEST**, say to the students:
  “Please put your pencil down, close your booklets, and place your Technology/Engineering formula sheet and MCAS ruler on your desk. If you need more time to answer any questions, raise your hand.”

18. Note which students need more time and pick up each student’s booklets. Verify that you have scratch paper, a used answer booklet, a used test booklet, and any formula sheets and/or rulers if applicable from each student. For students who need more time to finish, follow the instructions given by your principal.

19. If you are administering the test to any students using accommodation A12 (Typed Responses), ask students to review their printed typed responses. **Do not dismiss students until they have confirmed that their printed typed responses are ready to submit.** After these students have completed testing, see page 128 in Appendix D for further instructions.

20. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

> “If you have not yet finished your work in this session, you will be moved to _______ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.

> Your test materials will be brought there for you. Your cell phone and any other electronic devices must remain off, and you may not access them until I or another test administrator gives you permission to do so.”

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Be sure to complete appropriate tracking documents and follow your principal’s instructions for maintaining the security of test materials for students in a test completion room.

21. Make a list of all students in your assigned group who were not tested. These students will need to take Session 2 during the make-up period. Return the list to your principal with the other test materials. If all the students assigned to you took Session 2, notify your principal of this. It is important to keep accurate records of who has been tested, as it is not permissible to look through assigned answer booklets to check whether students have completed testing.
22. Group booklets into the following separate piles:
   • used test booklets
   • used answer booklets
   • used scratch paper
   • unused scratch paper
   • void answer booklets
   • void test booklets
   • reference/formula sheets (if applicable)
   • MCAS rulers (if applicable)
   • unused test materials
   • contaminated test materials, if applicable (Remember to notify your principal or designee.)

23. Complete appropriate tracking documents, as instructed by your principal.

24. Immediately return all test materials and the list of students to your principal.

Remember that all test booklets (including large-print booklets, Braille booklets, Kurzweil CDs, and Braille Administrator’s Copies) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. For students who will be escorted to a SUPERVISED LUNCH, if your principal has instructed you to do so, read the following recommended script to students:

   “It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

   You will be going to ____________ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone or other electronic devices must remain off during lunch, and you may not access them until the test administrator gives you permission to do so. Also, you may not discuss the test during your lunch break.”

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   Be sure to complete appropriate tracking documents and follow your principal’s instructions for maintaining the security of test materials for these students.

2. For students who ask to use the RESTROOM during the test session, if your principal has instructed you to do so, read or point to this recommended script:

   “You may not retrieve or access your cell phone or any prohibited materials while you are out of the room.”

   If your principal has directed you to follow a different procedure, do so at this time.
Appendix D

Procedures for Administering the Test to Students Who Type Their Responses
Appendix D—Procedures for Administering the Test to Students Who Type their Responses

Use the instructions below when administering the test to a student with a disability whose IEP or 504 plan indicates that the student will participate in MCAS testing using accommodation A12.

General Information
A student’s response to each test question (including all sub-parts, e.g., a, b, c, d) must be submitted entirely using one of the following methods:

- typed on paper and inserted inside the front cover of the student’s test & answer booklet (or answer booklet for the operational high school STE tests);
- written by the student; or
- transcribed into the standard test & answer booklet (or standard answer booklet for the operational high school STE tests) (if the student also used accommodation A10.1, A11, or SA3.1).

All of the responses for an individual student do not need to be submitted using the same method. Regardless of which method is used, submit only one response per question.

Only written responses to questions may be submitted as typed responses. A student’s responses to multiple-choice questions must be marked in the student’s standard test & answer booklet (or standard answer booklet for the operational high school STE tests). Any draft responses are to be marked “DRAFT” and returned in the nonscorable shipment.

Prior to Administration
1. Sign an MCAS Nondisclosure Acknowledgment prior to reviewing secure test materials.
2. If your principal or designee has not already done so, make sure students’ computers do not have access to the Internet or to spell-check features. If electronic tablets will be used instead, please contact the Department before testing.
3. Prepare to provide the following information on each page of each student’s response. The required information listed below may be handwritten, typed, or printed on a label and affixed to each page. A sample template for a typed response is included on page 129.

   - student name
   - student SASID
   - test & answer booklet or answer booklet serial number (the 10-digit number located on the lower right corner of the front cover)
   - subject
   - question number
4. Prepare students’ computers and printers:

   - Use plain white paper (8 ½” x 11”).
   - Use a font size between 8-point (minimum) and 12-point (maximum).
   - Set margins to be one inch.
   - Set line spacing to be single-spaced.
   - Multiple responses cannot be printed on the same page. Make sure each page contains no more than one response.
Appendix D—Procedures for Administering the Test to Students Who Type Their Responses

During Test Administration

1. After reading
   - ELA Session 1, step 17 on page 34,
   - ELA Session 2, step 13 on page 45,
   - Mathematics/STE grades 5 and 8 Session 1, step 23 on page 58,
   - Mathematics/STE grades 5 and 8 Session 2, step 18 on page 72,
   - Operational high school STE Session 1, step 23 on page 85, or
   - Operational high school STE Session 2, step 12 on page 97,

   say to the students:
   
   “Now I have some additional information to explain about using your computer. During this session, you will be typing your work. Be sure to save your file often in case of computer issues.

As you know, you are not allowed to access the Internet. Doing a web search, playing games online, or accessing a web page will cause your test results to be invalidated.

You will be able to submit a maximum of two printed pages for each question. Plan your work accordingly.”

2. FOR ELA test sessions, say to the students:

   “You should not have access to the spell-check or grammar check function on your computer during this session. If you see it turned on for some reason during this session, please raise your hand.”

3. FOR MATHEMATICS test sessions, say to the students:

   “During this session, if you come to a question for which you would like to create a graph, draw a figure, or plot coordinates on a grid, but you are unable to do this using your computer, please raise your hand.”

   In such cases, a student may either write the graphic portion of his or her response in the test & answer booklet (or answer booklet for operational high school STE) or request that the test administrator scribe the graphic portion into the booklet exactly as dictated by the student. If the student also typed any portion of his or her response to the same question, you must later transcribe verbatim the portion that was typed into the student’s booklet. It is suggested that you use a piece of paper to mark the student's booklet for later transcription.

4. Say to the students:

   “Once you complete your work, I will print it out so that you have the opportunity to review it and confirm that your work is ready to be submitted.”
Appendix D—Procedures for Administering the Test to Students Who Type Their Responses

**Security Information**
Test administrators are responsible for
- ensuring that students do not have access to the Internet or any files on the computer hard drive or network during testing;
- ensuring that no response is edited by anyone other than the student and only during the test-taking period; and
- at the end of test administration, deleting all student responses that were temporarily saved on any local computer or computer disk after all student responses have been printed for submission with a standard test & answer booklet (or standard answer booklet for the operational high school STE tests).

Student responses are secure and confidential and must not be accessible to unauthorized individuals.

5. After reading this script, return to
   - ELA Session 1, step 18 on page 34,
   - ELA session 2, step 14 on page 46,
   - Mathematics/STE grades 5 and 8 Session 1, step 24 on page 58,
   - Mathematics/STE grades 5 and 8 Session 2, step 19 on page 72,
   - Operational high school STE Session 1, step 24 on page 86, or
   - Operational high school STE Session 2, step 13 on page 97.

**After Test Administration**

1. If students typed their responses to multiple-choice questions, transcribe the responses to the students’ standard test & answer booklet (or standard answer booklet for the operational high school STE tests). **Otherwise, the students will not receive credit for their work.**

2. The process of transcribing a student’s responses into his or her standard test & answer booklet (or standard answer booklet for the operational high school STE tests) by a test administrator may occur any time during the testing window, but the process must be monitored and supervised by the principal, test coordinator, or another test administrator to ensure accuracy.

3. Place the student’s final typed response pages for scoring inside the front cover of the student’s standard test & answer booklet (or standard answer booklet for the operational high school STE tests). Do not use any clips, tape, or staples. Mark any draft responses as “DRAFT” and ask your principal to return them in the nonscorable shipment.

4. If you are the principal’s designee, fill in the circle for accommodation A12 on the inside back cover of the student’s standard test & answer booklet (or standard answer booklet for the operational high school STE tests).

5. Immediately after testing, return all test materials to your principal using appropriate tracking documents. Your principal or designee will return the typed responses following instructions in the PAM.

6. Once materials are returned to the principal, delete all student responses from the computers.
Appendix D—Procedures for Administering the Test to Students Who Type Their Responses

Sample MCAS Typed Response Template

Student Name: Jonathan Ward  
Student SASID: 1012345678  
Test & Answer Booklet Serial Number*: 1234567890  
Subject: English Language Arts  
Question Number: 35

In this area, the student will type the response to the test question.

For more information, see the formatting requirements in this appendix.

* (located on the lower right-hand corner of the test & answer booklet or answer booklet front cover)