MCAS Test Administration

General Information and Responsibilities & Expectations of Room Proctors/Test Administrators

March 18th, 19th, and 21st
May 13th-14th
June 2nd-3rd

Submitted by Sharon High School
Contact Principal Jose Libano at libano@sharon.k12.ma.us with questions.
ELA Schedule

Tuesday, March 18th (B Day)
- ELA Composition
- In classrooms, 8:05 – 11:43
- Library closed: 11:20 – end of day

Wednesday, March 19th (C Day)
- ELA Reading Comprehension (1 and 2)
- In classrooms, 8:05 – 10:43 & 11:47 – 2:40
- Library closed: 10:20 – 11:45
- Sophomores & Juniors switch lunches

Friday, March 21st (E Day)
- ELA Reading Comprehension (3)
- In classrooms, 8:05 – 10:43
- Library closed: 10:20 – 11:45
Math & Science Schedules

➤ To be released as the testing dates approach!
Pre-Administration Requirements

- Everyone should review this presentation.
- Room proctors and test administrators must sign that they have reviewed this presentation and received the Test Administrator’s Manual.
- Test administrators must also acknowledge receipt of the MCAS Test Security Requirements.
- Some test administrators must review and sign the MCAS Non-Disclosure Agreement.
- Everyone should review and familiarize themselves with the materials that they receive.
- Everyone should review the planned testing schedule & room assignments.
Picking Up Testing Materials

- If you are proctoring a room or administering one of the tests at the start of a testing session, it will be necessary to come to the Main Office and get the appropriate materials. Please do so no sooner than 15 minutes before the scheduled start of the testing session.

- Materials will be packaged in a manila envelope for the appropriate testing venue.

- Test booklets, answer booklets, an attendance roster, and pencils will be included. Questionnaires and reference/formula sheets may be included. It depends on the test.

- Signature verification that you have received the materials is necessary. At that point, you are responsible for the security of the tests.
Set-Up of Testing Space

- Desks should be arranged in standard rows all facing the same direction and separated.

- TV’s (or projectors) should be on, as well as tuned to the correct channel.

- The date, the appropriate question numbers for the testing session, and the name of the test administrator or 1st proctor of the day will be written on the board.

- Dictionaries and calculators will be present for use when the testing session allows them. Available dictionaries should be placed where they can be easily accessed/returned.

- Room proctors are asked to be mindful of temperature, ventilation, and noise….act accordingly or contact the main office with any concerns.

- All student belongings (i.e., book-bags, electronics) should be placed against a wall prior to the distribution of test and answer booklets. Desks should be clear of all items, except for pencils, calculators (when allowed), and any bottled water.

- Reading books brought by a student for the purpose of passing time once he/she has returned his/her testing materials should be placed on the teacher desk.
Distribution of Materials & Getting Started

• All rooms will receive instructions via the TV’s.
• Questionnaires, test booklets, answer booklets, and reference/formula sheets should not be distributed until instructions to do so are given.
• Prior to the delivery of formal instructions via the TV’s, the following things can be done:
  - attendance should be taken/documentated
  - students should be seated alphabetically
  - pencils and calculators should be distributed
  - reading books should be placed on the teacher desk; these books can be accessed once the students complete and return the exam
  - all other personal belongings (i.e., book-bags, electronics) should be placed against a wall
• Ensuing instructions from the TV will dictate distribution of testing materials, the documentation of such, and the actual starting time for students.
During the Test

- The room should never be left unattended.
- The administration will make testing decisions about students who arrive late to school.
- At all times, room proctors are expected to actively and closely monitor what is happening, moving about the room approximately every 10 minutes to ensure that students are working in the correct section and complying with all other expectations.
- The Main Office can be reached by calling x8005.
- An administrator should be contacted immediately if an indiscretion of any kind is suspected.
- Students who need to use the restroom may do so one at a time.
- Students may bring/consume bottled water or use the water fountain one at a time.
- Students who finish the test early may not review an upcoming session, return to a completed session, or use electronic equipment of any kind. They may review work from the current testing session, read a book (see below), or sit quietly.
- Students who finish early may exchange their testing materials for the book that they placed on the teacher desk prior to the start of the testing session.
Collection of Materials & Moving to the Library

• Instructions for collecting/organizing testing materials and related items will occur via the TV’s. Likewise, protocols will be provided via the TV’s for students who need more time and will move to the library.

• Students who finish early may exchange their testing materials for the book that they placed on the teacher desk prior to the start of the testing session.

• Room proctors must help track the testing materials by documenting who finished in the classroom and who needed extra time in the library.

• Counselors and administrators will assist in the transport of testing materials and students to the library. Students may carry pencils/calculators. They may not transport their test or answer booklets.

• The testing materials of those who finished in the classroom will be collected by someone before the bell to transition to the next period.
Important Notes

- The DESE may stop in to review testing conditions and adherence to expected protocols and procedures.

- In an emergency situation (i.e., evacuation), all test and answer booklets should be collected and secured by the room proctor.

- During the ELA Composition session, there is a brief supervised break. At no time, may students discuss the writing prompt/subject of the test.

- The use of dictionaries is allowed during the ELA Composition session. There are not enough to distribute to each student. Students may use them one at a time and should return them to the designated spot in the classroom as soon as reasonably possible so that others may use them.

- During the Math and Science sessions, calculators may be used during testing sessions in which they are allowed. Students may **not** share calculators.

- Between testing sessions/days, materials must be re-organized. The collection of pencils, as well as the alphabetical ordering of any collected test and answer booklets is always appreciated!
Questions?

Thanks for all of your assistance, understanding, and patience with all of the necessary inconveniences and mandated procedures!

It is appreciated!