**Test Administration Suggestions**

* Follow all MCAS test administration security protocols. Maintain documentation of all trainings and names of staff who attended.
* Meet with staff well in advance of testing. Be sure to communicate all information pertinent to testing and explain about potential consequences as a result of irregularities including termination and license revocation.
* Meet with students to give information about testing procedures at schools. It is very important to communicate about materials not allowed during testing (especially cell phones), and also to explain to ELL students the participation guidelines. Be clear about communicating consequences such as invalidation of student results.
* Be sure to review the participation requirements and guidelines in the PAM.
* Be sure to account for all testing materials and return them according to published timelines.
* Be sure to make copies of all MCAS-Alt portfolios submitted for review. This will enable schools to review determinations and have supporting evidence to justify potential appeals.
* The school may record as “present” the absent days of a student who did receive hospital or home-based tutoring and for whom the school maintains evidence that educational services were provided. Conversely, the school must record as “absent” any days that a student with documented medical issues was absent from school and did not receive educational services. Only under extraordinary circumstances will the Department accept attendance-based appeals. If such a case should arise, the district will be required to submit evidence that hospital or home-based tutoring were provided such as lesson plans, teacher assignments, and student work for each day appealed.

Submitted by Springfield Public Schools

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