Sign in and take a packet on the end of row 2
Please sit close (rows 3-5)
Train Test Administrators

- All individuals involved in test administration must participate in training.
  - Sign in to prove you have attended training

- New forms requiring signoff by test administrators
  - Participated in training
  - Received their TAMs (Test Admin Manual)
  - Signed a nondisclosure agreement, if providing certain accommodations (special education proctors)
Test Administrator Responsibilities

- Take care of items on the before the test begins sheet in folder
- Follow directions in TAM’s and read scripts verbatim
- Prevent use of unapproved materials.
  - No cell phones- collect before test begins
- Monitor testing process- actively- looking to make sure students are on the correct test session.
- Supervise students at all times to prevent cheating.
- Do not coach students or alter responses.
  - Write on board the question #s for each testing session and read this as part of the script.
  - Do not check students’ booklets for completeness.
Increased Emphasis on Test Security

- **National level:**
  - Numerous examples of widespread cheating
  - June 24, 2011, letter from Secretary Duncan

“...even the hint of testing irregularities and misconduct in the test administration process could call into question school reform efforts and undermine the State accountability systems that you have painstakingly built over the past decade.”
Consequences for Test Security Violations

- Delay in reporting results
- Invalidation of results
- Prohibiting school personnel from participating in future MCAS test administrations
- Licensure sanctions for licensed educators

Consequences/ sanctions imposed by the Department do not limit a local district’s authority to impose its own sanctions.
## Invalidations of MCAS Results

<table>
<thead>
<tr>
<th>Year</th>
<th># of Student Score Invalidations because of Student Cheating, Accommodation Given to Ineligible Students, Teacher Coaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>312</td>
</tr>
<tr>
<td>2009</td>
<td>598</td>
</tr>
<tr>
<td>2010</td>
<td>1,350</td>
</tr>
<tr>
<td>2011</td>
<td>354*</td>
</tr>
</tbody>
</table>

* Of these students, **111** had results invalidated because they used electronic devices, including cell phones.
Maintain a Secure Testing Environment (my job)

- Develop local policies to ensure maximum test security
  - Breaks (lunch, restroom)
  - Students who need extra time
  - No visitors
  - Cell Phones
  - Adult supervision
  - Coaching, etc.
  - Material security
Test Materials

- Store all test materials in a central location each day.
  - Locked 24/7 - restricted access
- Maintain chain of custody of materials during test administration.
  - Reconcile quantities of test materials shipped/received.
  - Do not remove test materials from school.
  - Do not leave test materials unattended.
- **NEW:** Retain your school’s test administration files for three years.
  - Records may be requested if a report of testing irregularities or security breach results in an investigation.
Confidentiality of Booklets

**Do not**

- Review the content in any test booklets or answer booklets before, during, or after testing.
  - Exceptions: Braille, signing the test, large-print transcription
- Provide students access to tests before testing.
- Duplicate test materials.
- Retain, recycle, remove, or destroy test materials.
<table>
<thead>
<tr>
<th>Testing Administrator Role</th>
<th>Description of Main Duties</th>
</tr>
</thead>
</table>
| PTA- PRIMARY test administrator | • Obtains crate from guidance by 7:45 AM each day of MCAS  
• Test is in PTA’s room  
• PTA is responsible for security of the crate of materials, inventory of materials, and returning crate to guidance  
• Reads the directions of the test aloud to students  
• Secures testing environment  
• Clears board and writes appropriate items on the board (see folders in the crate for instructions day of)  
• Helps ATA with materials and cell phones |
| ATA- ASSISTANT test administrator | • Supports PTA during beginning of test, end of test, and by covering bathroom breaks mid test.  
• Passes out materials  
• Collects cell phones  
• Assists with daily inventory of supplies  
• Brings tests and students to extra time room (B129)  
• Distributes and collects student responsibility form |
| Break person | • During the one hour break for ATA/PTA (8:45-9:45) - Responsible for test security in room / monitoring students during testing.  
• Must know how to check students out in case they finish early  
• **May** be called upon to be an ATA in case of absences during the day of the test. |
Setting up Rooms

**WALL DISPLAYS**
- Remove or cover helpful information or subject matter related to the test

**SEATING**
- Keep a chart (included in folder)
- Students should be in the same seat each day
- Students must be spaced evenly apart

**COLLECTION OF MATERIALS**
- Cell phones must be collected (box/label)
- Books and reading for early finish (collect, should not be under chair)
Test Security

- TEST MATERIALS (INSIDE THE CRATE)
  - The crates are in guidance and should only go to your room, then back to guidance.

- PROTECTION OF THE CRATE
  - PTA/ATA should never leave (even if you lock) the room with materials inside unsupervised.
Morning of the Test

- PTA-Please arrive to obtain crate at 7:45 AM
- Make sure boards are entirely cleaned and empty with just the MCAS info on board (see the “before you begin testing” sheet)
- Important to look in folders in crate and read everything so you are prepared for the test.
Administration of Test

- Do NOT pass out anything before scripts tell you to, or place any materials on desks.
- You must follow the directions IN THE MANUAL EXACTLY. You must read directions verbatim.
- Take attendance carefully.
- Begin on time- as close to 8:10 as possible.
- Late students cannot enter if directions have started.
- **New** form this year students sign about cheating
- This test is important, please do not personalize the administration of it or mock the test. We want to encourage students to do their best. This is serious as graduation from high school is dependent on these three exams. Whether or not you agree is not a discussion topic for these three days.
Bubbling & Labels

- NO BUBBLING IN ANYTHING (all tests are labeled)
  - Students should write name on answer booklet and fill in school and district name, but no bubbling on the cover!
  - Bubble in answers and the form # on answer booklet only.
  - NO bubbling in name, SASID, or birthday.
BATHROOM

BATHROOM BREAKS

- One student at a time
- Cell phones have been collected so they should not be an issue.
- Students must have the pass from the crate
- To obtain pass they need to hand you the test and answer booklet on their desks

PTA BATHROOM BREAK

- ATA should be called to cover room for you!
Breaks and the two test sessions

- ATA AND PTA both have a prep period in the middle of the test session (8:40-9:40). Return promptly at 9:40.
- Call ATA to assist when second session begins on Tuesday-Wednesday.
- ATA needs to come back for the end of the second test (close to 11) to collect books and move the students to the extra time room in B129.
EXTRA TIME PROCEDURE

- WHEN TEST SESSION B/2 ENDS, ATA WILL COLLECT ANY EXTRA TIME STUDENTS AND WALK THEM DOWN TO B129.
  - The ATA will also bring the booklets down.
  - The room should remain silent while the ATA gathers booklets for extra time students.
  - NO bathroom breaks on way down and no chatting
  - Once in the room, secure a seat for each test taker, then hand them test and answer booklet.
  - Students should not carry their own booklets or chat

- THE PTA WILL DROP OFF THE CRATE IN GUIDANCE
  - Fill out the list of the extra time test takers that is in your crate. Drop the ETTT on top of your crate in guidance (this way it is easy to place those booklets back in your crate).
  - SIGN THE CRATE back in the security test administration form.
TEST CONCLUSION PROCEDURES

CHECK OUT PROCESS

- Stay in seat and raise hand
- Proctor will come to you and collect your materials. You will sign the sheet, and the proctor will hand you your reading materials if there is still time to stay in the room. If you are finished and it is time, you can collect your cell phones and head to the cafeteria.
- Proctor will record the time you signed out.
- No locker or bathroom breaks in the MCAS test areas, please head to café and go to locker later.
- Extra time students should keep working until they are instructed to stop for moving.
FLOOR MONITORS

- [test administrator name redacted] will monitor the second nook to check for passes to and from the bathroom and to make sure students are not at lockers.
- [test administrator name redacted] will monitor the third floor nook to check for passes to and from the bathroom and to make sure students are not at lockers.
- [test administrator name redacted] will monitor the front door and keep students from entering the academic wing from 8-11:20 ON TUESDAY and 8:00-10:55 AM Wednesday and Thursday.
- [test administrator name redacted] will supervise the cafeteria.
Be Wary of….

- NO LOOKING AT THE TEST
- NO TALKING TO STUDENTS/GUIDING/COACHING DURING THE TEST
- NO MONITORING OF STUDENT PROGRESS (Hey, you didn’t finish the essay!?)
- ADULT SUPERVISION
  - PERIODICALLY WALK AROUND ROOM AND CHECK ON STUDENTS
  - QUIET IS IMPORTANT
  - ADULTS – NO PHONES OUT OR USED DURING TEST
Before Testing

There is a detailed sheet in folder with duties

- Remind students to
  - Try their best.
  - Work until stop sign on test booklet pages.
  - Respond directly to the MCAS ELA Composition prompt.

- Students must not
  - Preview test materials
  - Copy others’ work
  - Accept any coaching or let someone else answer for them
  - Use unapproved materials
Results are **invalidated** for students using any electronic device during testing.