**MCAS MATERIALS LIST**

**Inside the CRATE**

**A black folder that contains……..**

* An attendance sheet for Tuesday and Wednesday
* A signature sheet for students to sign off when they finish the test
* The Student Responsibility Statement (do day 1, collect, return to crate)
* Test books for each student (they are combined for session 1 & 2, so be vigilant and make sure students are not looking ahead!
* An answer booklet for each student- pre-labeled / pre-bubbled
* Instructions about late/absent students
* A seating chart (fill out when students begin testing day 1)
* What to do before the test begins in your room
* A note that directs you to call guidance if you have questions
* A piece of paper with the school and district name (write this on your board)
* A do not disturb sign to hang on the door
* A bathroom pass
* Schedules for the two days of MCAS **(PLEASE POST THESE- they should not return in your folder on Tuesday)**
* Instructions on when students finish the test
* Test Irregularity Protocol sheets
* Pencils

PLEASE CHECK YOUR INVENTORY!

If you are short, call the office and we will send a runner up with materials

Submitted by Swampscott High School

Contact Lytania Mackey at [mackey@swampscott.k12.ma.us](mailto:mackey@swampscott.k12.ma.us) with questions.