November 2017 Retests
February 2018 Biology Test and
March 2018 Retests
Purpose of This Manual

This *Principal’s Administration Manual* provides the information necessary for high school principals and school leaders to conduct a smooth and successful MCAS administration. It is meant to be used in conjunction with the *Test Administrator’s Manual*, which provides instructions for test administrators as well as scripts to read to students during the test administration sessions.

The Department has high expectations for proper MCAS administration and requests that principals and test administrators take ample time to read and understand their respective manuals. In order to have confidence that MCAS tests are eliciting students’ independent work and assessing their comprehension of the tested subjects, we must all work to ensure that test administration protocols are followed across the Commonwealth.

If any information seems unclear, or if you have any special situations, specialists in the Department’s Student Assessment Services Unit are available each day to answer questions. You may also search for a keyword in the PDF version of this manual, which is posted on the Department’s website at [www.doe.mass.edu/mcas/testadmin/retest/PAM.pdf](http://www.doe.mass.edu/mcas/testadmin/retest/PAM.pdf).

The Department counts on your leadership to maintain Massachusetts’s reputation for high standards, reliable and valid assessments based on those standards, and educational excellence.
Important Contact Information and Resources

MCAS Test Administration Information and Online Services
MCAS Service Center
Hours: 7:00 a.m.–5:00 p.m., Monday–Friday
Telephone: 800-737-5103
Email: mcas@measuredprogress.org
Fax: 877-325-4421

MCAS Policy Information
MA Department of Elementary and Secondary Education
Student Assessment Services Office
Web: November and March Retests: www.doe.mass.edu/mcas/testadmin/retest
February Biology: www.doe.mass.edu/mcas/testadmin/biology
Email: mcas@doe.mass.edu
Telephone: 781-338-3625
Fax: 781-338-3630
Questions regarding Student Information Management System (SIMS) data should be directed to the district’s SIMS contact (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select SIMS Contact from the Function menu, and click Get Results).

Important Information about Online Accounts and Passwords

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>Purpose</th>
</tr>
</thead>
</table>
| PearsonAccessnext (PAN, mcas.pearsonaccessnext.com) | Register students for tests
Upload accommodations for participating students |
| MCAS Service Center (mcasservicecenter.com) | Complete the Principal’s Certification of Proper Test Administration (PCPA) form
Order additional test materials
Schedule UPS pickups |

Notes:
- Use the MP Ship Code printed on the Materials Summary form to order additional materials.
- Use a UPS tracking number from a Return Service label to schedule UPS pickup.
## MCAS Testing Schedule and Administration Deadlines

### November Retests, February Biology Test, March Retests

See Part III of this manual for requirements for scheduling test sessions. Also see Appendix B for deadlines related to testing students with disabilities (e.g., submitting individualized materials for accommodation 20).

<table>
<thead>
<tr>
<th>Date/Time(^1)</th>
<th>November 2017 MCAS English Language Arts (ELA) and Mathematics Retests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before Testing</strong></td>
<td>Complete the Student Registration/Personal Needs Profile (SR/PNP) process September 25–October 6</td>
</tr>
<tr>
<td></td>
<td>Receive test materials November 1</td>
</tr>
<tr>
<td></td>
<td>Complete PCPA (Materials Received section) Report packing discrepancies, if necessary Order additional materials, if necessary November 1–6, 12:00 p.m.</td>
</tr>
<tr>
<td><strong>Test Administration</strong></td>
<td>ELA Composition Sessions A and B November 8</td>
</tr>
<tr>
<td></td>
<td>ELA Reading Comprehension Sessions 1 and 2 November 9</td>
</tr>
<tr>
<td></td>
<td>ELA Reading Comprehension Session 3 November 14</td>
</tr>
<tr>
<td></td>
<td>Mathematics Session 1 November 15</td>
</tr>
<tr>
<td></td>
<td>Mathematics Session 2 November 16</td>
</tr>
<tr>
<td></td>
<td>Last day for regular make-up testing November 17(^2)</td>
</tr>
<tr>
<td><strong>After Testing</strong></td>
<td>Complete PCPA Schedule UPS pickup November 20, 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Deadline for UPS pickup November 21</td>
</tr>
</tbody>
</table>

### February 2018 MCAS Biology Test

<table>
<thead>
<tr>
<th>Date/Time(^3)</th>
<th>February 2018 MCAS Biology Test</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before Testing</strong></td>
<td>Complete the SR/PNP process December 4–15</td>
</tr>
<tr>
<td></td>
<td>Receive test materials January 29</td>
</tr>
<tr>
<td></td>
<td>Complete PCPA (Materials Received section) Report packing discrepancies, if necessary Order additional materials, if necessary January 29–February 1, 12:00 p.m.</td>
</tr>
<tr>
<td><strong>Test Administration</strong></td>
<td>Biology Session 1 February 5</td>
</tr>
<tr>
<td></td>
<td>Biology Session 2 February 6</td>
</tr>
<tr>
<td></td>
<td>Last day for regular make-up testing February 8(^3)</td>
</tr>
<tr>
<td><strong>After Testing</strong></td>
<td>Complete PCPA Schedule UPS pickup February 9, 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Deadline for UPS pickup February 12</td>
</tr>
</tbody>
</table>

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1 Individual test sessions are designed to be completed in 45 minutes for ELA Composition and ELA Reading Comprehension, and 60 minutes for Mathematics and February Biology.

2 Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled sessions or make-up sessions) may be completed November 20.

3 Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled sessions or make-up sessions) may be completed February 9.
## MCAS Testing Schedule and Administration Deadlines

### November Retests, February Biology Test, March Retests (continued)

<table>
<thead>
<tr>
<th>Date/Time(^4)</th>
<th>March 2018 MCAS ELA and Mathematics Retests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before Testing</strong></td>
<td>Complete the SR/PNP process January 8–22</td>
</tr>
<tr>
<td></td>
<td>Receive test materials February 14</td>
</tr>
<tr>
<td></td>
<td>Complete PCPA (Materials Received section)</td>
</tr>
<tr>
<td></td>
<td>Report packing discrepancies, if necessary</td>
</tr>
<tr>
<td></td>
<td>Order additional materials, if necessary</td>
</tr>
<tr>
<td></td>
<td>February 14–26, 12:00 p.m.</td>
</tr>
<tr>
<td><strong>Test Administration</strong></td>
<td>ELA Composition Sessions A and B February 28</td>
</tr>
<tr>
<td></td>
<td>ELA Reading Comprehension Sessions 1 and 2 March 1</td>
</tr>
<tr>
<td></td>
<td>ELA Reading Comprehension Session 3 March 2</td>
</tr>
<tr>
<td></td>
<td>Mathematics Session 1 March 5</td>
</tr>
<tr>
<td></td>
<td>Mathematics Session 2 March 6</td>
</tr>
<tr>
<td></td>
<td>Last day for make-up testing March 7(^5)</td>
</tr>
<tr>
<td><strong>After Testing</strong></td>
<td>Complete PCPA Schedule UPS pickup March 8, 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Deadline for UPS pickup March 9</td>
</tr>
</tbody>
</table>

\(^4\) Individual test sessions are designed to be completed in 45 minutes for ELA Composition and ELA Reading Comprehension, and 60 minutes for Mathematics.

\(^5\) Make-up testing for students with extraordinary circumstances (i.e., students not able to participate in regularly scheduled sessions or make-up sessions) may be completed March 8.
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Part I

MCAS Test Security Requirements
MCAS Test Security Requirements

The Massachusetts Comprehensive Assessment System (MCAS) tests are designed to elicit students’ work in order to assess their comprehension of the subject being tested. The purpose of the MCAS Test Security Requirements is to protect the validity of MCAS results.

Section A describes responsibilities of principals and designees (i.e., individuals authorized by the principal to assist in coordinating test administration).

Section B describes shared responsibilities of all individuals who have access to secure test materials.

Section C describes responsibilities of test administrators.

Section D provides instructions for reporting testing irregularities and describes the process the Department of Elementary and Secondary Education (“the Department”) follows for investigation.

Principals and school personnel authorized to have access to secure materials must follow the requirements listed below and may not participate in, direct, assist in, encourage, or fail to report any testing irregularity or act of misconduct.

Principals are responsible for ensuring that all test administrators and school personnel authorized to have access to secure test materials comply with the requirements and instructions contained in this part of the Principal’s Administration Manual (PAM) and in the Test Administrator’s Manual (TAM).

Please note the following definitions for the purposes of this section and this manual:

- “Secure” refers to a test question, student response, or test that has not been made available to the public by the Department. All test questions, student responses to those test questions, test booklets, and answer booklets6 are confidential and must be kept secure at all times. Principals must return all secure materials to the testing contractor after testing is completed.

- “Access” refers to handling test materials, but does not include reviewing tests or individual questions, which is prohibited. Students may never transport secure test materials, including from their initial testing room to a test completion room.

- “Locked storage area” refers to the central locked area that must be used to store all MCAS test materials at all times when materials are not in use. Principals must restrict access to the locked storage area to only those school personnel authorized by the principal to handle secure materials. For example, custodial or cleaning staff may not enter the locked area where the principal stores secure materials.

Each principal must complete the Principal’s Certification of Proper Test Administration (PCPA) to certify that the school has followed proper MCAS test security requirements and test administration protocols. See Appendix E for the certification statements to which the principal must attest.

6 Note that the term “secure test booklets and answer booklets” also refers to Braille test materials, large-print test materials, and Kurzweil 3000 CDs.
A. Responsibilities of the Principal and Designee

1. Before testing, review your plans for maintaining test security with your superintendent so that he or she is comfortable with the procedures in the school building.
   - As part of this review, your superintendent may ask you to use the optional Superintendent’s Assurance of Proper Test Administration form in Appendix E to document your preparations.

2. Authorize specific personnel to serve as test administrators, and train them to properly administer MCAS tests. Designate other school personnel as necessary to maintain a secure test administration (e.g., personnel permitted to access secure test materials, personnel to serve as hallway or restroom monitors) and train them in MCAS security requirements.
   - Before the training session, distribute
     - a copy of the appropriate TAM to every test administrator, and
     - a copy of the test security requirements to all school personnel who have access to secure materials (available at www.doe.mass.edu/mcas/testadmin/retest/PAM-securityreqs.pdf).
   - Document that all test administrators have received a TAM and that school personnel who have access to secure materials have received the test security requirements (see sample form in Appendix E).
   - Train test administrators prior to each administration (i.e., November retests, February Biology test, March retests) during which they will administer any MCAS test. The PAM and TAM describe the protocols necessary to conduct a proper MCAS test administration.
   - For test administrators who provide accommodations to students with disabilities, provide training in the implementation of accommodations in accordance with Appendix B and Requirements for the Participation of Students with Disabilities and English Language Learners in the 2017–2018 MCAS High School Tests (available at www.doe.mass.edu/mcas/accessibility).

3. Instruct students in MCAS test security requirements (see Part III, section K).

4. Develop local policies and procedures to ensure proper test security at all times.
   - Schedule tests to avoid conflicts with lunch (see Part III, section C for more information about scheduling test sessions).
   - Ensure that tests are administered on the prescribed days and in the prescribed order.
   - Ensure that hallways are properly monitored during testing so that students are supervised at all times when they leave testing rooms (e.g., to use the restroom or transition to a test completion room).
   - Ensure that test administrators administer tests according to section C on the following pages.

5. Keep MCAS test materials in locked central storage when MCAS tests are not being administered.
   - Account for all secure test materials at the end of each test session and keep them in the locked storage area when not in use.
   - Restrict access to the locked storage area to only those school personnel authorized to have access to secure materials.
MCAS Test Security Requirements

6. Monitor the receipt and return of all test materials.
   - Inventory materials immediately upon receipt and investigate any discrepancies in counts of materials as described in this manual.
   - Return all materials to the testing contractor according to the prescribed packing instructions and the deadlines in this manual.

B. Shared Responsibilities of Principals, Test Administrators, and Other School Personnel Authorized to Have Access to Secure Materials

1. Receive training in test security requirements and test administration protocols.
   - Test administrators, test coordinators, and other school personnel authorized to have access to secure test materials must attend the school training session. Appendix E contains a sample form that principals may use to document participation.

2. Document the location of secure materials at all times.
   - Track secure materials using the sample Test Materials Internal Tracking Form in Appendix E or a similar document (principals keep these forms on file for three years). See Part III, section M.3 for more information about requirements for internal tracking forms.

3. Ensure the security of the testing location.
   - Do not allow unauthorized persons to enter the testing room. This includes parents, researchers, reporters, students not scheduled to be testing at the time, and any school personnel (including teachers) not assigned to the room as test administrators.
   - School administrators, district personnel, and Department observers may enter testing rooms to monitor and observe testing procedures.

4. Ensure the security of test questions, test booklets, and other secure materials.
   - Do not leave MCAS materials unattended at any time unless they are locked in the secure storage area.
   - Do not view the contents of test booklets or answer booklets before, during, or after a test administration (see TAM for exceptions).
   - Do not discuss or in any way reveal the contents of test booklets or answer booklets before, during, or after test administration (see TAM for exceptions). Because MCAS test questions are secure and confidential until the Department releases them publicly, school personnel should not discuss or review test questions with students or adults even after testing has been completed.
   - Do not duplicate any portion of test or answer booklets, including but not limited to audiotaping, videotaping, photographing, photocopying, typing, or copying by hand.7
   - Do not remove test materials from the school. For example, do not share test booklets or answer booklets with another school or program housed in your building.8

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7 The only exceptions are for test administrators who must transcribe student responses into answer booklets for students with disabilities receiving certain accommodations or for students who did some or all of their work in damaged, defective, or void booklets.

8 The only exception is for principals who receive prior written permission from the Department to test a student in an alternate setting. Alternate setting requests must be resubmitted to the Department for approval for each test administration, even if approved for a previous administration.
MCAS Test Security Requirements

- Do not allow any portion of test booklets or answer booklets to be retained, discarded, recycled, removed, or destroyed.\(^9\)
- Do not allow students access to secure test questions prior to testing.
- Do not read or review any student responses.
- Do not change any student responses.

C. Responsibilities of Test Administrators

1. Receive training from the principal/designee in administering test sessions properly and securely.
   - Review the TAM and all relevant test security requirements before administering test sessions.
   - Attend the training session led by the principal/designee before each test administration (i.e., November retests, February Biology test, March retests). Appendix E contains a sample form that principals may use to document participation in training and receipt of TAMs.
   - Understand and follow the protocols related to administering tests to students with disabilities.

2. Administer all tests according to appropriate protocols.
   - Administer tests on the prescribed days during the prescribed testing window.
   - Follow the directions and read the scripts in the TAM (and in any subsequent updates provided to principals by the Department) verbatim to students.
   - Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (see pages 22–23).
   - Provide students with all required test materials as listed in the TAM. Supplemental or reference sheets are not allowed (except as approved by the Department).
   - Prevent the use of prohibited materials (see pages 23–26 for lists of required/permitted and prohibited materials). Note that results will be invalidated for students who use cell phones or other electronic devices during a test session, including after a student turns in his or her test materials, during a break, and during the transition to a test completion area.

3. Focus full attention on the testing environment at all times.
   - Continually monitor the testing process by moving unobtrusively about the room. While monitoring the classroom, a test administrator may view students’ booklets for the sole purpose of confirming that students are working in the correct session. A test administrator may not monitor a student’s placement of responses and may not review booklets to confirm whether a student has marked all his or her responses or whether a student was absent from testing.
   - Ensure that students are not left unsupervised during testing, including during breaks and transitions to test completion locations.

\(^9\) The only exception is for test materials that have become contaminated; see page 32 for procedures.
MCAS Test Security Requirements

- Students must work only on the session being administered. If a test administrator observes a student working in the incorrect session of the answer booklet or reviewing the incorrect session of the answer booklet or test booklet, this is a testing irregularity that must be reported immediately to the principal. The principal must then report the irregularity to the Department.

4. **Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.**
   - Ensure that students do not consult notes, textbooks, or other teaching materials; do not share test questions with other students; and do not consult other students, school personnel, or anyone else during testing.

5. **Do not give students any assistance or make suggestions for responding to any test question or writing prompt.**
   - Test administrators must not coach a student during testing or alter or interfere with a student’s response in any way. Examples of coaching include, but are not limited to,
     - providing answers to a student
     - indicating that a student has answered a question incorrectly or left a question blank
     - defining words or providing synonyms
     - spelling words
     - influencing a student’s responses by offering hints, clues, cues, facial expressions, nods, or changes in voice inflection
     - altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or multiple-choice answer option
     - providing any manner of assistance that could impact a student’s answers, including testing strategies
     - suggesting that a student write more on a question, check his or her work, or review or reconsider a question
   - At any time during a test session, a test administrator may repeat a portion of the TAM script if necessary for clarification.

6. **Do not read, review, or change student responses.**

7. **Follow proper procedures for students with disabilities.**
   - Ensure that students are **only** provided accommodations that are listed specifically for use during MCAS testing in an approved IEP or a 504 plan.
   - Follow guidelines on proper provision of MCAS accommodations as prescribed in Appendix B and in **Requirements for the Participation of Students with Disabilities and English Language Learners in the 2017–2018 MCAS High School Tests**.
   - Test administrators for students who will be provided certain accommodations must sign an MCAS Nondisclosure Agreement prior to their receipt of secure test materials. Principals must keep signed Nondisclosure Agreements in the school files for three years. See Appendix B for more information about which test administrators this requirement applies to, and see Appendix E for the MCAS Nondisclosure Agreement.
D. Testing Irregularities

Testing irregularities are incidents that represent a deviation from prescribed testing procedures. Testing irregularities may include student impropriety, test violations, educator misconduct, or the mishandling of secure test materials.

1. School Observations

In order to ensure the security and proper administration of the MCAS program, the Department may conduct announced and unannounced monitoring visits to schools to observe the procedures followed during test administration. This may include entering testing rooms to observe students and test administrators directly. The principal or designee should prepare to meet the observers upon their arrival and also be available during the observation to answer any questions. School staff may contact the Department’s Student Assessment Services Unit at 781-338-3625 to verify the identity of Department observers.

Department observers will confirm that all test security requirements in Part I of the PAM are being met, including the following:

- Materials are stored properly.
- Staff have been trained.
- Test administrators are administering tests appropriately.
- The testing environment is secure.

2. Mandatory Reporting of Irregularities by All Personnel

Principals must contact their superintendent and the Department at 781-338-3625 immediately after an irregularity occurs. Test administrators and other school personnel must contact their principal or superintendent and the Department. If any school or district employee with knowledge of a test irregularity has questions about his or her reporting obligations, the Department can be consulted at 781-338-3625. Failure to report irregularities may result in sanctions.

It is recommended that parents/guardians be informed when a student-specific irregularity is reported to the Department.

When reporting an irregularity to the Department, the following information should be provided:

- a description of the alleged incident and the date it occurred
- the name of the school involved, along with the district and school code
- the name(s) of the individual(s) engaged in the inappropriate practices
- the specific test(s) and specific session(s) affected
- in student-specific reports: the student’s name, date of birth, grade, and State-Assigned Student Identifier (SASID)

On occasion, individuals contact the Department anonymously to allege that testing irregularities have taken place. These allegations are investigated if sufficient information is provided.
MCAS Test Security Requirements

3. Investigations into Irregularities

In response to a report of a serious irregularity, the Department may contact the school principal or district superintendent, ask that he or she conduct a local fact-finding investigation into the alleged irregularity, and require that he or she report back to the Department in writing, within an established time frame, regarding the results of the investigation. Prior to making a final determination, the Department will review the report and will request, if necessary, additional information or documentation. The Department may also perform its own independent investigation. Once the Department determines whether an irregularity has taken place, the Department will notify the school and district about any potential consequences, such as the invalidation of results, which may follow from this determination.

4. Consequences

Testing irregularities or misconduct may result in any or all of the following:

- delay in reporting of district, school, or student results¹⁰
- invalidation of district, school, or student results
- prohibition of school personnel from participating in a future MCAS test administration
- licensure sanctions for licensed educators
- criminal sanctions

Consequences imposed by the Department or law enforcement do not limit a local district’s authority to impose its own sanctions up to and including termination.

¹⁰ Student results are provided for the retests and the February Biology test. School and district results are also provided for the Biology test.
Part II

Student Participation Guidelines for the Retests and the February Biology Test
Student Participation

A. Competency Determination

All Massachusetts students who are seeking to earn a high school diploma must meet the Competency Determination (CD) standard, in addition to meeting all local graduation requirements. To earn their CD, students must either earn a scaled score of at least 240 on both the grade 10 MCAS ELA and Mathematics tests or earn a scaled score between 220 and 238 on both tests and fulfill the requirements of an Educational Proficiency Plan (EPP). In addition, students must earn a scaled score of at least 220 on one of the high school Science and Technology/Engineering (STE) tests.

More information about CD requirements is posted at www.doe.mass.edu/mcas/graduation.html.

B. A Student’s Right to Participate in High School Tests and Retests

Students who are eligible according to the guidelines in section D below have the right to participate in high school MCAS tests and retests as follows. Retests in ELA and Mathematics are offered in November and March, and students may participate in STE tests in February (Biology only) and June (Biology, Chemistry, Introductory Physics, or Technology/Engineering) each year.

Individuals may continue to participate in ELA and Mathematics retests and STE tests after leaving high school. Adults who want to earn a high school diploma and have not yet met the testing requirements of the CD may participate in testing at the high school they most recently attended, another high school, or an adult/external diploma program.

High school students with disabilities who are unable to participate in standard MCAS tests, even with accommodations, can satisfy the CD requirement if they can demonstrate in their MCAS Alternate Assessment (MCAS-Alt) portfolio a level of achievement comparable to that of a student who has met the CD requirement by taking the standard test. See page 76 in Appendix B and the Educator’s Manual for MCAS-Alt, which is posted at www.doe.mass.edu/mcas/alt, for more information.

C. High School Students in Military Families

Principals should be aware of the CD policy for high school students in military families. If a high school student in a military family moves from another state and enrolls in a Massachusetts public high school in grade 11 or later, the district may, in lieu of having the student participate in MCAS retests, submit to the Department alternative evidence or information that demonstrates that the student has met the CD graduation standard in each required content area.

Students in grade 11 may wish to participate in the spring 2018 grade 10 ELA and Mathematics tests and the high school STE tests for scholarship purposes. Parents/guardians and students should be provided with information about the available options.

More information is posted at www.doe.mass.edu/mcas/Military-GradPolicyForm.pdf.

D. Fall/Winter MCAS Participation Guidelines

This section outlines participation guidelines for each test.

Please note that results will not be reported for students who are not eligible to participate.
Guidelines Related to the Adams Scholarship and Koplik Award

Students may participate in certain test administrations for their results to be considered to determine eligibility for the John and Abigail Adams Scholarship and the Stanley Z. Koplik Certificate of Mastery with Distinction Award. Students in grade 11 who are new to Massachusetts public schools may participate in retests to meet the MCAS testing requirement of the CD. However, students cannot participate in retests to attempt to qualify for the Adams Scholarship or the Koplik Award, because only scores on the standard spring tests for ELA and Mathematics are used to establish eligibility for these awards.

Students attempting to qualify for the scholarship or award should be advised to participate in the spring 2018 grade 10 tests in ELA and Mathematics. For STE, students can attempt to qualify by taking the February Biology test or one of the four high school STE tests in June. The Department recommends that principals and school staff advise grade 11 students to participate in retests, spring grade 10 and high school tests, or both, based on students’ past records, MCAS scores, and future plans, and balancing testing opportunities with other graduation requirements.

For more information about the Adams Scholarship, refer to www.doe.mass.edu/mcas/adams.html. For more information about the Koplik Award, refer to www.doe.mass.edu/FamComm/Student/mastery.html.

Guidelines Related to the EPP

The guidelines below also include information about participation in the March ELA retest for EPP purposes. Note that students may not participate in the Mathematics retest for EPP purposes; students instead can complete the mathematics assessment portion of their EPPs by participating in the Mathematics MCAS/EPP test. See the Department’s website at www.doe.mass.edu/ccr/epp/qa.html for other assessment options to meet EPP requirements.

ELA and Mathematics Retest Participation Guidelines

November 2017 ELA and Mathematics Retests

Eligible to participate:

- repeating grade 10 students (class of 2020) who meet both of the following requirements:
  - were previously counted in a school’s state and federal Accountability Participation results for either grade 10 ELA or Mathematics
  - have not yet earned a scaled score of at least 220 on that subject area test
- students in grade 11 or 12 (class of 2019 or 2018) who have not yet earned a scaled score of at least 220 on that subject area test
- adults who have exited high school and are attempting to meet the MCAS testing portion of the CD requirement for that subject area

11 For the purpose of these guidelines, a student is defined as having counted in a school’s participation results for accountability purposes if he or she was reported on a spring 2017 MCAS Student Roster (All Subjects) (report “PE617” in Edwin Analytics) for the grade 10 ELA or Mathematics test with any of the following Test Status Codes: T (Tested), NTA (Not Tested Absent), NTL (Not Tested First-Year Limited English Proficient), NTM (Not Tested Medically Documented Absent), or the performance level INV (test results were invalidated).

12 Students in grades 11 or 12 who were in grade 9 during the previous school year and did not participate in the spring 2017 grade 10 tests may participate in retests. However, for accountability purposes, they are required to participate in the spring 2018 grade 10 tests.
Student Participation

Not eligible to participate:
- grade 9 students (class of 2021)
- first-time or repeating grade 10 students (class of 2020) who were never counted in a school’s state and federal Accountability Participation results for either grade 10 ELA or Mathematics
- students in grade 11 or 12 (class of 2019 or 2018) who have earned a scaled score of at least 220 on that subject area test

March 2018 ELA Retest

Eligible to participate:
- repeating grade 10 students (class of 2020) who meet both of the following requirements:
  - were previously counted in a school’s state and federal Accountability Participation results for either grade 10 ELA or Mathematics
  - have not yet earned a scaled score of at least 240 on the ELA test
- students in grade 11 or 12 (class of 2019 or 2018) who have not yet earned a scaled score of at least 240 on the ELA test (Students may participate for EPP purposes.)
- adults who have exited high school and are attempting to meet the MCAS ELA testing portion of the CD requirement

Not eligible to participate:
- grade 9 students (class of 2021)
- first-time or repeating grade 10 students (class of 2020) who were never counted in a school’s state and federal Accountability Participation results for either grade 10 ELA or Mathematics
- students in grade 11 or 12 (class of 2019 or 2018) who have earned a scaled score of at least 240 on the ELA test

March 2018 Mathematics Retest

Eligible to participate:
- repeating grade 10 students (class of 2020) who meet both of the following requirements:
  - were previously counted in a school’s state and federal Accountability Participation results for either grade 10 ELA or Mathematics
  - have not yet earned a scaled score of at least 220 on the Mathematics test
- students in grade 11 or 12 (class of 2019 or 2018) who have not yet earned a scaled score of at least 220 on the Mathematics test (Students may not participate for EPP purposes.)
- adults who have exited high school and are attempting to meet the MCAS Mathematics testing portion of the CD requirement

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13 For the definition of being counted in a school’s state and federal Accountability Participation results, see footnote 11 on page 11.
14 See footnote 12 on page 11 for more participation guidelines for students in grade 11.
Student Participation

Not eligible to participate:

- grade 9 students (class of 2021)
- first-time or repeating grade 10 students (class of 2020) who were never counted\(^{15}\) in a school’s state and federal Accountability Participation results for either grade 10 ELA or Mathematics
- students in grade 11 or 12 (class of 2019 or 2018) who have earned a scaled score of at least 220 in Mathematics

February 2018 Biology Test Participation Guidelines

Eligible to participate:

- students in grade 9 or 10 (class of 2021 or 2020) who have completed or are expected to complete a biology course by the time of testing and who have not yet earned a scaled score of at least 220 on an STE test\(^{16}\)
- students in grade 11 or 12 (class of 2019 or 2018) who meet either of the following requirements:
  - have not yet earned a scaled score of at least 220 on one of the STE tests; or
  - want to attempt to qualify for the Koplik Certificate of Mastery with Distinction Award
- adults who have exited high school and are attempting to earn a scaled score of at least 220 on an STE test

Not eligible to participate: students who have earned a scaled score of 220 or higher on an STE test and are not participating for Koplik Award purposes

Additional Guidelines for Participation in the February Biology Test

The Department encourages grade 9 students to take advantage of the opportunity to participate in the February Biology test if they are enrolled in a biology course. Parents/guardians, in consultation with principals and other school personnel, have the option to request that their child participate in testing at grade 10 instead. An optional sample nonparticipation letter and form are available at www.doe.mass.edu/mcas/testadmin/nonpart.

An STE component is part of the Adams Scholarship eligibility criteria, and eligibility is based on students’ first-time scores. This should be considered when making the decision to participate in high school STE testing in grade 9. The Department recommends that schools notify grade 9 students and their parents in writing about this criterion if grade 9 students at the school will be participating in the February Biology test.

Students in grades 10–12 and adults who have exited high school and are attempting to meet the MCAS testing portion of the CD in STE may participate in any of the STE tests, including the same subject area test in which they first tested. (For example, grade 10 students who failed the Biology test they took in grade 9 may participate in the Biology test the following year,

\(^{15}\) For the definition of being counted in a school’s state and federal Accountability Participation results, see footnote 11 on page 11.

\(^{16}\) All grade 10 students who did not earn their CD in STE in grade 9 must participate in a high school STE test by the end of grade 10. Students who are planning to participate but are absent during testing in February should be scheduled to participate in one of the high school STE tests in June.
Student Participation

regardless of the STE course in which they are currently enrolled.) Alternatively, students who previously failed an STE test may wait until June to take one of the other three STE tests that corresponds to the course in which they are enrolled.

A student who participates in the February Biology test but does not earn a scaled score of at least 220 may participate in any of the STE tests in June.

Additional Information Regarding Participation in the November Retests, February Biology Test, and March Retests

The two policies below may affect schools’ spring 2018 school and district accountability determinations.

- **ELA and Mathematics:** Students in grade 11 or 12 who were in grade 9 the previous school year are eligible to participate in the retests as described above. However, these students are required to participate in the spring 2018 grade 10 tests regardless of whether they participate in the retests, and their grade 10 test results will be used for school and district accountability determinations in spring 2018. Students’ participation in ELA and Mathematics retests does not factor into participation rates for accountability purposes.

- **High School STE:** Students’ STE results are not factored into accountability calculations until the end of grade 10, even if they tested in grade 9 (note that determinations also include students in grade 11 or 12 who were in grade 9 the previous school year). In addition, determinations are made in June for students who participate in the February Biology test.

E. Outreach to Eligible Test-Takers

Districts are required to provide annual written notice to former students from the previous two years who have not yet earned their CD to inform them of academic support options and retesting opportunities (ELA and Mathematics retests in November and March, Biology testing in February, and STE testing in June). More information is posted at www.doe.mass.edu/news/news.aspx?id=3051.

In addition, the Department recommends that high schools prepare for each administration in the following ways.

**Former Students**

- Provide the name of a contact person at the school who can answer questions about testing requirements and local requirements for earning a diploma.
- Continue communications with former students in the months leading up to testing to support their participation.
- Offer retesting opportunities to former students from beyond the two previous years upon request.
- For working adults who want to participate in testing, offer to provide a letter to verify that they were absent from work because they participated in MCAS testing. A sample letter for employers is posted at www.doe.mass.edu/mcas/admin.html.
Student Participation

Former and Current Students

- Contact all eligible students and former students to provide them with information regarding upcoming testing opportunities (see section D for participation guidelines).
- Notify parents/guardians of eligible students in writing of their children’s right to participate. For students who choose not to participate, it is also recommended that parents/guardians sign an acknowledgment of their children’s nonparticipation. (See sample letter and form posted at www.doe.mass.edu/mcas/testadmin/nonpart.)

F. Participation Requirements for Students Educated in Alternate Settings

1. Home/Hospital Instruction and Other Settings

For the small number of students who are enrolled in a school but are unable to physically attend school, and therefore receive tutoring services from their district, every effort must be made to administer the MCAS tests to these students in school, if they would like to participate (participation in the fall/winter administrations is not required). If this is not possible, school principals must submit a request to test the student in an alternate setting off-site by using the form in Appendix E (Request for Permission to Test a Student in an Alternate Setting). The form is also available online at www.doe.mass.edu/mcas/admin.html.

Principals are encouraged to submit requests at least one week prior to testing. Requests must be submitted for approval for each test administration, even if approved for a previous test administration.

2. DYS and 45-Day Placements

For the small number of students who are enrolled in a school and are in the temporary custody of the Department of Youth Services (DYS) or are attending a temporary 45-day placement, every effort must be made to administer the MCAS tests at the student’s placement, if the student would like to participate.

The principal of the sending school is responsible for the following:

- contacting the placement to notify the director of MCAS participation requirements
- confirming that the placement has been established as a site for testing and has a Department district and school code for MCAS testing purposes (If not, refer the facility’s director to the Student Assessment Services Unit at 781-338-3625.)
- requesting that the placement order materials (by calling the MCAS Service Center at 800-737-5103) to test the student, if the placement does not already have test materials
- informing the placement of which test sessions, if any, the student completed at school (Note: If a student participates in a session twice, the results may be invalidated.)

For the February Biology test, if it is determined that the student is not well enough to participate in one or more test sessions, the circle on the back cover of the student’s answer booklet must be filled in to indicate that the student has a medically documented absence. Also for the February Biology test, if a student is removed from school during test administration after he or she participated in a test session, the Change of Enrollment Status section on the back cover of the answer booklet must be completed. This will help the Department merge the student’s results from the sending school with results from the placement (instructions for completing the answer booklet covers are provided in Appendix D).
G. Participation Guidelines for Students Currently Participating in Post-Concussion “Graduated Reentry Plans”

Massachusetts Department of Public Health regulation 105 CMR 201.010 requires that schools place a student diagnosed with a concussion on a post-concussion graduated reentry plan for academic and extracurricular activities. The graduated reentry plan must also document how the student will participate in MCAS testing.

If it is determined that a student is well enough, he or she may participate in the standard MCAS test using test accommodations or he or she may participate in the MCAS-Alt. A student may be excused from testing only if it is determined that participation would impede the student’s recovery or endanger the student’s health. For the February Biology test, if it is determined that the student is not well enough to participate in one or more test sessions, the circle on the back cover of the student’s answer booklet must be filled in to indicate that the student has a medically documented absence.

For more information about the participation of students diagnosed with concussions, refer to the Guidelines for Participation in MCAS of Students Diagnosed with Concussions at www.doe.mass.edu/mcas/accessibility/concussions.html.

H. Participation Guidelines for Students with a Recent Injury to Their Writing Hand

For a student with a disability such as a broken bone or fracture in his or her writing hand or arm, the development of a 504 plan must be initiated if the student will require the use of a scribe or another accommodation in order to participate in MCAS testing.

Do not contact the Department for permission to initiate the development of the 504 plan unless there is a need for specific guidance on accommodations. Many schools give a scribe accommodation (accommodation 19 or nonstandard accommodation 29) or the typed response accommodation (accommodation 23) for students with a recent injury to their writing arm, and other accommodations may be appropriate as well. See Appendix B for information on assigning accommodations and administration instructions.

Be sure to ask the district SIMS contact to include the student’s 504 designation in the next SIMS submission.
Part III

Retest and February Biology
Test Administration Protocols
Test Administration Protocols

A. Coordinating Test Administration

It is the principal’s responsibility to coordinate the school’s MCAS test administration. This coordination responsibility includes the following:

- understanding and enforcing the test security requirements and test administration protocols
- reviewing your plans for maintaining test security with your superintendent; he or she may ask you to document your preparations using the sample form in Appendix E
- ensuring that all eligible students (and former students) are given the opportunity to participate in testing (See Part II.)
- ensuring that tests are administered on their prescribed dates
- ensuring that accommodations are properly administered and that transcriptions, if required for any accommodation, are done properly (See Appendix B.)
- completing the PCPA and ensuring the accuracy of information provided on the form
- reading the Student Assessment Update emails throughout the year for important information (also available at www.doe.mass.edu/mcas/updates.html)
- providing the Department with the school’s correct contact information to receive important notices via fax and email during test administration

B. Ordering Test Materials

It is the principal’s responsibility to complete the Student Registration/Personal Needs Profile (SR/PNP) on PearsonAccessnext (PAN) at mcas.pearsonaccessnext.com to order test materials for each student who will be tested in the school and to upload selected accommodations for testing. See pages iii–iv for the dates for completing the SR/PNP.

Standard test materials are shipped in an amount rounded up to the next multiple of five. Because there is a smaller overage for these tests than for the spring tests, it is especially important that a complete inventory be done as soon as materials arrive.

Additional materials should be ordered, if necessary, only after a complete inventory is done. In order to maintain a standard test administration schedule across all schools, additional materials must be ordered according to the deadlines on pages iii–iv. Additional materials are ordered online at www.mcasservicecenter.com using the MP ship code found on the Materials Summary forms.

C. Scheduling Test Sessions

1. Requirements for Testing Time

Session Length

Test sessions are designed to be completed within 45 or 60 minutes, as indicated on pages iii–iv. However, all MCAS test administrations are untimed (see guidance on page 19 on scheduling and test completion).
Requirements and Recommendations for Scheduling Testing

Prescribed Test Administration Dates
Retests and the February Biology test have prescribed test administration dates, which are listed on pages iii and iv. All tests must be administered on the correct days, with the exception of make-up tests for students who were absent on the prescribed day of testing.

Test Sessions
It is important for all testing to occur during regular school days and to begin at the start of the regular school day, to ensure equivalent testing conditions in schools across the state and to ensure that all students, including students with disabilities and English Language Learner (ELL) students, are afforded an equal opportunity to benefit from untimed tests. The Department suggests that schools schedule a two-hour block for each test session. For example, if ELA Reading Comprehension Session 1 is scheduled to begin at 8:30 a.m., Session 2 should be scheduled to begin no earlier than 10:30 a.m.

Test Completion
Students who require time beyond two hours may take it, as long as they are working productively. To that end, test administrators read scripts in the TAM to guide students through the session and inform them of the time available. Students may be moved to another location to finish testing but must be supervised at all times during the transition.

For tests with more than one session administered on the same day:

- If a student has not completed Session 1 by the time that his or her class begins Session 2, he or she must be given the opportunity to finish working in Session 1 before beginning Session 2. Session 2 can be administered to the student in a separate setting from the regularly administered session (as always, the test administrator must follow all protocols in the TAM).

- For the administration of the ELA Composition retests, the Department suggests that test administrators read the directions for Session B to all students together following the supervised break. After the directions are given, students who need more time for their first drafts may continue to work in their test booklets while students who are ready to start Session B may write their final compositions in their answer booklets.

Same-Day Requirement
No test session may extend beyond the end of the regular school day, and any individual test session must be completed on the same day on which it begins. (If a student becomes ill during a session and cannot continue testing, contact the Department for instructions on how the student may complete the test.)

For the retests, ELA Composition Sessions A and B must be completed on the same day, and ELA Reading Comprehension Sessions 1 and 2 must be completed on the same day. Therefore, for the ELA Composition, test administrators read a script in the TAM to instruct students to begin working in their Session B answer booklets with sufficient time from the end of the school day (at least 45 minutes) to finish their final draft for scoring. The TAM includes a similar script to be read at the end of ELA Reading Comprehension Session 1.
Test Administration Protocols

The scripts in the TAM that are read aloud throughout the session will help remind students how much time they have, so **extra time should not generally be needed**. However, a principal may provide a student with a **maximum** of 15 additional minutes to review and complete his or her work, provided that

- the student requests the additional time him- or herself;
- transportation is arranged if necessary (e.g., the school bus is held for the student, the student’s parent/guardian is contacted); and
- a test administrator stays with the student until the end of the allotted time.

Alternatively, if testing must occur on an “early release” day, arrangements must be made for test administrators to stay with students who have not finished their work until the time at which school would end on a regular school day.

**Breaks and Lunch**

Breaks may not be scheduled in the middle of a session. The Department recommends that students be provided snacks, drinks, and the opportunity to use the restroom before the beginning of the test session. However, students are permitted to use the restroom one student at a time during the session. **Students must be supervised at all times between the testing room and the restroom.**

For scheduling purposes, remember there is a break between ELA Composition Sessions A and B and between ELA Reading Comprehension Sessions 1 and 2.

Principals are responsible for ensuring that tests are scheduled to avoid conflicts with lunch; however, if a lunch break is required during testing, lunch shall be brought to the students in the testing area. If this is not feasible, test materials must be secured, and students must be escorted to the lunchroom, instructed that they may not discuss the test and that they still may not access any prohibited materials, **sufficiently monitored to prevent discussion of test questions during the entire lunch period**, and escorted back to the testing location.

2. **Concurrent Administration Requirement**

Each test session must be administered **simultaneously** to all students taking that test in your school. This requirement includes students in another school or program housed in your building. The only exceptions to this concurrent testing requirement are the administration of make-up sessions and the administration of tests to students with disabilities who receive the accommodation of testing at a different time of day or taking frequent breaks (see Appendix B).

3. **Test Session Limitations**

For students participating in make-up sessions, it is recommended that students take **no more than** two sessions on a single day.

4. **Make-Up Testing**

Students who are absent on the scheduled testing date for any reason (including illness or other medical condition) must be scheduled for make-up testing as soon as they return to school. Make-up tests may be administered at any time **after** the scheduled testing date and before the end of the test administration window (see pages iii–iv for dates).

If a student is absent for a session of a test, he or she should take the remaining session(s) of the test according to the prescribed testing dates and take the missed session during the make-up period.
The only exception to the make-up testing policy above is for the ELA Composition retests. If a student is absent for any reason other than a medically documented absence, the principal must request written approval from the Department to administer the ELA Composition as a make-up.

5. Test Administration Interruptions

Circumstances over which you have no control (e.g., power failures) may interrupt testing. The TAM includes specific instructions for test administrators to follow if an interruption occurs. When normal conditions are restored, test administrators should resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session. Principals must report any major disruptions to the Department by calling 781-338-3625.

Principals must also provide guidance to test administrators on handling regular interruptions, such as students requesting to use the restroom or to go to the nurse’s office. Students may not remove secure materials from the room. Test administrators must maintain test security according to the requirements in Part I of this manual while any student is out of the room.

6. Severe Weather

If severe weather forces the closure of a school for one day during the test administration window, on the day it reopens the school should administer the session scheduled for that day and make up the missed session(s) later. In this case, the principal must obtain prior written approval from the Department if he or she would like to delay the return of materials by one day to make up for the missed day of testing.

When severe weather forces a delayed opening in a school on a prescribed test administration date, the principal should proceed with the test administration after students arrive, if this is possible. When a test session is not administered on a prescribed test administration date because of a delayed school opening, the principal must call the Department to discuss a revised schedule.

If a school is affected by severe weather for multiple days during test administration, principals should check the Department’s website (www.doe.mass.edu/mcas) for instructions.

7. Practice Tests

Standard practice tests are available online at www.doe.mass.edu/mcas/admin.html. An English/Spanish edition of the high school Mathematics practice test is also available on this Web page. Large-print and Braille editions of the practice tests are available and will arrive with the school’s shipment of test materials if special editions are ordered. See the instructions included with Kurzweil materials for information about how to access sample test questions for the Kurzweil edition.

While the administration of practice tests is optional, the Department recommends their use for students who need to be familiarized with the following:

- how to fill in multiple-choice answer circles completely
- where and how to respond to short-answer questions (for the Mathematics practice test)
- how to answer open-response questions completely, including how to respond to open-response questions that have more than one part

Practice test sessions are the only sessions during which test administrators may help students while they are answering test questions. If practice tests are used, they may be administered to students anytime prior to the first test session. Each practice test requires approximately 20 minutes to administer.
Test Administration Protocols

D. Authorizing School Personnel

1. Qualified Test Administrators

It is the responsibility of the principal to authorize individuals to serve as test administrators. Test administrators’ responsibilities are described in the TAM.

To the extent possible, test administrators should be licensed classroom teachers working in the school. When necessary, other education professionals, such as administrators employed by the school or district, may be authorized to serve as test administrators.

Individuals prohibited from being test administrators include anyone not employed by the district and anyone who is not an education professional.

To assist in maintaining test security, the Department recommends that, wherever possible, principals assign two test administrators per testing space, and assign test administrators to students other than their own.

The principal must authorize individuals to serve as test administrators for students being tested with accommodations, including students with a recent injury to their writing hand (e.g., broken bone or fracture in the writing hand or arm). Test administrators will need to follow instructions in the TAM, including the appendices, for administering specific accommodations.

Test administrators for students with disabilities using accommodations 11, 12, 14, 16, 17, 19, 23, 24, 26, 27, and 29 must sign an MCAS Nondisclosure Agreement prior to reviewing secure test materials. Instructions are provided in Parts IV, V, and VI.

2. Other School Personnel

The principal may want to authorize other school personnel, such as a test coordinator, to assist him or her with the distribution and return of secure test materials. Also, the Department suggests that principals assign monitors for hallways, restrooms, and other areas to ensure a secure testing environment. Anyone authorized to have access to secure test materials must be employed by the school or district and fulfill the requirements in Part I of this manual.

Once test administrators and other school personnel are authorized, principals must train them in test security requirements as well as the logistics that will be followed at the school, including how to contact the principal or designee during testing if necessary.

E. Ensuring Appropriate Testing Spaces

1. Testing Spaces

It is the responsibility of the principal to ensure that testing spaces are free from noise and distractions and are adequately lit, ventilated, and furnished so that students can work comfortably and without disruption. Principals must ensure that each student assigned to the testing space will have adequate work space and be sufficiently separated from other students to support a secure testing environment. Further, the Department recommends the following:

- Schools should avoid the use of large, open areas (e.g., cafeterias).
- If students are seated next to each other at a long table, dividers should be placed between them. Alternatively, students can be seated at the ends of the table or diagonally on opposite sides of the table.

Principals must identify appropriate testing spaces for students with disabilities using accommodations that require changes in the test setting, presentation, or mode of response.
As long as all requirements for testing conditions and staffing are met, principals have the flexibility to test students in appropriate groups and testing spaces other than regular classrooms, including planning small groups for students who do not have the accommodation for a small group setting.

2. Materials That Must Be Covered/Removed

Prior to testing, principals must verify that test administrators have covered or removed from the testing spaces all materials containing content in the subject areas being tested, including any materials that might help students answer test questions. Examples of materials that must be covered or removed include, but are not limited to, posters, maps, charts, graphic organizers, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems. It is not necessary to cover or remove calendars, posters displaying the alphabet or consonant blends, or posters displaying the Pledge of Allegiance.

F. Planning for Required and Prohibited Materials

Principals are responsible for developing local procedures to ensure that students are provided required materials for testing and that they do not access prohibited materials (see sections G and H on the following pages). Principals must communicate these expectations to test administrators, and must keep students and parents/guardians informed about the policies on prohibited materials so that they can plan accordingly.

- Test administrators need to make sure that students have all the required materials for testing (e.g., Mathematics reference sheets on the Mathematics retests, English-language dictionaries for the ELA Composition retest).
- Test administrators must monitor the room actively to ensure that students do not access prohibited materials (e.g., cell phones, notes), and must know how to handle a situation if a student is found with a prohibited item.
- Students and parents/guardians need to know that cell phones and other electronic devices are not permitted during testing and that students may not contact their parents/guardians via cell phone during the test session, even after turning in their own test materials.

Test administrators read a script to students to inform them of the materials prohibited during testing and the consequences of being found with a prohibited item. In addition, principals may direct test administrators to read a recommended script in the TAM that instructs students to put their phones and other electronic devices away in their backpacks at the side of the room. Other options include the following:

- Test administrators may collect cell phones from students and keep them at the front of the room during testing.
- Students may put their cell phones away in their lockers.

Schools are ultimately responsible for implementing procedures that ensure students do not have cell phones or other electronic devices during testing.

Principals must also implement procedures to ensure that students who need more time and are moved to extended testing rooms do not access prohibited items such as cell phones or testing materials while being moved.
Test Administration Protocols

G. Materials Required/Permitted during Testing

1. Materials Required for Student Use
The following materials are required to be provided for student use during testing:

- #2 pencils (wooden)
- printed copies of English-language dictionaries for ELA Composition only (See below for more information.)
- calculators for designated test sessions only (See below for more information.)
- reference sheets included in shipments of test materials, for the Mathematics retest only

**English-Language Dictionaries for ELA Composition Only**

At least one English-language dictionary must be available in the classroom for student use during the ELA Composition retest sessions. Only paper versions are permitted; electronic dictionaries are not allowed. The principal may choose to provide additional dictionaries so that each student has one for reference. If there are fewer than one per student, only one student at a time may use any dictionary. **English-language dictionaries are not permitted during ELA Reading Comprehension sessions, Mathematics sessions, or Biology sessions for any students, including ELL students and students with disabilities.**

**Calculators**

Each student must have sole access to at least a four-function calculator with a square-root key during Mathematics Session 2 only.

Students may provide their own calculators. Schools must provide at least a four-function calculator with a square-root key for each student who does not provide his or her own calculator.

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

2. Materials Permitted for Student Use

The following materials may be used by students:

- pens and highlighters, for use in test booklets only (No writing instruments other than #2 pencils may be used by students to mark their responses in answer booklets.)
- printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former ELL students (See Appendix A for more information.)
- calculators on the February Biology test

The February Biology test was designed to be taken without the aid of a calculator. Students may have calculators with them for the Biology test, but schools are not required to provide calculators.

H. Materials Prohibited during Testing

Prohibited materials include, but are not limited to, materials that must be covered or removed from the testing space (see page 23) as well as the materials listed on the following page. Materials listed in section 1 are not permitted at any time during test sessions, and materials listed in section 2 may only be provided after a student has turned in his or her test materials. None of the materials in section 1 or 2 are permitted while a student has his or her test materials.
Test Administration Protocols

1. Materials Not Permitted at Any Time during a Session
Materials listed in this section are NOT permitted at any time during test sessions, including after a student turns in his or her test materials, during a break, or during the transition to a test completion area.

   - cell phones (See below for more information.)
   - other electronic devices (See below for more information.)
     o smart watches
     o e-book readers or electronic dictionaries
     o music players for one student’s personal use or that of the whole class, earphones, ear buds, or headphones
     o any device capable of taking photographs
     o game consoles
     o pocket translators
     o calculators (See the previous page for exceptions.)
     o computers or electronic tablets
     o any device that provides access to the Internet, including calculators
     o editing devices (e.g., spelling or grammar checkers)
   - English-language dictionaries or thesauruses (See the previous page for the sole exception.)
   - encyclopedias
   - school-provided rulers and unapproved reference sheets, including MCAS rulers from previous years
   - accommodation materials unless specified by a student’s approved IEP or 504 plan (e.g., graphic organizers, whisper phones)

2. Materials That May Be Permitted Only after a Student Has Turned in Test Materials
Materials listed in this section may be provided only AFTER a student has turned in his or her test materials, and at the principal’s discretion.

   - extra paper (e.g., scratch paper, flags, sticky notes, blank sheets, handwritten notes)
   - books (Exception: Students taking the ELA Composition retest may not read books after turning in their first drafts in Session A. They may only read books after completing and turning in the final drafts of their compositions in Session B.)
   - textbooks for subjects other than the one being tested
   - notebooks

Cell Phones and Other Electronic Devices
It is the responsibility of the principal and test administrators to ensure that students do not have access to cell phones or other electronic devices during testing. Results will be invalidated for students who use cell phones or other electronic devices at any time during a test session, including after a student turns in his or her test materials, during a break, or during the transition to a test completion area.
Test Administration Protocols

During the Test Administrators’ Training, the principal will inform test administrators either to read the script in the TAM instructing students before each test session to turn off their cell phones and other electronic devices and place them in their backpacks, or to follow another procedure to ensure that students do not have access to cell phones or other electronic devices. See section J below for more information about the Test Administrators’ Training.

Note: Students with disabilities may be allowed, under certain circumstances, to use as test accommodations certain tools and materials that are otherwise prohibited. However, under no circumstances may students with disabilities access the Internet or a cell phone.

I. Distributing TAMs and Test Security Requirements

Principals must distribute a copy of the TAM to each test administrator for review before the training so that test administrators can familiarize themselves with security requirements, protocols, and procedures. Other school personnel authorized to have access to secure test materials must also be provided a copy of the test security requirements (available at www.doe.mass.edu/mcas/testadmin/retest/PAM-securityreqs.pdf) before the training session or before handling secure materials.

Principals must establish procedures to document the distribution of TAMs and test security requirements.

Principals may use the sample form in Appendix E or create their own that includes the same elements.

J. Test Administrators’ Training and Training for Other School Personnel

It is the responsibility of the principal to meet with designated test administrators and other personnel authorized to have access to secure test materials before each test administration (i.e., November retests, February Biology test, March retests) to explain the testing procedures that will be followed at the school.

Test administrators must sign in to demonstrate that they attended a training session. Test administrators must also sign an acknowledgment that they received the TAM, and all school personnel who have access to secure materials must sign an acknowledgment that they received a copy of the test security requirements (see sample form in Appendix E).

Principals will retain in their school files for three years the following: agendas, sign-in sheets, and any other relevant documentation to demonstrate they trained test administrators and other school personnel authorized to have access to secure test materials.

Following is a list of essential topics that must be covered at these training sessions.

Test Security

Emphasize the following:

- the school’s procedures for distributing and tracking secure test materials before, during, between, and following test sessions, using internal tracking forms
- the importance of test administrators and the test coordinator independently counting materials before signing the tracking form any time custody of secure materials is transferred
Test Administration Protocols

- the need to closely monitor students during testing to ensure that they do not view one another’s booklets, pass notes, turn back to previously completed sessions, consult prohibited materials, or engage in any form of cheating
- the need to closely monitor students during testing to ensure that they are not using cell phones for any purpose, including text messaging, accessing the calculator function or Internet, or photographing test or answer booklets
- whether test administrators will read the script regarding cell phones and other electronic devices in the “As Students Arrive” section of the TAM or a locally developed script instead
- the requirement that test administrators may not review secure test content (except in specific situations listed in the TAM)
- the requirement that test administrators may not review student responses (except in specific situations listed in the TAM)
- the requirement that test administrators may not coach students or answer any question that relates to the content of the test
- the requirement that MCAS materials must never be left unattended unless they are locked in the secure central storage area and that they may not be left in locked storage in classrooms
- the requirement that test administrators must sign an MCAS Nondisclosure Agreement if they are authorized to review secure MCAS test booklets in order to administer MCAS tests to students with disabilities using certain accommodations (See Appendix E for the agreement.)

Administration Schedule and Logistics

Inform test administrators of the school’s policies, procedures, and logistics regarding the following:
- MCAS testing schedules (e.g., prescribed testing dates), including the administration of practice tests, if applicable
- students who arrive late
- testing time, including test completion sessions for students who require additional time to complete a test session
- assignment of a specific, appropriate testing space and a specific group of students
- supervision of students during test sessions, between test sessions (e.g., transporting students and test materials to test completion areas), during make-up sessions, and during breaks
- how test administrators may contact the principal or designee during testing, if necessary
- providing standard and nonstandard MCAS test accommodations to students with disabilities
- whether Student ID Labels will be applied before test sessions or applied by students after answer booklets are distributed
- materials that become contaminated
- any new policies and procedures at the school, as well as whether to use the recommended scripts in this manual for students going to a supervised lunch, going to the restroom, or going to a test completion room.
Test Administration Protocols

For each test session, test administrators are required to do the following:

- Maintain security in their testing space.
- Read the scripts in the TAM verbatim to students, including students taking make-up sessions and students starting late.
- Write on the board the test administrator’s name (students must write this on the front covers of their answer booklets for all subjects, and on their test booklets for ELA Composition Session A).
- Monitor students to confirm they do not have access to prohibited materials (see sections G and H for lists of required/permited and prohibited materials).
- Make a list of all students assigned to them who were not tested so that they can be scheduled for make-up testing, and give this list to the principal.

Test Administration and Resource Materials

Familiarize test administrators with the following policies:

- Test materials required for each test session are listed in the TAM.
- For the ELA retest, the interior sections of the answer booklets are printed in alternating colors to help test administrators ensure that students are working in the correct section.
- For the Mathematics retest, students must be provided with Mathematics reference sheets.
- Writing instruments other than #2 pencils may be used only in test booklets. Emphasize that students may use only #2 pencils in answer booklets (the use of pens and highlighters in answer booklets is prohibited).
- Students may use printed copies of English-language dictionaries for the ELA Composition retests and calculators for Session 2 of the Mathematics retests. Also, students may bring their own calculator for the Biology test, but a calculator is not needed for that test.
- Current and former ELL students may use printed copies of authorized bilingual word-to-word dictionaries and glossaries (see Appendix A for more information).

K. Students’ Responsibilities during Testing and Meeting with Students

1. Students’ Responsibilities during Testing

Students are expected to provide answers that are strictly their own and not participate in any form of cheating. To help remind students about their responsibilities, principals may ask students to read a form containing statements and to sign the form to acknowledge that they understand their responsibilities. This may be done during the meeting with students.

See Appendix E for the sample form for students to sign, as well as a sample letter that can be used to notify parents/guardians. If these are used, principals should retain them for their school test administration files.
2. Meetings

General Meeting with Students

Feedback from principals and teachers indicates that a serious, yet supportive, testing environment has a positive impact on student performance. The Department recommends that the principal or test administrators meet with students before each test administration to give them information about testing procedures at the school.

If there are significant numbers of ELL students in the school, it is also important to explain the participation guidelines for ELL students (see Appendix A).

The Department suggests that principals distribute a document describing test security requirements for students in advance of the meeting. Also, principals may want to include an explanation of appropriate activities that students can do when they finish testing and turn in their test materials.

During the meeting, provide students with the following information:

- They will need to come to school on the prescribed test days.
- Most students should not need extra time and will be able to finish within the suggested time limits. However, they will be allowed additional time to finish their work beyond the end of the regularly scheduled session if they need it and are working productively. No session may extend past the end of the regular school day.
  In addition, students taking the ELA retests must complete ELA Composition Sessions A and B on the same day, and ELA Reading Comprehension Sessions 1 and 2 must be completed on the same day.
- They should read questions carefully, be thorough in their responses, and be sure to answer all parts of multipart questions. They should also try their best to answer all the questions on the test.
- Their test administrators cannot give them any help, or answer any question that relates to the content of the test.
- Their test results may be invalidated if they engage in any of the following activities during a test session (including after turning in their test materials, during a break, or during the transition to a test completion area):
  - duplicating any portion of the test or answer booklets (e.g., photographing, copying)
  - accessing prohibited materials such as cell phones or other electronic devices (see lists in section H) for any purpose
  - communicating with other students (e.g., talking, whispering, writing notes)
  - looking at any other student’s test or answer booklet
  - consulting notes, books, or instructional materials during testing
  - working in a session other than the one being administered, looking at questions or test pages beyond the stop sign, or going back to a previous session
  - damaging their test materials or removing any part of them from the testing room
- Their test results may also be invalidated if they discuss the content of test booklets or their responses to questions with anyone, including teachers.
Test Administration Protocols

- Students may bring a book to each test session to read in the event they finish a test session early. (Exception: Students taking the ELA Composition retest may not read books after turning in their first drafts in Session A. They may only read books after completing and turning in the final drafts of their compositions in Session B.)

- Students are required to earn a score of 220 or higher on the grade 10 ELA test, the grade 10 Mathematics test, and one of the high school STE tests as one condition for receiving a high school diploma. They must also fulfill the requirements of an EPP if they do not earn a score of 240 or higher on both the ELA and Mathematics tests. In addition, students must meet all local graduation requirements.

- They will be given multiple opportunities before the end of their senior year (and after high school) to retake the test(s) in the subject(s) in which they have not met CD requirements.

- Current and former ELL students may use printed copies of authorized bilingual word-to-word dictionaries and glossaries (see Appendix A for more information).

**ELA retest only:**
- English-language dictionaries will be available for them to use during the ELA Composition retest only.
- They must address the writing prompt directly, and not merely provide a plot summary of a book, because compositions that do not respond to the topic of the writing prompt will not be scored.

**Mathematics retest only:**
- Students will need at least a four-function calculator with a square-root key for Session 2.
- Such a calculator will be provided to any student who does not have one.

**February Biology test only:**
- Students may bring their own calculator for the Biology test, but a calculator is not needed for that test.
- Student test scores may be used to determine eligibility for the John and Abigail Adams Scholarship and the Stanley Z. Koplik Certificate of Mastery with Distinction Award.

**Meeting with Parents/Guardians**
In addition, the principal or designee may want to meet with parents/guardians (e.g., hold an open house) before testing to explain testing procedures, the testing schedule, participation requirements, and the CD.

Alternately, principals may include MCAS testing information for parents/guardians in their regular communications (e.g., parent newsletter).

**L. Providing Accurate Student Information**
It is the responsibility of the principal or designee to ensure the accuracy of student information submitted to the Department’s Student Information Management System (SIMS) and to provide accurate information in PearsonAccessnext and on answer booklets.
1. SIMS

It is critical that each principal ensures the accuracy of the school’s SIMS data submitted by the district to the Department between March and the end of the school year. Any questions regarding SIMS submissions should be directed to the district’s SIMS contact (see page ii for instructions for finding your district’s contact).

2. State-Assigned Student Identifiers (SASIDs)

It is important that each student’s SASID be provided accurately on his or her answer booklet and in PearsonAccessnext. Call your district SIMS contact with questions on assigning SASIDs (see page ii). SASIDs are required as part of the Student Registration/Personal Needs Profile (SR/PNP) process. If you do not have a student’s SASID (e.g., SASIDs cannot be newly assigned for students 22 years of age or older), create and assign to the student a 10-digit number starting with “88” (instead of “10”). If a valid SASID is eventually assigned to the student, correct the SASID in PearsonAccessnext.

3. PearsonAccessnext

Student information in PearsonAccessnext also needs to be updated for the following situations for students who participate in the fall/winter administrations:

- students added to or removed from your school’s enrollment
- accommodations that were wrong in the initial SR/PNP or have been added to or removed from students’ IEPs or 504 plans
- accommodations that a student refused during testing

4. Student ID Labels and Answer Booklets

Student ID Labels are generated based on the Student Registration file for each administration in PearsonAccessnext. Schools are responsible for importing the data prepared by the Department from DropBox Central into PearsonAccessnext (the Department uses certain SIMS reports as the basis for creating the files as described in the table below). Schools must then update the Student Registration file by the deadlines listed on pages iii–iv.

<table>
<thead>
<tr>
<th>Test Administration</th>
<th>Data in DropBox Central</th>
<th>SIMS Report Used to Generate Labels</th>
</tr>
</thead>
<tbody>
<tr>
<td>November retests</td>
<td>Students in grades 11 and 12 who have not yet earned a scaled score of 220</td>
<td>June of the prior school year</td>
</tr>
<tr>
<td>February Biology test</td>
<td>Students in grades 9–12 who have not yet earned a scaled score of 220</td>
<td>October</td>
</tr>
<tr>
<td>March Mathematics retest</td>
<td>Students in grades 11 and 12 who have not yet earned a scaled score of 220</td>
<td></td>
</tr>
<tr>
<td>March ELA retest</td>
<td>Students in grades 11 and 12 who have not yet earned a scaled score of 240</td>
<td></td>
</tr>
</tbody>
</table>

These labels link to information critical for reporting MCAS test results. Therefore, principals must ensure that the SASIDs on the labels are correct for each student. **Labels with incorrect SASIDs must not be applied to answer booklets.** Incorrect SASIDs or information on a label cannot be corrected by crossing it out on the label. Correct information needs to be reported to the district SIMS contact.
Test Administration Protocols

Student ID Labels are applied to the front covers of standard answer booklets. The labels may be applied either by test administrators prior to the first test session or by students at the beginning of the first test session. However, to ensure the proper application of labels, the Department recommends that labels be applied by test administrators.

The labels are not intended to be used as a roster, but to ease the burden of completing all the information required on answer booklets. Therefore, if a school receives a Student ID Label for a student not enrolled in the school, the label should **not be affixed** to an answer booklet. The label should be returned (unaffixed, unused) with the shipment of nonscorable materials, and the district SIMS contact should be notified that the student is no longer enrolled in the school.

Like all other test materials, Student ID Labels **may not** be provided to another school.

If a student does not have a label, the principal must ensure that the SASID is filled in correctly on the answer booklet.

**Completing Answer Booklet Front Covers**

The TAM contains instructions for completing the front covers of answer booklets. Appendix E of this manual provides samples of a completed answer booklet front cover with and without a Student ID Label.

**Completing Answer Booklet Back Covers**

To maintain the confidentiality of information provided, the inside and outside back covers of answer booklets should be completed by the principal or designee after students have finished testing. See Appendix D for instructions.

**M. Accounting for and Distributing Secure Materials**

It is the responsibility of the principal to account for secure test materials by inventorying materials immediately upon receipt, tracking the location of materials throughout test administration, and ensuring that all materials are returned to the testing contractor. The Department recommends that principals account for secure materials using the identification numbers listed on the packing slips and document the identification numbers on internal tracking forms. The Department also recommends having more than one person present to count materials upon receipt and when preparing for their return.

The school and district will be held responsible for any secure materials that were received at the school but not returned.

1. **Distributing Test Materials**

   It is critical that students have the correct test materials for each day’s test. When preparing materials for distribution to test administrators, be sure to view the subject or, for February Biology, the prescribed test date.

2. **Contaminated Test Materials**

   If a test booklet, answer booklet, or other secure test material becomes contaminated with bodily fluids, the principal or designee must contact the MCAS Service Center immediately for instructions. Procedures for these materials should follow district and school guidelines based on appropriate protocol for universal precautions issued by the Massachusetts Department of Public Health.
3. **Establishing a Chain of Custody for Test Materials**

The principal must use the forms listed below to account for and maintain the security of test materials.

**Materials Summary**

The Materials Summary is used to inventory materials immediately upon receipt and to reconcile secure materials being returned at the end of testing. The school receives one Materials Summary in the shipment of test materials. The information recorded on the Materials Summary will help principals when they complete the online PCPA. A sample form is provided in Appendix E. The Materials Summary lists only the materials shipped to each school. Complete lists of test materials available for each test are posted online at www.doe.mass.edu/mcas/admin.html.

**Packing Slips**

A packing slip is included in each carton of test materials. Each packing slip provides the identification number of any secure materials shipped in the carton. If the principal discovers a discrepancy between the number of secure materials listed as shipped and the number received at the school, he or she can use the identification numbers to determine the specific material(s) missing.

**Internal Tracking Forms**

Principals must establish and follow document tracking procedures so that they can determine at all times the location of materials not in the central secure storage area. Document tracking procedures must also make it possible for principals to trace the movement of materials from the time they are removed from secure storage until they are returned to the central secure storage area.

The Department recommends that principals use the Test Materials Internal Tracking Form in Appendix E. If principals choose to create their own internal tracking form, the following items must be included on the form:

- the specific count of materials at the time of distribution
- the specific count of materials at the time of return
- signature areas for the test administrator and the test coordinator to sign the form

Test administrators and the test coordinator should independently count materials before signing the internal tracking form. Signature stamps may not be used to sign internal tracking forms.

**Immediate investigation any irregularity in the use of tracking documents or in the information recorded on them. Call the Department immediately at 781-338-3625 if any situation occurs that could compromise test security.**

**Principal’s Certification of Proper Test Administration**

The purpose of the PCPA is for the principal to certify that all students participated in testing as allowed and that test administration protocols described in this manual were followed, including those related to the security of test materials. While the principal may designate an individual to assist with many other test administration tasks, the **PCPA may not be completed by a designee**. The principal **must** complete the PCPA and is responsible for all information submitted on the form.
Test Administration Protocols

The principal must go online to complete the PCPA before testing to verify the receipt of secure materials and after testing to record the number of secure materials being returned and to certify that the test administration was conducted properly.

Instructions and deadlines for completing the online PCPA can be found in the administration-specific sections of this manual, and the certification statements on the PCPA are in Appendix E.
Part IV

Tasks to Complete for the November 2017 Retest Administration
A. Prepare for Test Administration

Use the following list of tasks to help you keep track of your responsibilities during MCAS testing.

1. Develop a plan for maintaining test security at your school.
   - Review MCAS Test Security Requirements (see Part I).
   - Review your school’s plans for maintaining test security with your superintendent. He or she may ask you to use the sample Superintendent’s Assurance of Proper Test Administration form in Appendix E.
   - Establish a document tracking system (see Appendix E for a sample internal tracking form).
   - Designate a central locked area for secure storage of test materials.
   - Before the training session, distribute TAMs to test administrators and distribute a copy of the test security requirements (available at www.doe.mass.edu/mcas/testadmin/retest) to all school personnel who have access to secure test materials.
   - Document that test administrators and school personnel have received the documents listed above (see Appendix E for a sample form).

2. Plan logistics for test administration at your school.
   - Identify all students who will be participating. See Part II for information about student participation. In addition, consult lists of students who still need to meet the MCAS testing requirements of the CD by reviewing the Student CD Roster (report “PE618” in Edwin Analytics in the MassEdu Gateway).
   - Authorize individuals to serve as test administrators and other school personnel to have access to secure materials, and designate appropriate testing spaces.
   - Assign students and testing locations to test administrators.
   - For school files, prepare a record of test administrators and their students for each session.
   - Schedule test administration sessions and designate locations. Remember that the retests have prescribed dates.
   - Train test administrators (see list of topics in Part III, section J), and train all school personnel authorized to have access to secure test materials in test security requirements.
   - Discuss whether your school will use the recommended cell phone scripts in the TAM or follow another procedure. Also, inform experienced test administrators that some scripts have been shortened for sessions after Session 1.
   - Meet with students (see list of topics in Part III, section K).
   - Review data (e.g., students’ names, demographic information) and confirm each student has a SASID.

3. Verify receipt of test materials immediately upon their delivery to your school.

Materials will arrive on November 1. Call the MCAS Service Center if you do not receive materials by this date.
4. **Using your Materials Summary, inventory test materials immediately upon receipt.**

To inventory test materials, complete the “Qty Received” column of the Materials Summary according to the “Before Testing” directions on the form.

Shrink-wrapped materials must remain **unopened** until the time specified either in this manual or in the TAM. Therefore, to inventory your materials, count the spines of the booklets in each shrink-wrapped package. However, shrink-wrapped packages of reference sheets may be opened upon receipt, provided that materials are inventoried and stored according to instructions below.

The Department recommends two independent counts of test materials to verify that all materials have been received by your school.

5. **Store materials in the secure, locked storage area that you previously designated.**

Retain all original shipping cartons for the return of materials following testing.

6. **No later than November 6 at 12:00 p.m., complete the “Materials Received” section of the PCPA, and report packing discrepancies, if applicable.**

To access the PCPA, the principal must go online to www.mcasservicecenter.com (**the form may **NOT** be completed by a designee**), select MCAS from the menu, and then select **Principal’s Certification** from the list of options. Follow the onscreen instructions to certify counts of materials received, and report discrepancies in quantities of materials (you will not be able to print out this part of the PCPA; you will be asked to do so after testing).

7. **Only if applicable, order additional materials by November 6 at 12:00 p.m.**

Locate your MP Ship Code on the Materials Summary, and have the code available when you go online to order additional materials at www.mcasservicecenter.com. Follow the onscreen instructions to place your order. Materials ordered online will be shipped for receipt on the following business day if the order is received before 12:00 p.m.; orders received after 12:00 p.m. will be shipped for receipt on the second business day. Packing discrepancies in additional orders must be reported within two business days of receipt of the order.

8. **Identify and prepare for students who require accommodations for testing, including students with a recent injury to their writing hand.**

The Department recommends that schools prepare a list or spreadsheet that relevant staff can refer to, including students’ names, grades, subject area, test administrator name, testing location, and accommodations (accommodation number and a brief description). See Appendix B for more information about assigning accommodations.

Test administrators for students with disabilities using certain accommodations must sign an MCAS Nondisclosure Agreement prior to reviewing secure test materials. Principals must keep signed agreements in the school files for three years. See Appendix B for more information about which test administrators this requirement applies to, and see Appendix E for the MCAS Nondisclosure Agreement.

If administering accommodation 23 (Typed Responses), review Appendix C and inform test administrators of preparations to take.

See Part II, section H, for steps to take for students with a recent injury to their writing hand.
The November 2017 Retest Administration

   • Collect #2 pencils to provide to any students who do not bring them.
   • For the ELA Composition retest only, at least one English-language dictionary must be provided in each testing space for student use. You may choose to provide more than one dictionary per testing space.
   • Collect calculators to provide to students taking Session 2 of the Mathematics retest.
   • Approve bilingual word-to-word dictionaries and glossaries that were not on the pre-approved list for current and former ELL students.

10. Verify that test administrators have covered or removed prohibited materials from each testing space.

11. Apply Student ID Labels to answer booklets (see page 31) if school personnel will be applying labels before testing.

   Principals may open the shrink-wrapped packages of answer booklets prior to testing for the sole purpose of applying Student ID Labels to front covers.

12. Optional: Print practice tests if they will be administered at the school (available at www.doe.mass.edu/mcas/testadmin/retest).

13. Using your school’s document tracking system, organize test materials for distribution.

   Each test administrator should receive extra test materials to replace possible defective booklets. If you did not receive enough materials to distribute extra shrink-wrapped materials to each test administrator, you may open the minimum number of packages necessary to distribute extra materials.

B. Coordinate Test Administration

1. Using your document tracking system, distribute test materials.

   Immediately before test administration, distribute the necessary test materials for that day to each test administrator. Be sure that test administrators and the test coordinator independently count test materials before signing the internal tracking form. See the TAM for the specific list of test materials necessary for each session.

2. Distribute lists of SASIDs to test administrators if they will be entering SASIDs on answer booklets.

3. Monitor your school’s test administration.
   • Enforce test security requirements.
   • Have #2 pencils available for students who do not bring them.
   • Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for current and former ELL students.
   • ELA Composition retest only: have printed copies of English-language dictionaries available.
   • Have calculators available for students taking Session 2 of the Mathematics retest.
4. **Securely store test materials between sessions and after each day of testing.**

   Use your document tracking system to verify that all test materials are secure between sessions and are returned to you each day after testing is complete.

5. **Maintain and, if necessary, update the record of test administrators and their students for each session, including make-up and test completion sessions.**

6. **After testing is completed, verify that ALL test materials have been returned to you.**

   - The Department recommends two independent counts of test materials to verify that all materials have been returned to you.
   - Use your document tracking system to verify that test administrators have returned all test materials to you. You must be able to account for and return all secure materials (e.g., ELA Composition test booklets, ELA Reading Comprehension test booklets) that were shipped to you.
   - If necessary, investigate any discrepancies in the number of materials that were distributed to test administrators and the number returned to you. **Schools that do not return materials according to instructions will be subject to the sanctions described in Part I.**

   - If any test materials have become contaminated, call the MCAS Service Center for instructions.

7. **If answer booklets have become damaged or defective, mark them “void” and transcribe responses.**

   If test administrators informed you that any of their students’ answer booklets have become damaged or defective during testing, confirm that they filled in the “void answer booklet” circle on the outside back cover of each affected booklet and that VOID is written in large letters across the front cover.

   If a student completed any work in an answer booklet that was later deemed void, his or her work must be transcribed verbatim into a replacement answer booklet. Since there will be no Student ID Label to affix to the front cover, all of the information on the front cover will need to be completed (this will be done in the following section in step 2).

   All of the answers must be transcribed verbatim into the student’s new standard answer booklet (multiple-choice responses as well as constructed responses) so that he or she may receive credit for his or her work. The process of transcribing a student’s responses into his or her answer booklet by a test administrator may occur any time during the testing window, but must be monitored and supervised by the principal, test coordinator, or another test administrator to ensure accuracy.
The Massachusetts Comprehensive Assessment System:
Principal’s Administration Manual: Fall 2017/Winter 2018

PART IV—The November 2017 Retest Administration

8. If your school administered retests to students using accommodations as follows, verify that these responses have been transcribed completely and accurately into standard answer booklets:
   • students taking the Braille edition (accommodation 12) who did not also use the typed response accommodation
   • students taking the large-print edition (accommodation 11)
   • students who recorded their answers directly in their test booklets (accommodation 24)

See instructions in step 7 on the previous page.

9. If your school administered retests to students using typed responses (accommodation 23), follow these steps:
   • Verify that test administrators have returned the typed responses to you properly and that each response has the required header information shown in Appendix C. A student’s response to any single question must be submitted using only one method (i.e., all written, or all typed).
   • Insert typed responses inside the front cover of each student’s answer booklet (see Appendix C).
   • Once all typed responses are formatted properly and typed responses are prepared for return, instruct test administrators to delete students’ responses from the computers.

C. Return November Retest Materials

1. Make sure that you have a used standard answer booklet\(^{17}\) assigned to every student who participated in either or both of the retests.

You should not have an assigned standard answer booklet for students not tested (e.g., students who were absent with or without medical documentation for an entire subject area retest).

If an answer booklet was assigned to a student but the student was not tested, mark the booklet “void” according to instructions in step 7 on the previous page.

2. Complete student information on answer booklets (see Appendix D for instructions and Appendix E for sample covers).
   • Verify that SASIDs and dates of birth have been entered correctly on answer booklets for all students who do not have Student ID Labels.
   • Complete confidential student information on the inside and outside back covers of answer booklets.

3. Count the number of used standard answer booklets you are returning, separately for ELA and Mathematics.

In your counts, make sure to include the following answer booklets:
   • standard answer booklets containing typed responses (See Appendix C.)
   • standard answer booklets in which responses have been transcribed (See steps 7 and 8 in the previous section.)

\(^{17}\) Used answer booklets are those that have been assigned to a student (front cover completed and/or Student ID Label affixed) or used by a student during testing. A standard booklet is one that is not large-print or Braille.
As you count, arrange the answer booklets so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized). Ensure that used answer booklets are free of extra materials, including rubber bands, paper clips, binder clips, staples, tape, and extraneous paper.

4. Separately for ELA and Mathematics, count the following materials you are returning:
   - void answer booklets
   - unused answer booklets
   - test booklets

5. Using your counts from steps 3 and 4, complete the “Qty Returned” column of the Materials Summary.

Record on the Materials Summary the quantities of test booklets and answer booklets being returned according to the “After Testing” instructions on the form. All test booklets, including ELA Composition test booklets, Braille test booklets, and large-print test booklets, are secure materials and must be returned. Make a copy of the completed form(s) for your records.

You will need to use the information from your completed Materials Summary when you go online to complete the PCPA.

6. Go online to complete sections 3–5 of the PCPA by November 20 at 3:00 p.m.

To access the PCPA, the principal must go online to www.mcasservicecenter.com (the form may NOT be completed by a designee), select MCAS from the menu, and then Principal’s Certification from the list of options.

Follow the onscreen instructions to provide information regarding the number of materials being returned and to certify that your school followed test security requirements. Then provide your “signature” (exactly as the name appears in the Department’s School/District Profiles [profiles.doe.mass.edu]). If you are signing as an interim principal or co-principal, please indicate this by writing “interim” or “co-principal” after your name in the signature box.

Print the confirmation and save it for your records.

7. Place special materials in the appropriate envelopes.
   - Place the materials listed below in the Special Handling Envelope (ELA and Mathematics materials are returned together). The Special Handling Envelope is then returned in the scorable shipment (see section D on the following page for packing instructions).
     - used ELA and Mathematics large-print answer booklets (folded in half) with corresponding transcribed standard answer booklets
     - standard ELA and Mathematics answer booklets containing typed responses
   - Place void answer booklets in the Void Envelope (ELA and Mathematics materials are returned together). Void booklets are returned with the scorable test materials but will not be scored (see section D on the following page for packing instructions).

8. Place remaining used standard answer booklets in the Return Envelope marked with the corresponding subject area retest.
D. Pack the Scorable November Retest Materials

1. Make sure that all the envelopes being used (Special Handling, Void, and Return) are sealed.

2. Locate the prelabeled, folded Return Cartons you received in your school’s shipment of test materials.

3. Using the diagram below as a guide, pack scorable materials in the Return Carton(s) in the following order:
   - Return Envelope(s) (on the bottom)
   - Special Handling Envelope(s)
   - Void Envelope(s) (on the top)

4. Fill any empty spaces at the tops of the cartons with crumpled paper to keep items from shifting during shipping. Do not use plastic peanuts or shredded paper.

5. Before sealing your cartons, verify that all scorable materials have been packed in the cartons.

6. Use heavy-duty packing tape to seal carton seams using the H-taping method (see diagram).

7. Record the UPS tracking numbers from the labels already affixed to the scorable cartons you are returning, and retain this list in your school files.

You will need the tracking numbers when scheduling your pickup. Each tracking number is located in the center of the UPS Return Service (RS) label and begins with “1Z 0W8.” A sample RS label is provided in Appendix E.
E. Pack the Nonscorable November Retest Materials

1. Locate the original shipping carton(s) in which you received your test materials.

2. Using the diagram on the following page and the list below, pack the nonscorable test materials in the following order:
   - unused answer booklets (on the bottom of the first carton)
   - used, unused, and void standard test booklets
   - used, unused, and void large-print test booklets, if any
   - used and unused Braille test booklets and Braille Administrator’s Copies, if any
   - Kurzweil 3000 CDs, if any
   - accommodation materials, if any (e.g., graphic organizers [including any of the pre-approved graphic organizers posted on the Department’s website], templates, checklists, individualized reference sheets, typed response drafts)
   - unused Student ID Labels, if any
   - unused Return, Special Handling, and Void Envelopes
   - unused UPS labels (Note: Make sure to save a label for each carton of nonscorable materials you are returning.)
   - unused scorable Return Cartons
   - unused large-print answer booklets, if any
   - completed Materials Summary (at the top of the last carton)

3. Fill empty spaces at the tops of the cartons with crumpled paper to keep items from shifting during shipping.

4. Seal carton seams using the H-taping method shown on the previous page.

5. Affix one UPS RS label, with Measured Progress listed in the “Ship to” section, to the top of each carton.

   You may either remove the existing label from the carton or place the new label over it. UPS RS labels were included in your shipment of test materials (see Appendix E for a sample label).

   If you need more labels, call the MCAS Service Center. UPS RS labels may not be photocopied.

6. Record the UPS tracking numbers from the labels on the nonscorable cartons you are returning, and retain the list for your school files.
F. Schedule and Confirm UPS Pickup of All November Retest Materials

1. Schedule your school’s UPS pickup appointment by November 20 at 3:00 p.m.

Do not take test materials to UPS yourself or otherwise remove materials from your school. Do not schedule a separate pickup for each carton.

If test materials are ready to ship before the deadline, then schedule the pickup as soon as you can.

Complete the PCPA before scheduling your school’s UPS pickup. To request a pickup, first locate a UPS tracking number on one of the RS labels you are using, and have that number available when you go online to www.mcasservicecenter.com. Select MCAS from the menu, and then select UPS Pickup Request from the list of options. Follow the onscreen instructions to complete your request.
Requests for pickup on the following business day must be placed by 3:00 p.m. Requests for same-day pickup cannot be fulfilled. Requests made two or more days in advance also cannot be fulfilled.

If you have regularly scheduled UPS service, you may give your cartons to the UPS driver during normal pickup. If you do, call the MCAS Service Center at 800-737-5103 or email mcas@measuredprogress.org to report that the pickup has been made.

Do not leave secure MCAS materials unattended while awaiting UPS pickup. The principal is responsible for ensuring that test materials are kept in locked storage until they are given directly to the UPS driver.

2. Confirm that all scorable and nonscorable test materials are picked up by UPS no later than 5:00 p.m. on Tuesday, November 21.

Call the MCAS Service Center immediately at 800-737-5103 if your cartons are not picked up as scheduled. You may also want to use your UPS tracking numbers to confirm delivery of your return shipment to Measured Progress by calling the MCAS Service Center.

G. Next Steps

1. Retain the following materials in your school files for three years:
   - agendas, sign-in sheets, and any other relevant documentation from the Test Administrators’ Training and the training session for other authorized school personnel to demonstrate that they have been trained and received the TAM and test security requirements
   - packing slips from your school’s shipment
   - photocopies of Materials Summaries
   - printout(s) of PCPA confirmation(s)
   - Test Materials Internal Tracking Forms
   - completed Student Responsibilities during MCAS Testing forms (optional)
   - documentation for absences due to medical reasons (optional)
   - signed nonparticipation forms, if applicable
   - UPS tracking numbers used
   - printout of UPS pickup request
   - approved Request for Permission to Test a Student in an Alternate Setting forms, if applicable
   - approved MCAS Accommodation 20 Cover Sheet(s), if applicable
   - written approval to use accommodation 25 or 32, if applicable
   - approved Request for Permission to Test an Adult with Accommodations forms, if applicable
   - record of test administrators and their students for each session, including make-up and test completion sessions
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• completed MCAS Nondisclosure Agreements from test administrators for students with disabilities using certain accommodations
• completed Student Accommodation Refusal form(s) (optional)
• accommodations lists/spreadsheets, if applicable

2. Recycle or discard the following materials:
   • Principal’s Administration Manual
   • Test Administrator’s Manual
   • practice tests, including large-print practice tests
   • Mathematics reference sheets
   • unused nonscorable return cartons

3. Review data and note any updates that need to be made for the March SIMS submission. Ask the district SIMS contact to include in the next SIMS submission any students for whom a 504 plan was developed because of a temporary disability, such as a broken arm.

4. Update student data in PearsonAccess next in the following situations for students who participated in the retest(s):
   • students added to or removed from your school’s enrollment
   • accommodations that were wrong in the initial SR/PNP or have been added to or removed from student’s IEP/504 plan
   • accommodations that a student refused during testing

Instructions are provided in Appendix D on page 102.
Part V

Tasks to Complete for the February 2018 Biology Test Administration
A. Prepare for Test Administration

Use the following list of tasks to help you keep track of your responsibilities during MCAS testing.

1. Develop a plan for maintaining test security at your school.
   - Review MCAS Test Security Requirements (see Part I).
   - Review your school’s plans for maintaining test security with your superintendent. He or she may ask you to use the sample Superintendent’s Assurance of Proper Test Administration form in Appendix E.
   - Establish a document tracking system (see Appendix E for a sample internal tracking form).
   - Designate a central locked facility for secure storage of test materials.
   - Before the training session, distribute TAMs to test administrators and distribute a copy of the test security requirements (available at www.doe.mass.edu/mcas/testadmin/biology) to all school personnel who have access to secure test materials.
   - Document that test administrators and school personnel have received the documents listed above (see Appendix E for a sample distribution form).

2. Plan logistics for test administration at your school.
   - Identify all students who will be participating. See Part II for information about student participation. In addition, consult lists of students who still need to meet the MCAS STE testing requirement of the CD by reviewing the Student CD Roster (report “PE618” in Edwin Analytics in the MassEdu Gateway—formerly known as the Department’s Security Portal).
   - Authorize individuals to serve as test administrators and other school personnel to have access to secure materials, and designate appropriate testing spaces.
   - Assign students and testing locations to test administrators.
   - For school files, prepare a record of test administrators and their students for each session.
   - Schedule test administration sessions and designate locations. Remember that the February Biology test has prescribed dates.
   - Train test administrators (see list of topics in Part III, section J), and train all school personnel authorized to have access to secure test materials in test security requirements.
   - Meet with students (see list of topics in Part III, section K).
   - Review data (e.g., students’ names, demographic information) and confirm each student has a SASID.

3. Verify receipt of test materials immediately upon their delivery to your school.

Materials will arrive on January 29. Call the MCAS Service Center if you do not receive materials by this date.
4. **Using your Materials Summary, inventory test materials immediately upon receipt.**

   To inventory test materials, complete the “Qty Received” column of the Materials Summary according to the “Before Testing” directions on the form.

   Shrink-wrapped materials must remain **unopened** until the time specified either in this manual or in the TAM. Therefore, to inventory your materials, count the spines of the booklets in each shrink-wrapped package. However, shrink-wrapped packages of reference sheets may be opened upon receipt, provided that materials are inventoried and stored according to instructions below.

   The Department recommends two independent counts of test materials to verify that all materials have been received by your school.

5. **Store materials in the secure, locked storage area that you previously designated.**

   Retain all original shipping cartons for the return of materials following testing.

6. **No later than February 1 at 12:00 p.m., complete the “Materials Received” section of the PCPA, and report packing discrepancies, if applicable.**

   To access the PCPA, the principal must go online to www.mcasservicecenter.com (the form may **NOT** be completed by a designee), select MCAS from the menu, and then select Principal’s Certification from the list of options. Follow the onscreen instructions to certify counts of materials received, and report discrepancies in quantities of materials (you will not be able to print out this part of the PCPA; you will be asked to do so after testing).

7. **Only if applicable, order additional materials by February 1 at 12:00 p.m.**

   Locate your MP Ship Code on the Materials Summary, and have the code available when you go online to order additional materials at www.mcasservicecenter.com. Follow the onscreen instructions to place your order. Materials ordered online will be shipped for receipt on the following business day if the order is received before 12:00 p.m.; orders received after 12:00 p.m. will be shipped for receipt on the second business day. Packing discrepancies in additional orders must be reported within two business days of receipt of the order.

8. **Identify and prepare for students with disabilities who require accommodations for testing.**

   The Department recommends that schools prepare a list or spreadsheet that relevant staff can refer to, including students’ names, grades, subject area, test administrator name, testing location, and accommodations (accommodation number and a brief description).

   See Appendix B for more information. For a student with a disability such as a broken bone or fracture in his or her writing hand or arm, the development of a 504 plan must be initiated, even if the disability is expected to be temporary.

   Test administrators for students with disabilities using certain accommodations must sign an MCAS Nondisclosure Agreement prior to reviewing secure test materials. Principals must keep signed agreements in the school files for three years. See Appendix B for more information about which test administrators this requirement applies to, and see Appendix E for the MCAS Nondisclosure Agreement.

   If administering accommodation 23 (Typed Responses), review Appendix C and inform test administrators of preparations to take.

   See Part II, section H, for steps to take for students with a recent injury to their writing hand.
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   - Collect #2 pencils to provide to any students who do not bring them.
   - Students may use a calculator on the Biology test. You may choose to provide calculators for testing.
   - Approve bilingual word-to-word dictionaries and glossaries that were not on the pre-approved list for current and former ELL students.

10. Verify that test administrators have covered or removed prohibited materials from each testing space.

11. Apply Student ID Labels to answer booklets (see page 31) if school personnel will be applying labels before testing.
   Principals may open the shrink-wrapped packages of answer booklets prior to testing for the sole purpose of applying Student ID Labels to front covers.

12. Optional: Print practice tests if they will be administered at the school (available at www.doe.mass.edu/mcas/testadmin/biology).

13. Using your school’s document tracking system, organize test materials for distribution.
   Each test administrator should receive extra test materials to replace possible defective booklets. If you did not receive enough materials to distribute extra shrink-wrapped materials to each test administrator, you may open the minimum number of packages necessary to distribute extra materials.

B. Coordinate Test Administration

1. Using your document tracking system, distribute test materials.
   Immediately before test administration, distribute the necessary test materials for that day to each test administrator. Be sure that test administrators and the test coordinator independently count test materials before signing the internal tracking form. See the TAM for the specific list of test materials necessary for each session.

2. Distribute lists of SASIDs to test administrators if they will be entering SASIDs on answer booklets.

3. Monitor your school’s test administration.
   - Enforce test security requirements.
   - Have #2 pencils available for students who do not bring them.
   - Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for current and former ELL students.
   - You may choose to provide calculators for testing.
   - Ensure that your school’s document tracking system is used each time test materials are moved.
   - Collect lists of students who were not tested and schedule them for make-up testing.
   - Note that a student with a recent injury to his or her writing hand who needs test accommodations must have a 504 plan initiated (see Part II, section H).
4. Securely store test materials between sessions and after each day of testing.
   Use your document tracking system to verify that all test materials are secure between sessions and are returned to you each day after testing is complete.

5. Maintain and, if necessary, update the record of test administrators and their students for each session, including make-up and test completion sessions.

6. After testing is completed, verify that ALL test materials have been returned to you.
   - The Department recommends two independent counts of test materials to verify that all materials have been returned to you.
   - Use your document tracking system to verify that test administrators have returned all test materials to you. You must be able to account for and return all secure materials (e.g., test booklets) that were shipped to you.
   - If necessary, investigate any discrepancies in the number of materials that were distributed to test administrators and the number returned to you. Schools that do not return materials according to instructions will be subject to the sanctions described in Part I.
   - If any test materials have become contaminated, call the MCAS Service Center for instructions.

7. If answer booklets have become damaged or defective, mark them “void” and transcribe responses.
   If test administrators informed you that any of their students’ answer booklets have become damaged or defective during testing, confirm that they filled in the “void answer booklet” circle on the outside back cover of each affected booklet and that VOID is written in large letters across the front cover.
   If a student completed any work in an answer booklet that was later deemed void, his or her work must be transcribed verbatim into a replacement answer booklet. Since there will be no Student ID Label to affix to the front cover, all of the information on the front cover will need to be completed (this will be done in the following section in step 2).
   All of the answers must be transcribed verbatim into the student’s new standard answer booklet (multiple-choice responses as well as constructed responses) so that he or she may receive credit for his or her work. The process of transcribing a student’s responses into his or her answer booklet by a test administrator may occur any time during the testing window, but must be monitored and supervised by the principal, test coordinator, or another test administrator to ensure accuracy.

8. If your school administered retests to students using accommodations as follows, verify that these responses have been transcribed completely and accurately into standard answer booklets:
   - students taking the Braille edition (accommodation 12) who did not also use the typed response accommodation
   - students taking the large-print edition (accommodation 11)
   - students who recorded their answers directly in their test booklets (accommodation 24)
   See instructions in step 7 above.
9. If your school administered retests to students using typed responses (accommodation 23), follow these steps:
   • Verify that test administrators have returned the typed responses to you properly and that each response has the required header information shown in Appendix C. A student’s response to any single question must be submitted only one way (i.e., all written, or all typed).
   • Insert typed responses inside the front cover of each student’s answer booklet (see Appendix C).
   • Once all typed responses are formatted properly and typed responses are prepared for return, instruct test administrators to delete students’ responses from the computers.

C. Return February Biology Materials
1. Make sure that you have a used standard answer booklet\textsuperscript{18} for each student who:
   • participated in one or both test sessions, or
   • was scheduled to participate but was absent with medical documentation for one or both test sessions.

   Students who were scheduled to participate but were absent should be scheduled for the June test administration.

2. Complete student information on answer booklets (see Appendix D for instructions and Appendix E for sample covers).
   • Verify that SASIDs and dates of birth have been entered correctly on answer booklets for all students who do not have Student ID Labels.
   • Complete confidential student information on the inside and outside back covers of answer booklets.

3. Count the number of used standard answer booklets you are returning.

   In your count, make sure to include the following answer booklets:
   • standard answer booklets containing typed responses (See Appendix C.)
   • standard answer booklets in which responses have been transcribed (See steps 7 and 8 in the previous section.)

   As you count, arrange the answer booklets so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized). Ensure that used answer booklets are free of extra materials, including rubber bands, paper clips, binder clips, staples, tape, and extraneous paper.

4. Count the following materials you are returning:
   • void answer booklets
   • unused answer booklets
   • test booklets

\textsuperscript{18} Used answer booklets are those that have been assigned to a student (front cover completed and/or Student ID Label affixed) or used by a student during testing. A standard booklet is one that is not large-print or Braille.
5. Using your counts from steps 3 and 4, complete the “Qty Returned” column of the Materials Summary.

Record on the Materials Summary the quantities of test booklets and answer booklets being returned according to the “After Testing” instructions on the form. All test booklets, including Braille test booklets and large-print test booklets, are secure materials and must be returned. Make a copy of the completed form(s) for your records.

You will need to use the information from your completed Materials Summary when you go online to complete the PCPA.

6. Go online to complete sections 3–5 of the PCPA by February 9 at 3:00 p.m.

To access the PCPA, the principal must go online to www.mcasservicecenter.com (the form may NOT be completed by a designee), select MCAS from the menu, and then Principal’s Certification from the list of options.

Follow the onscreen instructions to provide information regarding the number of materials being returned and to certify that your school followed test security requirements. Then provide your “signature” (exactly as the name appears in the Department’s School/District Profiles [profiles.doe.mass.edu]). If you are signing as an interim principal or co-principal, please indicate this by writing “interim” or “co-principal” after your name in the signature box. Print the confirmation and save it for your records.

7. Place special materials in the appropriate envelopes.

- Place the materials listed below in the Special Handling Envelope. The Special Handling Envelope is then returned in the scorable shipment (see section D on the following page for packing instructions).
  - used large-print answer booklets (folded in half) with corresponding transcribed standard answer booklets
  - standard answer booklets containing typed responses
- Place void answer booklets in the Void Envelope. Void booklets are returned with the scorable test materials but will not be scored (see section D on the following page for packing instructions).

8. Place remaining used standard answer booklets in the Return Envelope.
D. Pack the Scorable February Biology Test Materials

1. Make sure that all the envelopes being used (Special Handling, Void, and Return) are sealed.

2. Locate the prelabeled, folded Return Cartons you received in your school’s shipment of test materials.

3. Using the diagram on below as a guide, pack scorable materials in the Return Carton(s) in the following order:
   - Return Envelope(s) (on the bottom)
   - Special Handling Envelope(s)
   - Void Envelope (on the top)

4. Fill any empty spaces at the tops of the cartons with crumpled paper to keep items from shifting during shipping. Do not use plastic peanuts or shredded paper.

5. Before sealing your cartons, verify that all scorable materials have been packed in the cartons.

6. Use heavy-duty packing tape to seal carton seams using the H-taping method (see diagram).

7. Record the UPS tracking numbers from the labels already affixed to the scorable cartons you are returning, and retain this list in your school files.

You will need the tracking numbers when scheduling your pickup. Each tracking number is located in the center of the UPS Return Service (RS) label and begins with “1Z 0W8.” A sample RS label is provided in Appendix E.
E. Pack the Nonscorable February Biology Test Materials

1. Locate the original shipping carton(s) in which you received your test materials.

2. Using the diagram on the following page and the list below, pack the nonscorable test materials in the following order:
   - unused answer booklets (on the bottom of the first carton)
   - used, unused, and void standard test booklets
   - used, unused, and void large-print test booklets, if any
   - used and unused Braille test booklets and Braille Administrator’s Copies, if any
   - Kurzweil 3000 CDs, if any
   - accommodation materials, if any (e.g., graphic organizers, individualized reference sheets, typed response drafts)
   - unused Student ID Labels, if any
   - unused Return, Special Handling, and Void Envelopes
   - unused UPS labels (Note: Make sure to save a label for each carton of nonscorable materials you are returning.)
   - unused scorable Return Cartons
   - unused large-print answer booklets, if any
   - completed Materials Summary (at the top of the last carton)

3. Fill empty spaces at the tops of the cartons with crumpled paper to keep items from shifting during shipping.

4. Seal carton seams using the H-taping method shown on the previous page.

5. Affix one UPS RS label, with Measured Progress listed in the “Ship to” section, to the top of each carton.
   
   You may either remove the existing label from the carton or place the new label over it. UPS RS labels were included in your shipment of test materials (see Appendix E for a sample label).

   If you need more labels, call the MCAS Service Center. UPS RS labels may not be photocopied.

6. Record the UPS tracking numbers from the labels on the nonscorable cartons you are returning, and retain the list for your school files.
F. Schedule and Confirm UPS Pickup of All February Biology Test Materials

1. Schedule your school’s UPS pickup appointment by February 9 at 3:00 p.m.

Do not take test materials to UPS yourself or otherwise remove materials from your school. Do not schedule a separate pickup for each carton.

If test materials are ready to ship before the deadline, then schedule the pickup as soon as you can.

Complete the PCPA before scheduling your school’s UPS pickup. To request a pickup, first locate a UPS tracking number on one of the RS labels you are using, and have that number available when you go online to www.mcasservicecenter.com. Select MCAS from the menu, and then select UPS Pickup Request from the list of options. Follow the onscreen instructions to complete your request.
Requests for pickup on the following business day must be placed by 3:00 p.m. Requests for same-day pickup cannot be fulfilled. Requests made two or more days in advance also cannot be fulfilled.

If you have regularly scheduled UPS service, you may give your cartons to the UPS driver during normal pickup. If you do, call the MCAS Service Center at 800-737-5103 or email mcas@measuredprogress.org to report that the pickup has been made.

Do not leave secure MCAS materials unattended while awaiting UPS pickup. The principal is responsible for ensuring that test materials are kept in locked storage until they are given directly to the UPS driver.

2. Confirm that all scorable and nonscorable test materials are picked up by UPS no later than 5:00 p.m. on Monday, February 12.

Call the MCAS Service Center immediately at 800-737-5103 if your cartons are not picked up as scheduled. You may also want to use your UPS tracking numbers to confirm delivery of your return shipment to Measured Progress by calling the MCAS Service Center.

G. Next Steps

1. Retain the following materials in your school files for three years:
   - agendas, sign-in sheets, and any other relevant documentation from the Test Administrators’ Training and training session for other authorized school personnel to demonstrate that they have been trained and received the TAM and test security requirements
   - packing slips from your school’s shipment
   - photocopies of Materials Summaries
   - printout of PCPA confirmation
   - Test Materials Internal Tracking Forms
   - completed Student Responsibilities during MCAS Testing forms, if applicable
   - documentation for absences due to medical reasons, if applicable
   - documentation for students who were removed from or added to the school’s enrollment during the testing window
   - signed nonparticipation forms, if applicable
   - UPS tracking numbers used
   - printout of UPS pickup request
   - approved Request for Permission to Test a Student in an Alternate Setting forms, if applicable
   - approved MCAS Accommodation 20 Cover Sheet(s), if applicable
   - written approval to use accommodation 25 or 32, if applicable
   - approved Request for Permission to Test an Adult with Accommodations forms, if applicable
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- record of test administrators and their students for each session, including make-up and test completion sessions
- completed MCAS Nondisclosure Agreements from test administrators for students with disabilities using certain accommodations
- completed Student Accommodation Refusal form(s), if applicable
- accommodations lists/spreadsheets, if applicable

2. **Recycle or discard the following materials:**
   - Principal’s Administration Manual
   - Test Administrator’s Manual
   - practice tests, including large-print practice tests
   - unused nonscorable return cartons

3. **Review data and note any updates that need to be made for the March SIMS submission.** Ask the district SIMS contact to include in the next SIMS submission any students for whom a 504 plan was developed because of a temporary disability, such as a broken arm.

4. **Update student data in PearsonAccess next for:**
   - students added to or removed from your school’s enrollment
   - accommodations that were wrong in the initial SR/PNP or have been added to or removed from student’s IEP/504 plan
   - accommodations that a student refused during testing

Instructions are provided in Appendix D on page 102.
Part VI

Tasks to Complete for the
March 2018 Retest Administration
The March 2018 Retest Administration

A. Prepare for Test Administration

Use the following list of tasks to help you keep track of your responsibilities during MCAS testing.

1. Develop a plan for maintaining test security at your school.
   - Review MCAS Test Security Requirements (see Part I).
   - Review your school’s plans for maintaining test security with your superintendent. He or she may ask you to use the sample Superintendent’s Assurance of Proper Test Administration form in Appendix E.
   - Establish a document tracking system (see Appendix E for a sample internal tracking form).
   - Designate a central locked facility for secure storage of test materials.
   - Before the training session, distribute TAMs to test administrators and distribute a copy of the test security requirements (available at www.doe.mass.edu/mcas/testadmin/retest) to all school personnel who have access to secure test materials.
   - Document that test administrators and school personnel have received the documents listed above (see Appendix E for a sample distribution form).

2. Plan logistics for test administration at your school.
   - Identify all students who will be participating. See Part II for information about student participation. In addition, consult lists of students who still need to meet the MCAS testing requirements of the CD by reviewing the Student CD Roster (report “PE618” in Edwin Analytics in the MassEdu Gateway—formerly known as the Department’s Security Portal).
   - Authorize individuals to serve as test administrators and other school personnel to have access to secure materials, and designate appropriate testing spaces.
   - Assign students and testing locations to test administrators.
   - For school files, prepare a record of test administrators and their students for each session.
   - Schedule test administration sessions and designate locations. Remember that the retests have prescribed dates.
   - Train test administrators (see list of topics in Part III, section J), and train all school personnel authorized to have access to secure test materials in test security requirements.
   - Meet with students (see list of topics in Part III, section K).
   - Review data (e.g., students’ names, demographic information) and confirm each student has a SASID.

3. Verify receipt of test materials immediately upon their delivery to your school.

Materials will arrive on February 14. Call the MCAS Service Center if you do not receive materials by this date.
4. Using your Materials Summary, inventory test materials immediately upon receipt.

To inventory test materials, complete the “Qty Received” column of the Materials Summary according to the “Before Testing” directions on the form.

Shrink-wrapped materials must remain **unopened** until the time specified either in this manual or in the TAM. Therefore, to inventory your materials, count the spines of the booklets in each shrink-wrapped package. However, shrink-wrapped packages of reference sheets may be opened upon receipt, provided that materials are inventoried and stored according to instructions below.

The Department recommends two independent counts of test materials to verify that all materials have been received by your school.

5. **Store materials in the secure, locked storage area that you previously designated.**

Retain all original shipping cartons for the return of materials following testing.

6. **No later than February 26 at 12:00 p.m., complete the “Materials Received” section of the PCPA, and report packing discrepancies, if applicable.**

To access the PCPA, the principal must go online to www.mcasservicecenter.com (**the form may NOT be completed by a designee**), select MCAS from the menu, and then select **Principal’s Certification** from the list of options. Follow the onscreen instructions to certify counts of materials received, and report discrepancies in quantities of materials (you will not be able to print out this part of the PCPA; you will be asked to do so after testing).

7. **Only if applicable, order additional materials by February 26 at 12:00 p.m.**

Locate your MP Ship Code on the Materials Summary, and have the code available when you go online to order additional materials at www.mcasservicecenter.com. Follow the onscreen instructions to place your order. Materials ordered online will be shipped for receipt on the following business day if the order is received before 12:00 p.m.; orders received after 12:00 p.m. will be shipped for receipt on the second business day. Packing discrepancies in additional orders must be reported within two business days of receipt of the order.

8. **Identify and prepare for students with disabilities who require accommodations for testing.**

The Department recommends that schools prepare a list or spreadsheet that relevant staff can refer to, including students’ names, grades, subject area, test administrator name, testing location, and accommodations (accommodation number and a brief description).

See Appendix B for more information. For a student with a disability such as a broken bone or fracture in his or her writing hand or arm, the development of a 504 plan must be initiated, even if the disability is expected to be temporary.

Test administrators for students with disabilities using certain accommodations must sign an MCAS Nondisclosure Agreement prior to reviewing secure test materials. Principals must keep signed agreements in the school files for three years. See Appendix B for more information about which test administrators this requirement applies to, and see Appendix E for the MCAS Nondisclosure Agreement.

If administering accommodation 23 (Typed Responses), review Appendix C and inform test administrators of preparations to take.

See Part II, section H, for steps to take for students with a recent injury to their writing hand.
   • Collect #2 pencils to provide to any students who do not bring them.
   • For the ELA Composition retest only, at least one English-language dictionary must be
     provided in each testing space for student use. You may choose to provide more than
     one dictionary per testing space.
   • Collect calculators to provide to students taking Session 2 of the Mathematics retest.
   • Approve bilingual word-to-word dictionaries and glossaries that were not on the pre-
     approved list for current and former ELL students.

10. Verify that test administrators have covered or removed prohibited materials from each
    testing space.

11. Apply Student ID Labels to answer booklets (see page 31) if school personnel will be
    applying labels before testing.

   Principals may open the shrink-wrapped packages of answer booklets prior to testing for
   the sole purpose of applying Student ID Labels to front covers.

12. Optional: Print practice tests if they will be administered at the school (available at
    www.doe.mass.edu/mcas/testadmin/retest).

13. Using your school’s document tracking system, organize test materials for distribution.

   Each test administrator should receive extra test materials to replace possible defective
   booklets. If you did not receive enough materials to distribute extra shrink-wrapped
   materials to each test administrator, you may open the minimum number of packages
   necessary to distribute extra materials.

B. Coordinate Test Administration

1. Using your document tracking system, distribute test materials.

   Immediately before test administration, distribute the necessary test materials for that
   day to each test administrator. Be sure that test administrators and the test coordinator
   independently count test materials before signing the internal tracking form. See the TAM
   for the specific list of test materials necessary for each session.

2. Distribute lists of SASIDs to test administrators if they will be entering SASIDs on
   answer booklets.

3. Monitor your school’s test administration.
   • Enforce test security requirements.
   • Have #2 pencils available for students who do not bring them.
   • Have printed copies of authorized bilingual word-to-word dictionaries and glossaries
     available for current and former ELL students.
   • ELA Composition retest only: have printed copies of English-language dictionaries available.
   • Have calculators available for students taking Session 2 of the Mathematics retest.
   • Ensure that your school’s document tracking system is used each time test materials
     are moved.
• Collect lists of students who were not tested and schedule them for make-up testing.
• Note that a student with a recent injury to his or her writing hand who needs test accommodations must have a 504 plan initiated (see Part II, section H).

4. **Securely store test materials between sessions and after each day of testing.**

   Use your document tracking system to verify that **all** test materials are secure between sessions and are returned to you each day after testing is complete.

5. **Maintain and, if necessary, update the record of test administrators and their students for each session, including make-up and test completion sessions.**

6. **After testing is completed, verify that ALL test materials have been returned to you.**

   • The Department recommends two independent counts of test materials to verify that all materials have been returned to you.
   • Use your document tracking system to verify that test administrators have returned all test materials to you. You must be able to account for and return **all** secure materials (e.g., ELA Composition test booklets, ELA Reading Comprehension test booklets) that were shipped to you.
   • If necessary, investigate any discrepancies in the number of materials that were distributed to test administrators and the number returned to you. **Schools that do not return materials according to instructions will be subject to the sanctions described in Part I.**
   • If any test materials have become contaminated, call the MCAS Service Center for instructions.

7. **If answer booklets have become damaged or defective, mark them “void” and transcribe responses.**

   If test administrators informed you that any of their students’ answer booklets have become damaged or defective during testing, confirm that they filled in the “void answer booklet” circle on the outside back cover of each affected booklet and that VOID is written in large letters across the front cover.

   If a student completed any work in an answer booklet that was later deemed void, his or her work must be transcribed verbatim into a replacement answer booklet. Since there will be no Student ID Label to affix to the front cover, all of the information on the front cover will need to be completed (this will be done in the following section in step 2).

   All of the answers must be transcribed verbatim into the student’s new standard answer booklet (multiple-choice responses as well as constructed responses) so that he or she may receive credit for his or her work. The process of transcribing a student’s responses into his or her answer booklet by a test administrator may occur any time during the testing window, but must be monitored and supervised by the principal, test coordinator, or another test administrator to ensure accuracy.
The March 2018 Retest Administration

8. If your school administered retests to students using accommodations as follows, verify that these responses have been transcribed completely and accurately into standard answer booklets:
   - students taking the Braille edition (accommodation 12) who did not also use the typed response accommodation
   - students taking the large-print edition (accommodation 11)
   - students who recorded their answers directly in their test booklets (accommodation 24)

   See instructions in step 7 on the previous page.

9. If your school administered retests to students using typed responses (accommodation 23), follow these steps:
   - Verify that test administrators have returned the typed responses to you properly and that each response has the required header information shown in Appendix C. A student’s response to any single question must be submitted only one way (i.e., all written, or all typed).
   - Insert typed responses inside the front cover of each student’s answer booklet (see Appendix C).
   - Once all typed responses are formatted properly and typed responses are prepared for return, instruct test administrators to delete students’ responses from the computers.

C. Return March Retest Materials

1. Make sure that you have a used standard answer booklet\(^{19}\) assigned to every student who participated in either or both of the retests.

   You should not have an assigned standard answer booklet for students not tested (e.g., students who were absent with or without medical documentation for an entire subject area retest).

   If an answer booklet was assigned to a student but the student was not tested, mark the booklet void according to instructions in step 7 on the previous page.

2. Complete student information on answer booklets (see Appendix D for instructions and Appendix E for sample covers).
   - Verify that SASIDs and dates of birth have been entered correctly on answer booklets for all students who do not have Student ID Labels.
   - Complete confidential student information on the inside and outside back covers of answer booklets.

3. Count the number of used standard answer booklets you are returning, separately for ELA and Mathematics.

   In your counts, make sure to include the following answer booklets:
   - standard answer booklets containing typed responses (See Appendix C.)
   - standard answer booklets in which responses have been transcribed (See steps 7 and 8 in the previous section.)

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\(^{19}\) Used answer booklets are those that have been assigned to a student (front cover completed and/or Student ID Label affixed) or used by a student during testing. A standard booklet is one that is not large-print or Braille.
As you count, arrange the answer booklets so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized). Ensure that used answer booklets are free of extra materials, including rubber bands, paper clips, binder clips, staples, tape, and extraneous paper.

4. **Separately for ELA and Mathematics, count the following materials you are returning:**
   - void answer booklets
   - unused answer booklets
   - test booklets

5. **Using your counts from steps 3 and 4, complete the “Qty Returned” column of the Materials Summary.**

   Record on the Materials Summary the quantities of test booklets and answer booklets being returned according to the “After Testing” instructions on the form. **All test booklets, including ELA Composition test booklets, Braille test booklets, and large-print test booklets, are secure materials and must be returned.** Make a copy of the completed form(s) for your records.

   You will need to use the information from your completed Materials Summary when you go online to complete the PCPA.

6. **Go online to complete sections 3–5 of the PCPA by March 8 at 3:00 p.m.**

   To access the PCPA, the principal must go online to www.mcasservicecenter.com *(the form may NOT be completed by a designee)*, select MCAS from the menu, and then Principal’s Certification from the list of options.

   Follow the onscreen instructions to provide information regarding the number of materials being returned and to certify that your school followed test security requirements. Then provide your “signature” (exactly as the name appears in the Department’s School/District Profiles [profiles.doe.mass.edu]). If you are signing as an interim principal or co-principal, please indicate this by writing “interim” or “co-principal” after your name in the signature box.

   Print the confirmation and save it for your records.

7. **Place special materials in the appropriate envelopes.**

   - Place the materials listed below in the Special Handling Envelope (ELA and Mathematics materials are returned together). The Special Handling Envelope is then returned in the scorable shipment (see section D on the following page for packing instructions).
     - used ELA and Mathematics large-print answer booklets *(folded in half)* with corresponding transcribed standard answer booklets
     - standard ELA and Mathematics answer booklets containing typed responses
   - Place void answer booklets in the Void Envelope (ELA and Mathematics materials are returned together). Void booklets are returned with the scorable test materials but **will not be scored** (see section D on the following page for packing instructions).

8. **Place remaining used standard answer booklets in the Return Envelope** marked with the corresponding subject area retest.
D. Pack the Scorable March Retest Materials

1. Make sure that all the envelopes being used (Special Handling, Void, and Return) are sealed.

2. Locate the prelabeled, folded Return Cartons you received in your school’s shipment of test materials.

3. Using the diagram below as a guide, pack scorable materials in the Return Carton(s) in the following order:
   - Return Envelope(s) (on the bottom)
   - Special Handling Envelope(s)
   - Void Envelope (on the top)

4. Fill any empty spaces at the tops of the cartons with crumpled paper to keep items from shifting during shipping. Do not use plastic peanuts or shredded paper.

5. Before sealing your cartons, verify that all scorable materials have been packed in the cartons.

6. Use heavy-duty packing tape to seal carton seams using the H-taping method (see diagram).

7. Record the UPS tracking numbers from the labels already affixed to the scorable cartons you are returning, and retain this list in your school files.

You will need the tracking numbers when scheduling your pickup. Each tracking number is located in the center of the UPS Return Service (RS) label and begins with “1Z 0W8.” A sample RS label is provided in Appendix E.
E. Pack the Nonscorable March Retest Materials

1. Locate the original shipping carton(s) in which you received your test materials.

2. Using the diagram on the following page and the list below, pack the nonscorable test materials in the following order:
   - unused answer booklets (on the bottom of the first carton)
   - used, unused, and void standard test booklets
   - used, unused, and void large-print test booklets, if any
   - used and unused Braille test booklets and Braille Administrator’s Copies, if any
   - Kurzweil 3000 CDs, if any
   - accommodation materials, if any (e.g., graphic organizers [including any of the pre-approved graphic organizers posted on the Department’s website], templates, checklists, individualized reference sheets, typed response drafts)
   - unused Student ID Labels, if any
   - unused Return, Special Handling, and Void Envelopes
   - unused UPS labels (Note: Make sure to save a label for each carton of nonscorable materials you are returning.)
   - unused scorable Return Cartons
   - unused large-print answer booklets, if any
   - completed Materials Summary (at the top of the last carton)

3. Fill empty spaces at the tops of the cartons with crumpled paper to keep items from shifting during shipping.

4. Seal carton seams using the H-taping method shown on the previous page.

5. Affix one UPS RS label, with Measured Progress listed in the “Ship to” section, to the top of each carton.
   You may either remove the existing label from the carton or place the new label over it. UPS RS labels were included in your shipment of test materials (see Appendix E for a sample label).
   If you need more labels, call the MCAS Service Center. UPS RS labels may not be photocopied.

6. Record the UPS tracking numbers from the labels on the nonscorable cartons you are returning, and retain the list for your school files.
F. Schedule and Confirm UPS Pickup of All March Retest Materials

1. Schedule your school’s UPS pickup appointment by March 8 at 3:00 p.m.

Do not take test materials to UPS yourself or otherwise remove materials from your school. Do not schedule a separate pickup for each carton. If test materials are ready to ship before the deadline, then schedule the pickup as soon as you can.

Complete the PCPA before scheduling your school’s UPS pickup. To request a pickup, first locate a UPS tracking number on one of the RS labels you are using, and have that number available when you go online to www.mcasservicecenter.com. Select MCAS from the menu, and then select UPS Pickup Request from the list of options. Follow the onscreen instructions to complete your request.
Requests for pickup on the following business day must be placed by 3:00 p.m. Requests for same-day pickup cannot be fulfilled. Requests made two or more days in advance also cannot be fulfilled.

If you have regularly scheduled UPS service, you may give your cartons to the UPS driver during normal pickup. If you do, call the MCAS Service Center at 800-737-5103 or email mcas@measuredprogress.org to report that the pickup has been made.

Do not leave secure MCAS materials unattended while awaiting UPS pickup. The principal is responsible for ensuring that test materials are kept in locked storage until they are given directly to the UPS driver.

2. Confirm that all scorable and nonscorable test materials are picked up by UPS no later than 5:00 p.m. on Friday, March 9.

Call the MCAS Service Center immediately at 800-737-5103 if your cartons are not picked up as scheduled. You may also want to use your UPS tracking numbers to confirm delivery of your return shipment to Measured Progress by calling the MCAS Service Center.

G. Next Steps

1. Retain the following materials in your school files for three years:
   - agendas, sign-in sheets, and any other relevant documentation from the Test Administrators’ Training and the training session for other authorized school personnel to demonstrate that they have been trained and received the TAM and test security requirements
   - packing slips from your school’s shipment
   - photocopies of Materials Summaries
   - printout(s) of PCPA confirmation(s)
   - Test Materials Internal Tracking Forms
   - completed Student Responsibilities during MCAS Testing forms, if applicable
   - documentation for absences due to medical reasons, if applicable
   - signed nonparticipation forms, if applicable
   - UPS tracking numbers used
   - printout of UPS pickup request
   - approved Request for Permission to Test a Student in an Alternate Setting forms, if applicable
   - approved MCAS Accommodation 20 Cover Sheet(s), if applicable
   - written approval to use accommodation 25 or 32, if applicable
   - approved Request for Permission to Test an Adult with Accommodations forms, if applicable
   - record of test administrators and their students for each session, including make-up and test completion sessions
The March 2018 Retest Administration

- completed MCAS Nondisclosure Agreements from test administrators for students with disabilities using certain accommodations
- completed Student Accommodation Refusal form(s), if applicable
- accommodations lists/spreadsheets, if applicable

2. **Recycle or discard the following materials:**
   - *Principal’s Administration Manual*
   - *Test Administrator’s Manuals*
   - practice tests, including large-print practice tests
   - Mathematics reference sheets
   - unused nonscorable return cartons

3. **Review data and note any updates that need to be made for the March SIMS submission.** Ask the district SIMS contact to include in the next SIMS submission any students for whom a 504 plan was developed because of a temporary disability, such as a broken arm.

4. **Update student data in PearsonAccess**
   - students added to or removed from your school’s enrollment
   - accommodations that were wrong in the initial SR/PNP or have been added to or removed from student’s IEP/504 plan
   - accommodations that a student refused during testing

Instructions are provided in Appendix D on page 102.
Appendix A

Procedures for Testing
English Language Learner Students
Appendix A—Procedures for Testing ELL Students

A. Definition of an ELL Student

An ELL student is defined by the Department as “a student whose first language is a language other than English and who is unable to perform ordinary classroom work in English.” The terms “ELL” and “LEP” are used interchangeably.

When a student has been evaluated by the school district and meets the above criteria, he or she is considered an English Language Learner regardless of whether the student’s parent or guardian “opts out” of a program of language support or services.

B. Identification and Reporting of ELL Students

Districts are required to have a procedure in place to evaluate the English proficiency of all students whose home language is not English to determine whether they are ELLs. Students must be evaluated in the areas of reading, writing, listening, and speaking (603 CMR 14.02).

In addition, districts must have a procedure in place for determining when a student is no longer an ELL.

Questions regarding the identification screening, placement, and initial assessment of ELL students should be directed to the Office of English Language Acquisition and Academic Achievement at 781-338-3584 or via email at ell@doe.mass.edu.

The Department uses data submitted by districts in SIMS as the source for student information when reporting results for assessment and accountability purposes. Because of this, districts must report a student’s ELL (LEP) status in SIMS in October, March, and June and remove the designation when the student is no longer identified as an ELL. The status in SIMS for ELL students is LEP (limited English proficient).

Questions about SIMS data should be directed to the district’s SIMS contact (see page ii for instructions for finding your district’s contact).

C. MCAS Test Administration for ELLs

1. Assigning ELLs to Testing Locations

Principals may assign students to spaces other than regular classrooms, as long as security, testing conditions, and staffing requirements are met, as set forth in Part III of this manual.

2. “Stop Testing” Policy

If an ELL student does not seem to be responding to test questions after 15–20 minutes, the test administrator may ask if the student is finished. If so, collect the student’s test materials and the student can either sit quietly or be excused from the test setting.

D. English/Spanish MCAS Mathematics Retest (November and March)

1. Eligibility

Spanish-speaking ELL students who have been enrolled in U.S. schools for fewer than three years may choose to take the English/Spanish edition of the Mathematics retest if they can read and write in Spanish at or near grade level. Students who are eligible to take the English/Spanish MCAS retest take the test during the same time period in which the English edition of the retest is administered.
Appendix A—Procedures for Testing ELL Students

2. English/Spanish Test Materials

English/Spanish test booklets are issued in side-by-side English/Spanish format, with identical test questions presented on opposing pages in two languages: left-facing pages present the questions in Spanish; right-facing pages present the same questions in English.

Spanish answer booklets (in which students mark their answers) and the reference materials issued to students for use during MCAS Mathematics retest sessions are not presented in bilingual format.

English/Spanish editions are available for the grade 10 Mathematics test and high school Mathematics retests only.

3. English/Spanish Test Administration Guidelines

Guidelines for administering the English/Spanish MCAS Mathematics retest are provided in Appendix A of the Test Administrator’s Manual. These guidelines contain Spanish-language scripts to be read aloud by test administrators to students, as well as instructions to the test administrator (not to be read aloud) in English. Students may write their answers to open-response questions in either Spanish or English. In order to administer the English/Spanish Mathematics retest, authorized test administrators must be fluent in both Spanish and English.

E. Use of Bilingual Word-to-Word Dictionaries and Glossaries by ELL Students on MCAS Tests

ELL students, including those who have been identified as ELL in the past, but are no longer reported as LEP, may use an authorized bilingual word-to-word dictionary or glossary on the following MCAS tests:

- ELA—authorized word-to-word dictionary (if available)
- Mathematics—authorized word-to-word dictionary and glossary (if available)
- Biology—authorized word-to-word dictionary and glossary (if available)

Bilingual dictionary and glossary use for MCAS tests is limited to those that provide word-to-word translations. Dictionaries and glossaries that include definitions, synonyms, antonyms, phrases, handwritten notes, and other information are prohibited. Electronic devices are also not allowed.

Schools are strongly encouraged to provide word-to-word dictionaries and glossaries for students who do not bring their own.

A list of authorized bilingual dictionaries and glossaries is available on the Department’s website at www.doe.mass.edu/mcas/accessibility. To discuss the approval of a word-to-word dictionary not included in the list, please call 781-338-3625.

F. CD Requirements Related to ELL Students

All Massachusetts students, including ELL students, are required to meet the CD standard in ELA, mathematics, and STE, in order to be eligible for a diploma in Massachusetts (see Part II).

Students eligible to take the English/Spanish edition of the Mathematics retest may meet the CD requirement in mathematics through this test but must also pass ELA and STE tests in English.
Appendix A—Procedures for Testing ELL Students

Since the CD requirement may present a challenge for ELL students who have recently enrolled in a U.S. school, some ELL students may need to continue their education beyond grade 12 in order to attain the requisite knowledge and skills in ELA, mathematics, and STE. After grade 12, students who still need to pass one or more of the required MCAS tests may take the MCAS retest(s) or an STE test at the school in which they were last enrolled. Some students may also be eligible for an MCAS performance appeal (see www.doe.mass.edu/mcasappeals).

For more information on meeting the graduation requirement, please refer to the Department’s website at www.doe.mass.edu/mcas/graduation.html.

G. Recording on the Answer Booklet the Status of ELL Students in Their First Year of Enrollment in U.S. Schools (February Biology)

A first-year ELL student is defined as a student who was first enrolled in a U.S. school after the March 2017 SIMS submission. Students’ first-year ELL status is not collected on answer booklets because this information is collected in SIMS. See Appendix D for more information.
Appendix B

Procedures for Testing Students with Disabilities
Appendix B—Procedures for Testing Students with Disabilities

1. Participation of Students with Disabilities in MCAS

A. Definition of a Student with a Disability
For the purposes of MCAS, a student with a disability is defined as having an approved IEP provided under the Individuals with Disabilities Education Act of 2004 and Massachusetts General Law, Chapter 71B, or a plan provided under Section 504 of the Rehabilitation Act of 1973.

B. CD Requirements Related to Students with Disabilities
In order to graduate from high school, all students who are educated with Massachusetts public funds, including students with disabilities, are required to meet the CD standard in ELA, mathematics, and STE, as well as meet all local graduation requirements (see Part II). A small number of students with disabilities are able to meet the CD requirement in one or more of the required subject areas through participation in MCAS-Alt. In order to earn a CD through participation in MCAS-Alt, a student must submit a portfolio that
- demonstrates knowledge and skills at grade-level expectations for a student in grade 10;
- demonstrates evidence of the student’s thinking and problem-solving skills; and
- demonstrates accurate and independent performance on the work samples that address all required learning standards and strands in the subject being assessed, as described in the Educator’s Manual for MCAS-Alt, available at www.doe.mass.edu/mcas/alt/resources.html.

C. English Language Learners with Disabilities
ELL students with disabilities are entitled to receive test accommodations or to participate in the MCAS-Alt, as determined by their IEP or 504 teams. See Appendix A for more information about the participation of ELL students.

D. Students Diagnosed with Concussions
The Department has issued guidelines, including MCAS testing policies, for students who are returning to school after being diagnosed with concussions (see Part II, section G for more information).

E. Determining How Students with Disabilities Will Participate in MCAS
Each student’s IEP or 504 team must determine during its annual meeting how the student will participate in MCAS for each subject scheduled for assessment. This information, including any accommodations that a student will use, must be documented in the student’s approved IEP or 504 plan. Guidelines for making participation decisions for individual students appear in Requirements for the Participation of Students with Disabilities and English Language Learners in the 2017–2018 MCAS High School Tests, which is available at www.doe.mass.edu/mcas/accessibility.

2. Test Administrators for Students with Disabilities Using Certain Accommodations
Test administrators for students with disabilities using accommodations 11, 12, 14, 16, 17, 19, 23, 24, 26, 27, and 29 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure test materials. Principals must keep signed agreements in the school files for three years.

The accommodations are described in section 3 on the following page.
Appendix B—Procedures for Testing Students with Disabilities

3. MCAS Test Accommodations

A. Definition and Purpose of Test Accommodations
A test accommodation is a change in the way a test is administered or in the way a student responds to test questions. Similar to instructional accommodations, test accommodations are intended to offset the effects of the disability and to provide students with the opportunity to demonstrate knowledge and skills on statewide assessments.

B. Eligibility for Test Accommodations

ELIGIBLE: students with disabilities served by a consented-to IEP or a 504 plan
The right of a student with a disability to receive allowable accommodations on MCAS tests is protected by both federal and state laws. The student’s IEP or 504 plan must specify precisely which MCAS accommodation(s) he or she will receive. Before an accommodation may be given, the IEP must be signed by the parent/guardian, or a student’s 504 plan must be in place or under development; in cases where a 504 plan is under development, the school personnel responsible for writing the plan must have already met and agreed upon the necessary MCAS accommodation(s) before a student may be provided the accommodation(s).

NOT ELIGIBLE: students without documented disabilities and students with documented disabilities not served by an IEP or 504 plan
A student who does not have a documented disability and is not served by an IEP or 504 plan is not eligible to receive accommodations on MCAS tests, regardless of whether the student already receives instructional support or accommodations.

C. General Requirements for the Use of Test Accommodations
The use of accommodations is based on the individual needs of a student with a disability and may only be provided when all of the following conditions have been met:

1. The student has a disability (nondisabled students may not use test accommodations) that is documented in an IEP or a 504 plan.

   AND

2. The accommodation is clearly described on the State- or District-Wide Assessment page of the student’s IEP, and the IEP has been signed by the student’s parent(s)/guardian(s) prior to the date of test administration, or the accommodation is listed as an MCAS accommodation in a 504 plan developed for the student.

   AND

3. The student uses the accommodation routinely (with rare exceptions) during classroom instruction and assessment in the subject, both before and after the MCAS test is administered. However, use of an accommodation during instruction does not necessarily qualify a student to receive the same accommodation during MCAS testing; for example, the student must meet additional eligibility requirements to receive a nonstandard accommodation on an MCAS test.

   AND
Appendix B—Procedures for Testing Students with Disabilities

4. The student requires the accommodation in order to participate in MCAS testing.

   AND

5. The accommodation is listed as an approved accommodation in this appendix (or, prior to testing, the district or school has consulted with the Department and received permission to use an accommodation not included in this appendix).

   AND

6. If a nonstandard accommodation will be provided, the student meets all of the eligibility criteria for that accommodation listed in section J of this appendix.

IEP teams must reconvene annually and determine which accommodations are needed for state- and district-wide assessments. If an IEP team believes that a test accommodation listed in a student’s IEP should be removed because it is no longer necessary and appropriate for the student, the team must amend the plan accordingly prior to testing. Similarly, the 504 plan must reflect only those accommodations required by the student, as determined by one or more adults familiar with the student. Districts are required to obtain written consent on an IEP (or amendment) before any changes can be implemented, although this consent is not required on a 504 plan.

It is acceptable for teams to list an accommodation in the plan with the notation “as requested by the student,” signifying that the student may require the accommodation only periodically during testing; for example, a student who tires easily may need a scribe only during the latter part of a test session.

Accommodations may not

   • alter, explain, simplify, paraphrase, or eliminate any test question, reading passage, writing prompt, or multiple-choice answer option;

   • provide verbal or other clues or suggestions that hint at or give away the correct response to the student;

   • contradict test administration requirements or result in the violation of test security; e.g.,
     o test items may not be modified, reordered, or reformatted in any way for any student;
     o tests may not be photocopied, enlarged, altered, or duplicated;
     o English-language dictionaries are not allowed for any student on any test except the ELA Composition test.

If the above conditions have been met and the IEP team determines an accommodation is necessary, the accommodation(s) must be listed on the State- or District-Wide Assessment page of an approved IEP or as a designated accommodation for MCAS testing in the 504 plan and must be provided to the student during MCAS testing. If an accommodation is provided that does not meet the conditions stated above, the student’s test score may be invalidated.

If a student refuses an accommodation listed in his or her plan, the accommodation must be offered and remain available to the student during testing. The school may want to document in writing that the student refused the accommodation and keep this documentation on file at the school (see sample form in Appendix E). Students should never be asked to sign an agreement waiving their right to receive an accommodation.

Accommodations used by the student must be indicated on the student’s answer booklet and in the PNP according to instructions in Appendix D.
Appendix B—Procedures for Testing Students with Disabilities

Reporting an Irregularity during MCAS Testing
In the event that a student was provided a test accommodation that was not listed in his or her IEP or a 504 plan, or if a student was not provided a test accommodation listed in his or her plan, the school should immediately contact the Department at 781-338-3625.

D. Definition of Standard Accommodations
For the purposes of MCAS, a standard accommodation is defined as a change in the routine conditions under which students take an MCAS test that does not alter what the test is intended to measure. Standard accommodations are grouped into the following four categories:

• changes in timing or scheduling of the test; for example, administering the test in short intervals or at a specific time of day
• changes in test setting; for example, administering the test in a small group or a separate setting
• changes in test presentation; for example, using a large-print or Braille edition of the test
• changes in how the student responds to test questions; for example, dictating responses to a scribe

A list of standard test accommodations can be found in section I.

E. Definition of Nonstandard Accommodations
For MCAS, a nonstandard accommodation is defined as an accommodation that

• changes the way an MCAS test is presented;  
  OR
• changes the way a student responds to test questions;  
  AND
• alters a portion of what the test is intended to measure.

A list of nonstandard accommodations and the conditions under which they may be used appears in sections J and K.

Nonstandard accommodations are intended for use by a very small number of students who would not otherwise be able to access the test. Teams must exercise caution, therefore, in considering whether a student requires a nonstandard accommodation and must carefully review the criteria described for each nonstandard accommodation on the list. Test results for a student who took the test using nonstandard accommodation(s) must be interpreted with caution by parents/guardians and schools.

The Department will continue to review the rates of nonstandard accommodations use among districts. Districts must ensure that IEP and 504 teams are applying appropriate criteria for use of nonstandard accommodations by carefully reviewing all criteria and eligibility requirements for the nonstandard accommodations listed in section J and revising the IEPs and 504 plans of students with disabilities accordingly.

Please call the Student Assessment office at 781-338-3625 with any questions about accommodations.
Appendix B—Procedures for Testing Students with Disabilities

F. Untimed Test Sessions
All MCAS test administrations are untimed. Refer to Part III, section C, of this manual for more information about scheduling test sessions.

G. Use of Dictionaries on MCAS Tests
The use of English-language dictionaries is prohibited for all MCAS tests except for the ELA Composition. Students who are reported as English Language Learners (ELL), or who have been reported as ELL at any time in the past, may use authorized word-to-word bilingual dictionaries and glossaries on all MCAS tests. A list of authorized word-to-word dictionaries is available at www.doe.mass.edu/mcas/accessibility.

H. Determining School Resources and Other Testing Needs
Prior to MCAS testing, designated staff (e.g., special educator or special education supervisor) should provide information to the principal or MCAS coordinator regarding each student who will require test accommodations, including the specific accommodation(s), resources, and/or space required for each student. Special test editions, including Braille, large-print, and Kurzweil 3000 CD, must be ordered as part of the SR/PNP process. Test administrators who will be providing accommodations to students with disabilities should receive additional training prior to MCAS testing to ensure the proper provision of MCAS accommodations.

I. List of Standard Accommodations
This section contains a list of standard test accommodations for students with disabilities.

Changes in Timing or Scheduling of the Test
1. Frequent Breaks: The test is administered in short periods with frequent breaks.
2. Time of Day: The test is administered at a time of day that takes into account the student’s medical or learning needs. The IEP or 504 plan must specify the time of day. Consideration should be given to the requirement that each test session must be completed on the same school day in which it begins.

Changes in Test Setting
3. Small Group: The test is administered in a small group (no more than 10 students).
   Note: If students will also have the test read aloud or signed, no more than 5 students may be in the small group (except for the ELA Composition test, which may be read aloud to groups up to 10). If this accommodation will be provided outside the student’s classroom, the student’s IEP or 504 plan must also include accommodation 4 (separate setting).
4. Separate Setting: The test is administered in a room other than the one used by the rest of the class.
5. Individual: The test is administered to the student individually. If this accommodation will be provided outside the student’s classroom, the student’s IEP or 504 plan must also include accommodation 4 (separate setting). Note: Principals are encouraged to monitor individual testing environments frequently to ensure that proper test administration protocols are being followed.
6. Specified Area: The test is administered with the student seated at the front or in another specified area of the room, in a study carrel, or in an enclosed area (the student’s IEP or 504 plan must specify location and any specialized equipment needed).
Appendix B—Procedures for Testing Students with Disabilities

Changes in Test Presentation

7. **Familiar Test Administrator:** The test is administered by a test administrator familiar to the student.

8. **Noise Buffers:** The student wears noise buffers, after test administration instructions have been read (music may *not* be played on headphones worn during MCAS testing).

9. **Magnification or Overlays:** The student uses magnifying equipment, enlargement devices, colored visual overlays, or specially tinted lenses (the student’s IEP or 504 plan must specify which).

10. **Test Directions:** The test administrator reads and/or clarifies general administration instructions only. No portion of the test items, item directions, reading selections, or introduction to reading selections may be read or signed unless the student’s IEP or 504 plan also includes the read-aloud accommodation for the specific MCAS test being administered.

11. **Large-Print:** The student uses a large-print (18-point font) edition of the test.
   - All responses must be transcribed verbatim from the large-print answer booklet to the student’s standard answer booklet, and all responses must fit into the standard booklet. Responses may not be typed unless the student also has accommodation 23 (typed responses), in which case responses are submitted according to instructions in Appendix C of this manual and Appendix D of the TAM.

   **Note:** Students using the large-print edition of the test are not required to use the large-print answer booklet. Students who do not require the large-print answer booklet may record their answers in a **standard** answer booklet. IEP teams and 504 plans should indicate whether students taking the large-print test also require the large-print answer booklet.
   - See instructions in Appendix C of the TAM for administering the large-print edition.
   - Large-print materials are secure and must be returned as instructed.

Test administrators for students with disabilities using accommodation 11 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure materials.

12. **Braille:** The student uses a Braille edition of the test.
   - All answers must be either scribed or transcribed verbatim into the student’s answer booklet; responses may not be typed unless the student also has accommodation 23 (typed responses), in which case responses are submitted according to the instructions in Appendix C of this manual and Appendix D of the TAM.
   - See instructions in Appendix B of the TAM for administering the Braille edition.
   - Braille materials are secure and must be returned as instructed.

   **Note:** Under secure conditions supervised by the principal, the Braille test administrator may review Braille test materials up to four days prior to test administration. Test materials may not be removed from the school.

Test administrators for students with disabilities using accommodation 12 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure test materials.

13. **Place Marker:** The student uses a place marker.
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14. **Track Test Items:** The test administrator assists the student in tracking test items (e.g., moving from one test question to the next) or by **redirecting the student’s attention to the test.** Phrases such as, “Please pay attention to the test” and “Keep working until you are finished” are acceptable. It is not permissible to say things such as, “Add more to your response” and “Make sure you have answered all of the questions.”

Test administrators for students with disabilities using accommodation 14 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure test materials.

15. **Amplification:** The student uses sound amplification equipment.

16. **Test Administrator Reads Aloud the Mathematics, Biology, or ELA Composition test(s) to the Student** (Note: Reading aloud the ELA Reading Comprehension test is nonstandard accommodation 26.)

   - **Test session(s) must be read word for word, exactly as written.** The test administrator may not provide assistance to the student regarding the meanings of words, intent of any test item, or responses to test items. The test administrator should read with emphasis only when indicated by bold or italicized text. The test can be read aloud in one of the following ways, which **must be specified** in the IEP or 504 plan:
     - The test administrator reads the entire test session word-for-word exactly as written.
     - OR
     - The test administrator reads selected words, phrases, and/or sentences as directed by the student. The student points to the word, phrase, or sentence that he or she needs read aloud.

   - The test must be administered in a **separate setting** (accommodation 4), either **individually** (accommodation 5) or to a **small group** (2–5 students) (accommodation 3). For reading aloud to a small group, follow the procedures outlined on page 93. **Note:** Reading aloud the ELA Composition test may occur in groups of up to 10 students.

   - No portion of the **ELA Reading Comprehension** test may be read aloud unless accommodation 26 is listed in the student’s IEP or 504 plan.

Test administrators for students with disabilities using accommodation 16 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure test materials.

17. **Test Administrator Signs the Mathematics, Biology, or ELA Composition test(s) to a Student who is Deaf or Hard of Hearing** (Note: Signing the ELA Reading Comprehension test is nonstandard accommodation 27.)

   - The test session(s) must be signed exactly as written, except in cases when doing so would reveal an answer to a test question. When use of a sign would visually define the concept being tested (e.g., using the sign for parallel lines that demonstrates this concept visually), the term or concept must be finger-spelled. Interpreters may not provide assistance to the student regarding the meanings of words, intent of any test question, or responses to test items.

   - The test must be administered in a **separate setting** (accommodation 4), either **individually** (accommodation 5) or to a **small group** (2–5 students) (accommodation 3). For signing the test to a small group, follow the procedures outlined on page 94.
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Notes:

• Under secure conditions supervised by the principal, interpreters may review test materials up to four days prior to test administration. Test materials may not be removed from the school.

• Signing the ELA Composition test may occur in groups of up to 10 students.

• See instructions in Appendix E of the TAM for administering the test to students who are deaf or hard of hearing.

• Individually shrink-wrapped test booklets labeled “Test Booklet for Signing to a Deaf Student” for use when providing accommodation 17 are ordered as part of the SR/PNP process. These booklets are secure and must be returned as instructed.

Test administrators for students with disabilities using accommodation 17 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure test materials.

18. Use of an Electronic Text Reader for the ELA Composition, Mathematics, and/or Biology Test (Note: Use of an electronic text reader for the ELA Reading Comprehension test is nonstandard accommodation 28.)

All MCAS tests are available on a CD in the Kurzweil 3000 read-only format. Responses to all test questions must be submitted in the student’s standard answer booklet. Responses cannot be typed directly into the Kurzweil test. However, responses may be typed into a word-processing program if the student has accommodation 23 (typed responses).

Changes in How the Student Responds to Test Questions

19. Test Administrator Scribes the ELA Reading Comprehension, Mathematics, and/or Biology Test; or Student Uses a Speech-to-Text Conversion Device (Note: Use of a scribe or speech-to-text conversion for the ELA Composition test is nonstandard accommodation 29.): The student dictates or signs responses to a scribe or uses a speech-to-text conversion device to record responses.

• The test must be administered individually (accommodation 5) in a separate setting (accommodation 4).

• The scribe must record the student’s responses exactly as dictated into the student’s answer booklet and may not edit or alter the student’s responses in any way. Scribes may assume correct spelling and punctuation.

• The scribe must provide the student with an opportunity to review and edit what has been scribed.

• When a student uses an electronic speech-to-text conversion device, the test administrator must follow the instructions for submitting typed responses described in Appendix C of this manual and Appendix D of the TAM.

• Scribes may not type student responses. The typed response accommodation is intended for student use only. The only exception is if the student cannot read the scribe’s writing in order to review/edit the response; in that case, the scribe may type the response.

Test administrators for students with disabilities using accommodation 19 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure test materials.
20. **Organizer, Checklist, Reference Sheet, or Abacus:** The student uses a graphic organizer or checklist; an individualized mathematics or biology reference sheet; or an abacus on the Mathematics tests.

Note that organizers, checklists, and reference sheets must be included in the return shipment of nonscorable materials along with other accommodation materials, even if one was provided to a student but not used during testing. Similarly, fill in the circle on a student’s answer booklet, even if one was provided to a student but not used during testing.

a. **General instructions for submitting materials to the Department for approval**

- All customized graphic organizers, checklists, and reference sheets submitted for approval must be accompanied by a completed **MCAS Accommodation 20 Cover Sheet** (see Appendix E).

- **High school** individualized mathematics reference sheets approved prior to the 2016–2017 school year must be resubmitted for review for use on the 2017–2018 MCAS tests.

- All other materials approved prior to the 2015–2016 school year must be resubmitted for review for use on the 2017–2018 MCAS tests.

**Submission deadlines** are as follows:

<table>
<thead>
<tr>
<th>Test Administration Date</th>
<th>MCAS Test</th>
<th>Materials Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2017</td>
<td>ELA and Mathematics (Retests)</td>
<td>October 6, 2017</td>
</tr>
<tr>
<td>February 2018</td>
<td>High School Biology</td>
<td>January 5, 2018</td>
</tr>
<tr>
<td>March 2018</td>
<td>ELA and Mathematics (Retests)</td>
<td>February 2, 2018</td>
</tr>
</tbody>
</table>

- Graphic organizers, checklists, and reference sheets submitted after these deadlines may not be reviewed in time for testing.

- Do not submit multiple copies of identical graphic organizers or reference sheets.

- Submit all materials to the Department by fax to 781-338-3630 or by email (in MS Word or PDF only) to mcas@doe.mass.edu.

- Notice of approval will be sent to the school approximately 10 business days from the time the materials are received at the Department.

b. **English language arts (ELA) materials:** A student generates a draft ELA open-response or composition using a graphic organizer, or uses a checklist to check the steps in the writing process and/or recall reading comprehension strategies.

Pre-approved sample ELA graphic organizers for use on ELA open-response questions and ELA compositions by students who have accommodation 20 listed in their IEP or 504 plan are posted at www.doe.mass.edu/mcas/accessibility.
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Pre-approved sample organizers are intended to clarify the difference between, and assist students to prepare, ELA open responses (on the ELA Reading Comprehension tests) and ELA compositions (on the ELA Composition tests).

The following options are available to schools that wish to use ELA graphic organizers or checklists with eligible students who have this accommodation listed in an IEP or 504 plan:

- Use a posted, pre-approved sample ELA graphic organizer or checklist, which is strongly encouraged and does not require submission to the Department for approval prior to MCAS testing;
- Adapt a pre-approved sample ELA graphic organizer, which must be submitted to the Department for approval prior to MCAS testing only if text has been added;
- Create a graphic organizer, which must be submitted to the Department for approval prior to MCAS testing, if it contains text.

Notes on ELA materials:

- The student may use no more than two different pre-approved graphic organizers per test.
- Generic graphic organizers without text do not require submission to the Department for approval.
- Graphic organizers and checklists may not include:
  - definitions (of words or terms);
  - specific examples (e.g., examples of adjectives or synonyms);
  - sentence starters or lists of key words;
  - guiding questions (e.g., “Who are the main characters?” or “Where does the story take place?”).

Mathematics and Biology materials: A student uses an individualized reference sheet or checklist to provide memory prompts, mnemonic devices, formulas, word banks, and/or generic steps in solving a problem. Students may use approved graphic organizers for open-response questions; graph paper used as a graphic organizer does not need Department approval. (Note: The use of calculators, arithmetic tables, and manipulatives on the non-calculator test sessions of the mathematics tests is nonstandard accommodation 30.)

Approval guidelines and sample materials for mathematics and biology reference sheets are posted at www.doe.mass.edu/mcas/accessibility.

The checklist or reference sheet must be

- developed in response to the individual student’s learning needs;
- no more than 3 pages in length;
- specific to the student’s grade.

d. Abacus: A student who is visually impaired may use an abacus during all sessions of the Mathematics test, if this accommodation is listed in the IEP or 504 plan.
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21. **Student Signs or Reads Test Aloud**: The student may
   - read the test aloud to him- or herself;
   - read the test and record answers on a recording device (including video for a student who is deaf or hard of hearing) and then write responses to test items while playing back the recorded segment(s);
   - type responses and then use text-to-speech software to play back and review the typed responses (student must also have accommodation 23 on his or her IEP or 504 plan); or
   - sign test items/responses onto video and then write answers while playing back the video (for a student who is deaf or hard of hearing).

**Notes:**
- The test must be administered **individually** (accommodation 5) in a **separate setting** (accommodation 4).
- Any video and audio CDs, DVDs, and tapes must be returned with other nonscorable materials. Any electronic files must be deleted. No copies may be retained.
- Text-to-speech software may **not** be used to listen to test items or passages.

22. **Monitor Placement of Responses**: The test administrator monitors placement of student responses in the student’s answer booklet.

23. **Typed Responses**: The student uses a word processing program or electronic keyboard to type the ELA Composition, or answers to open-response or short-answer questions on any MCAS test.

**Notes:**
- The test administrator is responsible for ensuring that a student using this accommodation does not access the Internet or other files on the computer during testing. Test results may be invalidated for students who access the Internet or other files during testing. See instructions in Appendix D of the TAM for other requirements for maintaining test security.
- When typing responses, students may only use the **spell- or grammar-checking functions** if they have **nonstandard accommodation 31** listed in their IEP or 504 plan. Test administrators are responsible for ensuring that students do not use spell- or grammar-checking functions except in cases where the student receives accommodation 31. Any auto-correct functions must be turned off during testing.
- The test administrator must follow the instructions for submitting typed responses described in Appendix C of this manual and in Appendix D of the TAM in order for the student to receive credit for his or her work.
- Once responses have been printed, the test administrator must ensure that any saved files are deleted from the device used by the student.
- If a student will be using an **electronic tablet**, please contact the Department at 781-338-3625 for additional instructions.

Test administrators for students with disabilities using accommodation 23 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure test materials.
Appendix B—Procedures for Testing Students with Disabilities

24. **Answers Recorded in Test Booklet**: The student records answers directly in the test booklet or uses special paper for drafts or computation (e.g., lined or graph paper). Answers are then transcribed verbatim into the student’s standard answer booklet.

   **Note**: If the student transcribes his or her own responses, the transcription must be done during the test session and completed on the day on which the test session began. The student may type responses only if the student has accommodation 23 (typed responses) listed in his or her IEP or 504 plan. A test administrator may transcribe responses at any time during the testing window.

   Test administrators for students with disabilities using accommodation 24 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure test materials.

25. **Other Standard Accommodation**: The student uses another standard accommodation during routine instruction that the IEP or 504 team identifies for use by the student on MCAS tests.

   The accommodation must meet the criteria described in the *General Requirements for Use of Test Accommodations* in section C (see pages 77–79). Each year the accommodation is required, the principal or designee must request written permission from the Department **at least two weeks prior** to test administration when a standard accommodation not on the preceding list is being considered by a student’s IEP or 504 team for use during MCAS testing. The student’s IEP or 504 plan team must reconvene in order to document any changes to accommodations listed in the plan. If the student is on an IEP, the plan must be signed by the parent before the accommodation may be used. Call 781-338-3625, email mcas@doe.mass.edu, or fax requests to 781-338-3630.

**J. Requirements for the Use of Nonstandard Accommodations**

IEP and 504 teams may allow the use of one or more of the following nonstandard MCAS test accommodations **only when ALL of the criteria are met**, as described next to each nonstandard accommodation. The accommodation can only be provided to a student with a disability on an MCAS test when it is documented on the State or District-Wide Assessment page in an approved IEP or listed in the student’s 504 plan specifically as an MCAS accommodation. Also review section E (see page 79) carefully for additional information.

**Use of an accommodation during instruction does not necessarily qualify a student to receive the same accommodation on an MCAS test.**

The Department will continue to review the number of students with disabilities who receive nonstandard accommodations in each district. IEP and 504 teams are encouraged to make consistent, defensible, and appropriate decisions for each student, and to amend the IEPs and 504 plans of students who do not meet the following criteria.
### Appendix B—Procedures for Testing Students with Disabilities

#### K. List of Nonstandard Accommodations

This section contains a list of nonstandard test accommodations for students with disabilities.

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<tr>
<th>#</th>
<th>Accommodation</th>
<th>Criteria Required for Use</th>
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<tbody>
<tr>
<td>26</td>
<td><strong>Test Administrator Reads Aloud the ELA Reading Comprehension Test</strong>&lt;br&gt;Note: Reading aloud the ELA Composition writing prompt, the Mathematics test, or the Biology test is standard accommodation 16. The decision to use nonstandard accommodation 26 must be made separately from the decision to use standard accommodation 16, and results may be invalidated for a student who receives this accommodation during testing if it is not listed in his or her IEP or 504 plan. Test administrators for students with disabilities using accommodation 26 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure test materials.</td>
<td>1. The student has a specific disability that severely limits or prevents him or her from decoding text, even after varied and repeated attempts to teach the student to do so. The student must be a virtual nonreader (i.e., at the beginning stages of learning to decode), not simply reading below grade level.&lt;br&gt;<strong>AND</strong>&lt;br&gt;2. The student has access to printed materials only through a reader or is provided with spoken text on audiotape, CD, video, or other electronic format during routine instruction, except while the student is actually being taught to decode. Special Instructions:&lt;br&gt;- All passages and test questions must be read word for word, exactly as written. The test administrator may not provide assistance to the student regarding the meanings of words, intent of any test question, or responses to test questions. The test administrator should read with emphasis only when indicated by bold or italicized text.&lt;br&gt;- If the test is read aloud, it must be administered in a separate setting (accommodation 4), either individually (accommodation 5) or to a small group (accommodation 3). When reading aloud to a small group of students, follow the procedures outlined on page 93.</td>
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### Appendix B—Procedures for Testing Students with Disabilities

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<th>#</th>
<th>Accommodation</th>
<th>Criteria Required for Use</th>
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| 27. | **Test Administrator Signs the ELA Reading Comprehension Test for the Student Who Is Deaf or Hard of Hearing**  
**Note:** Signing the ELA Composition writing prompt, the Mathematics test, or the Biology test is standard **accommodation 17**. The decision to use nonstandard accommodation 27 must be made separately from the decision to use standard accommodation 17.  
Test administrators for students with disabilities using accommodation 27 must sign an MCAS Nondisclosure Agreement (see Appendix E) prior to reviewing secure test materials. | 1. The student has a specific documented disability that **severely limits or prevents him or her from decoding text**, even after varied and repeated attempts to teach the student to do so. The student must be a **virtual nonreader** (i.e., at the beginning stages of learning to decode), not simply reading below grade level.  
**AND**  
2. The student has access to printed materials **only** through a sign language interpreter or is provided with signed text on video or other electronic format **during routine instruction**, except while the student is actually being taught to decode. |

#### Special Instructions:
- All passages and test questions must be signed exactly as written, except in cases when doing so would reveal an answer to a test question. When the use of a sign would visually define the concept being tested, the term or concept must be **finger-spelled**. Interpreters may **not** provide assistance to the student regarding the meanings of words, intent of any test question, or responses to test questions.  
- If the test is signed, it must be administered in a **separate setting** (accommodation 4), either **individually** (accommodation 5) or to a **small group** (accommodation 3). When signing a test to a small group of students, follow the procedures outlined on page 94.  
- Under secure conditions supervised by the principal, sign interpreters may review test materials up to four days prior to test administration. Test materials may not be removed from the school.  
- See instructions in Appendix E of the TAM for administering the test to students who are deaf or hard of hearing.
# Accommodation Criteria Required for Use

## 28. Electronic Text Reader for the ELA Reading Comprehension Test:
The student uses an electronic text reader (i.e., Kurzweil 3000) for the ELA Reading Comprehension test.

**Note:**
Using an electronic text reader for the ELA Composition writing prompt, the Mathematics test, or the Biology test is standard accommodation 18. The decision to use nonstandard accommodation 28 must be made separately from the decision to use standard accommodation 18.

### Special Instructions:
Kurzweil edition MCAS tests are read-only. Answers to all test questions must be submitted in the student’s standard answer booklet. Responses cannot be typed directly into the Kurzweil test.
### Appendix B—Procedures for Testing Students with Disabilities

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<th>#</th>
<th>Accommodation</th>
<th>Criteria Required for Use</th>
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<tbody>
<tr>
<td>29</td>
<td><strong>Scribe the ELA Composition:</strong> The student dictates the ELA Composition to a scribe or uses a speech-to-text conversion device to record the ELA Composition.</td>
<td>1. The student has a significant disability that requires the dictation of <strong>all written compositions</strong> to a scribe or use of an electronic speech-to-text conversion device for all compositions.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The Department encourages IEP teams to consider alternatives to the use of a scribe for students who are deaf and taking the ELA Composition test. One such alternative is accommodation 21, which would permit a deaf student to sign his or her draft composition onto video and then transcribe the signed composition into written English while viewing the video.</td>
<td><strong>OR</strong> 2. The student is unable to use his or her writing hand or arm at the time of testing due to a <strong>broken bone</strong> or <strong>fracture</strong> (see section B on page 77 for additional information on using a scribe for a student who is not yet on an IEP or 504 plan).</td>
</tr>
</tbody>
</table>

**Special Instructions:**

- The test must be administered **individually** (accommodation 5) in a **separate setting** (accommodation 4).
- Clarification on the role of a scribe for the ELA Composition:
  - During **Session A**, the scribe must write exactly what the student dictates into the student’s test booklet. **The scribe may not edit or alter the student’s dictation in any way.** When scribing the draft composition, the scribe may assume that each sentence begins with a capital letter and ends with a period. All other capitalization, punctuation, and paragraph breaks are the responsibility of the student.
  - After the student has finished dictating his or her draft composition, the scribe must ask the student to do the following:
    - Spell key words. Key words include proper nouns, multisyllabic words, and other words pertinent to the composition.
    - Review the draft composition and make any necessary edits, including edits to capital letters, punctuation, and paragraph breaks. The student may make edits independently or may direct the scribe to make the edits. The scribe must not assist the student in making decisions during the editing process.
  - During **Session B**, the scribe copies the final draft, including the student’s edits, into the student’s answer booklet.
  - Scribes may not type student responses; only students with accommodation 23 may submit typed responses. The only exception is if the student cannot read the scribe’s writing in order to review/edit the response; in that case, the scribe may type the response.
- When a student uses an electronic speech-to-text conversion device, the test administrator must follow the instructions for submitting typed responses described in Appendix C of this manual and Appendix D of the TAM in order for the student to receive credit for his or her work.
## Appendix B—Procedures for Testing Students with Disabilities

<table>
<thead>
<tr>
<th>#</th>
<th>Accommodation</th>
<th>Criteria Required for Use</th>
<th></th>
</tr>
</thead>
</table>
| 30 | **Calculation Devices:** The student uses a calculator, arithmetic table (including addition/subtraction and multiplication/division charts), or manipulatives (IEP or 504 plan must specify which) on the noncalculator session of the Mathematics test. Calculators are allowed for all students on the Biology test, and therefore this is not an available accommodation for that test. | 1. The student has a specific disability that **severely limits or prevents him or her from calculating mathematically**. The student must be **virtually unable to perform calculation** (i.e., at the beginning stages of learning how to calculate) without the use of a calculator or arithmetic table, even after varied and repeated attempts to teach the student to do so.  

**AND**  
2. The student has access to mathematical calculation only through the use of a calculator, arithmetic table, or manipulatives, which the student uses during **routine instruction**, except while the student is actually being taught to calculate.  

**Note:** Manipulatives must be approved by the Department prior to use on MCAS tests. Please call 781-338-3625, email mcas@doe.mass.edu, or fax requests to 781-338-3630. |  |
| 31 | **Spell- or Grammar-Checking Function on Word Processor, Spell-Checking Device, or Word-Prediction Software for the ELA Composition:** The student uses a spell- or grammar-checking function, spell-checking device (including hand-held electronic spellers), or word-prediction software (the student’s IEP or 504 plan must specify which function or device) for the ELA Composition. | For spell-checker:  
1. The student has a specific documented disability that **severely limits or prevents him or her from spelling correctly**, even after varied and repeated attempts to teach the student to do so. The student must be **virtually unable to spell simple words** (i.e., at the beginning stages of learning how to spell);  

**AND**  
2. The student can produce understandable written work only when provided this accommodation, which the student uses during **routine instruction**.  

For word prediction:  
1. The student has either a specific physical disability or a documented disability in recalling and processing language **that severely limits or prevents him or her from writing or keyboarding written responses** without the use of word-prediction software;  

**AND**  
2. The student has access to written expression only through the use of word-prediction software during **routine instruction**. |  |

**Special Instructions:**  
- When word-prediction software is used, the “predict-ahead” and “predict online” software functions must be turned off.  
- Students with accommodation 31 can use spell- or grammar-checking functions or devices on all MCAS tests, if required.
Appendix B—Procedures for Testing Students with Disabilities

<table>
<thead>
<tr>
<th>#</th>
<th>Accommodation</th>
<th>Criteria Required for Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.</td>
<td>Other Nonstandard Accommodation:</td>
<td>Each year the accommodation is required, the principal or designee must request written permission from the Department at least two weeks prior to test administration when a nonstandard accommodation not on the preceding list is being considered by the student’s IEP or 504 team for use during MCAS testing. The student’s IEP or 504 team must reconvene in order to document any changes to accommodations listed in the plan, and if the student is on an IEP, the plan must be signed by the parent/guardian before the accommodation may be used. Please call 781-338-3625, email <a href="mailto:mcas@doe.mass.edu">mcas@doe.mass.edu</a>, or fax requests to 781-338-3630.</td>
</tr>
<tr>
<td></td>
<td>The student uses another nonstandard accommodation during routine instruction that the IEP or 504 team identifies as being necessary for the student to participate in MCAS tests. The accommodation must meet the General Requirements for Use of Test Accommodations in section C on pages 77–79.</td>
<td></td>
</tr>
</tbody>
</table>

4. Procedures for Using Test Accommodations 16 and 26: Reading MCAS Tests Aloud to a Small Group of Students

The test administrator may read the test aloud to a small group of students, provided that each student has an IEP or 504 plan that lists either standard accommodation 16 (for the ELA Composition, Mathematics, or Biology test) or nonstandard accommodation 26 (for the ELA Reading Comprehension test). In addition, these students must have the accommodation for small group testing (accommodation 3) and the accommodation for testing in a separate setting (accommodation 4) listed in their IEP’s or 504 plans. The procedures below must be followed:

- **No more than five students** may be grouped together for reading tests aloud, since students typically proceed through the test at different rates (for the ELA Composition, up to 10 students can be grouped together).
- The principal or designee must supervise the assignment of students to groups that will have test questions read aloud to them. Student test booklets may not be opened or reviewed by students or test administrators prior to testing.
Appendix B—Procedures for Testing Students with Disabilities

5. Procedures for Using Test Accommodations 17 and 27: Signing MCAS Tests to a Small Group of Deaf Students

The test administrator may sign the test to a small group of students, provided that each student has an IEP or 504 plan that includes either standard accommodation 17 (for the ELA Composition, Mathematics, or Biology test) or nonstandard accommodation 27 (for the ELA Reading Comprehension test). In addition, these students must have the accommodation for small group testing (accommodation 3) and the accommodation for testing in a separate setting (accommodation 4) listed in their IEPs or 504 plans. The procedures below must be followed:

- No more than five students may be grouped together for signing the tests, since students typically proceed through the test at different rates, although up to 10 students can be grouped together for the ELA Composition test.
- Student test booklets may not be opened or reviewed by students prior to testing.
- Under secure conditions supervised by the principal, sign interpreters may review test materials up to four days prior to test administration. Test materials must be reviewed in a secure location supervised by the principal and may not be removed from the school.

6. MCAS Test Accommodations for Adults with Disabilities for Participation in the November and March Retests and February Biology Test

Adults who want to earn a high school diploma and have not yet met the testing requirements of the CD may participate in testing at the high school they most recently attended, another high school, or an alternative/external diploma program.

Required Documentation

In order for an adult with a disability to participate in testing using accommodations, prior to testing the individual must produce one of the following pieces of documentation:

- a letter from a diagnosticon qualified in the area of the disability (e.g., medical doctor, neuro-psychologist, psychologist, speech pathologist) describing the nature of the individual’s disability
  
  OR

- an approved IEP that documents the accommodations needed for statewide testing from the past five years (i.e., any year from 2013 through 2017)
  
  OR

- a 504 plan that documents the accommodations needed for statewide testing from the past five years (i.e., any year from 2013 through 2017)

Section A notes the accommodations allowed for all adult test-takers, provided that the adult produces the required documentation of the disability and requests the accommodation before testing. Note that some of these accommodations require the test-taker to provide his or her own device or equipment. Adults must submit their request to the school for specific accommodations in writing if the accommodations are not clearly listed in their last approved IEPs or their last 504 plans.
Appendix B—Procedures for Testing Students with Disabilities

Section B identifies accommodations that are allowed ONLY with prior Department approval. High schools should request approval from the Department at least one week prior to testing.

Section C lists accommodations not necessarily available to adult test-takers.

A. Accommodations Allowed for All Adult Test-Takers

The following accommodations are allowed for all adult test-takers, provided that the adult produces the required documentation of the disability and requests the accommodation before testing. Refer to section I on pages 80–87 of this appendix for full descriptions of these accommodations.

1. Frequent Breaks
2. Specified Area
3. Noise Buffers: Adult must bring his or her own equipment.
4. Magnification or Overlays: Adult must bring his or her own equipment.
5. Read Aloud and/or Clarify Test Directions
6. Large-Print: This edition must be requested at the time of registration.
7. Braille: This edition must be requested at the time of registration.
8. Place Marker: Adult must bring his or her own equipment.
9. Amplification: Adult must bring his or her own equipment.
10. Adult Signs or Reads Test Aloud: Adult must bring his or her own equipment, if applicable.

B. Accommodations That Are Allowed ONLY with Prior Department Approval

The following accommodations are allowed only with prior approval from the Department. Refer to page 122 for instructions/sample form and refer to section I on pages 80–87 of this appendix for full descriptions of these accommodations.

3. Small Group
4. Separate Setting
5. Individual
6. Track Test Questions
7. Test Administrator Reads Aloud the ELA Composition, Mathematics, or Biology Test to the Adult
8. Test Administrator Signs the ELA Composition, Mathematics, or Biology Test to an Adult Who Is Deaf or Hard of Hearing
9. Use of an Electronic Text Reader for the ELA Composition, Mathematics, or Biology Test
10. Test Administrator Scribes the ELA Reading Comprehension, Mathematics, or Biology Test; or Adult Uses a Speech-to-Text Conversion Device
11. Organizer, Checklist, Reference Sheet, or Abacus: must be approved by the Department prior to use (Submit an MCAS Accommodation 20 Cover Sheet.)
Appendix B—Procedures for Testing Students with Disabilities

22. Monitor Placement of Responses
23. Typed Responses
24. Answers Recorded in the Test Booklet
25. Other Standard Accommodation (Submit a description of the accommodation being requested.)
26. Test Administrator Reads Aloud the ELA Reading Comprehension Test
27. Test Administrator Signs the ELA Reading Comprehension Test for an Adult Who Is Deaf or Hard of Hearing
28. Electronic Text Reader for the ELA Reading Comprehension Test
29. Scribe the ELA Composition
30. Calculation Devices
31. Spell- or Grammar-Checking Function on Word Processor, Spell-Checking Device, or Word-Prediction Software for the ELA Composition
32. Other Nonstandard Accommodation

C. Accommodations NOT Available to Adult Test-Takers
The accommodations listed below are not necessarily available to adult test-takers (availability is based on school capacity to administer these accommodations). Refer to pages 80–81 for full descriptions of these accommodations.

2. Time of Day
7. Familiar Test Administrator
Appendix C

Procedures for Submitting Typed Responses
Follow the instructions in this appendix to submit responses for a student with a disability whose IEP or 504 plan indicates that he or she will participate in MCAS testing using standard accommodation 23 (typed responses).

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 answer booklet;
- written by the student; or
- transcribed into the student’s answer booklet (if the student also used accommodation 19, 24, or 29).

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 responses to open-response and short-answer questions and the ELA Composition may be submitted as typed responses. A student’s responses to multiple-choice questions must be marked in the student’s standard answer booklet.

Any draft responses (including compositions) are to be marked “DRAFT” and returned in the nonscorable shipment. Some students may choose to handwrite their draft compositions; this should be done in their Session A test booklets.

Before Test Administration
1. Provide a standard answer booklet along with appropriate tracking documents to each test administrator.
2. Ensure that test administrators understand and follow the instructions in the TAM regarding the following:
   - security information, including the prohibition against students accessing the Internet
   - formatting requirements (See requirements below and the template at the end of this appendix. Also see Appendix D of the TAM for further instructions.)
   - instructions for submitting a typed response for the Mathematics or Biology administrations for students using a graphic in their response to a question
   - new scripts in the TAM to be read aloud to students
3. Disable access to the Internet from the student’s computer or AlphaSmart. If a student will be using an electronic tablet, please contact the Department prior to testing.

Formatting Requirements

**Formatting:**

- 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.
Appendix C—Procedures for Submitting Typed Responses

IMPORTANT–Page limits:

For responses to open-response and short-answer questions:

• Submit a separate page for each open-response or short-answer question.
• A maximum of one page may be submitted for each response.

For the ELA Composition:

• A maximum of four pages may be submitted.

After Test Administration

A student’s responses to multiple-choice questions cannot be submitted as typed responses. Instead, they must be marked by the student or transcribed into his or her standard answer booklet. Otherwise, the student will not receive credit for his or her work.

1. Fill in all information requested on the front and back covers of the student’s standard answer booklet, including the circle for accommodation 23 on the inside back cover.
2. Refer to the TAM for instructions on preparing typed responses for submission.
3. Mark drafts of typed responses “DRAFT” and return them with nonscorable materials.
4. Ensure that all student responses are deleted from the computer by test administrators according to the instructions in the TAM.
5. Submit the standard answer booklet according to the instructions in this manual.
Appendix C—Procedures for Submitting Typed Responses

Sample MCAS Typed Response Template

**Student Name:** Jonathan Ward  
**Student SASID:** 1012345678  
**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 answer booklet front cover)
Appendix D

Procedures for Providing Student Information
Appendix D—Procedures for Providing Student Information

It is the responsibility of the principal to provide accurate information for every student participating in the fall/winter testing opportunities. Consequences for not doing so include inaccurate reporting of MCAS student results and results for school and district performance and accountability purposes. See Part III, section L in the manual for more information about providing accurate student information.

Section 1 provides instructions for updating student data in PearsonAccess\textsuperscript{next}. Section 2 provides instructions for completing student information on the inside and outside back covers of answer booklets.

1. Updating Student Data in PearsonAccess\textsuperscript{next}

Update student data in PearsonAccess\textsuperscript{next} for the following situations for students who participated in the fall/winter administrations:

- students added to or removed from your school’s enrollment
- accommodations that were wrong in the initial SR/PNP or have been added to or removed from students’ IEPs or 504 plans
- accommodations that a student refused during testing

Follow the steps below to update student data in PearsonAccess\textsuperscript{next}.

1. View the top of the screen to confirm that you are in the correct administration.
2. Go to Setup and select Students.
3. Locate the students whose data needs to be updated and check the box next to their SASIDs.
4. Go to Select Tasks, check Create/Edit Students, and Registration (it will autocheck all registration tasks) and click Start.
5. Make the appropriate changes in these tasks and click Update when changes are made. Then Exit Tasks when done.

Alternatively, changes can also be made by exporting a Student Registration File, updating the SR/PNP, and then re-importing the SR/PNP file. See the Guide to the Student Registration/Personal Needs Profile (SR/PNP) Process for the 2017–2018 MCAS Tests posted at mcas.pearsonsupport.com for details.

2. Answer Booklets

A. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES section

If a student uses any of the three accommodations listed in this section (Braille, Large Print, or Typed Responses), fill in the corresponding circle next to the accommodation.

Do not fill in a circle if the student did not use (or refused) that accommodation during testing.

\textsuperscript{20} Student results are provided for the retests and the February Biology test. School and district results are also provided for the February Biology test.
Appendix D—Procedures for Providing Student Information

Schools will identify selected accommodations in each student’s Personal Needs Profile (PNP) and upload or enter them into PearsonAccess\textsuperscript{next}. This replaces the former procedure of indicating all accommodations on the inside back cover of the answer booklet.

Because a student’s IEP or 504 status is reported in SIMS instead of on the answer booklet, remember to report students with disabilities to your district SIMS contact. Also include students for whom a 504 plan was developed because of a temporary disability such as a broken arm.

B. ABSENCE section

**ABSENCE WITH MEDICAL DOCUMENTATION** (for February Biology only)

Fill in this circle for a student who was absent with medical documentation for one or both test sessions and did not participate in make-up testing. (Students who complete both sessions will not be reported as absent with medical documentation.)

C. CHANGE OF ENROLLMENT STATUS section (for February Biology only)

**REMOVED FROM ENROLLMENT**

Fill in the appropriate circle for a student who participated in at least one but not both test sessions because he or she transferred out of the school during the testing window.\textsuperscript{21} Because the Change of Enrollment section on the answer booklet does not request the reason for a student’s change of enrollment, principals should keep this information in their school files.

**ADDED TO ENROLLMENT** section

Fill in the appropriate circle for a student who participated in at least one but not both test sessions because he or she transferred into the school during the testing window.\textsuperscript{22} Because the Change of Enrollment section does not request the reason for a student’s change of enrollment, principals should keep this information in their school files.

D. VOID ANSWER BOOKLET section

Fill in this circle for an answer booklet that was assigned to a student and should not be scored.

\textsuperscript{21} Do not assign an answer booklet for a student who transferred \textbf{out} of the school during the testing window and did not participate in any test sessions contained in the answer booklet.

\textsuperscript{22} Do not assign an answer booklet for a student who transferred \textbf{into} the school during the testing window and did not participate in any test sessions contained in the answer booklet.
Appendix E

Sample Administration Forms and Test Materials
Appendix E—Sample Administration Forms and Test Materials

November Retest Sample

Principal’s Certification of Proper Test Administration (PCPA) Statements

Note: Only the principal may complete this section of the PCPA. This section may NOT be completed by a designee.

a. I certify that each of the following statements is true.

- My superintendent conducted a formal review of my plans for maintaining test security.
- I received and read a copy of the Principal’s Administration Manual (PAM).
- I complied with and enforced all MCAS security requirements prescribed in the PAM, including keeping test materials in a central locked storage area at all times when the materials were not in use. In addition, I coordinated my school’s MCAS test administration and ensured compliance with all MCAS test administration protocols prescribed in the PAM.
- I am aware that the Department has the authority to send observers to my school before, during, and after test administration. If Department observers were sent to my school, I granted them access to my school building and allowed them to observe my school’s test administration.
- I coordinated my school’s test administration schedule and ensured that tests were administered on the testing dates listed in the PAM.
- I authorized specific individuals in my school to have access to secure materials, following the criteria set forth in the PAM.
  - Before testing, I ensured that each individual authorized to have access to secure materials was provided a copy of the MCAS test security requirements.
  - Only these individuals accessed secure test materials.
  - I provided training in test security and test administration protocols to these individuals.
  - Each individual who had access to secure test materials followed the test security requirements prescribed in Part I of the PAM.
- I authorized specific individuals in my school to serve as test administrators, following the criteria set forth in the PAM.
  - Before testing, I ensured that each test administrator received his or her administration-specific Test Administrator’s Manual (TAM).
  - Only these individuals served as test administrators.
  - I provided training in test security and test administration protocols to these individuals.
  - Each test administrator in my school followed the instructions set forth in the administration-specific TAM.
- Students in my school were made aware of their responsibilities during testing.
- My school administered the MCAS tests according to the student participation guidelines prescribed in the PAM.
Appendix E—Sample Administration Forms and Test Materials

- I complied with the policies for testing students with disabilities, including verifying that
  o only those test accommodations listed in students’ approved IEPs or their 504 plans were provided during test administration;
  o all student responses recorded somewhere other than the standard student answer booklet due to the provision of an accommodation (e.g., responses that were Brailled, responses from large-print answer booklets) were transcribed verbatim by me or my designee into the student’s standard answer booklet (with the sole exception of typed responses);
  o only test administrators providing certain accommodations to students with disabilities were authorized to review secure MCAS test booklets. Before doing so, these individuals signed an MCAS Nondisclosure Agreement.

- I am returning all MCAS materials in the manner prescribed in the PAM on or before the scheduled deadline.
- I will retain school files containing the items listed in Part IV of the PAM for three years.
- All student information was provided completely and accurately as prescribed in the PAM, and I am updating student data in PearsonAccessnext and providing updates to my district SIMS contact as needed.
- I properly and promptly reported any testing irregularities to the Department by calling the Student Assessment Services Unit at 781-338-3625.

b. I certify that the information provided by me on this form is true and accurate.

Principal’s Signature: 

(The name should appear exactly as it appears in the Department’s School/District Profiles [profiles.doe.mass.edu]. If you are signing as an interim principal or co-principal, write “Interim” or “Co-principal” after your name.)

Password (same password used to log in):

Date:

Information entered on this form will not be saved until you click “I certify that these statements are true” below.
Appendix E—Sample Administration Forms and Test Materials

Sample Form

Superintendent’s Assurance of Proper Test Administration

Instructions: Superintendents may use this form to collect assurances from their principals that all test security requirements and test administration protocols will be met. This form should be kept on file in the district office. Do not submit this form to the Department or the testing contractor.

By signing below, I am assuring my superintendent that each of the following statements is true and accurate:

- I will read the Principal’s Administration Manual (PAM).
- I will comply with and enforce the test security requirements prescribed in the PAM.
- I am aware that the Department may observe my school during testing. If observers are sent to my school, I will grant them access to my school building and allow them to observe the test administration.
- I will authorize specific individuals to serve as test administrators, following the criteria in the PAM, and only these individuals will serve as test administrators.
- I will authorize specific individuals to have access to secure materials, following the criteria in the PAM, and only these individuals will have access to the secure materials.
- I will distribute Test Administrator’s Manuals to test administrators, and I will distribute test security requirements to individuals with access to secure materials. I will document their receipt of these materials.
- Consistent with the PAM, I will train test administrators and other individuals in my school with access to secure materials. I will document that they have been trained.
- I will inform you and the Department of any testing irregularities.

Principal’s Name: ____________________________________________________

Principal’s Signature: ________________________________________________

Date: __________________________________________________________________
Appendix E—Sample Administration Forms and Test Materials

Sample Form

Test Materials Internal Tracking Form

Principals must account for all MCAS test materials at all times.
Use this form to track the distribution and return of all MCAS materials.

Test Administrator’s Name: ________________________________ Room Number: ________

Subject/Sessions: __________________________________________________________________________

| Materials Moved from Locked Storage Area to Room # ____________ |
| Date: ____________________ Time: ____________________ |
| # of Standard Test Booklets | # of Standard Answer Booklets | # and Type of Special Materials |
| Principal’s or Designee’s Count |
| Test Administrator’s Count |
| Principal’s or Designee’s Signature: __________________________ Test Administrator’s Signature: __________________________ |

| Materials Moved from Room # ____________ to Locked Storage Area |
| Date: ____________________ Time: ____________________ |
| # of Standard Test Booklets | # of Standard Answer Booklets | # and Type of Special Materials |
| Principal’s or Designee’s Count |
| Test Administrator’s Count |
| Principal’s or Designee’s Signature: __________________________ Test Administrator’s Signature: __________________________ |

Retain this document in your school files for three years.
## Sample Form

### Test Materials Internal Tracking Form

Principals must account for all MCAS test materials at all times. Use this form to track the distribution and return of all MCAS materials.

<table>
<thead>
<tr>
<th>Test Administrator’s Name: Alexander Smith</th>
<th>Room Number: 250</th>
</tr>
</thead>
</table>

**Subject/Sessions:** ELA Reading Comprehension Sessions 1 and 2

<table>
<thead>
<tr>
<th>Date: 11/9/2017</th>
<th>Time: 8:30 a.m.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Materials Moved from Locked Storage Area to Room # 250</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Standard Test Booklets</td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>Principal’s or Designee’s Count: 15</td>
</tr>
<tr>
<td>Test Administrator’s Count: 15</td>
</tr>
</tbody>
</table>

**Principal’s or Designee’s Signature:** Jennifer Brown  
**Test Administrator’s Signature:** Alexander Smith

<table>
<thead>
<tr>
<th>Date: 11/9/2017</th>
<th>Time: 2:00 p.m.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Materials Moved from Room # 250 to Locked Storage Area</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Standard Test Booklets</td>
</tr>
<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>Principal’s or Designee’s Count: 15</td>
</tr>
<tr>
<td>Test Administrator’s Count: 15</td>
</tr>
</tbody>
</table>

**Principal’s or Designee’s Signature:** Jennifer Brown  
**Test Administrator’s Signature:** Alexander Smith

Retain this document in your school files for three years.
Appendix E—Sample Administration Forms and Test Materials

MCAS Nondisclosure Agreement

Background
In order to ensure the security and validity of Massachusetts Comprehensive Assessment System (MCAS) tests, the Massachusetts Department of Elementary and Secondary Education (the Department) requires that all individuals authorized by their principals to administer MCAS tests to students with disabilities who require any of the test administration accommodations listed below accept the terms of this nondisclosure agreement. Principals are required to keep the signed agreements on file at the school.

This nondisclosure agreement should be used only with test administrators who are administering MCAS tests to students with disabilities using accommodations 11, 12, 14, 16, 17, 19, 23, 24, 26, 27, and 29. This form should be distributed to and signed by test administrators prior to their reviewing secure test materials. Since no other individuals in schools are authorized to review secure MCAS test booklets, a nondisclosure agreement is not required for any other staff.

Agreement
• With the exception of test questions released by the Department for informational purposes, all MCAS test questions are deemed secure instruments. The materials are specifically excluded from the Massachusetts Public Records Law. (G. L. c. 4, § 7(26) (I)) Therefore, I agree not to reproduce, discuss, or in any way release or distribute test questions and associated materials.
• Details about MCAS test construction, including the positions of questions in test forms, must be kept secure. Consequently, I agree not to share MCAS test blueprints, test booklet formats, or any information related to MCAS test blueprints.
• I further agree to refrain from using any advance knowledge of MCAS test questions to prepare students for testing or provide them with any information that might give them an advantage in answering questions.

By signing below as a test administrator for students with disabilities who require one of the accommodations listed above, I acknowledge and accept that I am bound by the terms of this agreement prohibiting the disclosure of information regarding secure materials. I also acknowledge and accept that my failure to abide by any term of this nondisclosure agreement will result in serious consequences, including but not limited to action to limit or revoke my Massachusetts educator license.

Name: ____________________________________________________________

Test To Be Administered: ___________________________________________

District and School: _______________________________________________

Signature: __________________________________ Date: _______________

Return the form to your principal, who will keep this agreement in the school files for three years. Do not submit this agreement to the Department or the testing contractor.
Appendix E—Sample Administration Forms and Test Materials

Request for Permission to Test a Student in an Alternate Setting

Instructions: To request permission to test a student in an alternate setting for an MCAS test administration, complete and fax this request form to the Department’s Student Assessment Services Unit, to 781-338-3630. Requests should be submitted at least one week prior to testing, if possible.

Responses will be sent via fax prior to the testing window. Please contact the Student Assessment Services Unit at 781-338-3625 with any questions.

Retain documentation on file for three years.

1. Contact Information
   Principal’s Name: ____________________
   Telephone Number: ____________________
   Fax Number: ____________________
   School: ____________________
   District: ____________________

2. Student Information
   First Name: ____________________
   Middle Name: ____________________
   Last Name: ____________________
   SASID: ____________________
   Grade: ____________________
   Reason that the student is unable to be tested at school:
   (e.g., medical, disciplinary, personal)
   When will the alternate setting be used? (check one or more)
   - November Retests
   - February Biology
   - March Retests
   Note: You must resubmit a form for each test administration in which an alternate setting is used.

3. Proposed Test Administrator
   First Name: ____________________
   Last Name: ____________________
   Test administrator’s position in the school or district:
   (See the Principal’s Administration Manual [PAM] for the policy on designating qualified test administrators.)
   Date of training in administering MCAS tests:
   (See the PAM for information about training test administrators.)

4. Proposed Test Administration Details
   The principal of the school must attach a separate sheet with details describing the following:
   - the proposed alternate setting
   - plans for ensuring secure testing conditions and secure transport of test materials each day
   - procedures for materials to be returned to central locked storage at the school each day
   - proposed test administration dates, if the student will be participating in make-up sessions

   The principal of the school must sign below to acknowledge the following:
   - All test materials will be kept secure as they are transported between the school and the alternate setting and during test administration.
   - The test administration will follow all protocols described in the PAM and the appropriate Test Administrator’s Manual, including the prohibition of visitors from the testing environment.
   - The student’s test materials will be returned along with test materials for all other students according to instructions in the PAM.

   Principal’s Name ____________________
   Principal’s Signature ____________________
   Date: ____________________

5. Approval/Denial of Request – For Department Use Only
   (This section will be completed and returned to your school prior to testing.)
   Check one: □ This request has been approved. OR □ This request has been denied.
   Department of Elementary and Secondary Education
   Staff Person Name and Position:
   Signature: ____________________
   Date: ____________________
Appendix E—Sample Administration Forms and Test Materials

Sample Blank Internal Form

Fall 2017/Winter 2018 MCAS Administration

Confirmation of Training Participation
and Receipt of Test Administrator's Manuals (TAMs)
and Test Security Requirements

Check one:  □ November Retests   □ March Retests   □ February Biology

Test administrators must sign below to indicate they have attended their school’s MCAS training session and have received a copy of the MCAS TAM for the test they will be administering.

Other school personnel who have access to secure materials must sign below to indicate they have attended their school’s MCAS training session and have received a copy of the MCAS test security requirements (available at www.doe.mass.edu/mcas/testadmin/retest/PAM-securityreqs.pdf).

Principals should retain this document in their school files for three years.

<table>
<thead>
<tr>
<th>Date of Training</th>
<th>Time</th>
<th>Printed Name of Individual</th>
<th>Individual’s Role (e.g., Test Administrator, Test Coordinator, Hallway Monitor)</th>
<th>Signature of Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>By signing below, I acknowledge that</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. I am documenting my attendance at my school’s MCAS training session in proper test administration protocols and procedures.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. I am receiving the MCAS TAM for the test I will administer or the MCAS test security requirements. I will read and understand the protocols in it, and I will abide by the terms specified within.</td>
<td></td>
</tr>
</tbody>
</table>

Sample Blank Internal Form
Appendix E—Sample Administration Forms and Test Materials

Sample Form

Student Responsibilities during MCAS Testing

By signing below, I understand that my test results may be invalidated if I do any of the following activities during a test session (including after turning in my test materials, during a break, or during the transition to a test completion area):

- duplicating any portion of the test or answer booklets (e.g., photographing, copying)
- accessing prohibited materials such as cell phones or other electronic devices (e.g., music players, game consoles, any device capable of taking photographs) for any purpose
- communicating with other students (e.g., talking, whispering, writing notes)
- looking at any other student’s test or answer booklet
- consulting notes, books, or instructional materials during testing
- working in a session other than the one being administered, looking at questions or test pages beyond the stop sign, or going back to a previous session
- damaging test materials or removing any part of them from the testing room

I also understand that my test results may also be invalidated if I discuss the content of test booklets or my responses to questions with anyone, including teachers.

If I have any questions about these statements, I will talk with my teacher or principal.

I understand that there may be consequences if I do any of the activities listed above or otherwise violate test administration rules.

I have read these statements and understand them.

Student’s Printed Name ____________________________________________

Student’s Signature _____________________________________________

Date ________________________________________________________________________________

Return this form to your teacher.

Instructions for Test Administrators: Return all your students’ signed statements to your principal, who will keep them in the school files for three years. Do not submit this agreement to the Department or the testing contractor.
Appendix E—Sample Administration Forms and Test Materials

Sample Letter

Dear Parent(s) or Guardian(s):

Students will be asked to read statements about their responsibilities during MCAS testing and to sign an acknowledgement indicating they understand these responsibilities. The statements are shown below. We recommend that you discuss them with your child along with the school’s handbook and related policies.

Thank you for your involvement in your child’s education.

Sincerely,

_____________________________________________________________

Principal

By signing below, I understand that my test results may be invalidated if I do any of the following activities during a test session (including after turning in my test materials, during a break, or during the transition to a test completion area):

• duplicating any portion of the test or answer booklets (e.g., photographing, copying)
• accessing prohibited materials such as cell phones or other electronic devices (e.g., music players, game consoles, any device capable of taking photographs) for any purpose
• communicating with other students (e.g., talking, whispering, writing notes)
• looking at any other student’s test or answer booklet
• consulting notes, books, or instructional materials during testing
• working in a session other than the one being administered, looking at questions or test pages beyond the stop sign, or going back to a previous session
• damaging test materials or removing any part of them from the testing room

I also understand that my test results may also be invalidated if I discuss the content of test booklets or my responses to questions with anyone, including teachers.

If I have any questions about these statements, I will talk with my teacher or principal.

I understand that there may be consequences if I do any of the activities listed above or otherwise violate test administration rules.

I have read these statements and understand them.

Student’s Printed Name __________________________________________

Student’s Signature __________________________________________

Date __________________________________________________________________________

The Massachusetts Comprehensive Assessment System:
Principal’s Administration Manual: Fall 2017/Winter 2018
Appendix E—Sample Administration Forms and Test Materials

Completed Answer Booklet Front Cover (November Retest Sample) When Student ID Label Is Used

MASSACHUSETTS COMPREHENSIVE ASSESSMENT SYSTEM
Mathematics Retest Answer Booklet

Test Administrator’s Name(s): (PLEASE PRINT)

Session 1: ____________________________
Session 2: ____________________________

School Name: Sample School
District Name: Sample District

STUDENT NAME GRID

<table>
<thead>
<tr>
<th>W</th>
<th>A</th>
<th>R</th>
<th>D</th>
<th>J</th>
<th>O</th>
<th>H</th>
<th>N</th>
<th>M</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BIRTHDATE

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>FEB</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>MAR</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>APR</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>MAY</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>JUN</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>JUL</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>AUG</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>SEP</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>OCT</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>NOV</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>DEC</td>
<td>12</td>
<td>0</td>
</tr>
</tbody>
</table>

STATE-ASSIGNED STUDENT IDENTIFIER (SASID)

<table>
<thead>
<tr>
<th>10</th>
</tr>
</thead>
</table>

Notes:
1. This MCAS answer booklet is secure. It may not be duplicated in any way. This answer booklet must be returned as directed.
2. Results may not be reported correctly if a valid SASID is not provided.

MARKING INSTRUCTIONS

• Use No. 2 pencil only.
• Do not use ink, ballpoint, or felt-tip pens.
• Make solid marks that fill the circles completely.
• Erase cleanly any marks you wish to change.
• Do not make any stray marks on this form.
• Do not fold, tear, or damage this form.
Appendix E—Sample Administration Forms and Test Materials

Completed Answer Booklet Front Cover (November Retest Sample)
When Student ID Label Is NOT Used

Massachusetts Comprehensive Assessment System
Mathematics Retest Answer Booklet

Test Administrator’s Name(s): (PLEASE PRINT)
Session 1: _______________________
Session 2: _______________________
School Name:  Sample School
District Name:  Sample District

Student Name Grid

First Name: _______________________
MI: _______________________
Last Name: _______________________

Birthdate

Month: 01 02 03 04 05 06 07 08 09 10 11 12
Day:  01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Year: 00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

State-Assigned Student Identifier (SASID)

Notes: 1. This MCAS answer booklet is secure. It may not be duplicated in any way. This answer booklet must be returned as directed.
2. Results may not be reported correctly if a valid SASID is not provided.

Variable Bar Code

Place Student ID Label centered in this box.

The Massachusetts Comprehensive Assessment System:
Principal’s Administration Manual: Fall 2017/Winter 2018
Appendix E—Sample Administration Forms and Test Materials

MATERIALS SUMMARY
November 2017 MCAS ELA and Mathematics Retests
The principal must use this form to accurately account for all materials received and being returned.

Before Testing:
- Record the total count of materials received in the “Qty Received” column. For example, if you receive 5 packages of 20 test booklets, write “100” in the “Qty Received” column. You will need to use some of this information when you go online to complete the Principal’s Certification of Proper Test Administration (PCPA).
- Compare the “Qty Shipped” column to the “Qty Received” column.
- Any discrepancies between the total count in the “Qty Shipped” column and the number actually received must be reported in the “Comments About Materials Received” box (section 2) of the PCPA. Refer to the Principal’s Administration Manual: Fall 2017/Winter 2018 (PAM) for the deadline for reporting discrepancies.

This form shows only those materials included in your school’s shipment. A complete list of test materials is available for your reference at www.doe.mass.edu/mcas/testadmin/retest. If you discover while inventorying your school’s shipment of test materials that you need more materials, log on to www.mcasservicecenter.com to order additional materials no later than the deadline specified in the PAM.

After Testing:
- Record the total quantity of materials packed for return in the corresponding “Qty Returned” column. The list posted at www.doe.mass.edu/mcas/testadmin/retest shows the individual components of each test materials packet. You will need to use some information from this form when you go online to complete sections 3 and 4 of the PCPA.
- Print and sign your name, and date the form.
- Retain a copy of this form for your records. Pack the original inside the last carton of your nonscorable materials return shipment.

Before Testing:

<table>
<thead>
<tr>
<th>MP Ship Code: 00000000524205</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Packed: Month/Day/Year</td>
</tr>
<tr>
<td>Contract: 0021900000000000</td>
</tr>
<tr>
<td>Contract Name: November 2017 MCAS ELA and Mathematics Retests</td>
</tr>
<tr>
<td>Administration: 2017–2018</td>
</tr>
<tr>
<td>District Code: 1234</td>
</tr>
<tr>
<td>District Name: YOUR DISTRICT NAME</td>
</tr>
<tr>
<td>School Code: 1234</td>
</tr>
<tr>
<td>School Name: YOUR SCHOOL NAME</td>
</tr>
<tr>
<td>Grade: High School</td>
</tr>
<tr>
<td>Enrollment: 5</td>
</tr>
</tbody>
</table>

Total Cartons Shipped: 2

Carton Label: 000000542097001

| Contents: |
| Form C ELA Reading Comprehension Test Booklet, Sess. 3 |
| Form C Mathematics Test Booklet, Session 2 |
| Form C Mathematics Test Booklet, Session 1 |
| Form C ELA Mathematics Test Booklet, Sess. 1 & 2 |
| Form C ELA Composition Test Booklet |
| Form C Mathematics Answer Booklet |
| Form C Mathematics Combined Answer Booklet |

Carton Label: 000000542097002

| Contents: |
| * Materials Summary |
| * Principal’s Administration Manual: Fall 2017/Winter 2018 |
| * Return Envelope (ELA) |
| * Return Envelope (Mathematics) |
| * Special Handling Envelope |
| * Student ID Labels (ELA) |
| * Student ID Labels (Mathematics) |
| * Test Administrator’s Manual: Fall 2017/Winter 2018 |
| * UPS Shipping Instructions and Pre-printed UPS Shipping Label(s) |
| * Void Envelope |
| Grade 10 Mathematics Reference Sheet |

Principal’s Name_______________________ Principal’s Signature __________________________Date___________________

MP Ship Code: 00000000007935

Page 1 of 1
The test administration listed in the “DESC” description line should assist you in preparing materials for return, particularly when trying to distinguish among the high school administrations that occur during a brief time span in the spring. Return all leftover, unused labels after each administration in your nonscorable shipment. Do **not** save any to use for another administration.

Note that each RS label lists the test administration in the line marked as “DESC:”. Please choose the correct RS label when scheduling the UPS pickup for each administration.
Appendix E—Sample Administration Forms and Test Materials

Answer Booklet
Inside Back Cover (November Retest Sample)

TO BE COMPLETED BY PRINCIPAL OR DESIGNEE

Refer to the Principal’s Administration Manual for instructions on completing these sections on the inside and outside back covers of the answer booklet.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

This student with a disability has an IEP or 504 plan (or a 504 plan is being developed) and was provided with the accommodations indicated below to complete the Mathematics test.

- Large-print (Accommodation 11)
- Braille (Accommodation 12)
- Typed Response (Accommodation 23)

Please refer to the Principal’s Administration Manual for instructions on the return of materials for students with disabilities using the large-print, Braille, or typed response accommodation.

IMPORTANT: New for 2017, schools must identify selected accommodations for each student in the student’s Personal Needs Profile (PNP) in PearsonAccessnext (PAN). If accommodations were not uploaded in the PNP or were uploaded incorrectly, schools should correct the data in PAN.

The Department reserves the right to invalidate results for a student who uses accommodations that are not documented in his or her IEP or 504 plan.

NOTE: (Not applicable for the retest). Do not submit an assigned MCAS answer booklet for a student who is participating in the MCAS Alternate Assessment (MCAS-Alt) in this content area. The principal or designee must instead submit an MCAS-Alt Student Identification Booklet (SIB) for each student who participates in the MCAS-Alt.

ELL STATUS: FIRST YEAR OF ENROLLMENT IN U.S. SCHOOLS (Not applicable for the retest)

Students’ first-year ELL status is no longer being collected on answer booklets because this information is reported in SIMS. Any student’s first-year ELL status that was not included in March SIMS must be updated in the June SIMS report.”
Appendix E—Sample Administration Forms and Test Materials

Answer Booklet
Outside Back Cover (November Retest Sample)

TO BE COMPLETED BY PRINCIPAL OR DESIGNEE

Refer to the Principal’s Administration Manual for instructions on completing these sections on the inside and outside back covers of the answer booklet.

ABSENCE (Not applicable for the retest)

☐ This student was absent with medical documentation for one or both Mathematics test sessions (documentation on file at the school).

Note: There is no need to also indicate the student’s medically documented absence in Pearson AccessNext.

Other Absences

A student will be reported as absent if there are no responses in one or both Mathematics test sessions.

If a student responded to any questions, submit the booklet with other students’ used answer booklets in the scorable shipment. Test item analysis results will be reported for these test questions.

If the booklet has been assigned to a student (using a Student ID Label or the student’s information is filled in on the front cover), but the student did not respond to any test questions in this booklet, do not submit it with other students’ used answer booklets. Instead, mark the booklet as void by filling in the circle below in the “VOID ANSWER BOOKLET” section, write VOID in large letters across the front cover, and return the booklet in the Void Envelope in the scorable return shipment.

CHANGE OF ENROLLMENT STATUS (Not applicable for the retest)

 Removed from Enrollment

☐ This student participated in at least one but not both Mathematics test sessions because the student transferred out of the school during the Mathematics testing window.

NOTE: Do not submit an assigned MCAS answer booklet for a student who transferred out of the school during the Mathematics testing window and did not participate in any Mathematics test sessions.

 Added to Enrollment

☐ This student participated in at least one but not both Mathematics test sessions because the student transferred into the school during the Mathematics testing window.

NOTE: Do not submit an assigned MCAS answer booklet for a student who transferred into the school during the Mathematics testing window and did not participate in any Mathematics test sessions.

VOID ANSWER BOOKLET

☐ This is aVOID booklet and WILL NOT be scored. No student results will be reported from this booklet.

ESE Use Only

0 1 2 3 4 5 6 7 8 9

Static Barcode 16-Digits

12 1234567890
Appendix E—Sample Administration Forms and Test Materials

Request for Permission to Test an Adult with Accommodations

**Instructions:** To request permission to test an adult with accommodations, complete and fax this request form to the Department’s Student Assessment Services Unit, to 781-338-3630. Requests should be submitted **at least one week prior to testing**, if possible.

Responses will be sent via fax prior to the testing window. Please contact the Student Assessment Services Unit at 781-338-3625 with any questions.

Retain documentation on file for three years.

<table>
<thead>
<tr>
<th>1. Contact Information</th>
<th>2. Adult Test-Taker Information</th>
<th>Test Accommodation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s Name:</td>
<td>First Name:</td>
<td>3. Small Group</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>Middle Name:</td>
<td>4. Separate Setting</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>Last Name:</td>
<td>5. Individual</td>
</tr>
<tr>
<td>School:</td>
<td>SASID: (if available)</td>
<td>14. Track Test Questions</td>
</tr>
<tr>
<td>District:</td>
<td>Date of Birth: (mm/dd/yy)</td>
<td>16. Test Administrator Reads Aloud a Test to the Adult</td>
</tr>
</tbody>
</table>

3. Place a check mark next to each accommodation that is allowed only with prior Department approval being requested for the adult test-taker. **You must submit the adult’s documentation of a disability** along with this request form (see page 94 for required documentation).

<table>
<thead>
<tr>
<th>ELA</th>
<th>Mathematics</th>
<th>Biology</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA (ELA only)</td>
<td>NA (ELA only)</td>
<td>26. Test Administrator Reads Aloud the ELA Reading Comprehension Retest</td>
</tr>
<tr>
<td>NA (ELA only)</td>
<td>NA (ELA only)</td>
<td>27. Test Administrator Signs the ELA Reading Comprehension Retest</td>
</tr>
<tr>
<td>NA (ELA only)</td>
<td>NA (ELA only)</td>
<td>28. Electronic Text Reader for the ELA Reading Comprehension Retest</td>
</tr>
<tr>
<td>NA (ELA only)</td>
<td>NA (ELA only)</td>
<td>29. Scribe the ELA Composition</td>
</tr>
<tr>
<td>NA (Mathematics only)</td>
<td>NA (Mathematics only)</td>
<td>30. Calculation Devices</td>
</tr>
<tr>
<td>NA (ELA only)</td>
<td>NA (ELA only)</td>
<td>31. Spell- or Grammar-Checking Function for the ELA Composition</td>
</tr>
<tr>
<td>NA (ELA only)</td>
<td>NA (ELA only)</td>
<td>32. Other Nonstandard Accommodation (Submit a description of the accommodation being requested with this form.)</td>
</tr>
</tbody>
</table>

4. Approval/Denial of Request – For Department Use Only
   *(This section will be completed and returned to your school prior to testing.)*

   **Check one:** □This request has been approved. OR □This request has been denied.

   Department of Elementary and Secondary Education
   Staff Person Name and Position:
   Signature: Date:
Appendix E—Sample Administration Forms and Test Materials

Accommodation 20 Cover Sheet:
Request for Permission to Use Customized Materials for Accommodation 20

Instructions: This cover sheet must accompany all requests for approval to use customized materials for accommodation 20 (i.e., customized graphic organizer, checklist, or reference sheet) on MCAS high school tests. Please complete this form and submit to the Department’s Student Assessment Services Unit by email to mcas@doe.mass.edu or fax to 781-338-3630.

Please submit a separate cover sheet for each content area (English language arts, mathematics, or science and technology/engineering). See Requirements for the Participation of Students with Disabilities and English Language Learners in the 2017–2018 MCAS High School Tests for additional submission guidelines.

See below for a list of submission deadlines for each testing window. Materials submitted after the deadline may not be reviewed and returned before the testing window begins. Responses will be sent approximately ten school days after a request is received. Please contact the Student Assessment Services Unit at 781-338-3625 with any questions.

Retain documentation on file for three years.

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of principal or designee:</td>
</tr>
<tr>
<td>School name:</td>
</tr>
<tr>
<td>Telephone number:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

Accommodation 20 Customized Materials Being Submitted
Place a check mark next to each material being submitted for approval.

- Graphic organizer
- Mathematics reference sheet
- Checklist
- STE reference sheet

MCAS Test Administration
Circle the grade and place a check mark next to each test administration the material will be used for.

Grade: 9 10 11 12
Test Administration: (submission deadlines in parentheses)
- November retests (10/6/17)
- February Biology test (1/5/18)
- March retests (2/2/18)
- March–April ELA tests (2/2/18)
- May Math & STE tests (3/29/18)
- June STE tests (4/27/18)

For Mathematics reference sheets, place a check mark in this box if the student also uses accommodation 30: ☐

Principal or Designee Statement
The principal or designee of the school must sign below to acknowledge the following:

- I have reviewed the Department’s policy for administering accommodation 20.
- For Mathematics and STE materials: I have reviewed the approval guidelines and examples posted at www.doe.mass.edu/mcas/accessibility.
- For ELA graphic organizers: I have reviewed the pre-approved ELA graphic organizers posted at www.doe.mass.edu/mcas/accessibility. The reason one of the pre-approved ELA graphic organizers cannot be used is as follows:

  __________________________________________________________________________
  __________________________________________________________________________
  __________________________________________________________________________

Name: ____________________ Signature: ____________________ Position: ____________________ Date: __________

Approval/Denial of Request – For Department Use Only
Database record number: ____________________ Date received: ____________________ Date of response: ____________________

Email ☐ Fax ☐ Other: ____________________

Approved ☐ Approved with Changes ☐ Not Approved ☐ Date Reviewed: ____________________
## Student Accommodation Refusal Form

**Instructions:** If a student refuses an accommodation listed in his or her IEP or 504 plan, the school should document in writing that the student refused the accommodation, and the accommodation must be offered and remain available to the student during testing.

This form can be completed and placed in the student’s file, and a copy sent to the parent. IEP and 504 plan teams should consider this information when making future MCAS accommodations decisions for the student.

This is not a required form. If this form is used, principals should retain it in their school files for three years. Do not submit this form to the Department or the testing contractor.

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s name:</td>
</tr>
<tr>
<td>SASID:</td>
</tr>
<tr>
<td>School name:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodation(s) Being Refused and Reason for Refusal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
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<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MCAS Test Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle the grade and place a check mark next to each test administration this form will be used for.</td>
</tr>
<tr>
<td>Grade:</td>
</tr>
<tr>
<td>9 10 11 12</td>
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<td>☐ Biology</td>
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<td>Test administrator’s name:</td>
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