



# **Test Administrator's Manual: 2024 MCAS/EPP Mathematics Test**

## **MCAS/EPP Information**

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## I. MCAS/EPP Test Security Requirements

The Massachusetts Comprehensive Assessment System (MCAS)/Educational Proficiency Plan (EPP) Mathematics test is designed to elicit students' work in order to assess their comprehension of Mathematics. The purpose of the MCAS/EPP Test Security Requirements is to protect the validity of MCAS/EPP results.

**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, or encourage 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.**

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

- **“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 sheets are confidential and must be kept secure at all times. Principals must securely destroy all test booklets 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.
- **“Locked storage area”** refers to the central locked area that must be used to store all MCAS/EPP 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 Assurances Form* to certify that the school has followed proper MCAS/EPP test security requirements and test administration protocols.

### A. Responsibilities of the Principal and Designee

#### 1. Authorize specific personnel to serve as test administrators, and designate other school personnel permitted to access secure test materials.

- Distribute copies of the *MCAS/EPP Test Administrator's Manual (TAM)* to all test administrators.

#### 2. Develop local policies and procedures to ensure proper test security at all times.

- Ensure that MCAS/EPP test sessions are administered during the prescribed administration window.
- Ensure that test administrators administer tests according to section C on the following pages.

**3. Keep MCAS/EPP test materials in locked storage when the MCAS/EPP test is not being administered.**

- Account for all secure test materials at the end of each testing session and keep them in locked storage when not in use.
- Restrict the locked storage area to a small number of school personnel who need access.

**4. Monitor the chain of custody of test materials.**

- Securely download, print, and photocopy materials according to guidance in the *Principal's Instructions for the MCAS/EPP Mathematics Test Administration* ("Instructions").
- Account for materials and investigate any discrepancies in counts of materials as described in the Instructions.
- Return certain materials to the superintendent according to the instructions and the deadlines in the Instructions.

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

**1. Document the location of secure materials at all times.**

- Track secure materials using the sample tracking form for Gr. 10 Math and High School Science – Spanish/English edition (available at [www.doe.mass.edu/mcas/testadmin/forms](http://www.doe.mass.edu/mcas/testadmin/forms)) or a similar document.

**2. 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.

**3. Ensure the security of test questions, test booklets, and answer sheets.**

- Do not leave test booklets unattended at any time unless they are locked in secure storage.
- Do not view, discuss, or otherwise reveal the contents of test booklets before, during, or after test administration.
- Do not remove test booklets from the school.
- Ensure that test booklets are securely destroyed after testing as instructed in the Instructions.
- Ensure that students are not provided access to secure test questions prior to testing.
- The principal should not score results for students who use cell phones or other electronic devices during a test session.

**C. Responsibilities of Test Administrators**

**1. Receive training from the principal/designee in administering test sessions properly and securely.**

- Review this TAM and all relevant test security requirements before administering test sessions.
- Attend the training session led by the principal/designee before test administration.

- Understand and follow the protocols related to administering tests to students with disabilities and English learner (EL) students.

## **2. Administer test sessions according to appropriate protocols.**

- Administer test sessions during the prescribed testing window.
- Follow the directions and read the scripts in this TAM verbatim to students.
- Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (see page 7).
- Provide students with all required test materials as listed in this TAM. Supplemental reference sheets are permitted for those students with accommodation A9 in their IEPs or 504 plans.
- Prevent the use of prohibited materials (see pages 4–6 for lists of required/permitted and prohibited materials).

## **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 review answer sheets to confirm whether students have marked all their responses.
- Ensure that students are not left unsupervised during testing, including during breaks and transitions to test completion locations.
- Students must work only on the session being administered.

## **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; do not access electronic devices; and do not consult other students, school personnel, or anyone else during testing.

## **D. Testing Irregularities**

Because the MCAS/EPP test is locally scored, it is the principal's responsibility to investigate testing irregularities. Principals may contact the Department's Student Assessment Services at 781-338-3625 for guidance on handling a situation.

Accordingly, principals have the authority to impose consequences for testing irregularities or misconduct, including the following:

- not scoring student results
- prohibiting school personnel from participating in a future MCAS/EPP test administration

## II. April–May 2024 MCAS/EPP Test Administration Protocols

### A. Testing Time

Test sessions are designed to be completed within 60 minutes. However, **all MCAS/EPP test administrations are untimed.**

The Department recommends that principals schedule test sessions in the early part of the testing window to allow ample time for make-up sessions.

### B. Test Administration Interruptions

Circumstances over which you have no control (e.g., fire drills or power failures) may interrupt testing. If such an interruption does occur during testing, instruct students to place their answer sheets inside their test booklets. Collect and secure the booklets. In the event of an emergency, be sure to follow your school's safety instructions. When normal conditions are restored, redistribute booklets to their original owners and resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session.

### C. Materials Required/Permitted During Testing

During testing, students are permitted to use only those resource materials and tools approved in this document.

#### 1. Materials Required for Student Use

The following **must be provided for student use** during testing:

- locally developed answer sheets (Electronically scanned sheets are allowed.)
- #2 pencils
- scratch paper
  - Test administrators must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student for each test session.
  - Students may request more scratch paper, if needed. Test administrators may provide up to three pages at one time. If students need additional pages, they will need to turn in used scratch paper. Students may view the pages they already turned in, upon request, as long as they only have three pages at one time.
  - Test administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration by the principal or designee.
  - Schools may reuse scratch paper if the paper is completely blank.
  - Scratch paper that has been written on during Session 1 of a test may not be used in Session 2; students will need new paper.
- calculators for Session 2 only (See below for more information.)

#### ***Calculators for Session 2 Only***

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

- Students may use their own calculators.

- Schools must provide at least a four-function calculator with a square-root key for all students who do not have their own calculator.
- Graphing and scientific calculators are allowed but are not required.
- Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers).

## 2. Materials Permitted for Student Use

The following materials **may be used** by students:

- pens and highlighters
- printed copies of authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs (See below for more information.)

### *Bilingual Dictionaries*

Any EL student, as well as students who have ever been reported as ELs in the past, may use an authorized bilingual word-to-word dictionary and/or glossary during MCAS/EPP testing. Bilingual dictionary use for MCAS/EPP testing is limited to those that provide word-to-word translations. Dictionaries that include definitions, synonyms, antonyms, phrases, and other information are prohibited.

A list of authorized bilingual dictionaries and glossaries is available on the Department’s website at [www.doe.mass.edu/mcas/accessibility](http://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.

## D. Materials Prohibited During Testing

**Prohibited** materials include the list of materials that must be covered or removed from the testing space (see page 7) as well as those on the following lists. Materials listed in section 1 below are not permitted at any time during the session, and materials listed in section 2 may only be provided after a student has turned in their test materials. None of the materials in section 1 or 2 are permitted while a student has their test materials.

### 1. Materials Prohibited at Any Time During the Session

- cell phones (The principal should invalidate results for students who use cell phones during testing.)
- other electronic devices
  - smartwatches
  - e-book readers or electronic dictionaries
  - music players for one student’s personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking headphones; see DF7 on page 104 of the spring 2024 PAM)
  - any device capable of taking photographs
  - game consoles
  - electronic translators
  - calculators during Session 1
  - computers or electronic tablets



- any device that provides access to the internet, including certain calculators and fitness trackers
- editing devices (e.g., spelling or grammar checkers)
- English-language dictionaries or thesauruses
- unauthorized reference sheets (e.g., formula sheets, conversion tables)
- accommodation materials unless specified by a student’s IEP or 504 plan (e.g., graphic organizers)

## **2. Materials Prohibited until after a Student Has Turned in Test Materials**

Materials listed in this section **may be provided only AFTER** students have turned in their test materials, at the principal’s discretion. They are prohibited during testing.

- books
- textbooks for subjects other than the one being tested
- notebooks or other notes, as well as flags or sticky notes
- handheld rulers

## **III. Tasks to Complete Prior to Test Administration**

### **A. Attend Test Administrators’ Training**

Your school principal will schedule a meeting with all test administrators to explain the test administration procedures that will be followed at your school. Read this manual before the meeting. The following is a partial list of essential topics that must be covered at the Test Administrators’ Training:

#### **Test Security**

- MCAS/EPP test security requirements, including your school’s procedures for distribution and tracking of secure test materials before, during, between, and following test sessions
- 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, and photographing test questions
- supervising test sessions and breaks

#### **Administration Schedule and Logistics**

- the requirement that test administrators must read the scripts in this TAM verbatim to students
- assignment of a specific testing space and a specific group of students to each test administrator
- assigning/distributing booklets to students
- logistics for test completion sessions for students who require additional time to complete a test session
- instructions for dismissing students after they have completed each test session
- the requirement that students may not return to a test session once it has been completed

## **MCAS/EPP Test Materials and Approved Resource Materials**

- information regarding the Mathematics Reference Sheets, which are contained in the test booklets
- the use of calculators for Session 2 only
- approval of printed copies of authorized bilingual word-to-word dictionaries that contain no handwriting for students who are currently or were ever reported as ELs

## **B. Prepare the Testing Space**

Before each test session, the testing space must be prepared as follows:

- Ensure that the room is free from noise or distractions and is adequately lit, ventilated, and furnished so that students can work comfortably and without disruption.
- Ensure that each student will have an adequate workspace and will be sufficiently separated from other students to support a secure test environment.
- Cover or remove from the testing space all materials containing content in the subject area being tested, including any materials that might help students answer test questions. Examples include posters, maps, charts, graphic organizers, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems.
- Prepare a sign that reads “**MCAS/EPP Testing—Please Do Not Disturb**” to be posted on the door during each test administration session.

## IV. Administering Mathematics Test Session 1

### A. Materials Needed for Session 1

Prior to testing, you will receive the following materials from your principal for students assigned to you:

- This *Test Administrator's Manual*
- Session 1 Mathematics test booklets (containing the grade 10 Mathematics Reference Sheet)
- Blank scratch paper
- Locally developed answer sheets
- A tracking form to assist you and your principal in maintaining the security of test materials

You will also need to have the following materials available in your testing space prior to testing:

- "Do Not Disturb" sign
- Printed copies of authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- #2 pencils

**Calculators are NOT allowed during Session 1.**

All test booklets are secure test materials and must be tracked properly from the time you receive them until you return them to your principal.

### B. Before Students Arrive

1. Prepare the testing space (see page 7).
2. Post the "Do Not Disturb" sign on the outside of the door to your testing space.

### C. As Students Arrive

1. Based on the guidelines in Appendix E of the CBT TAM, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

**All other dictionaries are prohibited during this session.**

2. **Make sure that students do not have calculators, since all calculators are prohibited during this session.**
3. Make sure that students do not have access to cell phones or other electronic devices.
4. Make sure that students' desks are clear, except for authorized bilingual dictionaries, #2 pencils, and scratch paper. Students may also have highlighters and pens to use in their test booklets.

## D. Administer Session 1



To ensure that all students across the state have access to the same information and receive the same instructions, test administrators are required to read the following script verbatim to their students.

1. Say to the students:

**“We are about to begin the MCAS/EPP Mathematics test.”**

2. Distribute locally developed answer sheets. Give instructions for students to write identification information on their answer sheets. Distribute one sheet of scratch paper to each student.
3. Once the students have completed the required information on their answer sheets, say:

**“I will now distribute the Mathematics test booklets for Session 1, which contain Mathematics Reference Sheets. Please do not open your test booklet until I instruct you to do so.**

**You may use your scratch paper at any time during this test. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper.”**

4. Once this is done, say:

**“On the front cover, print your name.”**

Pause and check that students are completing this task correctly.

5. Once this is done, say:

**“This is the first of two test sessions for the MCAS/EPP Mathematics test. During this test session, you will answer questions 1–30, which consist of multiple-choice questions.**

**To answer multiple-choice questions, you will choose the best answer—either A, B, C, or D—and mark your choice on your answer sheet.”**

6. Say to the students:

**“You may use your Mathematics Reference Sheet to help you answer questions at any time during this session. However, you may not use a calculator during this test session.**

**It is also important for you to know that figures, diagrams, and illustrations are not necessarily drawn to scale in your test booklet.”**

7. Then say:

**“This test session is scheduled to be \_\_\_\_\_ (state the length of the session) long. If you have not finished answering the questions at the end of that time, you will be given additional time to finish.**

**Once you begin the test, each test booklet page for this session will say ‘GO ON’ at the bottom right corner of the page. Keep answering questions until you have answered question 30 on the page that says ‘STOP’ at the bottom.**

**If you finish answering the questions before the end of the test session, you should review your work for this session.**

**Be aware that the use of cell phones for any purpose is strictly prohibited. Cheating in any form is forbidden and will result in a failing score.”**

8. Then say:

**“Open your test booklet to the page that says ‘Mathematics Session 1’ at the top. You may begin Session 1 now.”**

9. Circulate among the students while they take the test to see that they are working steadily and are not using any prohibited materials. It is your responsibility to ensure a secure testing environment.

10. When the session time is half over, say to the students:

**“The scheduled session time is half over. Make sure you answer every question in this session. When you are finished answering all of the questions in Session 1 and reviewing your work, you may hand in your test materials to me. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”**

11. At the end of the session, say to the students:

**“This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that you were supposed to answer questions 1 through 30 during this session, and you should make sure you have not skipped any questions. Remember, once you hand me your test booklets and answer sheets, you will not be permitted to go back to Session 1.”**

Pause to allow students to check if they have skipped any questions. Then say:

**“Please put your pencil down and close your booklets. Place your reference sheet inside your test booklet. If you need more time to answer any questions, raise your hand.”**

12. Note which students need more time, and then tell the students they may lower their hands.

13. Pick up each student’s test booklet (with reference sheet inside), answer sheet, and scratch paper. **Verify that you have collected an answer sheet and a test booklet/reference sheet from each student.**

14. Dismiss students who have completed Session 1, according to the instructions given by your principal at the Test Administrators’ Training.

15. For students who need more time to finish, follow the instructions given by your principal at your training.

## **E. End of Session 1 Responsibilities**

1. Make a list of all students assigned to you who took Session 1 of the test.

2. Immediately return **all** test materials and the list of students tested to your principal using appropriate tracking documents.

## V. Administering Mathematics Test Session 2

### A. Materials Needed for Session 2

Prior to testing, you will receive the following materials from your principal for students assigned to you:

- This *Test Administrator's Manual*
- Session 2 Mathematics test booklets (containing the grade 10 Mathematics Reference Sheet)
- Blank scratch paper
- Locally developed answer sheets
- A tracking form to assist you and your principal in maintaining the security of test materials

You will also need to have the following materials available in your testing space prior to testing:

- “Do Not Disturb” sign
- Printed copies of authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- #2 pencils
- Calculators for students who did not bring their own

**Note:** Each student must have sole access to a calculator during Session 2 of the Mathematics test. Students may use their own calculators. However, schools must provide at least a four-function calculator with a square-root key for all students who do not have their own calculator, as discussed during the Test Administrators’ Training. See pages 4–5 for more information about calculators.

All test booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

### B. Before Students Arrive

1. Prepare the testing space (see page 7).
2. Post the “Do Not Disturb” sign on the outside of the door to your testing space.

### C. As Students Arrive

1. Based on the guidelines in Appendix E of the CBT TAM, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

**All other dictionaries are prohibited during this session.**

2. Make sure that students do not have access to cell phones or other electronic devices.
3. Make sure that students’ desks are clear, except for authorized bilingual dictionaries, #2 pencils, scratch paper, and calculators. Students may also have highlighters and pens to use in their test booklets.

## D. Administer Session 2



Test administrators are required to read the following script verbatim to their students.

1. Say to the students:

**“We are about to begin Session 2 of the MCAS/EPP Mathematics test. This is the last of two test sessions.”**

2. Distribute the answer sheets to their original owners. Distribute one sheet of scratch paper to each student.

**Note:** It is your responsibility to ensure that each student receives her or his own original answer sheet.

3. Then say:

**“I will now distribute the test booklets for Session 2 as well as a calculator for any of you who did not bring your own. Do not open your test booklet until I instruct you to do so.**

**You may use your scratch paper at any time during this test. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper.”**

Distribute the test booklets to students as well as calculators to any students who did not bring their own.

4. Once this is done, say:

**“On the front cover, print your name.”**

Pause and check that students are completing this task correctly.

5. Once this is done, say:

**“During this test session, you will answer questions 31–60, which consist of multiple-choice questions.**

**To answer multiple-choice questions, you will choose the best answer—either A, B, C, or D—and mark your choice on your answer sheet.”**

6. Say to the students:

**“You may use your Mathematics Reference Sheet and your calculator to help you answer questions at any time during this session.**

**It is also important for you to know that figures, diagrams, and illustrations are not necessarily drawn to scale in your test booklet.”**

7. Then say:

**“This test session is scheduled to be \_\_\_\_\_ (state the length of the session) long. If you have not finished answering the questions at the end of that time, you will be given additional time to finish.**

Once you begin the test, each test booklet page for this session will say 'GO ON' at the bottom right corner of the page. Keep answering questions until you have answered question 60 on the page that says 'STOP' at the bottom.

If you finish answering the questions before the end of the test session, you should review your work for this session.

Be aware that the use of cell phones for any purpose is strictly prohibited. Cheating in any form is forbidden and will result in a failing score."

8. Then say:

**"Open your test booklet to the page that says 'Mathematics Session 2' at the top. The first question in this session is 31. You may begin test Session 2 now."**

9. Circulate among the students while they take the test to see that they are working steadily and are not using any prohibited materials. It is your responsibility to ensure a secure testing environment.

10. When the session time is half over, say to the students:

**"The scheduled session time is half over. Make sure you answer every question in this session. When you are finished answering all of the questions in Session 2 and reviewing your work, you may hand in your test materials to me. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test."**

11. At the end of the session, say to the students:

**"This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that you were supposed to answer questions 31 through 60 during this session, and you should make sure you have not skipped any questions. Remember, once you hand me your test materials, you will not be permitted to go back to Session 2."**

Pause to allow students to check if they have skipped any questions. Then say:

**"Please put your pencil down and close your booklets. Place your reference sheet on your desk. If you need more time to answer any questions, raise your hand."**

12. Note which students need more time and then tell the students they may lower their hands.

13. Pick up each student's test booklet, answer sheet, reference sheet, and scratch paper. **Verify that you have collected an answer sheet and test booklet from each student.**

14. Dismiss students who have completed Session 2, according to the instructions given by your principal at the Test Administrators' Training.

15. For students who need more time to finish, follow the instructions given by your principal at your training.

## **E. End of Session 2 Responsibilities**

1. Make a list of all students assigned to you who took Session 2 of the test.

2. Immediately return **all** test materials and the list of students tested to your principal using appropriate tracking documents.