

Appendix F: Procedures for Creating Test Administrator Logins for Human Read-Aloud and Human Signer

For computer-based testing for human read-aloud and human signer classes, schools may choose to have test administrators read the test over the student’s shoulder, or create test administrator logins so that test administrators can log in to their own version of the test on their own device in order to read aloud or sign the test.

If using test administrator logins, test administrators will need their own computer to sign in to their own version of the test, and will need the MCAS Student Kiosk downloaded and installed on that computer. (Students will sign in and record responses using their student logins on their own devices.) School or district test coordinators will need to create a test administrator login for each test administrator for each human read-aloud or human signer class.

Instructions for Preparing Test Administrator Logins Prior to Testing

The test administrator login will allow the test administrator to sign in to the test on the MCAS Student Kiosk to see the same test questions that their students see, to be able to read aloud or sign the test to their students. **Responses should not be entered using a test administrator login; all test administrator login tests will be voided at the end of testing.**

1. There are two options for creating a test administrator login in the MCAS Portal.

Option 1: Manually add a student to the MCAS Portal on the Students page using the field definitions outlined below.

Option 2: Add the test administrator login as a student during the Student Registration file upload.

Test administrator logins should use the following field definitions. Any fields not listed below should be left blank.

Column of Student Registration file	Field Name	Field notes
A	District code	The testing district
B	School code	The testing school
C	SASID	Begin with your 8-digit school code. Add “01”, “02”, etc. to the end of your school code for each test administrator login needed. Example: For a school whose code is 77665555, their test administrator login SASIDs would be 7766555501, 7766555502, 7766555503, etc.
D	Student grade	The grade level for the test that is being administered
E	Last name	Enter in “TA LOGIN”
F	First name	The test administrator’s first name

I	Date of birth	Enter in “01/01/1900”
J	Test code	The test code for the test that is being administered
L	Test format	“O”
Select Y for one of the following if administering the Human Read Aloud accommodation:		
T	Human Read Aloud Standard	“Y” if administering Math, STE, or Civics
Z	Human Read Aloud Special	“Y” if administering ELA
Select Y for one of the following if administering the Human Signer accommodation:		
U	Human Signer Standard	“Y” if administering Math, STE, or Civics
AA	Human Signer Special	“Y” if administering ELA

2. Once the test administrator logins have been added to the MCAS Portal, create a class for the students requiring a human read aloud or human signer accommodation for that content area. See additional information on creating classes in the Guide to the MCAS Portal, available on the [MCAS Resource Center](#) this fall.
 - a. Add the appropriate student(s) to the class.
 - b. Add the test administrator login to the class.
 - c. Save the class.
3. Schedule the class to take the appropriate test. See additional information on scheduling tests in the Guide to the MCAS Portal, available on the [MCAS Resource Center](#) this fall.

Instructions on Using Test Administrator Logins: During and After Testing

1. Ensure all students, including the test administrator login, are assigned the human read aloud (or human signer) accommodated form.

To view the form a student or test administrator is assigned to for a test, navigate to the Test Scheduling page in the Administration section of the MCAS Portal. Then select the organization, program, content area, and test from the selection drop-down, the list will update to show classes scheduled for the selected test. Then select the View Details/Student Logins link for the class scheduled, view the forms on the Scheduled Tests details page under the Form Name column for each student, as shown in the screenshot below.

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status
<input type="checkbox"/>	Student	James	1888446157	2yadhfs	MAT08-HumanSigner-Form1	11/18/2024 4:12:58 PM	+	Session 1: Not Started
<input type="checkbox"/>	Student	Steven	3557280177	hkuz3qyf	MAT08-HumanReadAloud-Form1	11/18/2024 4:12:58 PM	+	Session 1: Not Started

2. After testing, school test coordinators should void the test administrator login tests.