Appendix H: Creating Test Administrator Logins for Human Read-Aloud and Human Signer Accommodations

For CBT 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 sign in to their own test to read aloud or sign the test.

If using test administrator logins, test administrators will need their own computer with the MCAS Student Kiosk downloaded and installed. (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.

A. 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, view the same test questions as their students, and read aloud or sign the test to their students. **Responses should not be entered using a test administrator login; all test administrator login tests must be voided by the principal or school test coordinator at the end of testing.**

1. Create a test administrator login in the MCAS Portal using one of the following methods.
   - **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.

Table 15. Test Administrator Logins and Field Definitions

Student Registration File Column	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 code of 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

Student Registration File Column	Field Name	Field Notes
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 being administered
L	Test format	“O”

Schools must assign one of the following accommodations to the test administrator login in order for the test administrator to receive the same test form as the students.

Select Y for one of the following if administering the **human read-aloud** accommodation:

Table 16. Additional Field Notes for Human Read-Aloud

Student Registration File Column	Field Name	Field Notes
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:

Table 17. Additional Field Notes for Human Signer

Student Registration File Column	Field Name	Field Notes
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. Refer to additional information on creating classes in the Guide to the MCAS Portal, available on the MCAS Resource Center.
    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. Refer to additional information on scheduling tests in the Guide to the MCAS Portal, available on the MCAS Resource Center.

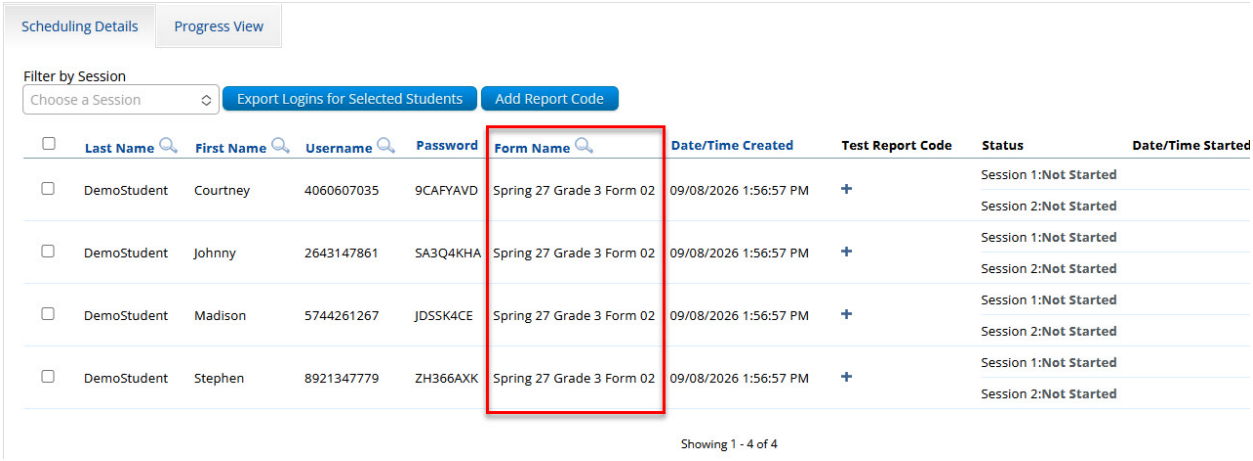
B. Using Test Administrator Logins: During and After Testing

1. For human signer accommodations, ensure all students, including the test administrator login, are assigned the human signer accommodated form. For human read-aloud accommodations, ensure all students, including the test administrator login, are assigned the same form number.
2. Ensure all students, including the test administrator login, are assigned the human read-aloud (or human signer) accommodated form.

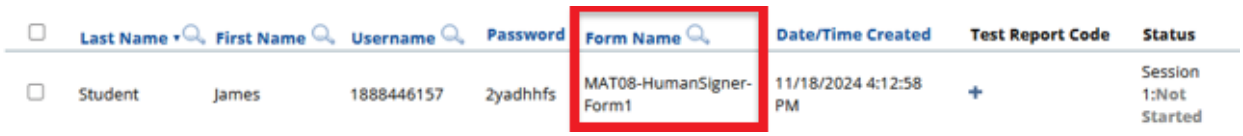
   To view the form a student or test administrator is assigned, navigate to the **Test Scheduling** page in the **Administration** section of the MCAS Portal. Then select the organization, program, content area, and test from the selection drop-down; the list will update to show classes scheduled for the 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.

   For human read-aloud, ensure that all students in the human read-aloud class and the test administrator login are assigned the same form number.



   For human signer accommodations, ensure that the Human Signer form is assigned.



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