Script from the Fall 2023/Winter 2024 CBT TAM for Administering the High School Science Tests

Part IX

· ·

Administering Session 1 of the High School Science Tests

Administering Session 1 of the High School Science Tests

Ⓐ Materials Needed for Session 1

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

- "MCAS Testing—Do Not Disturb" sign
- testing devices for students
- a computer for managing the test session
- printed copies of authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- a roster of testing students
- student testing tickets
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- calculators

  Note: 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). Calculators that access the internet are not allowed.

  › **for the BIOLOGY test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although scientific and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator is available in TestNav.

  › **for the INTRODUCTORY PHYSICS test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although a scientific calculator is preferred and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator, a TI-30 scientific calculator, and a Desmos scientific calculator are available in TestNav.

- reference sheets for **the INTRODUCTORY PHYSICS test** if the principal has decided to give each student a printed reference sheet in addition to the one in the Exhibits tab in TestNav (strongly recommended)
- equation editor guides and symbol keys printed from mcas.pearsonsupport.com/student (optional)
- proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
- a form to assist you and your principal in tracking secure materials

Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.

- If students will be using laptops: Some configurations prevent laptops from staying signed in to TestNav when the lids are closed. If this is the case, and your school intends to cover the screens of laptops during the mid-session break (e.g., with manila folders or something similar) make sure that you have a sufficient quantity on hand for the number of students that are testing.

Ⓑ Before Students Arrive

1. **Note: The Department recommends that this step be completed the day before testing.**

    On the test administrator device, sign in to PearsonAccess^next (mcas.pearsonaccessnext.com) and select **Feb. 2024 MCAS High School Science** from the Administration drop-down at the top of the screen. Go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**.

    You should review your roster which is found under the **Resources** drop-down.

2. **Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable.**
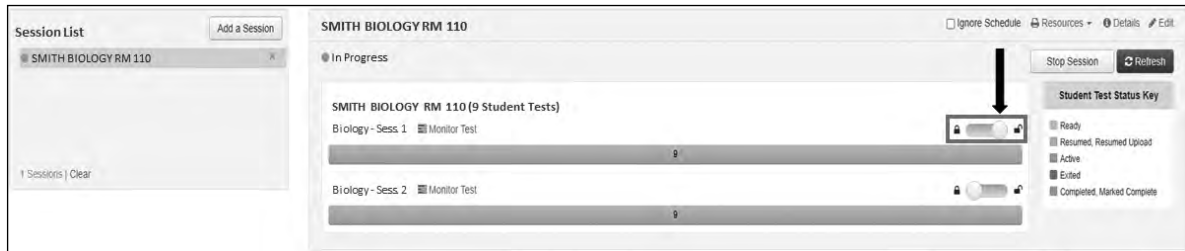
    If a student's accommodations do not match the assigned form (e.g., a student should be tested using text-to-speech, but the TTS form is not indicated), you can still update the students' accommodations. See Appendix B for the steps to do so.

3. Make sure the testing space has been appropriately prepared (see page 24).

4. Post the "MCAS Testing—Do Not Disturb" sign on the outside of the door of the testing space.

5. If your principal or test coordinator has not yet started your PAN Session, follow these steps to do so.

    - Sign in to PearsonAccess^next and select **Feb. 2023 MCAS Biology and Intro Physics**.

    - Go to the **Testing** tab and click **Students in Sessions**. Select your PAN Session from the Session List (see instructions in step 1 above if your PAN Session is not listed). The **Session Details** screen will appear. (If multiple PAN Sessions are selected, the option to **Combine View** and **Start All Sessions** will appear.)

    - Click on the green **Start Session** button (or **Start All Sessions** button) on the **Session Details** screen. You will then see that the **Start Session** button will change to read **Stop Session**.

PART IX—High School Science Session 1

79

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

6.   Unlock the session by sliding the button to the unlocked position.

C As Students Arrive

1.   Collect books from students who brought them to read in the event they finish their work before the end of the test session.

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

   All other dictionaries are prohibited during this session.

3.   Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose may result in the invalidation of test results.

4.   If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).

5.   Instruct students to open the TestNav application (this may be done by the test administrator or technology staff).

   If there are testing devices that do not have the latest version of TestNav installed or if students' devices are not working properly, contact your school's technology staff for assistance.

   If students are using iPads, TestNav may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6.   If you are administering the Spanish/English edition of the Biology or Introductory Physics test, turn to page 105 for the Spanish script to read to students.

7.   Say to the students:

   "Before we begin the test, you need to know that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you submit your test. Results may be invalidated for students with any of these devices during testing or after submitting their tests."

PART IX—High School Science Session 1

80

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

8. If your principal has instructed you to do so, read the following recommended script:

    > **"If you have a cell phone or other electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when you are dismissed from the testing room."**

    Pause to make sure that students have turned cell phones and other prohibited electronic devices off and have placed them in their backpacks.

    If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**

9. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.

81

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Ⓓ Administer Session 1

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your principal has instructed you to do so, you will need to turn to section E at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

    "We are about to begin the MCAS _____ (say the name of the test) test. This is the first of two sessions that you will take. You will take Session 2 _____ (announce the date and time for Session 2)**.**

    The results of this test will be used to help improve your academic performance, and to partially determine whether you will receive a high school diploma. Your test results will also be shared with your parents or guardians as well as your teachers. It is important that you try to do your best work during this and every test session."

2. Then say to students:

    "I will now hand out scratch paper for you to use during this session. 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 one sheet of blank scratch paper to each student.

3. If you have any students using the text-to-speech or screen reader accommodations, which require headphones, say to these students:

    "Put on your headphones and make sure they are plugged in. On your screen next to the 'Sign In' button, click the link that says 'Test Audio.' Make sure you can hear through your headphones and adjust the volume as needed."

    Pause for students to adjust the volume in their headphones. When they have done so, have students remove their headphones to hear the rest of the instructions.

4. Then say:

    "I will now hand out the student testing tickets. Do not sign in until I tell you to do so."

5. Distribute the student testing tickets. Make sure that students receive their assigned testing tickets.

    If you are administering a test using a proctor testing ticket, be sure to retain it for yourself and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. Then say:

    "Look at your student testing ticket. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student testing ticket."

PART IX—High School Science Session 1

82

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Administering Session 1 of the High School Science Tests

Provide the correct student testing ticket to any student who has an incorrect ticket. If a student's ticket needs to be printed out, you can find it on the **Students in Sessions** screen in PearsonAccess^next under the **Resources** drop-down.

7. If your principal has instructed you to do so, say to the students:

    "Write down the ID number for the computer you are using on your testing ticket. You can find the ID number _____ (instruct students where to find the device ID number)**."**

    Pause while students write down their device ID numbers.

8. Say to the students:

    "Now, on the computer, enter your username. Your username is the 10-digit number shown on your student testing ticket. Then enter the password that is shown on your student testing ticket."

    Assist any students who need help entering their usernames or passwords.

    Then say:

    "Now, click the button that says 'Sign In.'"

    Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

9. When all students have successfully signed in, say:

    "Find your name on the upper right corner of the screen. If the name you see is not yours, raise your hand."

10. If any students raise their hands, sign them out of TestNav and check their testing tickets. Once these students are properly signed in, say:

    "Your computer screen should now be at the 'Available Tests' screen."

    Confirm that all students' test devices are on the "Available Tests" screen.

11. If your principal has instructed you to

    ❯   **COLLECT STUDENT TESTING TICKETS** say:

    "Now I will collect your testing tickets."

    Collect students' testing tickets.

    ❯   **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, say:

    "Please keep your testing ticket with you and do not use it for scratch paper. I will need to collect it at the end of this test session."

12. Say to the students:

    "Click the blue button on the screen that says 'Start.' You should now see a screen that says 'Welcome.'"

    Pause to confirm that students are on the correct screen.

83

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Administering Session 1 of the High School Science Tests

13. Once all students' testing devices are at the "Welcome" screen, say:

   "Click the box in the middle of the screen that says 'Start.' You should now see a screen that says 'Session 1' at the top and states the number of questions below. If your screen does not say 'Session 1,' please raise your hand."

   Assist any students who raise their hands to get to the correct screen.

14. Then say to all students:

   "Follow along while I read the directions that are on your screen."

   Note that the script below reproduces the directions on the students' computer screens. There is no need to read the directions from a computer screen.

15. Then say:

   "Read each question carefully and then answer it as well as you can.

   If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

   If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked."

16. Say to the students:

   "Before you submit your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.

   This test session is scheduled to be _____ (state length of test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.

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

   Then say to the students:

   "You may use the calculator included in your computer-based test, or a handheld calculator to help you answer questions at any time during this session."

   If you are administering

   INTRODUCTORY PHYSICS, say:

   "You also may use your Introductory Physics reference sheet to help you answer questions at any time during this session.

   This can be found by clicking the Exhibits tab on the right-hand side of the screen."

17. Then say:

   "During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.

PART IX—High School Science Session 1

84

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

> **Also, you may raise your hand if you would like me to read a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But I will not be able to tell you what the word means, or help you answer the question. Please raise your hand if you have any questions about this."**

Pause and answer any questions that students have.

18. If you are administering

    INTRODUCTORY PHYSICS, and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one in the Exhibits tab in TestNav, say:

    > **"I will now hand out a printed reference sheet for you to use, in addition to the one that is available in the Exhibits tab of your screen during the test. Do not write on your reference sheet. Instead, use your scratch paper for any figuring you need to do during the test. You may not use any reference sheets other than what I give you."**

    Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

19. Then say to the students:

    > **"It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way."**

20. Then say to all students:

    > **"You may now click the 'Start' button and begin your test."**

    Circulate among the students and verify that all have successfully started Session 1.

21. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other electronic devices.

PART IX—High School Science Session 1

85

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Administering Session 1 of the High School Science Tests

22. Monitor student testing status in the PAN Session. During testing, all students should be in an "Active" status. Any students who have signed out or been involuntarily exited from the test will be in "Exited" status and will need to be "Resumed" to continue testing. When students are in "Resumed" status, they can sign back in to the test and resume testing.

Clicking on a student's status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

23. When the time for the test session is half over, say to the students:

   "The scheduled session time is half over. Remember to use the `Review' button at the top of the screen to see which questions you haven't answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test."

24. (Optional) Then say to students:

   "You may now have a short break during which you may stand up and stretch. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) minutes long."

   The break may be scheduled for 3–5 minutes, at the test administrator's discretion. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other's screens. The Department recommends turning off computer monitors or placing tablets face down on desks. For laptops, the Department recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school's laptops are configured. When the break is completed, say to the students:

   "The break is now over. You should begin working again."

   Resume monitoring the testing room.

25. Say to **ANY STUDENT WHO FINISHES EARLY**:

   "I want to remind you that you were supposed to answer all the questions in this session. At the top of the screen, click 'Review' and make sure you have not skipped any questions.

   Remember, once you have submitted your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before submitting your test.

   Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room."

86

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 28.

26. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

> **"This is the end of the time scheduled for Session 1. I want to remind you that you were supposed to answer all the questions in this session. At the top of the screen, click 'Review' and make sure you have not skipped any questions.**
>
> **Remember, once you have submitted your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before submitting your test."**

Pause to allow students to check whether they have skipped any questions.

27. Say to the students:

> **"If you need more time to answer any questions, raise your hand. Do not submit your final answers at this time."**

Note which students need more time. These students should **not** submit their final answers.

28. Then say to the students:

> **"If you have completed the test session, click the 'Review' button at the top of the screen, and then click 'End of Section.' Then click the 'Submit Final Answers' button to submit your answers. On the pop-up screen, confirm you would like to submit by selecting, 'Yes, Submit Final Answers.' If you are not automatically signed out at that point, sign out of the test by going to the User Drop-down Menu at the top right corner of the screen and click 'Sign out of TestNav.'"**

29. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.

30. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

> **"If you have not yet finished your work in this session, you will be moved to _____ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.**
>
> **Your cell phone and any other electronic devices must remain off, and you may not access them until you are dismissed from the test completion room."**

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time. Students moving to a test completion room should be instructed to sign out of TestNav. Then the students' testing devices should be transported along with the testing tickets if possible. Students may transport their own testing devices as long as they are signed out of TestNav. Be sure to inform your principal when completing tracking documents and returning test materials to your principal. When students are ready to begin working in the test completion room, the test administrator will need to resume their tests before they can sign in with their testing tickets.

Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining security for students in a test completion room.

87

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Administering Session 1 of the High School Science Tests

31. Collect students' testing tickets (if you did not collect them earlier) and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.** Remind students of when they will take Session 2.

    Students who completed testing will have a blue 'Complete' status in PearsonAccess^next. The Department recommends locking these students' tests by clicking the lock icon next to each student test in PAN.

SASID	Last Name	First Name	Middle Name	Username	Session		Biology - Sess. 1
4400004000 ⓘ	STUDENT	MOCK	J	7316037533	● SMITH BIOLOGY RM 110	➔	🔒 Marked Complete

    Or, if all students have completed testing, slide the Session lock button to the locked position to lock all students' tests.
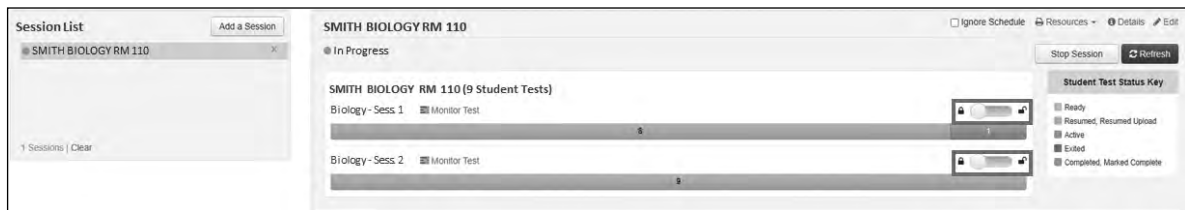
32. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the "Ready" status for this test session. These students will need to take Session 1 during the make-up period. If all the students assigned to you took Session 1, notify your principal of this. It is important to keep accurate records of who has been tested.

33. Group test materials into the following separate piles:

    • student testing tickets

    • proctor testing tickets, if applicable

    • printed reference sheets for Introductory Physics, if applicable

    • used scratch paper

    • unused scratch paper

34. Complete appropriate tracking documents, as instructed by your principal.

35. Immediately return **all** test materials and the list of students who were not tested to your principal.

PART IX—High School Science Session 1

Ⓔ Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your principal has instructed you to do so, read the following recommended script to students:

   > **"It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.**
   >
   > **You will be going to _____ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break."**

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   The Department recommends locking the student's test by clicking the lock icon next to each student test in PAN.

☐ SASID	Last Name	First Name	Middle Name	Username	Session	Biology - Sess. 1
☐ 4400004000 ℹ	STUDENT	MOCK	J	4451471729	● SMITH BIOLOGY RM 110	🔒 Active ▾

   To unlock a student's test when the student has returned, click the unlock icon next to each student test in PAN.

☐ SASID	Last Name	First Name	Middle Name	Username	Session	Biology - Sess. 1
☐ 4400004000 ℹ	STUDENT	MOCK	J	4451471729	● SMITH BIOLOGY RM 110	🔓 Active ▾

   Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your principal has instructed you to do so, read or point to this recommended script:

   > **"You may not retrieve or access your cell phone or any prohibited materials while you are out of the room."**

   If your principal has directed you to follow a different procedure, do so at this time. Make sure that the student's screen is not visible to anyone else while the student is out of the room.

89

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Part X

· ·

Administering Session 2 of the High School Science Tests

Administering Session 2 of the High School Science Tests

Ⓐ Materials Needed for Session 2

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

- "MCAS Testing—Do Not Disturb" sign
- testing devices for students
- a computer for managing the test session
- printed copies of authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- a roster of testing students
- student testing tickets
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- calculators

    Note: 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). Calculators that access the internet are not allowed.

    › **for the BIOLOGY test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although scientific and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator is available in TestNav.

    › **for the INTRODUCTORY PHYSICS test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although a scientific calculator is preferred and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator, a TI-30 scientific calculator, and a Desmos scientific calculator are available in TestNav.

- reference sheets for **the INTRODUCTORY PHYSICS test** if the principal has decided to give each student a printed reference sheet in addition to the one in the Exhibits tab in TestNav (strongly recommended)
- equation editor guides and symbol keys printed from mcas.pearsonsupport.com/student (optional)
- proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
- a form to assist you and your principal in tracking secure materials

Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.

92

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Administering Session 2 of the High School Science Tests

- If students will be using laptops: Some configurations prevent laptops from staying signed in to TestNav when the lids are closed. If this is the case, and your school intends to cover the screens of laptops during the mid-session break (e.g., with manila folders or something similar) make sure that you have a sufficient quantity on hand for the number of students that are testing.

B Before Students Arrive

1. **Note: The Department recommends that this step be completed the day before testing.**
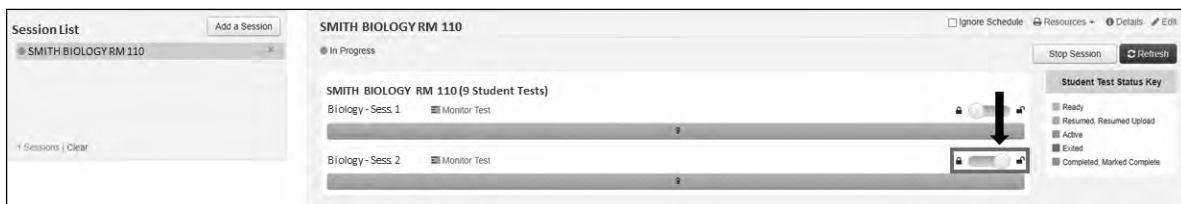
   On the test administrator device, sign in to PearsonAccess^next (mcas.pearsonaccessnext.com) and select **Feb. 2024 MCAS High School Science** from the Administration drop-down at the top of the screen. Go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**.

   You should review your roster which is found under the **Resources** drop-down.

2. **Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable.**

   If a student's accommodations do not match the assigned form (e.g., a student should be tested using text-to-speech, but the TTS form is not indicated), you can still update the students' accommodations. See Appendix B for the steps to do so.

3. Make sure the testing space has been appropriately prepared (see page 24).

4. Post the "MCAS Testing—Do Not Disturb" sign on the outside of the door of the testing space.

5. To unlock Session 2, sign in to PearsonAccess^next (mcas.pearsonaccessnext.com) and go to **Testing > Students in Sessions** and select your PAN Session from the Session List (see instructions in Step 1 above if your PAN Session is not listed). Then slide the lock button for Session 2 to unlock the session as shown below.

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

93

Administering Session 2 of the High School Science Tests

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.

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

   All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose may result in the invalidation of test results.

4. If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).

5. Instruct students to open the TestNav application (this may be done by the test administrator or technology staff).

   If there are testing devices that do not have the latest version of TestNav installed or if students' devices are not working properly, contact your school's technology staff for assistance.

   If students are using iPads, TestNav may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6. If you are administering the Spanish/English edition of the Biology or Introductory Physics test, turn to page 113 for the Spanish script to read to students.

7. Say to the students:

   > **"Before we begin the test, I want to remind you that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session."**

8. If your principal has instructed you to do so, read the following recommended script:

   > **"If you have a cell phone or other electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when you are dismissed from the testing room."**

   Pause to make sure that students have turned cell phones and other prohibited electronic devices off and have placed them in their backpacks.

   If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**

9. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.

94

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

D Administer Session 2

To ensure that students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your principal has instructed you to do so, you will need to turn to section E at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

    "We are about to begin Session 2 of the MCAS _____ (say the name of the test) test. This is the last of two test sessions."

2. Then say to students:

    "I will now hand out scratch paper for you to use during this session. 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 one sheet of blank scratch paper to each student.

3. If you have any students using the text-to-speech or screen reader accommodations, which require headphones, say to these students:

    "Put on your headphones and make sure they are plugged in. On your screen next to the 'Sign In' button, click the link that says 'Test Audio.' Make sure you can hear through your headphones and adjust the volume as needed."

    Pause for students to adjust the volume in their headphones. When they have done so, have students remove their headphones to hear the rest of the instructions.

4. Then say:

    "I will now hand out the student testing tickets. Do not sign in until I tell you to do so."

5. Distribute the student testing tickets. Make sure that students receive their assigned testing tickets.

    If you are administering a test using a proctor testing ticket, be sure to retain it for yourself and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. Then say:

    "Look at your student testing ticket. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student testing ticket."

    Provide the correct student testing ticket to any student who has an incorrect ticket. If a student's ticket needs to be printed out, you can find it on the **Students in Sessions** screen in PearsonAccess^next under the **Resources** drop-down.

7. If your principal has instructed you to do so, say to the students:

    "Write down the ID number for the computer you are using on your testing ticket. You can find the ID number _____ (instruct students where to find the device ID number)."

    Pause while students write down their device ID numbers.

95

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Administering Session 2 of the High School Science Tests

8. Say to the students:

> **"Now, on the computer, enter your username. Your username is the 10-digit number shown on your student testing ticket. Then enter the password that is shown on your student testing ticket."**

Assist any students who need help entering their usernames or passwords.

Then say:

> **"Now, click the button that says 'Sign In.'"**

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

9. When all students have successfully signed in, say:

> **"Find your name on the upper right corner of the screen. If the name you see is not yours, raise your hand."**

10. If any students raise their hands, sign them out of TestNav and check their testing tickets. Once these students are properly signed in, say:

> **"Your computer screen should now be at the 'Available Tests' screen."**

Confirm that all students' test devices are on the "Available Tests" screen.

11. If your principal has instructed you to

> ❯ **COLLECT STUDENT TESTING TICKETS** say:

> **"Now I will collect your testing tickets."**

> Collect students' testing tickets.

> ❯ **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, say:

> **"Please keep your testing ticket with you and do not use it for scratch paper. I will need to collect it at the end of this test session."**

12. Say to the students:

> **"Click the blue button on the screen that says 'Start.' You should now see a screen that says 'Welcome.'"**

Pause to confirm that students are on the correct screen.

13. Once all students' testing devices are at the "Welcome" screen, say:

> **"Click the box in the middle of the screen that says 'Start.' You should now see a screen that says 'Session 2' at the top and states the number of questions below. If your screen does not say 'Session 2,' please raise your hand."**

Assist any students who raise their hands to get to the correct screen.

14. Then say to all students:

> **"Follow along while I read the directions that are on your screen."**

Note that the script below reproduces the directions on the students' computer screens. There is no need to read the directions from a computer screen.

96

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

15. Then say:

    "Read each question carefully and then answer it as well as you can.

    If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

    If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked."

16. Say to the students:

    "Before you submit your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.

    This test session is scheduled to be _____ (state length of test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.

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

17. Then say to the students:

    "You may use the calculator included in your computer-based test, or a handheld calculator to help you answer questions at any time during this session."

    If you are administering

    INTRODUCTORY PHYSICS, say:

    "You may also use your Introductory Physics reference sheet to help you answer questions at any time during this session.

    This can be found by clicking the Exhibits tab on the right-hand side of the screen."

18. If everyone in your group took Session 1 on the scheduled day, skip to step 19. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, say:

    "During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.

    Also, you may raise your hand if you would like me to read a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But I will not be able to tell you what the word means, or help you answer the question. Please raise your hand if you have any questions about this."

    Pause and answer any questions that students have.

97

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Administering Session 2 of the High School Science Tests

19. If you are administering

    INTRODUCTORY PHYSICS, and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one in the Exhibits tab in TestNav, say:

    > **"I will now hand out a printed reference sheet for you to use, in addition to the one that is available in the Exhibits tab of your screen during the test. Do not write on your reference sheet. Instead, use your scratch paper for any figuring you need to do during the test. You may not use any reference sheets other than what I give you."**

    Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

20. Say to the students:

    > **"It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way."**

21. Then say to all students:

    > **"You may now click the 'Start' button and begin your test."**

    Circulate among the students and verify that all have successfully started Session 2.

22. It is your responsibility to ensure a secure testing environment.

    > **Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.**
    >
    > **Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other electronic devices.**

23. Monitor student testing status in the PAN Session. During testing, all students should be in an "Active" status. Any students who have signed out or been involuntarily exited from the test will be in "Exited" status and will need to be "Resumed" to continue testing. When students are in "Resumed" status, they can sign back in to the test and resume testing.

Clicking on a student's status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

24. When the time for the test session is half over, say to the students:

> **"The scheduled session time is half over. Remember to use the `Review' button at the top of the screen to see which questions you haven't answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test."**

25. (Optional) Then say to students:

> **"You may now have a short break during which you may stand up and stretch. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) minutes long."**

The break may be scheduled for 3–5 minutes, at the test administrator's discretion. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other's screens. The Department recommends turning off computer monitors or placing tablets face down on desks. For laptops, the Department recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school's laptops are configured. When the break is completed, say to the students:

> **"The break is now over. You should begin working again."**

Resume monitoring the testing room.

26. Say to **ANY STUDENT WHO FINISHES EARLY**:

> **"I want to remind you that you were supposed to answer all the questions in this session. At the top of the screen, click 'Review' and make sure you have not skipped any questions.**
>
> **Remember, once you have submitted your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before submitting your test.**
>
> **Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room."**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 29.

27. At the **END OF THE SESSION**, say to the students:

> **"This is the end of the time scheduled for Session 2. I want to remind you that you were supposed to answer all the questions in this session. At the top of the screen, click 'Review' and make sure you have not skipped any questions.**
>
> **Remember, once you have submitted your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before submitting your test."**

Pause to allow students to check whether they have skipped any questions.

99

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Administering Session 2 of the High School Science Tests

28. Say to the students:

    "If you need more time to answer any questions, raise your hand. Do not submit your final answers at this time."

    Note which students need more time. These students should **not** submit their final answers.

29. Then say to the students:

    "If you have completed the test session, click the 'Review' button at the top of the screen, and then click 'End of Section.' Then click the 'Submit Final Answers' button to submit your answers. On the pop-up screen, confirm you would like to submit by selecting, 'Yes, Submit Final Answers.' If you are not automatically signed out at that point, sign out of the test by going to the User Drop-down Menu at the top right corner of the screen and click 'Sign out of TestNav.'"

30. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.

31. For students who need more time, if your principal has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

    "If you have not yet finished your work in this session, you will be moved to _____ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.

    Your cell phone and any other electronic devices must remain off, and you may not access them until you are dismissed from the test completion room."

    If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time. Students moving to a test completion room should be instructed to sign out of TestNav. Then the students' testing devices should be transported along with the testing tickets if possible. Students may transport their own testing devices as long as they are signed out of TestNav. Be sure to inform your principal when completing tracking documents and returning test materials to your principal. When students are ready to begin working in the test completion room, the test administrator will need to resume their tests before they can sign in with their testing tickets.

    Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining security for students in a test completion room.

32. Collect students' testing tickets (if you did not collect them earlier) and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.** For students who need more time to finish, follow the instructions given by your principal.

    Students who completed testing will have a blue 'Complete' status in PearsonAccess^next. The Department recommends locking these students' tests by clicking the lock icon next to each student test in PAN, or, if all students have completed testing, sliding the Session lock button to the locked position to lock all students' tests (see screenshots on page 88).

33. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the "Ready" status for this test session. These students will need to take Session 2 during the make-up period. If all the students assigned to you took Session 2, notify your principal of this. It is important to keep accurate records of who has been tested.

100

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

Administering Session 2 of the High School Science Tests

34. Group test materials into the following separate piles:

    • student testing tickets

    • proctor testing tickets, if applicable

    • printed reference sheets for Introductory Physics, if applicable

    • used scratch paper

    • unused scratch paper

35. Complete appropriate tracking documents, as instructed by your principal.

36. Immediately return **all** test materials and the list of students who were not tested to your principal.

The Massachusetts Comprehensive Assessment System:
Test Administrator's Manual for Computer-Based Testing, Fall 2023/Winter 2024

101

Administering Session 2 of the High School Science Tests

E **Recommended Scripts to Read for a Supervised Lunch or Restroom Break**

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your principal has instructed you to do so, read the following recommended script to students:

   "It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

   You will be going to _____ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break."

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   The Department recommends locking the student's test by clicking the lock icon next to each student test in PAN.

   To unlock a student's test when the student has returned, click the unlock icon next to each student test in PAN.

   Be sure to complete appropriate tracking documents and follow your principal's instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your principal has instructed you to do so, read or point to this recommended script:

   "You may not retrieve or access your cell phone or any prohibited materials while you are out of the room."

   If your principal has directed you to follow a different procedure, do so at this time. Make sure that the student's screen is not visible to anyone else while the student is out of the room.