



# **Massachusetts Comprehensive Assessment System**

# **PRINCIPAL'S ADMINISTRATION INSTRUCTIONS**

## **Grade 8 Civics Field Test**

**State-Level | End-of-Course  
Performance Task | Test**

**SPRING 2024**



This document was prepared by the Massachusetts Department of Elementary and Secondary Education

Russell Johnston  
Acting Commissioner

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## Important Contact Information and Resources

Contact	<b>MCAS Service Center</b>
<b>For questions on:</b>	<ul style="list-style-type: none"> <li>• general test administration support</li> <li>• PearsonAccess<sup>next</sup> and TestNav such as               <ul style="list-style-type: none"> <li>&gt; user accounts</li> <li>&gt; technology support and readiness</li> <li>&gt; viewing student records and organizations</li> <li>&gt; the SR/PNP process and loading files</li> </ul> </li> <li>• logistical support</li> <li>• locating resources</li> </ul>
<b>Hours</b>	7:00 a.m.–5:00 p.m., Monday–Friday
<b>Web</b>	<a href="http://mcas.pearsonsupport.com"><b>mcas.pearsonsupport.com</b></a>
<b>Email</b>	<a href="mailto:mcas@cognia.org"><b>mcas@cognia.org</b></a>
<b>Telephone</b>	1-800-737-5103

Contact	<b>DESE Office of Student Assessment Services</b>
<b>For questions on:</b>	<ul style="list-style-type: none"> <li>• policy</li> <li>• assigning accessibility features and accommodations</li> <li>• student participation</li> <li>• testing irregularities, including test security incidents and technology irregularities/failures</li> <li>• voiding a test</li> <li>• student data and SIMS (See note below regarding SIMS.)                Questions regarding SIMS data should be directed to the district’s SIMS contact (go to <a href="http://profiles.doe.mass.edu/search/search.aspx?leftNavID=11239">profiles.doe.mass.edu/search/search.aspx?leftNavID=11239</a>, select <b>SIMS Contact</b> from the Function menu, and click <b>Get Results</b>).</li> </ul>
<b>Hours</b>	8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows Schools that need logistical support between 7:00 a.m. and 8:00 a.m. should call the MCAS Service Center at 1-800-737-5103.
<b>Web</b>	<a href="http://www.doe.mass.edu/mcas/testadmin/civics"><b>www.doe.mass.edu/mcas/testadmin/civics</b></a>
<b>Email</b>	<a href="mailto:mcas@mass.gov"><b>mcas@mass.gov</b></a>
<b>Telephone</b>	781-338-3625

# Important Information about Online Accounts and Passwords

Type of Account	Purpose	How Sign-in Information Is Provided
<b>PearsonAccess<sup>next</sup> (PAN)</b> <a href="https://mcas.pearsonaccessnext.com">mcas.pearsonaccessnext.com</a>	Schools will use PAN to do the following: <ul style="list-style-type: none"> <li>• Register students for the Civics field test</li> <li>• Upload selected accessibility features and accommodations for each student</li> <li>• Create and manage PAN Sessions</li> <li>• Monitor online testing activities</li> </ul>	Accounts from 2023 will remain active (users must change their passwords for 2024 and be prepared to update their passwords periodically according to requests from the system). Additional accounts should be managed at the district or school level. Accounts that were deactivated due to inactivity must be reactivated. Contact the MCAS Service Center for support.

## Spring 2024 Grade 8 Civics Field Test: Schedule and Administration Deadlines

Grade 8 Civics Field Test		
	Task	Date/Time
<b>Before Testing</b>	Complete the pre-administration SR/PNP process	March 25–April 5
	Extended SR/PNP window	April 8–April 26
	Precache field test test content (optional; see recommendations for precaching at <a href="https://mcas.pearsonsupport.com/technology-setup">mcas.pearsonsupport.com/technology-setup</a> in the Technology Guidelines drop-down)	Field test content for Civics will be available for precaching on April 22.
<b>Test Administration</b>	Civics testing window (including make-up testing) <ul style="list-style-type: none"> <li>• State-level performance task</li> <li>• End-of-course test (EOC)</li> </ul> <b>Note:</b> Schools should complete the performance task before the EOC.	April 29–June 7
<b>After Testing</b>	Deadline for updating SR/PNP information, if necessary	
	Mark students' tests complete, if necessary	June 7
	Deadline to complete the PCPA	

## Purpose of This Document

This document is a supplement to the MCAS *Principal's Administration Manual* (PAM) which is available on the Department's website at [www.doe.mass.edu/mcas/testadmin/manual/PAM.pdf](http://www.doe.mass.edu/mcas/testadmin/manual/PAM.pdf). This document contains information specific to the administration of the spring 2024 Grade 8 Civics Field Test that principals need to know in order to administer the field test to their grade 8 students.

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## Part I – Overview of the Civics Field Test

The purpose of the field test is to evaluate items on the new assessment, including both state-level performance tasks and end-of-course (EOC) test questions based on the grade 8 Civics standards. The field test will assess both civics content and the History and Social Science practice standards. Students will use civics content knowledge and skills to explain and describe civics concepts, support claims with evidence, and analyze sources and graphics.

### State-Level Performance Task

For the state-level performance task, schools will be assigned one of the seven topics in the Grade 8 Civics standards shown below. For a list of topic assignments for each school, refer to the Department’s website: [www.doe.mass.edu/mcas/testadmin/civics](http://www.doe.mass.edu/mcas/testadmin/civics).

- Topic 1: The philosophical foundations of the United States political system
- Topic 2: The development of the United States government
- Topic 3: The institutions of the United States government
- Topic 4: Rights and responsibilities of citizens
- Topic 5: The Constitution, Amendments, and Supreme Court decisions
- Topic 6: The structure of Massachusetts state and local government
- Topic 7: Freedom of the press and news/media literacy

By focusing on one topic in the Civics standards, the state-level performance task allows students to think in depth about a single subject. The state-level performance task consists of three 1-point constructed-response questions, one 4-point constructed-response question, and seven 1-point selected-response questions. The task will be administered in TestNav (the same platform as other MCAS tests) and should be administered before the End-of-Course test.

### End-of-Course Test

The end-of-course test (EOC) covers the breadth of the Civics standards and consists of 37 selected-response questions that allow students to show their knowledge of all seven Civics topics. It will be administered in TestNav (the same as the state-level performance task). For 2024, the EOC test will be split into two mini-sessions, one that contains 18 questions and one that contains 19 questions. The two mini-sessions will be completed sequentially and must be taken together on the same day. More details can be found in the *Test Administrator’s Instructions*. The EOC test should be administered after the state-level performance task.

# Test Security Requirements

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## Part II – Test Security Requirements

Test questions and content for the field test are **secure**, and schools must follow applicable test security requirements described in Part I of the spring 2024 MCAS PAM, including

- Do not read or view any secure test content or student responses (except when administering certain accommodations listed in Appendix C of the PAM).
- Do not discuss or in any way reveal the contents of test questions or student responses to test questions before, during, or after test administration.
- Do not duplicate any secure test content, including but not limited to videotaping, photographing, typing, or copying by hand.
- Track secure materials using the sample Secure Materials Internal Tracking Form at [doe.mass.edu/mcas/testadmin/forms](https://doe.mass.edu/mcas/testadmin/forms) or a similar document.

Below are areas where the security requirements of the field test differ from those in the PAM.

- The following student-level irregularities can all be handled locally (school disciplinary procedures may be appropriate). Schools do not need to report these to DESE:
  - > cell phone violations
  - > students talking to or writing notes to each other
  - > students providing help or asking for help on test questions
  - > students who test with incorrect accommodations (no disciplinary actions are likely needed for accommodation errors as these situations are usually test administrator errors and not student misconduct).
- For the following student-level irregularities, tests should be voided (school disciplinary procedures may be appropriate). Schools do not need to report these to DESE:
  - > students using notes, books, or external reference material
  - > students copying answers or receiving any assistance answering questions
- If there are questions on whether to report an irregularity, schools should contact DESE for guidance.
- It is not necessary for the superintendent to formally review the school's test security plan in advance of testing. However, schools should still have a plan that ensures a secure test administration.

If any questions related to test security arise during the field test, please contact the Office of Student Assessment Services at 781-338-3625 or [mcas@mass.gov](mailto:mcas@mass.gov).



## Part III – Student Participation Guidelines

All schools with 10 or more students enrolled in grade 8 are expected to test **at least 50 percent** of their grade 8 students.

The following students are exempt from participation, though schools may count these students as part of the 50 percent tester threshold.

- Students who need a paper-based, Braille, screen reader, or large-print edition of the test
- First-year EL students (enrolled after the March 2023 SIMS submission)
- Students with disabilities who take the MCAS alternate assessment (MCAS-Alt)

Schools should use their best judgment to reach the minimum requirement of 50%. For example:

- Schools with an even number of grade 8 civics classes can test half of them.
- Schools with an odd number of grade 8 civics classes can test half of them, plus one additional class (i.e., a school that has 7 classes should test 4 out of the 7).
- Schools with one grade 8 civics class can test half the students in the class.

Classrooms should be **randomly selected** for participation.

Schools that wish to test more than 50 percent of their students must email [mcas@mass.gov](mailto:mcas@mass.gov) to inform DESE.

# Administration Protocols

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## Part IV – Administration Protocols

Principals must follow all applicable test administration protocols described in Part III of the PAM. Below are areas that differ from the PAM.

### A. Scheduling Test Sessions

#### 1. Scheduling Guidance

Schools may schedule testing during any part of the field test window (see page ii). The state-level performance task should be administered before the EOC test. Schools may schedule both components for the same day if they wish.

Students participating in the field test should be tested as closely together as possible, but it is not necessary to test all students concurrently. This means that students may be tested during their regular civics classes even if those classes are at different times of the school day or on subsequent days (e.g., one class tests on Tuesday, another class tests on Wednesday).

The field test is untimed, but schools are not required to give students unlimited time during the school day to complete the test as they are with the operational MCAS tests (ELA, Mathematics, STE). DESE estimates that the state-level performance task will take 45–50 minutes and the EOC test will take 50–60 minutes. Schools may use their discretion and ask students to submit their answers if the time they are spending on the assessment exceeds the time the school has allotted for testing.

#### 2. Make-up Testing

Students who are absent on the day of testing are not required to participate in the field test when they return to school; scheduling make-up testing is at the discretion of the principal. Schools may have students take the performance task after the EOC test for make-up purposes if they wish.

### B. Administering the Student Tutorial, Practice Tests, and Local-Level Tasks

The Department strongly recommends that all students view the student tutorial before participating in any computer-based MCAS testing, including the Civics field test. The tutorial allows students to become familiar with the different types of test questions, and to gain experience with the computer-based testing platform, including the tools and accessibility features that will be available during testing.

The tutorial can be accessed at [mcas.pearsonsupport.com/student](https://mcas.pearsonsupport.com/student) or through the **TestNav** application by selecting the **Practice Tests** link on the sign-in page.

Practice tests for the state-level performance task and the EOC test are also available at [mcas.pearsonsupport.com/student/practice-tests-hss](https://mcas.pearsonsupport.com/student/practice-tests-hss) and by following the **practice tests** link in the TestNav application. These can be used for students to practice with TestNav as well as to familiarize students with the Civics field test. **New for the 2024 Civics field test:** DESE strongly recommends that if any students will use text-to-speech on the field test, they should first take the Accommodated Practice Tests because the text-to-speech feature is slightly different for Civics than for the operational MCAS tests. See Appendix B for more information about the text-to-speech accommodation.

**New**

In addition, to help prepare students for the state-level performance task, DESE has created local-level classroom performance tasks for each civics topic. The local-level classroom performance tasks are designed to complement the content and skills that appear on the state-level performance tasks. Similar to the state-level tasks, each local-level task focuses on one topic from the grade 8 civics standards. The local-level task materials include a task summary with the standards the task is aligned to, task directions, presentation slides, student handouts, and scoring notes. These materials can be accessed at [www.doe.mass.edu/mcas/tdd/localtasks/locallevel-tasks.html](http://www.doe.mass.edu/mcas/tdd/localtasks/locallevel-tasks.html).

### **C. Principal’s Certification of Proper Test Administration**

The purpose of the PCPA is for the principal to certify that test administration protocols described in this manual were followed, including those related to test security. After the field test administration is complete, the principal must go online to [mcasservicecenter.com](http://mcasservicecenter.com) to complete the PCPA.

### **D. Training Test Administrators, Technology Staff, and Other School Personnel**

Test administrators must receive training before administering the Civics field test.

If they have already received training for spring MCAS testing, then training may consist of areas that are different for the Civics field test (e.g., giving the assessment during a regular class session). Reinforce that security must be maintained for the field test, just as with other MCAS tests.

# Tasks to Complete for Test Administration

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## Part V – Tasks to Complete for Test Administration

### A. Prepare for Test Administration

Use the following list of tasks to help you keep track of your responsibilities during the field test.

**1. Print administration manuals (optional).**

- Manuals will be emailed to participating schools and will also be available at [www.doe.mass.edu/mcas/testadmin/civics](http://www.doe.mass.edu/mcas/testadmin/civics).

**2. Develop a plan for maintaining test security at your school.**

- Review MCAS Test Security Requirements. (See Part I of the PAM and Part II – Test Security Requirements above.)
- Establish a document tracking system.
- Designate a central locked area for testing tickets that will be printed.

**3. Plan logistics for test administration at your school.**

- Schedule test administration sessions and locations.

**4. Identify and prepare to provide accessibility features and accommodations for testing.**

In the SR/PNP, select accommodations that each student will use during the field test. See the *Supplement to the Guide to the SR/PNP Process for the Spring 2024 MCAS Grade 8 Civics Field Test* in the PearsonAccess<sup>next</sup> Guidance drop-down at [mcas.pearsonsupport.com/manuals](http://mcas.pearsonsupport.com/manuals).

After accommodations have been added to the PNP, a report can be generated in PAN that shows the accommodations selected for each student, which may be shared with relevant staff. The report displays a separate row for each student, the accommodations assigned, and the name of the PAN Session the student is assigned to. To find the report, go to **Reports > Operational Reports**, check the “Students & Registrations” checkbox on the left-hand side of the screen, and then click the “PNP Report – Accessibility Features and Accommodations for Student Tests.” Filter by Accommodation, Organization, or Test; or, generate the entire report for all accommodations and tests.

Test administrators for students with disabilities using certain accommodations must sign an MCAS Nondisclosure Acknowledgment prior to reviewing secure test materials. See page 105 in Appendix C of the PAM for the list of accommodations this requirement applies to, and see [doe.mass.edu/mcas/testadmin/forms](http://doe.mass.edu/mcas/testadmin/forms) for the nondisclosure form.

Principals must keep signed forms in the school files until the beginning of the next school year.

**5. Administer the student tutorial (available online at [mcas.pearsonsupport.com/student](http://mcas.pearsonsupport.com/student)).**

## Tasks to Complete for Test Administration

### B. Additional Steps before Testing

1. **Meet with the technology coordinator and ensure that appropriate preparations have been made for the field test.**
2. **Assign and update user roles in PAN for test administrators and other school personnel as necessary.**
3. **Create PAN Sessions.**

The principal or technology coordinator will need to create PAN Sessions containing separate groupings of the students who will take a test at the same time and in the same testing location. Schools should only assign students who are participating in the Civics field test to PAN Sessions. Students who are not participating should not be assigned to Sessions. See additional instructions in the *Supplement to the Guide to the SR/PNP Process for the Spring 2024 MCAS Grade 8 Civics Field Test*. Be sure to assign participating students to both a performance task PAN Session and an EOC test PAN Session.

When creating PAN Sessions, the Department recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that PAN Session names include the following: test administrator name, testing location, grade, and subject area test. A PAN Session name can be up to 50 characters long. School Test Coordinators may need to view or edit PAN Session details (e.g., add, remove, or move students) and add or change the test form assigned to students. PAN Sessions will also be used to print student testing tickets.

**Note:** Read-Aloud and Human Signer PAN Sessions must be set up separately from other PAN Sessions. For more information on managing PAN Sessions, see the *PearsonAccess<sup>next</sup> User Guide: support.assessment.pearson.com/PAsup/testing*.

4. **Verify test form assignments for accommodations, and assign all students to PAN Sessions.**

To assign students to a Read-Aloud or Human Signer PAN Session (each of which may have a maximum of five students), go to **Testing > Sessions**, and then go to **Select Tasks > Create/Edit Sessions > Start**. Check the “Proctor Reads Aloud” checkbox, and then select the correct **Form Group Type** (Human Read-Aloud or Human Signer). This step is critical so that the test administrator will receive a proctor testing ticket, and so that all the students in this group will be assigned the same form. See the *Test Administrator’s Instructions* for more details.

If your Network Check indicated that you should use ProctorCache, precache the operational tests by following the steps outlined in the *PearsonAccess<sup>next</sup> User Guide* ([support.assessment.pearson.com/PAsup/setup/manage-proctor-caching](http://support.assessment.pearson.com/PAsup/setup/manage-proctor-caching)).

If you have any students who will be using the text-to-speech, speech-to-text, or word prediction accommodations, verify that “WebX” is listed for them in PAN as indicated in the following steps. (Note that this is different from other MCAS tests, in which “TTS” indicates that text-to-speech has been assigned.)

- In PearsonAccess<sup>next</sup>, select **Testing > Students in Sessions**.
- On the **Students in Sessions** screen, add PAN Sessions to the **Sessions List** by typing the PAN Session name in the **Add** text field.

## Tasks to Complete for Test Administration

- Check for an accommodation indicator below each student's SASID as applicable, as shown here.

2 Results Displaying 25 Manage Columns

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	5556667778 <a href="#">WebX</a>	RAMIRIEZ	ELISE		7142415616	<input type="radio"/> PARKER RM 101 CIVICS (G8 Civics Performance Task)	<input type="lock"/> Ready	Standard	
<input type="checkbox"/>	5556667779	CORTEZ	SABRINA		4238894776	<input type="radio"/> PARKER RM 101 CIVICS (G8 Civics Performance Task)	<input type="lock"/> Ready	Standard	

2 Results Displaying 25 Manage Columns

<input type="checkbox"/>	SASID	Last Name	First Name	Session	Student Test Sta
<input type="checkbox"/>	5556667778 <a href="#">WebX</a>	RAMIRIEZ	ELISE	<input type="radio"/> PARKER RM 101 CIVICS (G8 Civics Performance Task)	<input type="lock"/> Ready
<input type="checkbox"/>	5556667779	CORTEZ	SABRINA	<input type="radio"/> PARKER RM 101 CIVICS (G8 Civics Performance Task)	<input type="lock"/> Ready

SASID  
 Local Student Code  
 Last Name  
 First Name  
 Preferred First Name  
 Middle Name  
 Username  
 Session  
 Form Group Type  
 Form  
 Organization

« 1 »

If text-to-speech, speech-to-text, or word prediction needs to be added for any student, that can be done by checking the box next to the student's name and selecting **Tasks > Manage Student Tests > Start**. Then select the test, update the accommodations, and click **Save**.

### 5. Prepare school-supplied materials for testing.

Print, cut, and sort student testing tickets. Once student testing tickets are printed, they must be accounted for and tracked using internal tracking forms.

Steps to prepare student testing tickets can be found at:

[support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test](https://support.assessment.pearson.com/display/PAsup/Retrieve+Resources+for+an+Online+Test).

Gather scratch paper to distribute.

### 6. Prepare PAN Sessions when SR/PNP information is correct.

Steps to prepare PAN Sessions can be found at

[support.assessment.pearson.com/display/PAsup/Prepare+a+Session](https://support.assessment.pearson.com/display/PAsup/Prepare+a+Session).

## Tasks to Complete for Test Administration

### C. Coordinate Test Administration

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

Immediately before test administration, distribute the necessary materials for that day to each test administrator, including student testing tickets. Be sure that test administrators and the test coordinator independently count materials before signing the internal tracking form. See the *Test Administrator's Instructions* for the specific list of materials necessary for each test session.

#### 2. Monitor your school's test administration.

- Monitor PAN Sessions.
- Have pencils or pens available for students who do not bring them for writing on scratch paper.
- Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for students who are currently or were ever reported as ELs.
- Have scratch paper available to distribute.
- Ensure that your school's document tracking system is used each time test materials are moved.

#### 3. Securely store test materials after each session.

Use your document tracking system to verify that **all** materials are returned to you each day after testing is complete. At the end of each test session, test administrators should check that students have submitted their responses and signed out of TestNav.

Test administrators should collect student testing tickets.

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

The Department recommends two independent counts of secure materials to verify that all materials have been returned to you. Be sure to account for student testing tickets, proctor testing tickets if used, and for used scratch paper.

Use your document tracking system to verify that test administrators have returned all secure materials to you.

Lock all PAN Sessions after testing by going to **Testing > Sessions**, selecting all sessions (or only the session(s) that you would like to lock) and go to **Select Tasks > Lock Units**. On this page you can check the box next to all sessions and click the blue "Lock" button. Then click **Exit Tasks**.

#### 5. Maintain and, if necessary, update the record of test administrators and their students for each test session.

# Tasks to Complete for Test Administration

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## D. Next Steps after Testing

### 1. Retain the following materials in your school files for at least one year.

- Test Materials Internal Tracking Forms
- record of test administrators and their students for each test session
- completed MCAS Nondisclosure Acknowledgements from test administrators for EL students or students with disabilities using certain accommodations
- accommodations lists/spreadsheets, if applicable

### 2. Recycle or discard the following materials:

- printed copies of the *Test Administrator's Instructions*
- printed copies of this *Principal's Administration Instructions*

### 3. Securely destroy (e.g., by shredding) scratch paper used by students, student testing tickets, and proctor testing tickets if used. Indicate on the internal tracking form that this step has been completed.

### 4. Complete cleanup tasks in PearsonAccess<sup>next</sup>.

- a. **If students were removed from your enrollment before testing, remove them from the PAN Sessions.**

Follow instructions posted at

[support.assessment.pearson.com/display/PAsup/Remove+a+Student+from+a+Session](https://support.assessment.pearson.com/display/PAsup/Remove+a+Student+from+a+Session).

- b. **Make sure each student's test session is either in Complete or Marked Complete status (e.g., if students did not complete testing).**

Follow the guidance at

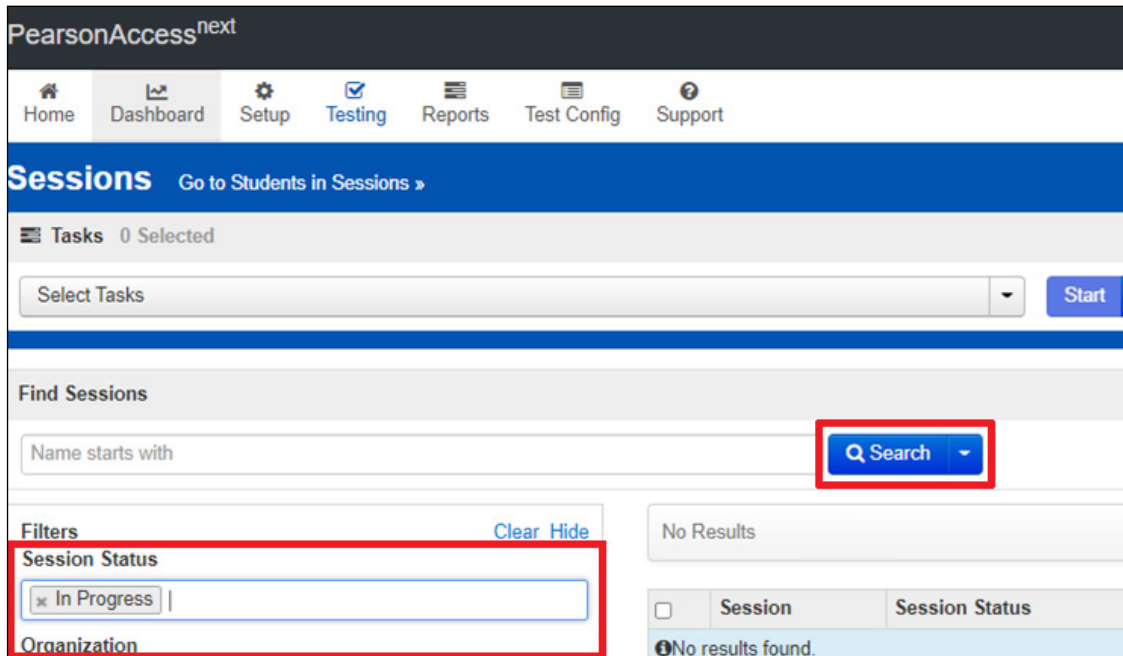
[support.assessment.pearson.com/display/PAsup/Mark+Student+Tests+Complete](https://support.assessment.pearson.com/display/PAsup/Mark+Student+Tests+Complete).



# Tasks to Complete for Test Administration

## c. Stop PAN Sessions.

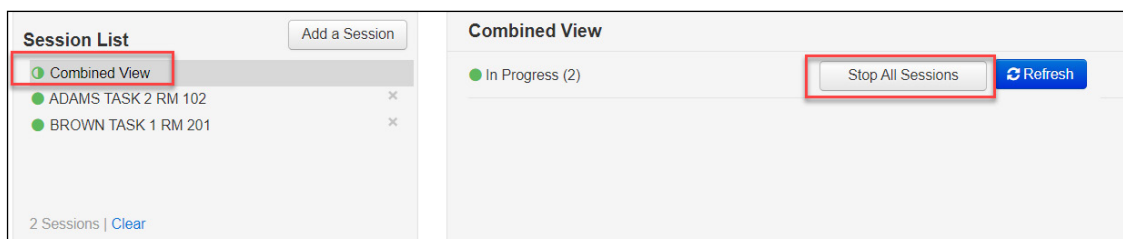
All PAN Sessions must be stopped after testing. To identify PAN Sessions that are still in progress, go to **Testing > Sessions** and then use the Session Status filter to filter by Sessions that are still *In Progress*. Then click **Search**.



Check the box next to each PAN Session that you would like to Stop, and then select **Go to Students in Sessions**.

In the Session List, select **Combined View**.

PAN Sessions can be stopped by clicking “Stop All Sessions” as shown below.



# Appendix A: Accessibility and Accommodations

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## Appendix A – Accessibility and Accommodations

It is not necessary to update IEPs, 504 plans, or EL accommodation plans for students with disabilities or English learners with accommodations taking the Civics field test. Schools should, however, review the accommodation requirements for students who are scheduled to participate in the field test.

Universal and Designated Accessibility Features described in the *Accessibility and Accommodations Manual for the 2023–24 MCAS* ([www.doe.mass.edu/mcas/accessibility](http://www.doe.mass.edu/mcas/accessibility)) are available to all students taking the Civics field test. Note that the spell-checker tool is automatically available to all students.

The following special accommodated test editions will not be available for the Civics field test; schools may remove students who require these special accommodated test editions from participating in the field test.

- A1 — Paper-based test
- A2 — Large-print edition (Note: Onscreen text can be magnified)
- A3.1 and A3.2 — Screen reader and Braille edition
- A6.2 — ASL video

The following numbered accommodations found in the *Accessibility and Accommodations Manual for the 2023–24 MCAS* are available for the Civics field test. Schools should provide students with any accommodation listed below to students who already have the corresponding accommodation in an IEP, 504 plan, or EL accommodation plan.

- A4, EL3.1 — Text-to-speech (See Appendix B for more details.)
- A5, EL3.2 — Human read-aloud
- A6.1 — Human signer
- A7 — Human signer for test directions
- A8 — Track test items
- A9 — Use of approved graphic organizers, checklists, or supplemental reference sheets. (Student may use the grade 8 ELA graphic organizers.)
- A10.1, EL4.1 — Scribe responses
- A10.2, EL4.2 — Speech-to-text (Students using the speech-to-text accommodation will be able to use an embedded speech-to-text web extension that functions within TestNav. See Appendix B for more details.)
- A11 — Responses recorded by student on special paper
- A13 — Student records responses on an external recording device
- A14 — Responses signed onto video (for a student who is Deaf or Hard-of Hearing)
- A15 — Monitor placement of responses
- SA6 — Word prediction (Students using the word prediction accommodation will be able to use an embedded word prediction web extension that functions within TestNav. See Appendix B for more details.)
- EL2 — Approved bilingual word-to-word dictionary and glossary for students who are currently or were ever reported as English learners
- EL5 — Test administrator reads aloud/repeats/clarifies general administration directions in English
- EL6 — Test administrator reads aloud/repeats/clarifies general administration directions in student’s native language

## Appendix B – Text-to-Speech (Accommodation A4)

### MCAS Civics Text-to-Speech Overview

Students who are assigned the text-to-speech accommodation for the Civics field test will use a different toolbar than they use in other MCAS administrations. Schools are strongly encouraged to give students the opportunity to practice with this new toolbar if they will be using the text-to-speech accommodation on the Civics field test. Students using this accommodation should use the Accommodated Practice Tests on the MCAS Resource Center: [mcas.pearsonsupport.com/student/practice-tests-hss](https://mcas.pearsonsupport.com/student/practice-tests-hss).







The Civics text-to-speech toolbar functions similarly to the standard text-to-speech toolbar that students use in all other MCAS administrations.

- It reads aloud text on the screen and alternative text for images.
- It highlights text word-by-word as it reads aloud text on the screen.
- Students may control the speed of the read aloud.

Students who are assigned text-to-speech for Civics will see the toolbar below, which will appear at the top of the TestNav screen on the Welcome page after signing in to TestNav.





The table below describes the functions of each button on the toolbar.

Button	Function
	Select the <b>Directional</b> button to drag the toolbar to a new location on the screen.
	Select the <b>Play</b> button to start the read aloud.
	Select the <b>Pause</b> button to pause the read aloud.
	Select the <b>Stop</b> button to stop the read aloud.
	Select the <b>Click to Speak</b> button to select the text or question where the read aloud will begin.
	Select the <b>Settings</b> button to choose how fast the text is read and which text highlight color you prefer to use.

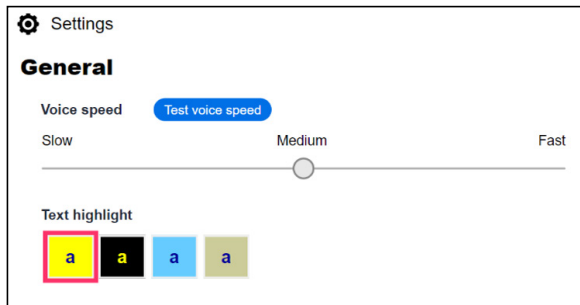
## Appendix B: Text-to-Speech

There are a few key differences between the Civics text-to-speech toolbar and the standard text-to-speech toolbar. See below for a crosswalk of the features.

Civics TTS toolbar	Standard TTS toolbar	Function
	✓	toolbar appears on the right of the screen
✓		toolbar appears across the top of the screen
✓		toolbar can be moved around on the screen by the student
✓	✓	student can play, pause, and stop reading aloud test content
✓	✓	student can choose where to begin the read aloud
✓	✓	provides word-by-word highlighting
✓	✓	allows for reading speed control
✓		student can choose highlighting color
✓		speech-to-text can be added to the same tool
✓		word prediction can be added to the same tool
✓		reads all text except for hover-to-show text and text within drag-and-drop graphics
	✓	reads all content
		notation on the Students in Sessions page of PearsonAccess <sup>next</sup> and the Session Student Roster

### Key differences to note:

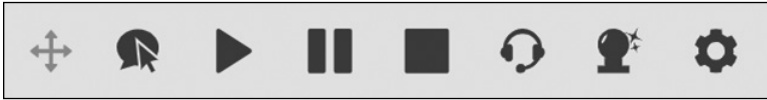
- The Civics text-to-speech toolbar does not contain the “Jump back” or “Skip ahead” buttons that are used in the text-to-speech toolbar in other MCAS administrations.
- The Civics text-to-speech tool does not read text within drag-and-drop graphics.
- Students can choose their highlighting color on the Civics text-to-speech toolbar through the “Settings” button. See the screenshot below.





As noted in the crosswalk table above, the speech-to-text and/or word prediction web extensions can be added to the same toolbar as the Civics text-to-speech for students with these accommodations. This is because the Civics text-to-speech toolbar utilizes the Read&Write web extension.

Note that for the speech-to-text and word prediction web extensions, **only** the Read&Write toolbar will be available for the Civics field test. The Co:Writer Universal toolbar, available on other MCAS tests, **will not be available** for the Civics field test.

Adding word prediction or speech-to-text will change the look of the toolbar, as shown below.



The two additional buttons are described in the table below.

Button	Function
	The <b>Talk and Type</b> button for speech-to-text will allow you to speak your answer into a textbox.
	The <b>Word Prediction</b> button will predict possible words students may select while they are typing into a textbox.

Schools are strongly encouraged to give students using these accommodations the opportunity to practice with the new toolbar. Practice tests are available on the MCAS Resource Center; the Civics Accommodated Practice Tests include the Read&Write toolbar for text-to-speech, speech-to-text, and word prediction.

