



# Massachusetts Comprehensive Assessment System

# TEST ADMINISTRATOR'S 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> (mcas.pearsonaccessnext.com)	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 Administration Schedule

Component	Allowable Administration Dates	Recommended Testing Time
<ul style="list-style-type: none"> <li>• State-level performance task</li> </ul>	April 29–June 7	45–50 minutes
<ul style="list-style-type: none"> <li>• End-of-course test (EOC)</li> </ul>		50–60 minutes

**Note:** Schools should complete the performance task before the EOC.

## Purpose of This Document

This document is a supplement to the *MCAS Test Administrator's Manual for Computer-Based Tests (CBT TAM)*, which is available on the Department's website at [www.doe.mass.edu/mcas/testadmin/manual/TAM-CBT.pdf](http://www.doe.mass.edu/mcas/testadmin/manual/TAM-CBT.pdf). This document contains information specific to the administration of the spring 2024 Grade 8 Civics Field Test, including the scripts that test administrators will read when administering the state-level performance task and the end-of-course test.

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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:

- 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 (EOC) test 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. 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 Civics field test are secure, and schools must follow applicable test security requirements described in Part I of the spring 2024 MCAS *Principal's Administration Manual* (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.

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).



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

## Part III – 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. See pages 29–32 in the CBT TAM for more information about administering the tutorial and the practice tests. **New for the 2024 Civics field test:** DESE strongly recommends that if any students will use text-to-speech (TTS) 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 A for more information.

**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).

# Administering the State-Level Performance Task

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## Part IV – Administering the State-Level Performance Task

### A. Materials Needed for the Session

You will need the following materials available in your testing space prior to 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
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- student testing tickets
- 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 any break (e.g., covering a screen with a manila folder or something similar while a student is in the restroom) make sure that you have a sufficient quantity on hand.

### 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<sup>next</sup> ([mcas.pearsonaccessnext.com](https://mcas.pearsonaccessnext.com)) and select **Spring 2024 MCAS Grade 8 Civics Field Test** 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.

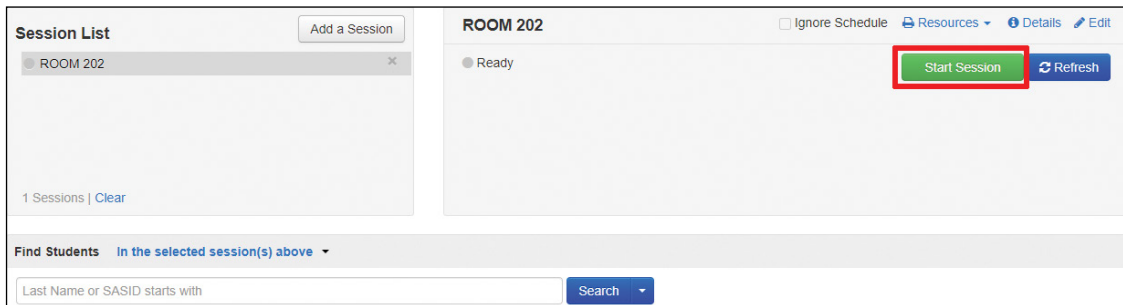
# Administering the State-Level Performance Task

2. **Verify that “WebX” is indicated for any students who will use the text-to-speech, speech-to-text, or word prediction accommodations.**

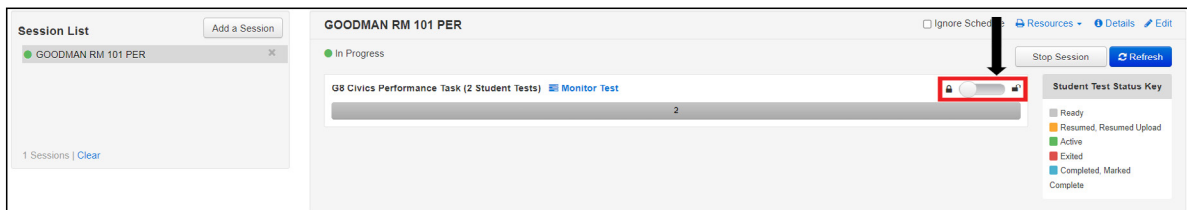
If text-to-speech, speech-to-text, or word prediction needs to be added for any student, that can be done by checking the box next to the student’s name and selecting **Tasks > Manage Student Tests > Start**. Then select the test, update the accommodations, and click **Save**.

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	RAMIRIEZ	ELISE		7142415616	<input type="radio"/> PARKER RM 101 CIVICS (G8 Civics Performance Task)	<input type="checkbox"/> Ready	Standard	
									<a href="#">WebX</a>
<input type="checkbox"/>	5556667779	CORTEZ	SABRINA		4238894776	<input type="radio"/> PARKER RM 101 CIVICS (G8 Civics Performance Task)	<input type="checkbox"/> Ready	Standard	

3. Make sure the testing space has been appropriately prepared (see page 27 of the CBT TAM).
4. Post the “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<sup>next</sup> and select **Spring 2024 MCAS Grade 8 Civics Field Test**.
  - Go to the **Testing** tab and click **Students in Sessions**. Select the Session Name 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 **Stop Session**.



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



## Administering the State-Level Performance Task

### 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. Approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs to use during the test session according to the guidelines in Appendix E of the CBT TAM.

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

3. Make sure that students do not have access to cell phones or other prohibited electronic devices during testing. These devices are **prohibited**.
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 TestNav installed or if students' devices are not working properly, contact your school's technology staff for assistance before moving on to begin testing with these students.

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. 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. Please turn off your cell phone or any other electronic device now.”**

7. 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 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 prohibited 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 prohibited devices during testing.**

8. 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.
9. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

## D. Administer the Session

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 the recommended script for students going to the restroom.

1. Say to the students:

**“We are about to begin the MCAS Grade 8 Civics state-level performance task. This will not affect your other MCAS scores in any way, but you should do your best to answer each question.”**

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 pages 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 accommodation, which requires 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. Once the test begins, only minor volume adjustments are possible.”**

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. Answer any questions that students may have. 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.

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.”**

6. 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<sup>next</sup> under the **Resources** drop-down.

## Administering the State-Level Performance Task

7. 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.

**“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.

8. 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.”**

9. 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.”**

10. 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.”**

11. 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.

12. 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.

13. Then say to all students:

**“Now please read the directions that are on your screen. They will give you some important information about taking this test.”**

Pause to allow students to read the directions on their screens.

14. When students have finished reading the onscreen directions, say:

**“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.”**

# Administering the State-Level Performance Task

**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 and I will assist you. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.”**

15. Say to the students:

**“This test session is scheduled to be \_\_\_\_\_ (state length of session) long.”**

16. Then say to all students:

**“Click the ‘Start’ button. You may now begin your test.”**

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

17. Monitor student testing status in the PAN Session. During testing, all students should be in an “Active” status. If a student was removed from the test, he or she will be in “Exited” status and will need to be “Resumed” to continue testing. When students are in “Resumed” status, they can sign back into the test and resume testing. Refer to page 137 in Appendix B of the CBT TAM for instructions.

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	2020080020	TEST	PEARSON	A	0189416528	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Completed	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0102 (21SSCVWIONEN0102)
<input type="checkbox"/>	2020080004	TEST	PEARSON	A	2155634557	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Exited	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0102 (21SSCVWIONEN0102)
<input type="checkbox"/>	2020070094	TEST	PEARSON	A	0803891284	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Resumed	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0101 (21SSCVWIONEN0101)
<input type="checkbox"/>	2020070067	TEST	PEARSON	A	3181701142	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Active	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0102 (21SSCVWIONEN0102)

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

**“The session time is half over. Remember to use the ‘Review’ button at the top of the screen to see which questions you’ve answered and skipped or that you bookmarked. Make sure that you do not skip any questions in this test session.”**

19. At the **END OF THE SESSION**, say:

**“This is the end of the time scheduled for this session. At the top of the screen, click ‘Review’ and make sure you have answered all of the questions.”**

20. Then say to the students:

**“If you have answered all the questions, click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the pop-up screen, confirm you’d like to ‘Submit Final Answers.’ When you’ve submitted your answers, sign out of the test by going to the User Drop-down Menu at the top, right-hand corner of the screen and click ‘Sign out of TestNav.’”**

21. Circulate among the students to ensure all students have submitted their final answers in TestNav. You are not permitted to check students’ work before they submit their tests.

## Administering the State-Level Performance Task

22. Collect students' testing tickets and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.** Students who completed testing will have a blue "Complete" status in PearsonAccess<sup>next</sup>.
23. When all students have completed testing, slide the Session lock button to the locked position to lock all students' tests.



24. Group test materials into the following separate piles:
  - student testing tickets
  - proctor testing tickets, if applicable
  - used scratch paper
  - unused scratch paper
25. Complete appropriate tracking documents, as instructed by your principal.
26. Immediately return **all** test materials to your principal.

### E. Recommended Script for Students Visiting the Restroom

**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.



## Part V – Administering the End-of-Course Test

### A. Materials Needed for Mini-Sessions 1 and 2

You will need the following materials available in your testing space prior to 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
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- student testing tickets
- 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 for any break (e.g., covering a screen with a manila folder or something similar while a student is in the restroom), make sure that you have a sufficient quantity on hand.

### 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<sup>next</sup> ([mcas.pearsonaccessnext.com](https://mcas.pearsonaccessnext.com)) and select **Spring 2024 MCAS Grade 8 Civics Field Test** 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.

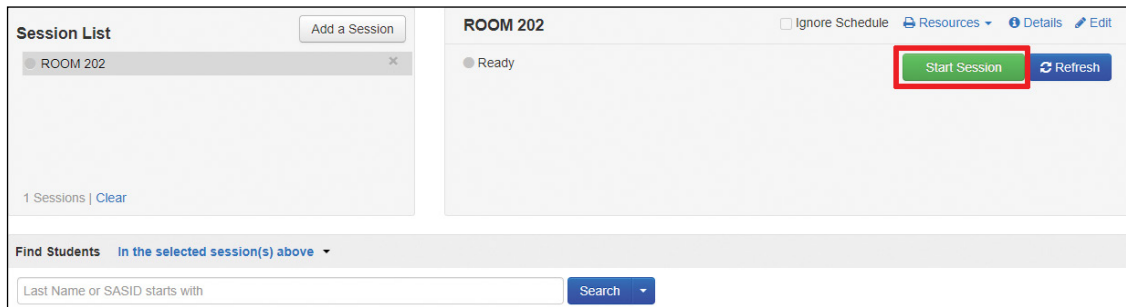
# Administering the End-of-Course Test

2. **Verify that “WebX” is indicated for any students who will use the text-to-speech, speech-to-text, or word prediction accommodations.**

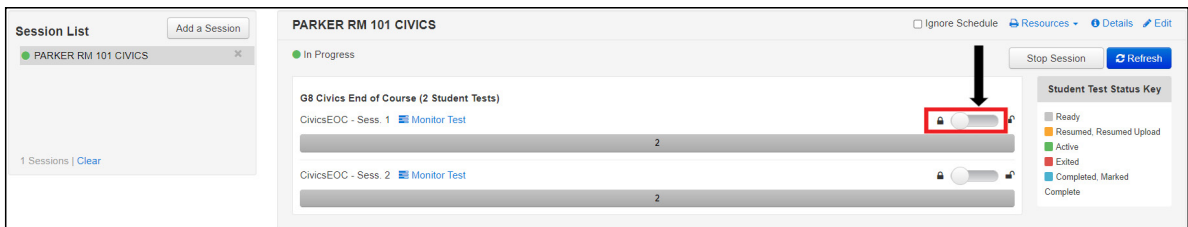
If text-to-speech, speech-to-text, or word prediction needs to be added for any student, that can be done by checking the box next to the student’s name and selecting **Tasks > Manage Student Tests > Start**. Then select the test, update the accommodations, and click **Save**.

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	RAMIRIEZ	ELISE		7142415616	<input type="radio"/> PARKER RM 101 CIVICS (G8 Civics Performance Task)	<input type="checkbox"/> Ready	Standard	
									<a href="#">WebX</a>
<input type="checkbox"/>	5556667779	CORTEZ	SABRINA		4238894776	<input type="radio"/> PARKER RM 101 CIVICS (G8 Civics Performance Task)	<input type="checkbox"/> Ready	Standard	

3. Make sure the testing space has been appropriately prepared (see page 27 of the CBT TAM).
4. Post the “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<sup>next</sup> and select **Spring 2024 MCAS Grade 8 Civics Field Test**.
  - Go to the **Testing** tab and click **Students in Sessions**. Select the Session Name 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 Stop Session.



6. Unlock Session 1 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. Approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs to use during the test session according to the guidelines in Appendix E of the CBT TAM.

**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**.
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 TestNav installed or if students' devices are not working properly, contact your school's technology staff for assistance before moving on to begin testing with these students.

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. 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. Please turn off your cell phone or any other electronic device now.”**

7. 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 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 prohibited 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 prohibited devices during testing.**

8. 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.
9. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

# Administering the End-of-Course Test

## D. Administer Mini-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 F at appropriate points during this session to read the recommended script for students going to the restroom.

1. Say to the students:

**“We are about to begin the MCAS Grade 8 Civics end-of-course test. This will not affect your other MCAS scores in any way, but you should do your best to answer each question.**

**This is the first of two mini-sessions that you will take today. When you finish the first mini-session, you will submit your responses and begin the second mini-session. You will not be able to go back to the first mini-session after you submit your responses and begin Mini-Session 2.**

**Everyone will need to complete both mini-sessions today.”**

2. Then say to students:

**“I will now hand out scratch paper for you to use during the first mini-session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three pages 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 accommodation, which requires 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. Once the test begins, only minor volume adjustments are possible.”**

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.”**

## Administering the End-of-Course Test

7. 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<sup>next</sup> under the **Resources** drop-down.

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.”**

11. Once all students' testing devices are on the “Available Tests” screen, say:

**“Please keep your testing ticket with you and do not write on it. I will collect it at the end of the test.”**

**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.

12. 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.

13. 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.

14. Say:

**“Read each question carefully and then answer it as well as you can.”**

**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.”**

# Administering the End-of-Course Test

15. Then say:

**“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.**

**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 and I will assist you. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.”**

16. Say to the students:

**“This mini-session is scheduled to be \_\_\_\_ (state length of session) long. You will need to finish your work at the end of this first mini-session so that you can complete both mini-sessions today.”**

17. Then say to all students:

**“Click the ‘Start’ button. You may now begin your test.”**

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

18. 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. Refer to page 137 in Appendix B of the CBT TAM for instructions.

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	2020080020	TEST	PEARSON	A	0189416528	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Completed	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0102 (21SSCVWIONEN0102)
<input type="checkbox"/>	2020080004	TEST	PEARSON	A	2155634557	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Exited	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0102 (21SSCVWIONEN0102)
<input type="checkbox"/>	2020070094	TEST	PEARSON	A	0803891284	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Resumed	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0101 (21SSCVWIONEN0101)
<input type="checkbox"/>	2020070067	TEST	PEARSON	A	3181701142	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Active	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0102 (21SSCVWIONEN0102)

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.

19. When the time for the mini-session is half over, say to the students:

**“The time for mini-session 1 is half over.”**

20. At the **END OF MINI-SESSION 1**, say:

**“This is the end of the time scheduled for this session. At the top of the screen, click ‘Review’ and make sure you have answered all of the questions.”**

This can be read quietly to any students who finish early.

## Administering the End-of-Course Test

21. Then say to the students:

**“If you have answered all the questions, click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the pop-up screen, confirm you’d like to ‘Submit Final Answers.’ When you’ve submitted your answers, stay on the ‘Available Tests’ page and do not sign out of TestNav.”**

This can be read quietly to any students who finish early.

22. Circulate among the students to ensure all students have submitted their final answers in TestNav. You are not permitted to check students’ work before they submit the mini-session. Students who completed testing will have a blue “Complete” status in PearsonAccess<sup>next</sup>.
23. When students have completed Mini-Session 1, all students should be in Complete status in PAN for Session 1. From the **Students in Sessions** screen, slide the Session 1 lock button to the locked position to lock all students’ tests.



24. Schools also have the option of allowing students to complete Mini-Session 1 at separate times. In that case, the test administrator will lock Session 1 and unlock Session 2 for individual students after they finish Mini-Session 1 and submit their answers.

# Administering the End-of-Course Test

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## E. Administer Mini-Session 2

If the school has decided to let students finish Mini-Session 1 at different times, the test administrator may quietly lead each student individually through steps 1–6 when they are ready to move on to Mini-Session 2.

1. Say to the students:

**“We are about to begin the second mini-session. This is the second of two mini-sessions that you are taking today.”**

2. Make sure students are still signed in to TestNav and on the “Available Tests” page. If they are not, have them sign back in with their testing tickets. Unlock Session 2 in PearsonAccess<sup>next</sup>, then say:

**“Your computer screen should be at the ‘Available Tests’ screen. Click the ‘Refresh’ button in the upper right of your screen. You should now see a blue button on the screen that says ‘Start.’”**

3. Once all students have refreshed the “Available Tests” screen, say:

**“Now 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.

4. 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.

5. Then say:

**“This mini-session is scheduled to be \_\_\_\_ (state the length of the session) long.”**

6. Say to all students:

**“Click the ‘Start’ button. You may now begin your test.”**

7. Circulate among the students and verify that all have successfully started the session.



## Administering the End-of-Course Test

- 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. Refer to page 137 in Appendix B of the CBT TAM for instructions.

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
<input type="checkbox"/>	2020080020	TEST	PEARSON	A	0189416528	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Completed	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0102 (21SSCVWIONEN0102)
<input type="checkbox"/>	2020080004	TEST	PEARSON	A	2155634557	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Exited	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0102 (21SSCVWIONEN0102)
<input type="checkbox"/>	2020070094	TEST	PEARSON	A	0803891284	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Resumed	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0101 (21SSCVWIONEN0101)
<input type="checkbox"/>	2020070067	TEST	PEARSON	A	3181701142	ADAMS TASK 1 RM 101 (Perf. Task Topic 1: Foundations of U.S. Political System)	Active	Standard	Grade 8 Civics: Foundations of U.S. Political System - 21SSCVWIONEN0102 (21SSCVWIONEN0102)

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.

- When the time for the mini-session is half over, say to the students:
 

**“The time for mini-session 2 is half over.”**
- At the **END OF MINI-SESSION 2**, say:
 

**“This is the end of the time scheduled for this session. At the top of the screen, click ‘Review’ and make sure you have answered all of the questions.”**

This can be read quietly to any students who finish early.
- Then say to the students:
 

**“If you have answered all the questions, click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the pop-up screen, confirm you’d like to ‘Submit Final Answers.’ When you’ve submitted your answers, sign out of the test by going to the User Drop-down Menu at the top, right-hand corner of the screen and click ‘Sign out of TestNav.’”**

This can be read quietly to any students who finish early.
- Circulate among the students to ensure all students have submitted their final answers in TestNav. You are not permitted to check students’ work before they submit their tests.
- Collect students’ testing tickets and scratch paper. Verify that you have a student testing ticket and scratch paper from each student. Students who completed testing will have a blue “Complete” status in PearsonAccess<sup>next</sup>.

# Administering the End-of-Course Test

- When students have completed testing, slide the Session lock button to the locked position to lock all students' tests.



- Group test materials into the following separate piles:
  - student testing tickets
  - proctor testing tickets, if applicable
  - used scratch paper
  - unused scratch paper
- Complete appropriate tracking documents, as instructed by your principal.
- Immediately return **all** test materials to your principal.

## F. Recommended Script for Students Visiting the Restroom

**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.

## Appendix A – 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.

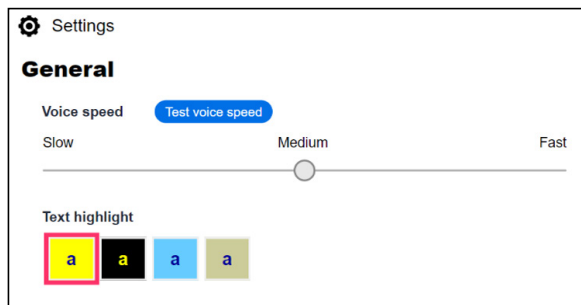
# Appendix A: Text-to-Speech

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
WebX	TTS	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.

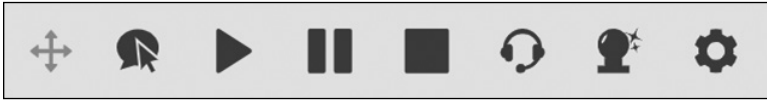


As noted in the crosswalk table above, the speech-to-text and/or word prediction web extensions can be added to the same toolbar as the Civics text-to-speech for students with these accommodations. This is because the Civics text-to-speech toolbar utilizes the Read&Write web extension.



## Appendix A: Text-to-Speech

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.

