Script from the Fall 2026/Winter 2027 CBT TAM for Administering the High School Science Tests

Part IX

Administering Session 1 of the High School Science Tests

A Materials Needed for Session 1

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

- this manual
- testing devices for students
- a computer for managing the test session
- the summary page from the MCAS Portal that contains your student roster and the access codes
- student logins
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- a form to assist you and your principal in tracking secure materials (this may be kept in the secure storage area)
- "MCAS Testing—Do Not Disturb" sign
- "Examples of Prohibited Materials During MCAS Testing" sign (optional)
- authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- optional: Student Responsibilities during MCAS Testing forms

  If your principal has instructed you, have the students read the statement, sign the document, and return it to you.
- calculators

  Note: Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers). Calculators that access the internet are not allowed.

  - **For the BIOLOGY test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although scientific and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator is available in the MCAS Student Kiosk.
  - **For the INTRODUCTORY PHYSICS test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although a scientific calculator is preferred and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator, a TI scientific calculator, and a Desmos scientific calculator are available in the MCAS Student Kiosk.
- reference sheets for **the INTRODUCTORY PHYSICS test** if the principal has decided to give each student a printed reference sheet in addition to the one available in the MCAS Student Kiosk (strongly recommended)
- equation editor guides and symbol keys printed from mcas.onlinehelp.cognia.org/practice (optional)

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 accommodation, are available and in working order prior to testing.

B Before Students Arrive

1. On the test administrator device, sign in to the MCAS Portal and click **Administration**. Go to **Test Scheduling** and select the appropriate subject and test from the drop-down menus. Find your class, click **View Details/Student Logins**, and review the list of students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.
2. Verify that the correct accommodated forms such as Screen Reader and Human Signer are assigned to students, if applicable. This can be confirmed by looking in the "Form Name" column on the **Scheduling Details** tab within the **View Details/ Student Logins** page in the MCAS Portal. Also verify that students' other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the summary page you were given with your student logins or on the **Edit Student** page in the MCAS Portal.

   If a student's accommodations have not been assigned correctly, your test coordinator can still update the student's accommodations. The steps to do so can be found in "Resolving Situations that Involve Accommodations" on page 137.
3. Make sure the testing space has been appropriately prepared (refer to "Prepare the Testing Space" on page 29).
4. Post the "MCAS Testing—Do Not Disturb" sign on the outside of the door of the testing space.

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Based on the guidelines in Appendix F, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

   All other dictionaries are prohibited during this session.
3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).

5. Instruct students to open the MCAS Student Kiosk (this may be done by the test administrator or technology staff).

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

   Note for schools using iPads or the new Windows iTester application: If students are asked to choose a testing location when they open the iTester application, instruct them to choose **MCAS** from the drop-down menu.

6. If you are administering the Spanish/English edition of the Biology or Introductory Physics test, turn to "As Students Arrive for Session 1" on page 112 for the Spanish script to read to students.

7. Say to the students:

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

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

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

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

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

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

D Administer Session 1

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

If your principal has instructed you to do so, you will need to turn to "Recommended Scripts to Read for a Supervised Lunch or Restroom Break" on page 96 at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

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

   The results of this test will be used to help track your academic progress. Your test results will also be shared with your parents or guardians as well as your teachers. It is important that you try to do your best work during this and every test session."

2. Then say to students:

   "I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper."

   Distribute one sheet of blank scratch paper to each student.

3. Then say:

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

   Distribute the student logins. Make sure that students receive their assigned student logins.

4. Then say:

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

   Provide the correct student login to any student who has an incorrect student login.

5. Say to the students:

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

   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.

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

   "The screen should now say 'Hello' and then your name. If the name you see is not yours, raise your hand."

   If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.

7. If your principal has instructed you to

   › **COLLECT STUDENT LOGINS** say:

   "Now I will collect your student logins."

   Collect the student logins.

   › **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

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

8. Then say to all students:

   "I will now read some instructions about testing to you."

9. Then say:

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

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

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

   For some questions, you can make the left or right side of your screen bigger so that it is easier to read.

   Use the right Expand button to make the left side bigger.

   Use the left Expand button to make the right side bigger.

   Use the same buttons to return to the original view."

10. Say to the students:

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

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

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

11. Then say to the students:

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

12. If you are administering **INTRODUCTORY PHYSICS**, say

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

    This can be found by clicking the References icon at the bottom of the screen."

13. Then say:

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

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

    Pause and answer any questions that students have.

14. If you are administering **INTRODUCTORY PHYSICS** and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one provided in the MCAS Student Kiosk, say:

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

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

15. Then say to the students:

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

16. Say to the students:

    "Click the blue button on the screen that says 'Session 1.' You should now see a prompt for an access code. I will now write the code on the board for you. Please type in the access code. Then click the green 'Submit' button."

    Write on the board the access code for Session 1. The access code is printed on your summary page and can also be found in the MCAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/ Student Logins**.

17. Say to the students:

    "You will now see the Session 1 Directions screen unless you are taking the test with certain accommodations. If you see the Session 1 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the 'Continue' button to move to the Directions screen."

    Pause to confirm that all students are on the Session 1 Directions screen.

18. Then say to all students:

    "You may now read the Directions screen and then click the 'Continue' button to begin your test."

    Circulate among the students and verify that everyone has successfully started Session 1. **NOTE: You should erase the access code from the board after confirming that all students have begun Session 1.**

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

    Circulate among the students while they take the test to see that they are working steadily, and are not using any prohibited devices or materials.

20. Monitor student progress in the MCAS Portal by navigating to the **View Details/Student Logins** page and clicking on the "Progress View" tab. This tab will list progress metrics and show student testing status as students move through the test. Refer to "How to Use the 'View Details/Student Logins' Screen" on page 132 for details.

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

    "The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven't answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test."

22. (Optional) Then say to students:

    "You may now have a short break during which you may stand up and stretch. To take the break, click the 'Pause/Exit' button at the bottom of your screen and then click 'Pause Test.' When I tell you the break is over, enter your password and click 'Resume' to start your test again. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) **minutes long."**

    The break may be scheduled for 3–5 minutes, at the test administrator's discretion. When the break is completed, say to the students:

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

    Resume monitoring the testing room.

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

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

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

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

    Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 26.

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

    "This is the end of the time scheduled for Session 1. I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.

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

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

25. Say to the students:

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

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

26. Then say to the students:

    "Once you have answered the last question in this section, click the 'Finish' button to turn in the test. The 'Finish' button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on 'Return to test' to go back to the last question in the test.

    If you are finished, click 'Turn In' and then confirm that you want to turn in your test to complete the session."

27. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students' work before they turn in their tests.

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

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

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

    If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal. When students are ready to begin working in the test completion room, the test administrator will need to hand out the student logins in order for students to sign back in to the test.

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

29. Collect the student logins (if you did not collect them earlier), reference sheets (if printed reference sheets were used in Introductory Physics), and scratch paper. **Verify that you have a student login and scratch paper from each student.** Remind students of when they will take Session 2.

    Students who completed testing will have a green "Finished" status listed in the status column on the **View Details/Student Logins** page of their scheduled class in the MCAS Portal. Verify that all students are in "Finished" status.

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

31. Group test materials into the following separate piles:
    - student logins and summary pages
    - Student Responsibilities during MCAS Testing forms, if applicable
    - printed reference sheets for Introductory Physics, if applicable

- used scratch paper
- unused scratch paper

32. Complete appropriate tracking documents, as instructed by your principal.
33. Immediately return **all** test materials and the list of students who were not tested to your principal.

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

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

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

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

   Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students' tests are paused for less than 60 minutes, they will be able to enter their password and click **Resume** to continue the test. If students' tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the access code, and the proctor password.

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

   Be sure to follow your principal's instructions for maintaining the security of test materials for these students.

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

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

   Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

   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 X

Administering Session 2 of the High School Science Tests

A Materials Needed for Session 2

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

- this manual
- testing devices for students
- a computer for managing the test session
- the summary page from the MCAS Portal that contains your student roster and the access codes
- student logins
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- a form to assist you and your principal in tracking secure materials (this may be kept in the secure storage area)
- "MCAS Testing—Do Not Disturb" sign
- "Examples of Prohibited Materials During MCAS Testing" sign (optional)
- authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- calculators

  Note: Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers). Calculators that access the internet are not allowed.

  - **For the BIOLOGY test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although scientific and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator is available in the MCAS Student Kiosk.
  - **For the INTRODUCTORY PHYSICS test**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although a scientific calculator is preferred and graphing calculators are permitted). Students may also use their own handheld calculators. A scientific calculator, a TI scientific calculator, and a Desmos scientific calculator are available in the MCAS Student Kiosk.
- reference sheets for **the INTRODUCTORY PHYSICS test** if the principal has decided to give each student a printed reference sheet in addition to the one available in the MCAS Student Kiosk (strongly recommended)
- equation editor guides and symbol keys printed from mcas.onlinehelp.cognia.org/practice (optional)

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 accommodation, are available and in working order prior to testing.

B Before Students Arrive

1. On the test administrator device, sign in to the MCAS Portal and click **Administration**. Go to **Test Scheduling** and select the appropriate subject and test from the drop-down menus. Find your class, click **View Details/Student Logins,** and review the list of students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.
2. Verify that the correct accommodated forms such as Screen Reader and Human Signer are assigned to students, if applicable. This can be confirmed by looking in the "Form Name" column on the **Scheduling Details** tab within the **View Details/Student Logins** page in the MCAS Portal. Also verify that students' other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the summary page you were given with your student logins or on the **Edit Student** page in the MCAS Portal.

   If a student's accommodations have not been assigned correctly, your test coordinator can still update the student's accommodations. The steps to do so can be found in "Resolving Situations that Involve Accommodations" on page 137.
3. Make sure the testing space has been appropriately prepared (refer to "Prepare the Testing Space" on page 29).
4. Post the "MCAS Testing—Do Not Disturb" sign on the outside of the door of the testing space.

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Based on the guidelines in Appendix F, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

   All other dictionaries are prohibited during this session.
3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and their use for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).

5. Instruct students to open the MCAS Student Kiosk (this may be done by the test administrator or technology staff).

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

   Note for schools using iPads or the new Windows iTester application: If students are asked to choose a testing location when they open the iTester application, instruct them to choose **MCAS** from the drop-down menu.

6. If you are administering the Spanish/English edition of the Biology or Introductory Physics test, turn to "As Students Arrive for Session 2" on page 121 for the Spanish script to read to students.

7. Say to the students:

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

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

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

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

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

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

D Administer Session 2

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

If your principal has instructed you to do so, you will need to turn to"Recommended Scripts to Read for a Supervised Lunch or Restroom Break" on page 108 at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "We are about to begin Session 2 of the MCAS _____ (say the name of the test) **test. This is the last of the two sessions you will take for this test."**

2. Then say to students:

   "I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper."

   Distribute one sheet of blank scratch paper to each student.

3. Then say:

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

   Distribute the student logins. Make sure that students receive their assigned student logins.

4. Then say:

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

   Provide the correct student login to any student who has an incorrect student login.

5. Say to the students:

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

   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.

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

   "The screen should now say 'Hello' and then your name. If the name you see is not yours, raise your hand."

   If any students raise their hands, sign them out of the MCAS Student Kiosk and check their student logins.

7. If your principal has instructed you to

   › **COLLECT STUDENT LOGINS** say:

   "Now I will collect your student logins."

   Collect the student logins.

   › **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

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

8. Then say to all students:

   "I will now read some instructions about testing to you."

9. Then say:

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

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

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

   For some questions, you can make the left or right side of your screen bigger so that it is easier to read.

   Use the right Expand button to make the left side bigger.

   Use the left Expand button to make the right side bigger.

   Use the same buttons to return to the original view."

10. If everyone in your group took Session 1 on the scheduled day, skip to step 11. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, say:

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

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

Pause and answer any questions that students have.

11. Say to the students:

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

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

12. Then say to the students:

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

    

    If you are administering

    INTRODUCTORY PHYSICS, say:

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

    This can be found by clicking the References icon at the bottom of the screen."

    Pause and answer any questions that students have.

13. If you are administering

    INTRODUCTORY PHYSICS and the principal has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one provided in the MCAS Student Kiosk, say:

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

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

14. Say to the students:

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

15. Say to the students:

    "Click the blue button on the screen that says 'Session 2.' You should now see a prompt for an access code. I will now write the code on the board for you. Please type in the access code. Then click the green 'Submit' button."

    Write on the board the access code for Session 2. The access code is printed on your summary page and can also be found in the MCAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/ Student Logins**.

16. Say to the students:

    "You will now see the Session 2 Directions screen unless you are taking the test with certain accommodations. If you see the Session 2 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the 'Continue' button to move to the Directions screen."

    Pause to confirm that all students are on the Session 2 Directions screen.

17. Then say to all students:

    "You may now read the Directions screen and then click the 'Continue' button to begin your test."

    Circulate among the students and verify that everyone has successfully started Session 2. **NOTE: You should erase the access code from the board after confirming that all students have begun Session 2.**

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

    Circulate among the students while they take the test to see that they are working steadily, and are not using any prohibited devices or materials.

19. Monitor student progress in the MCAS Portal by navigating to the **View Details/Student Logins** page and clicking on the "Progress View" tab. This tab will list progress metrics and show student testing status as students move through the test. Refer to "How to Use the 'View Details/Student Logins' Screen" on page 132 for details.

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

    "The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven't answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test."

21. (Optional) Then say to students:

    "You may now have a short break during which you may stand up and stretch. To take the break, click the 'Pause/Exit' button at the bottom of your screen and then click 'Pause Test.' When I tell you the break is over, enter your password and click 'Resume' to start your test again. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) **minutes long."**

    The break may be scheduled for 3–5 minutes, at the test administrator's discretion. When the break is completed, say to the students:

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

    Resume monitoring the testing room.

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

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

    Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test.

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

    Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 25.

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

    "This is the end of the time scheduled for Session 2. I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.

    Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test."

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

24. Say to the students:

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

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

25. Then say to the students:

    "Once you have answered the last question in this section, click the 'Finish' button to turn in the test. The 'Finish' button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on 'Return to test' to go back to the last question in the test.

    If you are finished, click 'Turn In' and then confirm that you want to turn in your test to complete the session."

26. Circulate among the students to ensure all students have turned in their final answers in the MCAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students' work before they turn in their tests.

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

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

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

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time. Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins if possible. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your principal when completing tracking documents and returning test materials to your principal. When students are ready to begin working in the test completion room, the test administrator will need to hand out the student logins in order for students to sign back in to the test.

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

28. Collect the student logins (if you did not collect them earlier), reference sheets (if printed reference sheets were used in Introductory Physics), and scratch paper. **Verify that you have a student login and scratch paper from each student.**

    Students who completed testing will have a green "Finished" status listed in the status column on the **View Details/Student Logins** page of their scheduled class in the MCAS Portal. Verify that all students are in "Finished" status.

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

30. Group test materials into the following separate piles:
    - student logins and summary pages
    - printed reference sheets for Introductory Physics, if applicable
    - used scratch paper
    - unused scratch paper

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

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

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

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

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

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

   Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students' tests are paused for less than 60 minutes, they will be able to enter their password and click **Resume** to continue the test. If students' tests are paused for more than 60 minutes, they will need to enter their usernames and passwords, the access code, and the proctor password.

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

   Be sure to follow your principal's instructions for maintaining the security of test materials for these students.

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

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

   Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

   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.