




**Checklist of Tasks to Complete
for Computer-Based Test Administration
(excerpted from the spring 2022 PAM)**






Tasks to Complete for Test Administration

Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities during MCAS testing during suggested timeframes. Some of the tasks in the checklist are described in other documents, but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task Reference	Task Overview	Completed?
A. Ongoing/Tasks to Complete Beginning in Fall 2021		
1	Familiarize yourself with resources: Student Assessment Updates, the 2022 test designs, and CBT components.	<input type="checkbox"/>
2	Provide the Department with contact information.	<input type="checkbox"/>
3	Update student information in SIMS and PAN.	<input type="checkbox"/>
B. Tasks to Complete BEFORE Test Administration – Winter 2022		
1	 Meet with technology coordinator to prepare for online testing, view online training modules, review the Technology Specifications, configure student testing devices, and set up (or disable) ProctorCache.	<input type="checkbox"/>
2	Participate in DESE training on test security and administration protocols.	<input type="checkbox"/>
3	Complete the SR/PNP process.	<input type="checkbox"/>
C. Tasks to Complete BEFORE Test Administration – Late Winter/Early Spring 2022		
1, 2	Develop a test security plan, and review it with your superintendent.	<input type="checkbox"/>
3	Identify students who will be participating in each grade’s tests.	<input type="checkbox"/>
4	Determine which accessibility features and accommodations students will need.	<input type="checkbox"/>
5	Identify test administrators and other school personnel who will have access to secure materials.	<input type="checkbox"/>
6	Assign and update user roles in PAN.	<input type="checkbox"/>
7	Establish the school’s testing schedule.	<input type="checkbox"/>
8	Communicate the test schedule to the school community, including parents/guardians.	<input type="checkbox"/>
9	Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments.	<input type="checkbox"/>
10	Meet with students to provide information about testing.	<input type="checkbox"/>
11	Administer the student tutorial and practice tests.	<input type="checkbox"/>
D. Tasks to Complete At Least Two Weeks BEFORE Test Administration		
1	 Collaborate with your technology coordinator to conduct an Infrastructure Trial (if recommended).	<input type="checkbox"/>
2	Ensure that the SR/PNP is updated according to the instructions in the <i>Guide to the SR/PNP Process</i> (available at mcas.pearsonsupport.com/manuals ; click on the “PearsonAccess ^{next} Guidance” dropdown).	<input type="checkbox"/>
3	Create PAN Sessions and assign students to them.	<input type="checkbox"/>
4	 Verify form assignment in PAN Sessions for form-supported accommodations.	<input type="checkbox"/>

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E. Tasks to Complete Two Weeks BEFORE Test Administration		
1, 2	Verify receipt of manuals, and inventory and store them.	<input type="checkbox"/>
3, 4	Order additional manuals if necessary, and download materials.	<input type="checkbox"/>
5	 Prepare to provide accessibility features and accommodations for testing.	<input type="checkbox"/>
6	If necessary, submit requests to test students in alternate settings, and submit forms for approval for adults using accommodations.	<input type="checkbox"/>
F. Tasks to Complete At Least One Week BEFORE Test Administration.		
1	Distribute manuals/security requirements, and train staff in test security requirements and test administration protocols.	<input type="checkbox"/>
2	 Provide additional training to test administrators who will be administering accommodations.	<input type="checkbox"/>
3	 Precache operational test content in PAN if your school will be using ProctorCache. (support.assessment.pearson.com/x/dRFgAQ)	<input type="checkbox"/>
G. Tasks to Complete Approximately One or Two Days BEFORE Test Administration		
1	Prepare PAN sessions.	<input type="checkbox"/>
2	Verify that test administrators have covered or removed prohibited materials from the walls of testing rooms.	<input type="checkbox"/>
3	 Confirm that the technology coordinator has completed necessary preparations for testing.	<input type="checkbox"/>
4	 Remove first-year EL students from PAN Sessions for ELA if they will not be participating in this subject area test.	<input type="checkbox"/>
5	Prepare materials (student testing tickets, equation editor symbol keys, reference sheets, proctor testing tickets).	<input type="checkbox"/>
6	Start PAN Sessions.	<input type="checkbox"/>
H. Tasks to Complete DURING Test Administration		
1	Using your document tracking system, distribute materials for testing.	<input type="checkbox"/>
2	Monitor test administration.	<input type="checkbox"/>
3	Manage situations that may occur during testing.	<input type="checkbox"/>
4	Securely store materials for testing.	<input type="checkbox"/>
5	Maintain/update the record of test administrators and their students for each test session.	<input type="checkbox"/>
6	Collect lists of students who were absent for testing and schedule make-up testing for them. Confirm that all students participated.	<input type="checkbox"/>
7	When test sessions are completed, verify that all secure materials have been returned.	<input type="checkbox"/>

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Task Reference	Task Overview	Completed?
I. Tasks to Complete AFTER Test Administration		
1	Update student information in PAN and SIMS as needed.	<input type="checkbox"/>
2	Ask your district SIMS contact to make any necessary updates to SIMS.	<input type="checkbox"/>
3	Complete the PCPA.	<input type="checkbox"/>
4	Plan to retain materials listed in the PAM for three years.	<input type="checkbox"/>
5	Recycle or discard materials listed in the PAM.	<input type="checkbox"/>
6	Securely destroy materials listed in the PAM.	<input type="checkbox"/>
7	Remove students from PAN Sessions if they were removed from your enrollment.	<input type="checkbox"/>
8	Make sure each student's test session is in "Complete" or "Marked Complete" status.	<input type="checkbox"/>
9	Stop PAN Sessions.	<input type="checkbox"/>

A Ongoing/Tasks to Complete Beginning in Fall 2021

1. Familiarize yourself with resources:

- Read the biweekly Student Assessment Update emails throughout the school year for important MCAS program updates.

Principals, MCAS test coordinators, special education directors, and EL program directors automatically receive the Student Assessment Update based on contact information submitted to the Department. See information at the top of the Student Assessment Updates page (www.doe.mass.edu/mcas/updates.html) for instructions of how to add another staff member who serves in one of those roles. Others may subscribe by following the instructions at the bottom of each edition.

- Become familiar with the 2022 test designs, which are available at www.doe.mass.edu/mcas/tdd (click on the subject area, and then click on "Test Design").
- If you are new to computer-based testing, review the components for CBT in Appendix A.

2. Provide the Department with the school's correct contact information to receive important notices via email during test administration.

The steps for updating contact information can be found at the top of the Student Assessment Updates page (see link in step 1 above).

3. Update student information in SIMS and PearsonAccess^{next}.

Since data from SIMS and PearsonAccess^{next} are used for MCAS reporting, it is critical that student information in SIMS be accurate. District-level SIMS contacts submit data for the entire district; call your district's contact to confirm the accuracy of your school's data being submitted to SIMS (see page ii for instructions on finding your district's contact).

a. SASIDs

SASIDs are required as part of the Student Registration/Personal Needs Profile (SR/PNP) process. If you do not have a student's SASID (e.g., a student new to Massachusetts), create and assign to the student a 10-digit number starting with "88" (instead of "10"). For adults