

**Tasks to Complete for Test Administration
(Part IV, excerpted from the spring 2024 PAM)**

Part IV






Tasks to Complete for Test Administration






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 2023		
1	Familiarize yourself with resources: Student Assessment Updates, the 2024 test designs, and CBT components.	
2	Provide the Department with contact information.	
3	Update student information in SIMS.	
B. Tasks to Complete BEFORE Test Administration – Winter 2024		
1	 Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made	
2	Participate in DESE training on test security and administration protocols.	
3	Complete the SR/PNP process.	
C. Tasks to Complete BEFORE Test Administration – Late Winter/Early Spring 2024		
1, 2	Develop a test security plan, and review it with your superintendent.	
3	Identify students who will be participating in each grade’s tests.	
4	Determine which accessibility features and accommodations students will need.	
5	Identify test administrators and other school staff members who will have access to secure materials.	
6	Assign and update user roles in PAN.	
7	Establish the school’s testing schedule.	
8	Communicate the test schedule and other important information to the school community, including parents/guardians.	
9	Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments.	
10	Meet with students to provide information about testing.	
11	Administer the student tutorial and practice tests.	
D. Tasks to Complete At Least Two Weeks BEFORE Test Administration		
1	 Collaborate with your technology coordinator to conduct a Preliminary System Test and (if recommended) an Infrastructure Trial.	
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 drop-down).	
3	Create PAN Sessions and assign students to them.	
4	 Verify form assignment in PAN Sessions for form-dependent accommodations.	

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Task Reference	Task Overview	Completed?
E. Tasks to Complete Two Weeks BEFORE Test Administration		
1, 2	Verify receipt of manuals, and inventory and store them.	
3, 4	Order additional manuals if necessary, and download materials.	
5	 Prepare to provide accessibility features and accommodations for testing.	
6	Submit any requests to test students in an alternate setting, or to test adults using accommodations.	
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.	
2	 Provide additional training to test administrators who will be administering accommodations.	
3	 Precache operational test content in PAN if your school will be using ProctorCache (can be done up to one week before testing but should not be earlier than that).	
G. Tasks to Complete Approximately One or Two Days BEFORE Test Administration		
1	Verify that test administrators have covered or removed prohibited materials from the walls of testing rooms.	
2	 Confirm that the technology coordinator has completed necessary preparations for testing.	
3	 Remove first-year EL students from PAN Sessions for ELA if they will not be participating in this subject area test.	
4	Prepare testing tickets.	
5	Prepare additional materials.	
6	Prepare materials for accommodations.	
7	Prepare and start PAN Sessions.	
H. Tasks to Complete DURING Test Administration		
1	Using your document tracking system, distribute materials for testing.	
2	Monitor test administration.	
3	Manage situations that may occur during testing.	
4	Securely store materials for testing.	
5	Maintain/update the record of test administrators and their students for each test session.	
6	Collect lists of students who were absent for testing and schedule make-up testing for them. Confirm that all students participated.	
7	When test sessions are completed, verify that all secure materials have been returned.	

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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.	
2	Ask your district SIMS contact to make any necessary updates to SIMS.	
3	Complete the PCPA.	
4	Plan to retain materials listed in the PAM for three years.	
5	Recycle or discard materials listed in the PAM.	
6	Securely destroy materials listed in the PAM.	
7	Remove students from PAN Sessions if they were removed from your enrollment.	
8	Make sure each student's test session is in "Complete" or "Marked Complete" status.	
9	Stop PAN Sessions.	

A Ongoing/Tasks to Complete Beginning in Fall 2023

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 clicking the Subscribe link at the bottom of each edition.
- Become familiar with the 2024 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 www.doe.mass.edu/mcas/updates.html.

3. Update student information in SIMS (Student Information Management System).

Since information from SIMS is used for MCAS reporting, it is critical that schools report that information accurately. 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

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participating in the high school Science tests, also note that SASIDs cannot be newly assigned for students 22 years of age or older. Call your district SIMS contact with questions on assigning SASIDs.

b. SIF and SIMS

For districts that are using the School Interoperability Framework (SIF), enrollment data will be extracted by the Department approximately one week before the SR/PNP window opens for each test administration.

Enrollments for districts not using SIF will be based on the October 2023 SIMS submission. For non-SIF districts, SIMS is updated in October, March, and June. If a student's information changes (e.g., a student will no longer have an IEP), provide the information to the district's contact to include in the next SIMS update.

B Tasks to Complete BEFORE Test Administration—Winter 2024

1. Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made.



- See page 66 in Appendix A for the list of tasks that technology coordinators must complete.
- See also the *2023–24 Pre-Administration Guide* (posted at www.doe.mass.edu/mcas/testadmin) for details on completing technology-related tasks.

2. In late January/early February, participate in one of the Department's training sessions on MCAS test security and test administration protocols.



Register for this and other trainings at www.doe.mass.edu/mcas/training.html. See page 4 for more information on the training sessions.

3. Complete the SR/PNP process.

See the *Guide to the Student Registration/Personal Needs Profile (SR/PNP) Process for the 2023–2024 MCAS Tests* at mcas.pearsonsupport.com/manuals under the PearsonAccess^{next} Guidance drop-down menu for the steps to complete.

C Tasks to Complete BEFORE Test Administration—Late Winter/Early Spring 2024

1. Develop a test security plan for your school that will assist you in preventing issues, and if necessary, detecting incidents and determining actions.

- Review the MCAS Test Security Requirements (see Part I).
- Establish a tracking system (see sample internal tracking forms posted at www.doe.mass.edu/mcas/testadmin/forms), and develop local procedures to ensure that the chain of custody of secure materials is maintained and that students are provided with required materials for testing.
- Designate a central locked area for storage of secure materials: student testing tickets, proctor testing tickets, and used scratch paper.
- Develop procedures so that students do not access prohibited materials such as cell phones (see list on page 27). Determine whether test administrators will read the recommended script in the TAM instructing students to put their cell phones and other prohibited devices in their bags, or whether other school procedures will be used.

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- Begin planning for the number of staff who will need to be involved in test administration, so that there will be appropriate coverage (e.g., monitors for hallways and restrooms, test administrators, substitute test administrators, test administrators for accommodated students).
- Develop a training plan for staff who will be involved in test administration, including test administrators, technology staff, and hallway monitors. Make sure that staff who will be administering accommodations receive additional training so that all accommodations are correctly given.
- Develop a communication plan for students and parents/guardians to inform them about prohibited items during testing as well as the consequences for having them (see the optional sample form for students and the sample letter for parents/guardians).

2. Review your school's test administration plan with your superintendent.

- Review your school's plans for following test security and administration protocols with your superintendent or a designee from the central office. You may be asked to use the sample Superintendent's Assurance of Proper Test Administration form (www.doe.mass.edu/mcas/testadmin/forms), use a locally developed form, or document the review in another way.

3. Identify all students who will be participating in each grade's tests.

See Part II for participation requirements.



4. Determine which accessibility features and accommodations students will need.

See Appendix C for information on accessibility features and accommodations.

For additional support, staff should view the "Accessibility and Accommodations" module (mcas.pearsonsupport.com/training). Also, Department staff will cover this topic in a training session in January (register at www.doe.mass.edu/mcas/training.html).

5. Identify the individuals who will serve as test administrators and other school staff members who will have access to secure materials.

See Part III, section E for more information about authorizing test administrators and other staff member roles during testing (e.g., hallway monitors), as well as technology staff.

6. Assign and update user roles for test administrators and other school staff members as necessary in PearsonAccess^{next}.

Schools should assign user accounts for test administrators and other school staff members as necessary.

Refer to the *Guide to Managing User Accounts in PearsonAccess^{next}* and the *User Role Matrix for PearsonAccess^{next}*, which are posted at mcas.pearsonsupport.com/pearsonaccessnext (click on the "User Information" drop-down menu), for more information about user roles and creating user accounts.

Continue to update roles throughout the testing window as needed.

7. Establish the school's test administration schedule, and ensure that tests are scheduled during the prescribed testing window.

See Part III, section C for more information about scheduling test sessions.

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8. **Communicate the school’s testing schedule and general policies to the school community, (e.g., educators, parents/guardians, students), including the following:**
 - school procedures during testing
 - participation requirements
 - the student questionnaire in grades 4, 5, 8, and 10
 - the resources posted at www.doe.mass.edu/mcas/parents
9. **Prepare the room assignments for students and test administrators.**

Identify adequate testing spaces, and plan strategies to maintain security in each testing space. See Part III, section D for more information about setting up testing spaces.

Document the rooms to which students and test administrators are assigned, and maintain the record in your school files.
10. **(Recommended) Meet with students to instruct them on test security requirements and to provide information about the testing experience.**

See Part III, section G, for more information about meeting with students.
11. **(Strongly recommended) Administer the student tutorial and practice tests, and familiarize students with additional resources.**

See Part III, section G for more information about the student tutorial and practice tests.

D Tasks to Complete At Least Two Weeks BEFORE Test Administration

1. **Collaborate with your technology coordinator to conduct a Preliminary System Test and (if recommended) an Infrastructure Trial.**

Refer to the *Infrastructure Trial Readiness Guide* (mcas.pearsonsupport.com/technology-setup) to determine whether your school should conduct an Infrastructure Trial, Preliminary System Test, or both, and for the steps to do so.

Review the steps below and the suggested assignments for tasks.

- Access the PearsonAccess^{next} (PAN) training site (all participating staff).
- Set up technology (technology coordinator).
- Create sample students in PAN (test coordinator).
- Create a session in PAN (test coordinator).
- Administer a test session (technology staff for a Preliminary System Test; school staff for an Infrastructure Trial).
- Review lessons learned from the Infrastructure Trial and/or Preliminary System Test with the test administration team (e.g., error codes, connectivity issues, issues with signing in to TestNav).

Note: After resolving issues discussed with the team, the technology set-up should not be changed prior to testing.



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For additional support, staff should view the “Infrastructure Trial for Technology Coordinators” module and “Infrastructure Trial for Test Coordinators and Test Administrators” module as appropriate based on their roles. Also, Department staff will host training sessions in January on infrastructure trials (register at www.doe.mass.edu/mcas/training.html).

2. Ensure that the SR/PNP is updated with any changes since it was first imported.

It is important to make sure that your SR/PNP is up to date and reflects your current enrollment. Changes can be made through the PAN interface or by exporting, updating, and then re-importing the file. See the instructions in the *Guide to the SR/PNP Process* (available at mcas.pearsonsupport.com/manuals; click on the PearsonAccess^{next} Guidance drop-down).

For students who transferred into your school after the initial SR/PNP submission, you may need to submit an Enrollment Transfer Request. Please see the *Enrollment Transfer Guide* under the PearsonAccess^{next} Guidance drop-down at mcas.pearsonsupport.com/manuals for additional information.

3. Create PAN Sessions and assign students to them.

“PAN Sessions” are separate groupings in PearsonAccess^{next} of the students who will take a test at the same time and in the same testing location. PAN Sessions are used when printing student testing tickets. The principal/school test coordinator and the technology coordinator have the permissions in PAN to create Sessions.

A PAN Session name may contain up to 50 characters. The Department recommends that schools use a naming convention for PAN Sessions that will help test administrators quickly and easily find the test they are administering including the following items:

- test administrator name
- testing location
- grade
- subject area test



Create separate PAN Sessions for each group of students receiving the human read-aloud or human signer accommodation (five students maximum per group), since the students **must** be in a separate PAN Session from other students who do not receive these accommodations in order for PAN to generate a proctor testing ticket.

For more information on creating PAN Sessions, see the *PearsonAccess^{next} User Guide* at support.assessment.pearson.com/x/KoDy.



For additional support, staff should view the “Creating Sessions” module (mcas.pearsonsupport.com/training). Also, Department staff will cover this topic in the “Tasks in PearsonAccess^{next} Before Testing” session to be held in February. (register at www.doe.mass.edu/mcas/training.html).

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4. **Verify that students using form-dependent accommodations such as Text-to-Speech (TTS), Screen Reader Edition (SR), Spanish/English edition, compatible Assistive Technology (AT), ASL, Human Read-Aloud, or Human Signer have the correct form assigned to them in PearsonAccess^{next} by following one of the sets of steps below. (Also be sure that these students have these accommodations listed in their IEPs or 504 plans. Results may be invalidated for students who are given improper accommodations.)**



This step is very important because if a student starts a test without the correct form assigned, several additional steps are required to fix the situation, including voiding the student's current test and assigning a new one.

- View a report in “Students in Sessions” in PAN.
 - › Go to **Testing > Students in Sessions**.
 - › Select **Add a Session**.
 - › Type in the PAN Session name to review in **Session Name**, and click **Add Selected**.
 - › Confirm the form-supported accommodation indicator is correctly assigned (it will appear next to a student's SASID).
 - › **Note for Human Reader:** Students requiring a Human Reader for a computer-based test should be placed into specific Human Reader PAN Sessions. To do this, change the Form Group Type to “Human Reader.” If a session is created via the SR/PNP import, the Form Group Type will need to be changed from “Standard” to “Human Reader” from the Create/Edit Sessions page in PAN. If the Human Reader Session has been set up correctly, a proctor testing ticket will be available on the Students in Sessions page.
- View the PNP Report.
 - › Go to **Reports > Operational Reports**.
 - › Check the box for **Students & Registrations**, and select **PNP Report – Accessibility Features and Accommodations for Student Tests**.
 - › This report can be filtered by either choosing all **Accessibility Features and Accommodations** or by choosing a specific one. The PNP Report can also be filtered by a specific organization within the district and/or by a specific test. (See the sample report at www.doe.mass.edu/mcas/testadmin/forms.)
- View the Session Student Roster in PAN.

Note: This step is included in the CBT TAM for test administrators to complete on the day before testing. Alternatively, you may want to print this report for test administrators to review the day prior to testing.

 - › Go to **Testing > Students in Sessions**.
 - › Go to **Resources > Session Student Roster**.

(See the sample report at www.doe.mass.edu/mcas/testadmin/forms.)

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E Tasks to Complete Two Weeks BEFORE Test Administration

1. Verify receipt of test administration manuals.

Verify receipt of manuals immediately upon their delivery to your school (see pages iv–vii for the dates that manuals will arrive). Each grade’s manuals are shipped separately. Call the MCAS Service Center if you do not receive materials by the expected date.

For spring 2024, TAMs are being produced as follows:

- **A CBT TAM**, which covers grades 3–8 and 10 ELA and Mathematics, grades 5 and 8 STE, and high school Science
- **A PBT TAM**, which covers grades 3–8 and 10 ELA and Mathematics, grades 5 and 8 STE, and high school Science

2. Inventory your school’s shipment of manuals, and store them.

- Using your Materials Summary form, inventory your shipment of manuals upon receipt. After the inventory, the form can be stored in school files (there is nothing to complete on the form after testing). There is no need to retain shipping cartons, unless your school is also doing PBT (see Appendix B).
- To inventory the manuals, complete the “Qty Received” column of the Materials Summary for each grade according to the “Before Testing” directions on the form.
- Designate an area to store the manuals. You may want to use the secure, locked storage area that you will be using to store testing tickets when printed.

3. Order additional manuals if necessary.

Schools are shipped one copy of the PAM and also receive one copy of each TAM per 15 students (plus one for each small group identified in the SR/PNP).

If your shipment of manuals is not sufficient for your testing needs, complete one of these steps:

- Download copies of the manuals from the Department’s website at www.doe.mass.edu/mcas/testadmin/manual.
- Order additional manuals online at www.mcasservicecenter.com no later than the deadline dates listed on pages iv–vii. You will need the Ship Code from your Materials Summary when placing your order.
 - › **Note:** Orders will be shipped for receipt on the following business day if the order is received before 12:00 p.m.; orders received after 12:00 p.m. will be shipped for receipt on the second business day.

4. Download administration materials.

Forms and sample materials can be downloaded from www.doe.mass.edu/mcas/testadmin/forms. Reference sheets (strongly recommended), equation editor guides, symbol keys, gridded response guidelines, the text-to-speech guide, and the Spanish/English TestNav translation can be downloaded from mcas.pearsonsupport.com/student. See section 4 on page 26 for more information about permitted printed materials.

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- 5. Prepare to provide accessibility features and accommodations for testing, including for students with a recent injury to their arm or hand, and confirm that test administrators understand the specific accommodations they will be providing.**

The Department recommends that schools prepare a list or spreadsheet that staff can refer to that includes students' names, grades, subject area, test administrator name, testing location, and accessibility features and accommodations (including the accessibility or accommodation number and a brief description).



Test administrators for students with disabilities using certain accommodations must sign an MCAS Nondisclosure Acknowledgment prior to reviewing secure materials. Principals must keep signed Nondisclosure Acknowledgments in the school files for three years. See page 105 in Appendix C for the list of accommodations this requirement applies to. See page 37 for more information about the requirements of the form. The MCAS Nondisclosure Acknowledgment can be found at www.doe.mass.edu/mcas/testadmin/forms.

See Part II, section G for the steps to take for a student with a recent injury to their arm or hand.

- 6. Submit any requests to test students in an alternate setting, or to test adults using accommodations.**

If you have students who cannot be tested at school (students who are not in school for disciplinary or health reasons, students in DYS custody, etc.), you may submit the form to request an alternate setting by going to massgov.service-now.com/mcasaltsetting.

To request permission to test an adult with accommodations, fill out and submit the form posted at www.doe.mass.edu/mcas/testadmin/forms.

F Tasks to Complete One Week BEFORE Test Administration

- 1. Distribute manuals/security requirements, and train all school staff members authorized to have access to secure materials in test security requirements. Train test administrators, hall monitors, and technology staff in test security requirements, test administration protocols, and the school's local testing procedures (see topics in Part III, section F).**

- In advance of the training session, distribute TAMs to test administrators so that they can familiarize themselves with the security requirements and administration protocols and come to the session prepared with questions. Distribute a copy of the test security requirements to all school staff members who have access to secure materials. (www.doe.mass.edu/mcas/testadmin)
- Document that test administrators and school staff members have received the materials listed above. Principals may use the sample form or create their own. (www.doe.mass.edu/mcas/testadmin/forms)
 - › At the training session, the principal must describe the test security requirements (see Part I) and confirm that all school staff members understand these requirements. In addition, principals must describe school procedures for implementing the test security requirements and test administration protocols, and familiarize test administrators with the tasks they will be completing. Principals should cover the topics included in the slides available at www.doe.mass.edu/mcas/testadmin.

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- > School staff members must sign in to demonstrate that they attended the school training session (see the sample form at www.doe.mass.edu/mcas/testadmin/forms; this sample is the same one used to acknowledge that staff received TAMs/test security requirements; schools may use this form or create another or two separate forms).

2. Provide additional training to test administrators administering accommodations.



Test administrators who will be administering accommodations should receive training in the correct administration of their specific accommodations (see page 36 for more information on this topic). Since student test results can be invalidated due to test administrator errors (e.g., giving the Human Read-Aloud accommodation to a student who should not receive this accommodation), it is critical that test administrators understand the protocols for administering their students' accommodations.

3. (If recommended based on Network Check) Precache operational test content in PAN if your school will be using ProctorCache.



For schools with low bandwidth, ProctorCache software allows your school to preload the MCAS test content into a local caching computer to reduce issues with internet connectivity during testing. Precaching (if recommended) should be done one week before each test administration. The technology coordinator should follow the steps outlined at support.assessment.pearson.com/x/dRFgAQ to prepare for testing at the school.

G Tasks to Complete One or Two Days BEFORE Test Administration

1. Verify that test administrators have covered or removed from the walls of each testing space all prohibited materials.

See page 33 for examples of materials that must be covered or removed.



2. Confirm that the technology coordinator has completed the steps in Appendix A of this manual, and that all devices are prepared for testing.

Ensure that all devices to be used for testing are charged prior to each test session. Make sure sufficient power cords and power strips are available as well as extra testing devices if needed. Confirm that accessories, such as external keyboards for tablets and headphones (only used for students receiving the text-to-speech and screen reader accommodations), are available and in working order prior to testing.

Ensure that all students' testing devices have TestNav installed. For details, visit download.testnav.com. Assign computers to test administrators to complete tasks in PearsonAccess^{next}.



3. Remove first-year EL students from PAN Sessions for ELA if they will not be participating in this subject area test.

Participation of first-year EL students in ELA testing is optional (see page 125 for more information). If any nonparticipating students are assigned to an ELA PAN Session, remove them from the session and unassign the ELA test that was assigned to the students. In **Testing > Students in Sessions**, select the **Remove Students from Sessions** and **Manage Student Tests** tasks.

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4. Prepare testing tickets.

- Student testing tickets may be printed up to two days in advance, however they may not be distributed to test administrators before the day of testing; once they are printed they must be kept in the school's secure storage area.
- Before printing testing tickets, check the PAN Sessions that were previously created (see steps 3 and 4 on pages 52–53) and confirm that students with the text-to-speech, human read-aloud, and human signer accommodations assigned to their tests are entitled to those accommodations.
- After printing testing tickets, verify that tickets for students with the text-to-speech, human read-aloud, and human signer accommodations have the proper icons on them (see page 20).

5. Prepare additional materials for testing.

- Print copies of reference sheets for students taking Introductory Physics as well as grades 5–8 and 10 Mathematics (strongly recommended).
- Optional for students using tablets: Print copies of the equation editor symbol key (available in the “Equation Editor Guide” drop-downs at mcas.pearsonsupport.com/student) for Mathematics, grade 8 STE, and Introductory Physics.
- Ensure that a sufficient supply of scratch paper will be available for all students, and #2 pencils for students who need them.
- Collect handheld calculators for students who wish to use them for the tests listed on pages 24–25.

6. Prepare materials for accommodations.

- Download graphic organizers and supplemental reference sheets for students who receive accommodation A9 (www.doe.mass.edu/mcas/accessibility/organizers).
- Download the Spanish/English TestNav translation for students taking the Spanish/English editions of the grade 10 Mathematics test or the high school Science tests.
- Gather printed copies of authorized bilingual word-to-word dictionaries and glossaries for students who are currently or were ever reported as ELs.

7. Prepare and start Sessions in PearsonAccess^{next}.

Steps to prepare PAN Sessions can be found at support.assessment.pearson.com/x/24F8AQ. PAN Sessions may be prepared up to two days prior to testing. Test form assignments can be verified after a session has been prepared.

PAN Sessions should not be started earlier than one day prior to testing. They can also be started by test administrators on the day of testing. The CBT TAM contains instructions for test administrators to verify test forms on the day of testing, and explains the steps to start a session. Schools may determine whether they want to have the test coordinator start PAN Sessions or have test administrators do so.

Refer to mcas.pearsonsupport.com/training for the Sessions Management module, and see support.assessment.pearson.com/PAsup/testing/start-a-session-and-unlock-tests-sessions for more information on Starting Sessions in PAN.



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H Tasks to Complete DURING Test Administration

1. Using your document tracking system, distribute materials needed for testing.

On the day of testing, distribute testing tickets and other materials to each test administrator. Be sure that test administrators and the test coordinator independently count materials (student testing tickets and proctor testing tickets) and sign the internal tracking form before transferring custody of secure materials. See the appropriate TAM for the specific list of materials necessary for each test session.

2. Monitor your school's test administration by conducting the following tasks.

- Follow test security requirements.
- Ensure that internal tracking forms are used each time that secure materials are moved.
- Report any testing irregularities or security incidents that occur during testing to the Department by calling 781-338-3625. If instructed to do so, complete the online Irregularity Reporting Form using the link sent to you. See section D.2 in Part I of this manual for the information to include in an irregularity report.
- **New for 2024**, incidents involving benign use of electronic devices that occur after a student has completed testing and submitted their test in TestNav (or turned in their test materials for PBT) do not need to be reported to the Department, but may be handled locally, with any school-based consequences at the discretion of the principal. Incidents that occur while a student is actively testing should continue to be reported as usual.

NOTE: This is not a change to any of the policies on prohibited devices described on pages 27–28; accessing cell phones, wireless earbuds, and other electronic devices is still prohibited in the testing room. This is only a change in reporting requirements, i.e., what must be reported to the Department versus what can be handled locally. Schools may contact Student Assessment Services with any questions about reporting irregularities.

3. Manage situations that may occur during testing.

Refer to Appendix A for technology-related situations and resolutions, including steps to take if a student starts testing with an incorrect accommodation (or without the correct accommodation).

a. Steps if a school is closed or has a delayed opening due to severe weather:

See page 32 for information about severe weather situations. The Department will also provide instructions to school principals via email if there is a major situation affecting multiple communities.

b. Steps for test administration interruptions (e.g., power failures):

See page 31 for information about handling interruptions to testing.

c. Steps if a student has a concern about a test question:

See page 36 for information about reporting a student's concern with a test question to the Department.

d. Situations related to student participation

Steps for students with an injury to their hand or arm at the time of testing:

1. Initiate a 504 plan or amend the IEP of any students with a recent injury to their writing hand who need test accommodations.
2. Update the student's PNP with any new accommodations that have been assigned.

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For more information, refer to Part II, section G.

Steps if a student refuses to participate:

State law requires all students to participate in statewide standardized testing. However, if students refuse, they may remain in the testing room as long as they are sitting quietly and are not disrupting other students. Any students who become disruptive should be removed from the testing room and placed in a separate location until testing is completed and regular classroom instruction resumes. Schools are not required to provide instruction during MCAS testing to students who refuse to test.

Follow the instructions in section I.8 on page 62 to mark students' tests complete.

Steps if a student is in a placement conducting an extended evaluation of a student with a disability:

Contact the setting, and determine whether the student will be tested at the placement.

If the student was not tested at the original school, unassign the student's test(s) to allow the new setting to register the student (if this is not done and the student returns to the school and continues to be enrolled through June SIMS, the student will be reported with a test status of NTA – Not Tested Absent).

Documented requests to change temporarily transferred students from "Absent" to "Transferred" can be made during the August Discrepancy Resolution window.

Steps for make-up testing for students who are absent:

When the student is ready to make up the missed session, the test administrator will unlock the student's PAN Session and have the student sign in to TestNav. Schools with a large number of students making up test sessions may want to create a separate PAN Session and move students into that new PAN Session. Note that moving students into a new PAN Session will require new student testing tickets, since passwords are linked to PAN Sessions. Additional instructions for make-up testing can be found on page 70 in Appendix A.

Steps for a student who transfers:

Refer to the steps for Enrollment Transfers on page 135 in Appendix D.

4. Appropriately store secure materials between sessions and after each day of testing.

Use your document tracking system to document that all materials are kept secure between sessions and are returned to you each day after testing is completed.

At the end of each test session, test administrators should confirm that students have submitted their responses and have signed out of TestNav. At the end of each test session, test administrators should collect student testing tickets and used scratch paper and immediately return them to the secure storage area.

The Department recommends locking each test session for additional security. Lock test sessions after testing by going to **Testing > Students in Sessions**, select a **Session** from the **Session List**, and select the slider lock for the session(s) you would like to lock.

5. Maintain and, if necessary, update the record of test administrators and their students for each test session, including make-up and test completion sessions.

To confirm that all students have participated in testing, use the following Operational Reports:

- **Students Registered but not Assigned to a Test:** A list of all students who are registered in a test administration but do not have any student tests assigned to them

Tasks to Complete for Test Administration

- **Students with Online Test but not Assigned to Session:** A list of all students who are assigned to take a computer-based test but have not yet been added to a PAN Session
- **Students Tests that have been Assigned but have not yet Completed:** A list of all students who are registered in a test administration and have a student test assigned to them, but the test has not yet been completed
- **Online Student Tests Marked Test Complete:** A list of all students' tests that have been marked "Test Complete" (and Marked Test Complete reasons if applicable). This report allows administrators to view tests that did not complete normally (including due to technology failures) and to investigate prior to the end of the testing window.

Follow the steps below to access these reports:

- In PAN, go to **Reports > Operational Reports**.
- Select the Report Category "Students & Registrations" for the following reports:
 - > Students Registered but not Assigned to a Test
 - > Students with Online Test but not Assigned to Session
- Select the Report Category "Online Testing" for the following report:
 - > Online Student Tests Marked Test Complete
- Select the name of the report you'd like to view.
- Select filters for the report as appropriate and refresh the report.

6. Collect lists of students who were not tested from test administrators, and schedule the students for make-up testing.

See page 31 for information about scheduling make-up sessions.

7. After test sessions are completed, verify that ALL secure materials have been returned to you.

- Use your document tracking system to verify that test administrators have returned all secure materials to you. The Department requires two independent counts to verify that student testing tickets, proctor testing tickets (if used), and used scratch paper have been returned.
- Used scratch paper is secure and must be stored securely until it is shredded. It may not be viewed by school staff members.
- If necessary, investigate any discrepancies between the materials distributed to test administrators and those returned to you.

I Tasks to Complete AFTER Test Administration

1. Update student information after testing according to the instructions in Appendix D.

2. Ask your district SIMS contact to make any necessary updates to SIMS.

Let your SIMS contact know if any students were added to or removed from your school's enrollment (you will need to provide them with students' names and SASIDs), or whether any students had a new IEP or 504 plan developed (e.g., students with a recent injury to their writing hand). See Appendix D for more information on enrollment transfers.

Tasks to Complete for Test Administration

3. **Complete the PCPA (one for grades 3–8 testing, one for grade 10 testing, and one for high school Science testing) by the deadlines listed on pages iv–vii.**
- Go online to www.mcasservicecenter.com, select **MCAS** from the menu, and then select **Principal’s Certification** from the list of options. Follow the onscreen instructions to read the certification statements and submit the form.
 - Type in your name **exactly** as it appears in the Department’s School/District Profiles (profiles.doe.mass.edu); the Department will follow up with schools when the name does not match.
 - The principal (**not** a designee) must complete the PCPA form; however, if you are an interim principal or a co-principal, type “interim” or “co-principal” after your name in the signature box.
 - Print the confirmation and save it for your school files.

4. **RETAIN the following materials in your school files for three years:**

Tracking and related materials	<ul style="list-style-type: none"> • Materials Summary forms • printout(s) of PCPA confirmation(s) • Secure Materials Internal Tracking Forms
Materials related to accommodations	<ul style="list-style-type: none"> • approved Request for Permission to Test a Student in an Alternate Setting forms, if applicable • completed MCAS Nondisclosure Acknowledgments from test administrators for ELs and students with disabilities using certain accommodations • completed Student Accommodation Refusal forms, if applicable • accommodations lists/spreadsheets, if applicable
Other local records	<ul style="list-style-type: none"> • agendas, sign-in sheets, and any other relevant documentation from the Test Administrators’ Training and the training session for other authorized school staff members to demonstrate that they have been trained and received TAMs and test security requirements • records of test administrators and their students for each session, including make-up and test completion sessions • completed Student Responsibilities during MCAS Testing forms, if applicable, for students in grades 6 through high school • seating charts, if used • Superintendent’s Assurance of Proper Test Administration forms, if used • documentation for absences due to medical reasons, if applicable • documentation for students who were removed from or added to the school’s enrollment during the testing window

Tasks to Complete for Test Administration

5. RECYCLE OR DISCARD the following materials:

Recycle or discard	<ul style="list-style-type: none"> • <i>Test Administrator's Manuals</i> • this manual, after the completion of the Mathematics/STE testing window • Mathematics reference sheets • Introductory Physics reference sheets • equation editor guides and symbol keys • Do Not Disturb signs • cartons that were used to ship manuals to your school
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6. SECURELY DESTROY (e.g., by shredding) the materials listed below, and indicate on the internal tracking form that this has been done.

Shred	<ul style="list-style-type: none"> • scratch paper used by students • student testing tickets • proctor testing tickets • accommodation materials such as graphic organizers and pre-approved reference sheets • any session student rosters or operational PearsonAccess^{next} reports containing student information
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7. If a student needs to be removed from the school's enrollment after a PAN Session has been prepared or started, you must first remove the student from the PAN Session.

Run the Operational Report **Students Tests that have been Assigned but have not yet Completed**.

In order to remove a student from a Session, the student must be in "Ready" status:

- Go to **Testing > Sessions**.
- Search for the PAN Session Name(s), and place a checkbox to select the Session(s).
- Click **Go to Students in Sessions**.
- Click on the PAN Session under the Session List.
- Place a check box next to a student's SASID.
- In **Select Tasks**, choose **Remove Students from Sessions**.
- Place a checkmark next to the student, and click **Remove**.

Make sure to remove the student from your next SIMS submission.

8. Make sure each student's test session is either in "Complete" or "Marked Complete" status.

Mark tests complete for the following groups of students:

- students who did not complete testing (e.g., students who were absent, students who refused to test) and have at least one test session with a status of Exited, Resumed, or Resume-Upload
- students who started a test session but did not finish it

Tasks to Complete for Test Administration

- students who did not take both sessions of a test
- students in grades 4, 5, 8, and 10 who did not complete the Student Questionnaire

(**Note:** If both sessions of a student’s test are in “Ready” status because the student did not begin either session, simply remove the student from the session (see step 7 above). There is no need in this case to mark the test complete.)

Use the Operational Report “Session Roster” to identify students whose tests need to be marked complete:

- Go to **Reports > Operational Reports**.
- Select **Online Testing** under Report Categories, and then select **Session Roster**.
- Click **Request Report Refresh** to retrieve most up-to-date information. Select organization and test type, then select Refresh Report.
- Refresh the Session Roster, then click **Download Report**. Identify students that are not in a complete, marked complete, or ready status.

After test administration, mark the tests “Complete” in PAN by following these steps:

- Go to **Testing > Students in Sessions**.
- Select the student(s) by placing a checkmark next to the SASID(s).
- In **Select Tasks**, choose **Mark Student Tests Complete**.
- Select the PAN Session by placing a checkmark in the box.
- Type in a reason (e.g., “student refusal”), and then click **Mark Complete**.

Repeat this process for each subject area test assigned to the student for which the student did not participate.

Further instructions can be found here: support.assessment.pearson.com/x/igQHAQ.

9. Stopping Test Sessions in PAN. All PAN Sessions must be stopped after testing.

- Go to **Testing > Sessions**. Search for and select the PAN Sessions that need to be stopped (you can use the Session Status filter on the left side of the screen to find sessions that are in statuses other than Stopped).
- Click **Go to Students in Sessions** next to “Sessions” at the top left of the screen.
- Under **Session List**, select **Combined View**. Confirm all students in the sessions are in “Complete” or “Marked Complete” status. Then, select **Stop All Sessions**.