TEST ADMINISTRATOR’S INSTRUCTIONS

Computer-Based Remote Testing

GRADES 3–8
ELA
Mathematics
STE (Grades 5 and 8)

SPRING 2021
## Important Contact Information and Resources

<table>
<thead>
<tr>
<th>Contact</th>
<th>MCAS Service Center</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>For questions on:</strong></td>
<td>• general test administration support&lt;br&gt;• PearsonAccess&lt;sup&gt;next&lt;/sup&gt; and TestNav such as&lt;br&gt;› user accounts&lt;br&gt;› technology support and readiness&lt;br&gt;› viewing student records and organizations&lt;br&gt;› the SR/PNP process and loading files&lt;br&gt;• logistical support&lt;br&gt;• locating resources</td>
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<tr>
<td><strong>Hours</strong></td>
<td>7:00 a.m.–5:00 p.m., Monday–Friday</td>
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<tr>
<td><strong>Web</strong></td>
<td>mcas.pearsonsupport.com</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:mcas@cognia.org">mcas@cognia.org</a></td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td>800-737-5103</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>603-516-1121</td>
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<table>
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<tr>
<th>Contact</th>
<th>DESE Office of Student Assessment Services</th>
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| **For questions on:**                    | • policy, such as assigning accessibility features and accommodations<br>• student participation<br>• testing irregularities, including test security incidents and technology irregularities/failures<br>• voiding a test<br>• student data and SIMS (See note below regarding SIMS.)<br>  
  Questions regarding SIMS data should be directed to the district’s SIMS contact (go to profiles.doe.mass.edu/search/search.aspx?leftNavID=11239, select SIMS Contact from the Function menu, and click Get Results).  |
| **Hours**                                 | 8:00 a.m.–5:00 p.m., Monday–Friday during test administration windows<br>Between 7:00 a.m. and 8:00 a.m. during the test administration windows, MCAS Service Center representatives will receive calls to 781-338-3625, answer questions regarding logistics, and take messages for Department staff, which will be returned during our regular business hours. |
| **Web**                                   | www.doe.mass.edu/mcas/testadmin                                                                                                                                                                                        |
| **Email**                                 | mcas@doe.mass.edu                                                                                                                                                                                                     |
| **Telephone**                             | 781-338-3625                                                                                                                                                                                                          |
| **Fax**                                   | 781-338-3630                                                                                                                                                                                                          |
## Important Information about Online Accounts and Passwords

<table>
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<tr>
<th>Type of Account</th>
<th>Purpose</th>
<th>How Login Information Is Provided</th>
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| **PearsonAccess**<sup>next</sup> (PAN) (mcas.pearsonaccessnext.com) | Schools will use PAN to do the following:  
  - Register students for the spring administrations  
  - Upload selected accessibility features and accommodations for each student  
  - Create and manage PAN Sessions  
  - Monitor online testing activities | Accounts from 2020 will remain active (users must change their passwords for 2021 and be prepared to update their passwords periodically according to requests from the system). Additional accounts should be managed at the district or school level. Accounts that were deactivated due to inactivity must be reactivated. |
| **PAN training site** (trng-mcas.pearsonaccessnext.com) | Schools will use the training site to give access to users for practice prior to testing.                                              | User will receive passwords for the training site around the same time as logins for the live site. Users should note that the log-in and password for the live and training sites will always match.                                      |
Purpose of This Document

As announced by the Commissioner on April 1 [http://mailchi.mp/doe.mass.edu/press-release-dese-makes-changes-to-mcas-schedule-graduation-requirements-for-11th-graders], the Department will offer remote testing in spring 2021 to students in grades 3–8 to accommodate families who chose to have their children learn remotely through the end of the school year. This document is a supplement to the MCAS Computer-based Test Administrator’s Manual (CBT TAM), and provides additional information to test administrators preparing for remote testing. This document is available in PDF form on the Department’s website at www.doe.mass.edu/mcas/testadmin/manual. Printed copies will not be shipped to schools.
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Part I – Test Security Requirements
Test questions and content for the remote administration of Grades 3–8 ELA and Mathematics and Grades 5 and 8 STE are secure, and schools must follow all applicable test security requirements described in Part I of the spring 2021 MCAS CBT TAM.

Below are some additional security requirements for the remote administration.

• Usernames and passwords should be sent to students no earlier than the day before testing.
• Students must not open any browser windows or tabs on their devices other than one for TestNav (the student testing platform), one for email (to retrieve their usernames and passwords), and one for the video conferencing tool (e.g., Google Meet, Zoom).
• PAN Sessions must be locked at all times that students are not actively testing.
• Test administrators will monitor remote testing through a synchronous video conferencing tool (e.g., Google Meet, Zoom). Test administrators are expected to keep their cameras on during the test session.
• Students are expected to keep their cameras on during the test session.
• Students should not leave the area where they are testing (e.g., to use the bathroom), or be out of view of the camera unless the test administrator has given permission.
• Chat features in the video conferencing tool that allow students to chat privately to each other must be disabled.
• Students must tilt their screens toward their desks at the start of testing to show that they do not have any prohibited materials.
• At the end of the test session, students should tear up their scratch paper in front of the camera to verify that used scratch paper is being destroyed.

If any questions related to test security arise during remote testing, please contact the Office of Student Assessment at 781-338-3625 or mcas@doe.mass.edu.

Part II – Administration Protocols
Test administrators must follow all applicable test administration protocols described in Part II of the spring 2021 MCAS CBT TAM. Below are areas that differ from the TAM.

Browser-Based TestNav
TestNav will be accessed for remote MCAS testing using a web browser.

• TestNav supports specific browser(s) on specific operating system (OS) versions. See support.assessment.pearson.com/display/TN/TestNav+System+Requirements for details.
• The browser-based TestNav experience for students is the same as when using the TestNav application, with the following exception:
  › Browser-based TestNav does not contain a zoom feature in the user drop-down menu. Students should use “ctrl+” or “ctrl –” to zoom in and out as needed when using Windows or Chromebooks; “cmd+” and “cmd–” when using Macs; and “Pinch to zoom” when using iPads.

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1 This manual refers to students receiving their usernames and passwords via email, but schools may use other means to provide sign-in credentials to students, such as posting them to each student in Google Classroom or another learning management system. Email is not required.
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Sign-In Credentials
Sign-in credentials must be provided to students—both a username and password. Usernames are unique to each student, while all students in the same PAN session will use the same password. These should be provided electronically in advance of testing. Students’ usernames as well as the password for the session are listed on the Session Student Roster, which can be found in PearsonAccess in the “Resources” dropdown of the Students in Sessions screen, as shown below (usernames and passwords also appear on student testing tickets).

Synchronous Video Monitoring
Schools should use whichever video conferencing tool they use for regular remote instruction (e.g., Google Meet, Zoom) to communicate with and monitor students taking the test remotely.

- Students are expected to keep their cameras on.
- Schools should determine whether, or under which circumstances, students will have their microphones on or off during testing. This can also be left to the discretion of the test administrator.
- The chat features of the video conferencing tool may be used by test administrators in two different ways:
  › To broadcast information to the whole class at once
  › For one-on-one private communication between individual students and the test administrator
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• Students are not permitted to chat privately with each other. Such features should be disabled.

Session Management Features
Remote session management includes the following features:

• Battery Indicator/Warning in PearsonAccess and TestNav – A battery indicator appears in the Session Info page for test administrators and on the student’s TestNav testing window.

• Test progress in PearsonAccess – A pop-out session dashboard that displays student test status. This dashboard can display a maximum of 50 students.

• Test duration in PAN – An expanded option that displays the amount of time a student was logged into TestNav. This is calculated based on when the student starts and submits the test.

• Auto-Resume for Students – Unlike students testing in person, students testing remotely are able to sign back in to a test from which they have been exited, without any intervention by a test administrator. It is not necessary for a test administrator to “resume” a remote student’s test before the student can sign back in to TestNav. Students may simply re-enter their username and password.

Mid-session Break
As with in-person testing, the test administrator may give students an optional 3–5 minute break near the midway point of the scheduled test session in order for them to stand up and stretch. Students may continue working during the break if they want to. Students should stay in front of their computers and not move out of view of the camera during the break. Students may not access prohibited materials or devices (such as cell phones) during the break.

Bathroom Breaks
Students must get permission from the test administrator to use the bathroom during a session. Students are expected to return within a reasonable time.

Lunch Breaks
If a student continues working beyond the regular session time and needs a lunch break, the student should eat lunch in front of the computer with the camera on. Lunch breaks should be kept to a reasonable length of time (15 to 30 minutes).
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Extended Time
The same policy regarding untimed tests that applies to in-person MCAS testing also applies to remote testing: Students have up to the entire school day to complete their tests as long as they are working productively. Schools may decide how they wish to handle remote testers who need more time beyond the scheduled test session. Schools may keep students in their original sessions or may consolidate those who need extra time in a test completion session.

Training
Schools must train test administrators for remote testing. See page 5 of the PAI for a list of training topics.

Size of Remote Sessions
Remote testing sessions should be the same approximate size as standard in-person sessions. Schools should try to maintain the same ratio of test administrators to students as is done for in-person testing.

Testing Remote and In-Person Students Simultaneously
Since there is no concurrent administration requirement, schools are encouraged to administer in-person and remote tests at different times to manage group size and the differing logistics involved in each mode of testing.

It is possible to test remote and in-person students together, but they will be in different PAN Sessions, and will need to be read different scripts at certain points. Schools should prepare carefully before doing this. See Appendix B of the Principal’s Administration Instructions (PAI) for more information.
Part III – Administering the Student Tutorial and Practice Tests

Student Tutorial

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

To access the student tutorial, students should go to mcas.pearsonsupport.com/student, and select TestNav 8 Tutorial. Then click Start to begin. The tutorial is self-guided and will take students through the different features of the testing interface.

You may help students during the tutorial if they have any questions or problems.

Practice Tests

Students participating in remote testing will not complete an Infrastructure Trial. However, practice tests are available at mcas.pearsonsupport.com/student, and the Department encourages schools to have their remote students take a practice test so that students can familiarize themselves with the content of the test, and test administrators and students can become familiar with the logistics of a remote testing session. Note that browser-based practice tests do not require any steps to be taken in PAN, and thus will not simulate the session-management aspect of remote testing for test administrators.

The Department recommends that students perform a Browser Check prior to taking the tutorial or taking practice tests. See Appendix B for the steps to do so.
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Part IV – Administering Grades 3–8 ELA

A. Materials Needed for this Test Session
1. You will need the following materials prior to testing:
   • a computer for managing the test session and for communicating with students
   • this manual

B. Before Students Arrive
1. **Note: The Department recommends that this step be completed the day before testing.**
   On the test administrator device, log in to PearsonAccess\textsuperscript{next} (mcas.pearsonaccessnext.com) and select \textbf{Spring 2021 MCAS Gr. 3–8} from the Administration dropdown at the top of the screen. Go to \textbf{Testing > Students in Sessions} and select your session from the Session List. If your session does not appear in the Session List, select \textbf{Add Session}, start typing the session name, select the session when you see it, and click \textbf{Add Selected}.
   
   You should review your roster which is found under the Resources dropdown and be prepared to administer any special forms (e.g., text-to-speech) assigned to students, if applicable.
   
   If a student’s accommodations do not match the form assigned to a student, (e.g., a student should be tested using text-to-speech, but the TTS form is not indicated), you can still update the student’s accommodations. See Appendix B in the CBT TAM for the steps to do so.

2. **Note: The Department recommends that this step be completed the day before testing.**
   Email students their usernames, passwords, and the link they will use to access TestNav through their web browsers. Each student will have a unique username and password that can be found on the testing ticket for that student. Testing tickets are available in PearsonAccess\textsuperscript{next} in the Resources dropdown of the Students in Sessions screen. The URL students will use to access TestNav through their web browsers is ma.testnav.com.

3. On the day of testing, if your principal or test coordinator has not yet started your PAN Session, follow these steps to do so.
   • Log in to PearsonAccess\textsuperscript{next} and select \textbf{Spring 2021 MCAS Gr. 3–8}.
   • Go to the Testing tab and click Students in Sessions. Select the Session Name from the Session List (see instructions in step 1 above if your PAN Session is not listed). The Session Details screen will appear. (If multiple PAN Sessions are selected, the option to Combine View and Start All Sessions will appear.)
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- Click on the green **Start Session** button (or **Start All Sessions** button) on the **Session Details** screen. You will then see that the **Start Session** button will change to **Stop Session**.

4. Right before testing begins, unlock the session by sliding the button to the unlocked position.

C. **As Students Arrive**

1. Remind students that they should have a pen or pencil available and scratch paper to write on.

2. Inform EL and former EL students that they may use a bilingual word-to-word dictionary during testing (if they have one that they have been using during instruction).

3. Instruct students to open their web browsers and go to [ma.testnav.com](http://ma.testnav.com) (the link should also be in their email along with their username and password).

   If students are using iPads, TestNav may prompt the students to allow access to the device's microphone. Instruct the students to click **OK**.

4. Say to the students:

   “**Click on the user dropdown menu, which you will find in the upper right-hand part of your screen.”**
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Pause while students do this. If any students have trouble finding the user dropdown menu, you can describe it using the following screenshot. Refer to Appendix B for full instructions with screenshots if needed.

5. Say:

“Click on the ‘browser check’ option. Do not sign in to TestNav at this time. After you click the ‘browser check’ option, your computer will run a test to make sure that everything is set up correctly. If everything is correct, you will see a green circle with a check mark in it. If there is a problem, you will see a red circle with an X in it. If you see the red circle with the X, please raise your hand and I will help you.”

If any students raise their hands, contact your technology coordinator for troubleshooting assistance.

If all students’ computers pass the browser check, say:

“No click the button in the upper left-hand part of your screen that says ‘Back to Sign in.’”

6. Say to the students:

“Before we begin testing, you need to know that cell phones and other electronic devices are not allowed for any reason during this session or during a break such as using the bathroom. Also, you must not open any browser windows or tabs on your device other than one for TestNav (where you will take your test), one to access your username and password, and one for _________ (insert name of video conferencing tool). You are expected to keep your camera on during the test. I will be monitoring the class while you work.”

Based on what your school has decided, inform students whether they should have their microphones on or off. Explain to students how you and they will communicate once they have begun working on their tests (e.g., chat, microphone).

7. Say to the students:

“Please tilt your camera down and rotate your device slowly to show the surface of your desk from one side to the other. You should not have any materials with you other than your scratch paper, your pen or pencil, and, if I have approved it, a bilingual word-to-word dictionary.”

Verify that students do not have any prohibited materials at their desks.
D. Administer the Session

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

1. Say to the students:

“We are about to begin the MCAS ______ (say the grade) English Language Arts test. This is the only session that you will take for MCAS English Language Arts this year. This is different from previous years when students took two sessions of each MCAS test. Please raise your hand if you have any questions.”

Answer any questions the students have. Then say:

“The results of this test will be used to help improve your academic performance, and will 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 test session.”

2. Then say to students:

“You may use scratch paper if you want at any time during this session.”

3. For students using the text-to-speech or screen reader accommodations, which require headphones, say:

“Put on your headphones and make sure they’re plugged in. On your screen next to the ‘Sign In’ button, click the link that says ‘Test Audio.’ Make sure you can hear through your headphones and adjust the volume as needed.”

Pause for students to adjust the volume in their headphones.

4. Then say:

“You should have received your username and password. If any of you did not receive your username and password, please let me know.”

5. Provide the username and password to any student who does not have them (this can be done by emailing them, by pasting the username and password into a private chat window, or by another method). These can be found on the student testing tickets which are available on the Students in Sessions screen in PearsonAccess next under the Resources dropdown.

6. Say to the students:

“Now, on your computer, enter the username and the password, and click the button that says ‘Sign In.’”

Make sure that all students have successfully signed in.

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

“Find your name on the upper right corner of the screen. If the name you see is not yours, let me know.”

If any students indicate that they do not see their name on the screen, have them sign out of TestNav. Check to make sure you have the correct username and password for them, resend the username and password, and instruct them to sign back in.

8. Say to the students:

“Your computer screen should now be at the ‘Available Tests’ screen.”
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9. Once all students’ testing devices are on the “Available Tests” screen, say:

   “Click the blue button on the screen that says ‘Start.’ You should now see a screen that says ‘Welcome.’”

Pause to confirm that students are on the correct screen.

10. Once all students’ testing devices are at the “Welcome” screen, say:

    “Click the box in the middle of the screen that says ‘Start.’”

Pause while students move to the next screen. Then say:

    “You should now see a screen that says either ‘Session 1’ or ‘Session 2’ at the top and states the number of questions below. If you see ‘Session 1’ or ‘Session 2’ listed, you are on the correct screen. If your screen shows something else, let me know.”

Assist any students who require help to get to the correct screen. If any students who have been assigned Session 2 are confused by taking Session 2 as their first (and only) session, assure them that it is correct.

11. Say to the students:

    “If at any time you find that you have somehow been signed out of TestNav and need to sign in again, you will be able to do so simply by re-entering your username and password.”

12. Then say to all students:

    “Follow along while I read the directions that are on your screen.”

13. Say:

    “Read each passage and question carefully. Then answer each question as well as you can.

Some questions will ask you to write a response. Write each response in the box provided on your screen. Your response may be longer than the space you see in the box. If your writing fills the box, a scroll bar will appear and you can keep on typing. You will be able to use the scroll bar to see everything you have written. Click on the ‘Exhibits’ tab for more information on how to use response boxes.

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.”

14. Then say:

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

For written responses, there is a limit to how long your response may be. For each response, there is a counter at the top right of the response box. As you type, the number in the box will count down to show how many more characters you can type.

During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, let me know and I will try to assist you. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.”
15. Say to the students:

“This test session is scheduled to be _____ (state length of session) long. 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 for this session.

It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: using notes, books, extra reference sheets, or any kind of class materials; communicating with other students; and providing answers or help to any student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may only use your web browser to access the test and to communicate with me as we are doing now. You may not look at any other web pages. All students are expected to be honest, do their best, and not cheat in any way.”

16. Then say to all students:

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

Confirm that all students have successfully started the session.

17. (Optional) Approximately midway through the session, say to students:

“You may now have a short break during which you may stand up and stretch. 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. Please stay in sight of your camera as you stand or stretch.”

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 over. You should begin working again.”

18. Monitor student testing status in the PAN Session. During testing, all students should be in an “Active” status. If a student is accidentally exited from the test during remote testing, it is not necessary for test administrators to “resume” students in PAN. Students are simply able to re-enter their usernames and passwords to sign in and continue testing.

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

“The scheduled session time is half over. Remember to use the ‘Review’ button at the top of the screen to see which questions you haven’t answered or that you
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bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. If you finish early, let me know and I will give you directions for submitting your test. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”

20. If any students finish early, remind them of the following things:
   • that they should click the “Review” button at the top of the screen to make sure they have answered all the questions
   • that once they submit their answers, they will not be able to go back to the test
   • that cell phones and other prohibited electronic devices are still not allowed during the remainder of the session

If students are ready to submit their tests, assist them according to the instructions in step 23.

21. At the END OF THE SESSION, say:

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

   You should make sure that you have not skipped any questions. Remember, once you have submitted your answers, you will not be permitted to go back to the session. Be sure to check your work carefully before submitting your test.”

22. Say to the students:

   “If you need more time to answer any questions, let me know. Do not submit your final answers at this time.”

   Note which students need more time. These students should not submit their final answers.

23. Then say to the students:

   “If you have completed the test session, click the ‘Review’ button at the top of the screen, and then click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the popup screen, confirm you would like to submit by selecting ‘Yes, Submit Final Answers.’ When you’ve submitted your answers, sign out of the test by going to the User Dropdown Menu at the top, right-hand corner of the screen and click ‘Sign out of TestNav.’”

24. Confirm that all students have submitted their final answers in TestNav except for students who need more time. Students who completed testing will have a blue ‘Complete’ status in PearsonAccess.

25. For students who need more time, follow the instructions given to you by your principal.

26. Slide the Session lock button to the locked position to lock all students’ tests.
27. Then say to the students:

“If you used any scratch paper, please hold it up where I can see it, and then tear it up. After you have torn up the used scratch paper, please dispose of it.”

Observe students tearing up used scratch paper.

28. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the “Ready” status for this test session. 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.

29. Instruct students to close TestNav in their web browsers.
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Part V – Administering Grades 3–8 Mathematics and Grades 5 and 8 STE

A. Materials Needed for this Test Session

1. You will need the following materials available in your testing space prior to testing:
   • a computer for managing the test session
   • this manual
   • for the MATHEMATICS tests:
     › for grades 7 and 8, a list of which students have been assigned Mathematics Session 1 and which have been assigned Mathematics Session 2

B. Before Students Arrive

1. Note: The Department recommends that this step be completed the day before testing.

   On the test administrator device, log in to PearsonAccessnext (mcas.pearsonaccessnext.com) and select Spring 2021 MCAS Gr. 3–8 from the Administration dropdown at the top of the screen. Go to Testing > Students in Sessions and select your session from the Session List. If your session does not appear in the Session List, select Add Session, start typing the session name, select the session when you see it, and click Add Selected.

   You should review your roster which is found under the Resources dropdown and be prepared to administer any special forms (e.g., screen reader, text-to-speech) assigned to students.

   Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable.

   If a student’s accommodations do not match the form assigned to a student (e.g., a student should be tested using text-to-speech, but the TTS form is not indicated), you can still update the students’ accommodations. See Appendix B in the CBT TAM for the steps to do so.

2. Note: The Department recommends that this step be completed the day before testing.

   Email students their usernames, passwords, and the link they will use to access TestNav through their web browsers. Each student will have a unique username and password that can be found on the testing ticket for that student. Testing tickets are available in PearsonAccessnext in the Resources dropdown of the Students in Sessions screen. The URL students will use to access TestNav through their web browsers is ma.testnav.com.

3. On the day of testing, if your principal or test coordinator has not yet started your PAN Session, follow these steps to do so.

   • Log in to PearsonAccessnext and select Spring 2021 MCAS Gr. 3–8.
   • Go to the Testing tab and click Students in Sessions. Select the Session Name from the Session List (see instructions in step 1 above if your PAN Session is not listed). The Session Details screen will appear. (If multiple PAN Sessions are selected, the option to Combine View and Start All Sessions will appear.)
   • Click on the green Start Session button (or Start All Sessions button) on the Session Details screen. You will then see that the Start Session button will change to read Stop Session.
4. Right before testing begins, unlock the session by sliding the button to the unlocked position.

C. As Students Arrive

1. Remind students that they should have a pen or pencil available and scratch paper to write on.
2. Inform EL and former EL students that they may use a bilingual word-to-word dictionary during testing (if they have one that they have been using during instruction).
3. Instruct students to open their web browsers and go to ma.testnav.com. If students are using iPads, TestNav may prompt the students to allow access to the device’s microphone. Instruct the students to click OK.
4. Say to the students:

   “Click on the user dropdown menu, which you will find in the upper right-hand part of your screen.”

Pause while students do this. If any students have trouble finding the user dropdown menu, you can describe it using the following screenshot.
Grades 3–8 CBT Remote Testing

5. Say:

“Click on the ‘browser check’ option. Do not sign in to TestNav at this time. After you click the ‘browser check’ option, your computer will run a test to make sure that everything is set up correctly. If everything is correct, you will see a green circle with a check mark in it. If there is a problem, you will see a red circle with an X in it. If you see the red circle with the X, please raise your hand and I will help you.”

If any students raise their hands, contact your technology coordinator for troubleshooting assistance.

If all students’ computers pass the browser check, say:

“Now click the button in the upper left-hand part of your screen that says ‘Back to Sign in’”

6. Say to the students:

“Before we begin testing, you need to know that cell phones and other electronic devices are not allowed for any reason during this session or during a break such as using the bathroom. Also, you must not open any browser windows or tabs on your device other than one for TestNav (where you will take your test), one to access your username and password, and one for _________ (insert name of video conferencing tool). You are expected to keep your camera on during the test. I will be monitoring the class while you work.”

Based on what your school has decided, inform students whether they should have their microphones on or off. Explain to students how you and they will communicate once they have begun working on their tests (e.g., chat, microphone).

7. Say to the students:

“Please tilt your camera down and rotate your device slowly to show the surface of your desk from one side to the other. You should not have any materials with you other than your scratch paper, your pen or pencil, and, if I have approved it, a bilingual word-to-word dictionary.”

Verify that students do not have any prohibited materials at their desks.

D. Administer the Session

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

1. Say to the students:

“We are about to begin the MCAS __________ (say the grade and name of the test) test. This is the only session that you will take for MCAS __________ (say name of subject) this year. This is different from previous years when students took two sessions of each MCAS test. Please let me know if you have any questions.”

Answer any questions that students have. Then say:
“The results of this test will be used to help improve your academic performance, and will 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 test session.”

2. Then say to students:

“You may use scratch paper if you want at any time during this session.”

3. For students using the text-to-speech or screen reader accommodations, which require headphones, say:

“Put on your headphones and make sure they’re plugged in. On your screen next to the ‘Sign In’ button, click the link that says ‘Test Audio.’ Make sure you can hear through your headphones and adjust the volume as needed.”

Pause for students to adjust the volume in their headphones.

4. Then say:

“You should have received your username and password. If any of you did not receive your username and password, please let me know.”

Provide the username and password to any student who does not have them (this can be done by emailing them, by pasting the username and password into a private chat window, or by another method). These can be found on the student testing tickets which are available on the Students in Sessions screen in PearsonAccess next under the Resources dropdown.

5. Then say:

“Now on your computer, enter the username and password, and click the button that says ‘Sign In.’”

Make sure that students have successfully signed in.

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

“Find your name on the upper right corner of the screen. If the name you see is not yours, let me know.”

If any students indicate that they do not see their names on the screen, have them sign out of TestNav. Check to make sure you have the correct username and password for them, resend the username and password, and instruct them to sign back in.

7. Say to the students:

“Your computer screen should now be at the ‘Available Tests’ screen.”

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

“Click the blue button on the screen that says ‘Start.’ You should now see a screen that says ‘Welcome.’”

Pause to confirm that students are on the correct screen.

9. Once all students’ testing devices are at the “Welcome” screen, say:

“Click the box in the middle of the screen that says ‘Start.’ You should now see a screen that says either ‘Session 1’ or ‘Session 2’ at the top and states the number of questions below. If you see ‘Session 1’ or ‘Session 2’ listed, you are on the correct screen. If your screen shows something else, please let me know.”
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Assist any students who require help to get to the correct screen. If any students who have been assigned Session 2 are confused by taking Session 2 as their first (and only) session, assure them that it is correct.

10. Say to the students:

“If at any time you find that you have somehow been signed out of TestNav and need to sign in again, you will be able to do so simply by re-entering your username and password.”

11. Then say to all students:

“Follow along while I read the directions that are on your screen.”

12. 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.

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

13. 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 for this session.”

If you are administering

**MATHEMATICS GRADES 3 OR 4**, say to the students:

“You may use either of the MCAS rulers included in your computer-based test to help you answer questions at any time during this session.”

**MATHEMATICS GRADES 5 OR 6**, say to the students:

“You may use either of the MCAS rulers or the Mathematics reference sheet included in your computer-based test to help you answer questions at any time during this session.

The reference sheet can be found by clicking the ‘Exhibits’ button on the right-hand side of the screen.”
MATHEMATICS GRADES 7 OR 8, say:

“You may use either of the MCAS rulers or the Mathematics reference sheet included in your computer-based test to help you answer questions at any time during this session. The reference sheet can be found by clicking the ‘Exhibits’ button on the right-hand side of the screen.

If your screen says ‘Session 1’ at the top, please raise your hand.”

Using your list of which students have been assigned Session 1, verify that all students and only students who were assigned Session 1 are raising their hands. Then say:

“Those of you who see ‘Session 1’ listed on your screen have been assigned a noncalculator session. This means you may not use any calculator during this session. Your computer-based test will not include a calculator and you may not use a handheld calculator during the session.

Now, if your screen says ‘Session 2’ at the top, please raise your hand.”

Using your list of which students have been assigned Session 2, verify that all students and only students who were assigned Session 2 are raising their hands. Then say:

“Those of you who see ‘Session 2’ listed on your screen have been assigned a calculator session. This means you may use the calculators included on your screen or a handheld calculator during this session.

Neither Session 1 nor Session 2 is easier or more difficult than the other, so do not be concerned about which session you are taking or whether you are allowed to use a calculator or not. Just do your best on each question.

Please let me know if you have any questions.”

Answer any questions that students have. Using your list of which students have been assigned Session 1 and which students have been assigned Session 2, monitor students taking Session 1 to ensure they do not use handheld calculators (unless they receive special access accommodation SA4).

STE GRADE 5 OR 8, say to the students:

“You may use either of the MCAS rulers and the calculator included in your computer-based test, or a hand-held calculator to help you answer questions at any time during this session.”

14. Then say:

“During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, let me know and I will try to assist you. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.”

Pause and answer any questions that students have.

15. Then say to the students:

“It is important that MCAS tests are fair to all students. Therefore, the following things are not allowed: using notes, books, extra reference sheets, or any kind of class materials; communicating with other students; and providing answers or help to any other student. You must not ask for or receive help from anyone.
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else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may only use your web browser to access the test and to communicate with me as we are doing now. You may not look at any other web pages. All students are expected to be honest, do their best, and not cheat in any way.”

16. Then say to all students:

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

Confirm that all students have successfully started the session.

17. (Optional) Approximately midway through the session, say to students:

“You may now have a short break during which you may stand up and stretch. 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. Please stay in sight of your camera as you stand or stretch.”

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 over. You should begin working again now.”

18. Monitor student testing status in the PAN Session. During testing, all students should be in an “Active” status. If a student is accidentally exited from the test during remote testing, it is not necessary for test administrators to “resume” students in PAN. Students are simply able to re-enter their usernames and passwords to sign in and continue testing.

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

“The scheduled session time is half over. Remember to use the ‘Review’ button at the top 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. If you finish early, let me know and I will give you directions for submitting your test. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”

20. If any students finish early, remind them of the following things:

• that they should click the “Review” button at the top of the screen to make sure they have answered all the questions
• that once they submit their answers, they will not be able to go back to the test
• that cell phones and other prohibited electronic devices are still not allowed during the remainder of the session

If students are ready to submit their tests, assist them according to the instructions in step 23.
21. At the END OF THE SESSION, say:

“This is the end of the time scheduled for this session. At the top of the screen, click ‘Review’ and make sure you have answered all of the questions. You should make sure that you have not skipped any questions. Remember, once you have submitted your answers, you will not be permitted to go back to the session. Be sure to check your work carefully before submitting your test.”

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

22. Say to the students:

“If you need more time to answer any questions, let me know. Do not submit your final answers at this time.”

Note which students need more time. These students should not submit their final answers.

23. Then say to the students:

“If you have completed the test session, click the ‘Review’ button at the top of the screen, and then click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the popup screen, confirm you would like to submit by selecting, ‘Yes, Submit Final Answers.’ If you are not automatically signed out, sign out of the test by going to the User Dropdown Menu at the top right corner of the screen and click ‘Sign out of TestNav.’”

24. Confirm that all students have submitted their final answers in TestNav, except for students who need more time. Students who completed testing will have a blue ‘Complete’ status in PearsonAccessnext.

25. For students who need more time, follow the instructions given to you by your principal.

26. Slide the Session lock button to the locked position to lock all students’ tests.

27. Then say to the students:

“If you used any scratch paper, please hold it up where I can see it, and then tear it up. After you have torn up the used scratch paper, please dispose of it.”

Observe students tearing up used scratch paper.

28. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the “Ready” status for this test session. If all the students assigned to you took the session, notify your principal of this. It is important to keep accurate records of who has been tested.
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29. If you are administering GRADE 4 MATHEMATICS, GRADE 5 STE, or GRADE 8 STE, and if your school will be administering the student questionnaire right after this session, turn to Part VI, section A, on page 23.

30. Instruct students to close TestNav in their web browsers.
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Part VI – Administering the Student Questionnaire

Administering the student questionnaire is optional for schools, but the Department encourages schools to do so because of the value of statewide data on school climate and learning.

The student questionnaire is available for Text-to-Speech, Screen Reader, and Non-Screen Reader accommodated test forms. Braille, large print, Spanish/English, and ASL are not available. The student questionnaire is NOT a test, and it is allowable to read aloud, sign, or translate questions and assist any students to record their responses.

The student questionnaire will take approximately 15 minutes to complete.

A. Administering the Questionnaire

1. If you are administering the questionnaire

   **RIGHT AFTER** the final Mathematics or STE session:

   Have students sign back in to TestNav with their usernames and passwords. Unlock the session in PearsonAccess called **Gr4Math – Sess. 3 – Questionnaire, Gr5Sci – Sess. 3 – Questionnaire, or Gr8Sci – Sess. 3 – Questionnaire.** Then read the script in step 2 below.

   **at a LATER DATE:**

   Email usernames and passwords to students and have them sign in to TestNav. Unlock the session in PearsonAccess called **Gr4Math – Sess. 3 – Questionnaire, Gr5Sci – Sess. 3 – Questionnaire, or Gr8Sci – Sess. 3 – Questionnaire.**

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

   "**Click the blue button on the screen that says ‘Start.’ You should now see a screen that says ‘Welcome.’**"

   Pause to confirm that students are on the correct screen.

   Once all students’ testing devices are at the “Welcome” screen, say:

   "**Click the box in the middle of the screen that says ‘Start.’ You should now see a screen that says ‘Questionnaire’ at the top and states the number of questions below. If your screen does not say ‘Questionnaire,’ please raise your hand.”**

   Assist any students who raise their hands to get to the correct screen.

3. If you are administering the questionnaire to students in **GRADE 4 OR 5**, say:

   "This questionnaire asks about what it’s like to be a student in your school. Students helped develop this questionnaire. There are no right or wrong answers. Your teachers and principal will not see your answers; your answers will be combined with those of your classmates. Your school will use these combined answers to better understand what school life is like for students.

   When you read each statement, think about the last 30 days in your school. Please answer honestly so your school knows how you really feel."
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Please ask your test administrator for help if you are not sure where or how to mark your answers to these questions.
You may also ask for help if you are unable to read a question.”

GRADE 8, say:

“The MCAS questionnaire provides students a voice on topics that are important to their education and learning environment. The first two questions on the questionnaire ask about your college and career plans. The third question asks what mode of learning your school has provided over the last 30 days (all remote learning, all in-person learning, or hybrid learning). The remaining questions ask what it’s like to be a student in your school environment.

Students helped develop the questions about your school environment. There are no right or wrong answers. Your teachers and principal will not see your answers; your answers will be combined with those of your classmates. Your school will use these combined answers to better understand what school life is like for students.

When you read each statement, think about the last 30 days in your school. Please answer honestly so your school knows how you really feel.
Please ask your test administrator for help if you are not sure how to complete this questionnaire.”

Then say:

“You may now click the ‘Start’ button and begin completing the questionnaire.”

When students are finished with the questionnaire, have them click “Submit” and sign out of TestNav.

B. Steps to Take if Students Do Not Complete the Questionnaire

For students who do not complete the student questionnaire, mark Session 3 of their tests “Complete.” You can do this on the Students in Sessions screen by checking the box next to the students’ SASIDs and going to Select Tasks > Mark Student Tests Complete and clicking Start.

On this page, indicate a reason at the top of the screen and then check the box next under the questionnaire session. Then click Mark Complete.
Appendix A – Accessibility and Accommodations

Accessibility Features and Accommodations for Remote Computer-based Testing

Most MCAS accessibility features and accommodations will be available for remote testing. Some can be easily and independently accessed by students, while others will require additional preparation, orientation, and assistance from test administrators. Schools should be aware of the accommodations requiring ongoing monitoring and assistance and plan accordingly. Schools are reminded that accommodations must be provided as listed in students’ approved IEPs, 504 plans, or plan of accommodations for ELs without disabilities, unless the accommodation is not available for remote testing, as shown in the list below. Accessibility feature and accommodation numbers appear next to each name in the lists below, as well as whether the feature or accommodation must be documented or requested in the Student Registration/Personal Needs Profile (SR/PNP) before registering students for each test. Schools may contact the Office of Student Assessment Services at mcas@doe.mass.edu for guidance and assistance in planning for the provision of accommodations for remote testing.

Category 1 – Universal and Designated Accessibility Features available for remote testing with minimal planning, orientation, and assistance.

- Highlighter tool (UF1)
- Alternative background and font color (UF2) (SR/PNP)
- Screen Magnifier/Zoom tool (UF3)
- Alternate Cursor/Pointer (UF4) (SR/PNP)
- Line reader (shows only the text being read by student) (UF5)
- Answer masking (UF6) (SR/PNP)
- Answer eliminator (UF7)
- Item flagging (UF8)
- Audio aid/amplification device (UF9)
- Notepad (UF10)
- Small group administration (DF1)
- Individual administration (DF2)
- Noise buffer (DF7)
- Familiar test administrator (DF8)
- Student reads test aloud to self (DF9)
- Test at specific time of day (DF10)
- Approved bilingual dictionary (provided by school) (EL2)
- “Stop Testing” policy (DF11) – if students are not making meaningful progress on the test, the test administrator may ask if the student is finished testing and mark the test complete in PAN.
Appendices

Category 2 – Accommodations available but require orientation and additional training of student and occasional monitoring and assistance by a test administrator via the video conferencing tool. A small group of five or fewer students is recommended.

- Text-to-speech (A4.1/SA1.1/EL3.1) (SR/PNP)
- Redirect student’s attention to the test (UF12)
- Clarify test directions (UF13/EL5/EL6)
- Human signer for test directions only (A7)
- Graphic organizer or supplemental reference sheet (provided to student by school or printed at home) (A9) (SR/PNP)
- Speech-to-text (web extension) for ELA and STE only (SA3.2/A10.2)
- Calculation device (tool or hand-held) (SA4) (SR/PNP)
- Spell-checker (SA5) (SR/PNP)
- Word prediction (web extension) (SA6) (SR/PNP)
- Test administrator reads aloud selected words on the Mathematics or STE test as requested by the student (UF11) (This can be administered in a break-out room, with the student spelling the word to the test administrator rather than pointing at it. If a school identifies any students who are likely to use this accessibility feature, the school may wish to test those students in a small group or individually, and should let the students know how they can request the feature.)

Category 3 – Accommodations available but require individual test administration and ongoing monitoring and assistance by a test administrator via the video conferencing tool.

- Human read-aloud (A5/SA1.2/EL3.2) (SR/PNP) (Students can use their username and password to log in and screen-share with their test administrator, OR use their username and password to log in, and the test administrator will use their proctor testing ticket.)
- Human signer (A6.1/SA2) (SR/PNP) (Students can use their username and password to log in and screen-share with their test administrator, OR use their username and password to log in, and the test administrator will use their proctor testing ticket.)
- Screen Reader (for a student who is blind) (A3.1) (SR/PNP)
- Human scribe (A10.1/EL4.1/SA3.1) (SR/PNP) (Test administrators should use the student’s username and password to log in and scribe for the student.)
- Speech-to-text for Math only (requires two computer stations and student must be able to transcribe responses into TestNav) (A10.2, EL4.2) (SR/PNP) (Test administrators should use the student’s username and password to log in and scribe for the student.)
- Student records responses on a recording device (A13)
- Responses signed onto video (for a student who is Deaf or Hard-of Hearing) (A14)
- Braille note-taker (A16)
- Braille writer (A17)
Category 4 – Accommodations and features that apply to in-school testing only. Student must be tested in person at the school.

- Paper-based test (A1) (SR/PNP)
- Large Print (A2) (SR/PNP)
- Braille (A3.2) (SR/PNP)
- Track test items (A8)
- Responses recorded by student on special paper (A11)
- Typed responses (A12) (SR/PNP)
- Monitor placement of responses (A15)

Category 5 – Designated Accessibility features that are not applicable to remote testing.

- Frequent brief supervised breaks (DF3)
- Separate or alternate test location (DF4)
- Seating in a specific area of the testing room (DF5)
- Adaptive furniture (DF6)

Paper-Based Testing

Students in grades 3–8 who have opted to receive remote instruction for the remainder of the school year and are unable to take computer-based tests, as indicated in their IEP, 504 plan, or plan of MCAS accommodations for an EL student, will be able to take paper-based tests in person at the school they would have attended. Paper-based test materials, including large-print and Braille test editions, are not permitted in students’ homes nor in other non-school venues that have not been approved by the Department, nor may administrators test students at home, except in extraordinary circumstances with prior approval from the Department. Accommodations will be provided with greater fidelity and reliability, and the security of test materials ensured, if tests are administered by trained test administrators at the school.

Schools are encouraged to work with parents to explain the expectation that their child will participate in testing in the school following appropriate health and safety protocols. Schools may make arrangements to test these students in other school settings and/or at other times during the school day. Alternative testing locations outside the school and testing at times other than during the school day must be approved by the Department prior to testing. Schools should explain to parents the importance of their child participating in testing and that results will be used to determine how much their child has learned over the past year and whether they have made gains, stayed the same, or lost ground academically so appropriate instruction can be provided in the future.
Appendices

Appendix B – Running a Browser Check
As part of remote testing, TestNav offers a Browser Check to confirm compatibility with TestNav. To access the Browser Check, navigate to the Massachusetts TestNav home page: ma.testnav.com

Locate the ‘User dropdown menu’ in the upper right corner of the screen:

As soon as the user selects ‘Browser Check’ the process starts and the message below appears:
When complete and successful, a screen similar to the following will display:

![Browser Check Image]

If your Browser Check is unsuccessful, the following image will appear: 🚫 In the example below, URLs are blocked in the Domain Check which is preventing them from passing the Browser Check.

![Domain Check Image]

If the browser check is successful, students should click the “Back to Sign in” button in the upper left part of their screens. If the check is not successful, contact your school’s technology support team to troubleshoot the problem.