Script from the spring 2021 MCAS PBT TAM for Session 2 of High School STE
Part X

Administering Session 2 of the High School STE Tests
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A Materials Needed for Session 2

1. Prior to testing, you will receive the following materials for students assigned to you.\(^7\)

- this manual
- scratch paper (blank, lined, or graph)
- a tracking form to assist you and your principal in maintaining the security of test materials
- **FOR THE BIOLOGY TEST**
  - test booklets
  - answer booklets
- **FOR THE CHEMISTRY TEST**
  - test booklets
  - answer booklets
  - chemistry formula and constants sheets/Periodic Table of the Elements
- **FOR THE INTRODUCTORY PHYSICS TEST**
  - test booklets
  - answer booklets
  - physics reference sheets
- **FOR THE TECHNOLOGY/ENGINEERING TEST**
  - test booklets
  - answer booklets
  - technology/engineering formula sheets
  - MCAS rulers

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

- "MCAS Testing—Do Not Disturb" sign
- printed copies of authorized bilingual word-to-word dictionaries for current and former EL students
- #2 pencils
- calculators for students who do not provide their own

   Each student must have sole access to at least a five-function calculator for both sessions of the Chemistry, Introductory Physics, and Technology/Engineering tests (a scientific calculator is recommended for the Introductory Physics test). Students may use their own calculators, including graphing calculators. Schools must provide a calculator for each student who does not already have one. For the Biology test, students may use calculators, but schools do not have to provide them.

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

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\(^7\) If applicable for any student in your assigned group, you will also receive Braille test materials, large-print test materials, and/or Kurzweil 3000 CDs. See the appendices or the Kurzweil CD packet for more information.
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3. You will likely receive more materials than needed for your group of students. Notify your principal immediately if you need additional materials. Set aside unassigned materials and keep them secure until you return them to your principal.

Remember that all test booklets (including large-print booklets, Braille booklets, Kurzweil CDs, and Braille Administrator’s Copies) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

B Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 24).
2. Post the “MCAS Testing—Do Not Disturb” sign on the outside of the door of the testing space.
3. Write your name on the board.
4. If you are administering BIOLOGY OR INTRODUCTORY PHYSICS, write on the board: “You will answer questions 31–59 in this session.”
   CHEMISTRY OR TECHNOLOGY/ENGINEERING, write on the board: “You will answer questions 36–67 in this session.”

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Approve any bilingual dictionaries brought by current and former EL students to use during the test session according to the guidelines in Appendix G.
   All other dictionaries are prohibited during this session.
3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are prohibited, and the use of cell phones for any purpose may result in the invalidation of test results.
4. Say to the students:
   “Before we begin the test, I want to remind you that cell phones and other electronic devices are not allowed for any reason during this session, until I give you permission to access them.”
5. If your principal has instructed you to do so, read the following recommended script:
   “If you have an electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so.”
   Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.
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6. If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**

7. Make sure that students’ desks are clear, except for authorized bilingual dictionaries for current and former EL students, #2 pencils, and calculators. Students may also have colored pencils and yellow highlighters (see page 13).

8. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else’s booklets.
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D Administer Session 2

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

If your principal has instructed you to do so, you will need to turn to section E at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. If there are students in your assigned group who do not have answer booklets with the front covers completed, these students will need to do so. Instructions for completing the front covers of answer booklets appear in this manual on pages 77–79 in steps 4–5 and 7–10 (skip step 6).

   Say to the students:

   “We are about to begin Session 2 of the MCAS test for ________________ (announce the subject you are administering). This is the last of two test sessions. I will now hand out your answer booklets. Do not open them until I instruct you to do so.”

   Distribute the answer booklets to their original owners. Note: It is your responsibility to ensure that all students receive their own original answer booklets.

   Once the answer booklets have been distributed, say:

   “Make sure you have your own answer booklet. If you have someone else’s answer booklet, raise your hand now.”

   If any students raise their hands, give them their correct answer booklets.

2. Then say:

   “On the front cover, under the heading ‘Test Administrator’s Name(s),’ print my name on the line after Session 2. My name is on the board for you to copy.”

   Pause and check that students are completing this task correctly.

3. Then say:

   “I will now hand out the test booklets and scratch paper. Do not open your booklet until I instruct you to do so.”

   Distribute the test booklets to their original owners. Distribute one sheet of scratch paper to each student. Note: It is your responsibility to ensure that all students receive their own original test booklets (with formula sheets and/or MCAS rulers inside, as appropriate).

4. If you are administering

   **BIOLOGY**, say:

   “The Biology test was designed to be taken without the aid of a calculator. You may have your calculator with you if you want, but you should not need it to answer the questions.”

   **CHEMISTRY**, say:

   “Your Chemistry formula and constants sheet/Periodic Table of the Elements should be inside your test booklet. You may use the Chemistry formula and constants sheet/Periodic Table of the Elements and your calculator to help you answer questions at any time during this test.”
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**INTRODUCTORY PHYSICS**, say:

“Your Physics reference sheet should be inside your test booklet. You may use the Physics reference sheet and your calculator to help you answer questions at any time during this test.”

**TECHNOLOGY/ENGINEERING**, say:

“Your Technology/Engineering formula sheet and MCAS ruler should be inside your test booklet. You may use the Technology/Engineering formula sheet, MCAS ruler, and your calculator to help you answer questions at any time during this test.”

5. Once the test booklets and scratch paper have been distributed, say:

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

Make sure you have your own test booklet. If you have someone else’s booklet, raise your hand now.”

If any students raise their hands, give them their correct booklets.

6. If you are administering

**BIOLOGY OR INTRODUCTORY PHYSICS**, say:

“During this test session, you will answer questions 31–59, which consist of multiple-choice and open-response questions.”

**CHEMISTRY OR TECHNOLOGY/ENGINEERING**, say:

“During this test session, you will answer questions 36–67, which consist of multiple-choice and open-response questions.”

7. If everyone in your group completed Session 1 when it was administered, skip to step 8. If your group includes students who did not take Session 1 previously, say:

“Now I am going to tell you some information about the types of questions you will be answering. To answer a multiple-choice question, you will choose the best answer—either A, B, C, or D—and mark your choice by filling in the circle in your answer booklet. Remember to fill in the circle completely and make a dark mark. It is also important to erase COMPLETELY any mark you want to change.

To answer an open-response question, you will write on lines that are in a large answer box on the page. Words that you write outside the answer box will NOT be included in your score.

On each page where you will answer an open-response question in your answer booklet, there is a small grid. Some open-response questions require you to use these grids. If a question does not require you to use the grid, you may still use it or you may write over the grid if you want.

Your answers to open-response questions will not be scored for spelling or grammar. You should try your best to use proper spelling and grammar, but your score will not be lowered if you make a mistake in spelling or grammar.”
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Remember to read open-response questions CAREFULLY and answer them COMPLETELY. If an open-response question has more than one part or asks for more than one answer, be sure to answer EVERY part of the question and label each part of your answer ‘a,’ ‘b,’ etc.”

8. Say to the students:

“Next, I am going to tell you some things that are allowed and some that are not allowed during this session.

You must mark all your answers in your answer booklet. Any answers written in your test booklet will not be scored, and your test booklet will be shredded and recycled by the Department of Elementary and Secondary Education after testing. You may use pens or highlighters to help you in your test booklet, and you may use a yellow highlighter in your answer booklet, BUT you must write all your responses in your answer booklet in #2 pencil ONLY. If you use any other writing instrument or leave any stray marks with a pencil in your answer booklet, your answers may not be scored.

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

At any time during this session, you may raise your hand if you would like me to read aloud a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But, I will not be able to tell you what the word means, and I cannot give you any other help or assistance during this session. Please raise your hand if you have any questions about this.”

Answer any questions students have.

9. Say to the students:

“It is important for you to know that any figures, diagrams, or illustrations in your test booklet are not necessarily drawn to scale.

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. However, you may NOT review the first test session. Any answers you make to questions from Session 1 during this session will be invalidated.

Please open your test booklet to the beginning and review the information in the box. You are allowed to turn back to this page at any time during testing to remind yourself of how to answer open-response questions, but you may not turn back to Session 1 in your answer booklet.”

Pause while students review the information.
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10. Say:

“Open your answer booklet to page 6, which says ‘Session 2’ at the top. You will mark your answers for Session 2 beginning on this page.”

11. Then say to all students:

“Now open your test booklet to the first page that says ‘Session 2’ at the top. You may begin Session 2 now.”

12. If you are administering the test to any students with disabilities using accommodation A12 (Typed Responses), turn to page 129 in Appendix D for the script to read to these students at this time.

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

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, are not using cell phones or other electronic devices, and are in the correct session of their test & answer booklets.

Remember that you may view students’ booklets for the sole purpose of confirming that students are working in the correct session. A test administrator may not review booklets to confirm whether students have marked all their responses.

14. When the session time is half over, say to the students:

“The scheduled session time is half over. Remember to use the information in the box at the beginning of your test booklet as you review your answers to open-response questions. Make sure that you answer every question in this session. When you are finished answering all of the questions in Session 2 and reviewing your work, you may hand in your test materials to me. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”

15. If you are administering

**BIOLOGY OR INTRODUCTORY PHYSICS**, say to ANY STUDENT WHO FINISHES EARLY:

“Before you hand me your booklets, I want to remind you that

• you were supposed to answer questions 31 through 59 during this session; and
• the last response to a question should be on page 9 of your answer booklet.

All your responses must be in your answer booklet—not your test booklet. You should make sure you have answered every question. Remember, once you turn in your test, you will not be permitted to go back to Session 2. I want to remind you that cell phones, music players, e-book readers, and other electronic devices are still not allowed until I give you permission, or your results may be invalidated.”

Permit students to check whether they have answered every question.
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CHEMISTRY OR TECHNOLOGY/ENGINEERING, say to ANY STUDENT WHO FINISHES EARLY:

“Before you hand me your booklets, I want to remind you that

- you were supposed to answer questions 36 through 67 during this session; and
- the last response to a question should be on page 9 of your answer booklet.

All your responses must be in your answer booklet—not your test booklet. You should make sure you have answered every question. Remember, once you turn in your test, you will not be permitted to go back to Session 2. I want to remind you that cell phones, music players, e-book readers, and other electronic devices are still not allowed until I give you permission, or your results may be invalidated.”

Permit students to check whether they have answered every question.

16. If you are administering

BIOLOGY OR INTRODUCTORY PHYSICS, at the end of the session, say:

“This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that

- you were supposed to answer questions 31 through 59 during this session; and
- the last response to a question should be on page 9 of your answer booklet.

All your responses must be in your answer booklet—not your test booklet. You should make sure you have answered every question. Remember, once you turn in your test, you will not be permitted to go back to Session 2.”

Pause to allow students to check whether they have answered every question.

CHEMISTRY OR TECHNOLOGY/ENGINEERING, at the end of the session, say:

“This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that

- you were supposed to answer questions 36 through 67 during this session; and
- the last response to a question should be on page 9 of your answer booklet.

All your responses must be in your answer booklet—not your test booklet. You should make sure you have answered every question. Remember, once you turn in your test, you will not be permitted to go back to Session 2.”

Pause to allow students to check whether they have answered every question.

17. If you have administered

BIOLOGY, say to the students:

“Please put your pencil down and close your booklets. If you need more time to answer any questions, raise your hand.”

CHEMISTRY, say to the students:

“Please put your pencil down, close your booklets, and place your Chemistry formula and constants sheet/Periodic Table of the Elements on your desk. If you need more time to answer any questions, raise your hand.”
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INTRODUCTORY PHYSICS, say to the students:

“Please put your pencil down, close your booklets, and place your Physics reference sheet on your desk. If you need more time to answer any questions, raise your hand.”

TECHNOLOGY/ENGINEERING, say to the students:

“Please put your pencil down, close your booklets, and place your Technology/Engineering formula sheet and MCAS ruler on your desk. If you need more time to answer any questions, raise your hand.”

18. Note which students need more time and pick up each student’s booklets, keeping the booklets of students who need more time separate from the others. Verify that you have scratch paper, a used answer booklet, a used test booklet, and any formula sheets and/or rulers if applicable from each student.

19. If you are administering the test to any students using accommodation A12 (Typed Responses), ask students to review their printed typed responses. Do not dismiss students until they have confirmed that their printed typed responses are ready to submit. After these students have completed testing, see page 130 in Appendix D for further instructions.

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

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

Your test materials will be brought there for you. Your cell phone and any other electronic devices must remain off, and you may not access them until I or another test administrator gives you permission to do so.”

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

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

21. Make a list of all students in your assigned group who were not tested. These students will need to take Session 2 during the make-up period. Return the list to your principal with the other test materials. If all the students assigned to you took Session 2, notify your principal of this. It is important to keep accurate records of who has been tested, as it is not permissible to look through assigned answer booklets to check whether students have completed testing.

22. Group booklets into the following separate piles:

- used test booklets
- used answer booklets
- used scratch paper
- unused scratch paper
- void answer booklets
- void test booklets
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- reference/formula sheets (if applicable)
- MCAS rulers (if applicable)
- unused test materials
- contaminated test materials, if applicable (Remember to notify your principal or designee.)

23. Complete appropriate tracking documents, as instructed by your principal.
24. Immediately return all test materials and the list of students to your principal.

Remember that all test booklets (including large-print booklets, Braille booklets, Kurzweil CDs, and Braille Administrator’s Copies) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

Recommended Scripts to Read for a Supervised Lunch or Restroom Break

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

   “It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.
   You will be going to ____________ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone or other electronic devices must remain off during lunch, and you may not access them until the test administrator gives you permission to do so. Also, you may not discuss the test during your lunch break.”

   If your principal has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.
   Be sure to complete appropriate tracking documents and follow your principal’s instructions for maintaining the security of test materials for these students.

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

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

   If your principal has directed you to follow a different procedure, do so at this time.