

**Script from the spring 2024 CBT TAM
for Administering the ELA Tests**

Part V



Administering Session 1 of the Grades 3–8 and 10 ELA Tests

Administering Session 1 of the Grades 3–8 and 10 ELA Tests

A Materials Needed for Session 1

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

- “MCAS Testing—Do Not Disturb” sign
- testing devices for students
- a computer for managing the test session
- printed copies of authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- a roster of testing students
- student testing tickets
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- optional: Student Responsibilities during MCAS Testing forms

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

- proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
- a form to assist you and your principal in tracking secure materials

Note: English-language dictionaries are not allowed during MCAS testing.

Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.
- If students will be using laptops: Some configurations prevent laptops from staying signed in to TestNav when the lids are closed. If this is the case, and your school intends to cover the screens of laptops during the mid-session break (e.g., with manila folders or something similar) make sure that you have a sufficient quantity on hand for the number of students that are testing.

B Before Students Arrive

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

On the test administrator device, sign in to PearsonAccess^{next} (mcas.pearsonaccessnext.com) and select either **Spring 2024 MCAS Gr. 3–8** or **Spring 2024 Gr. 10 ELA and Math** as appropriate from the Administration drop-down 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** drop-down.

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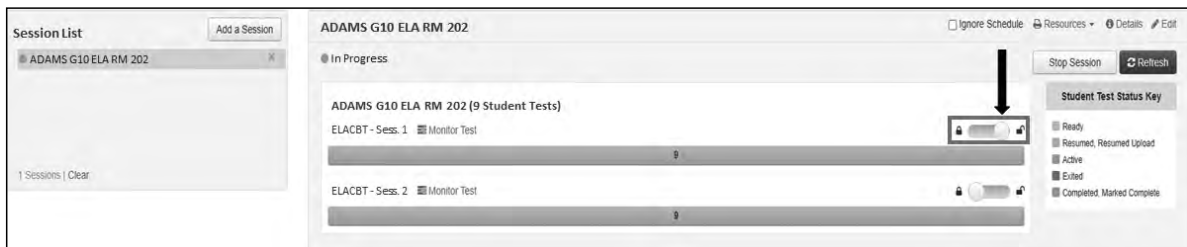
2. **Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable. Check that any special access accommodations assigned to students such as SA1.1 (text-to-speech for ELA) were properly assigned.**

If a student’s accommodations do not match the assigned form (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 pages 141–144 in Appendix B for the steps to do so.

3. Make sure the testing space has been appropriately prepared (see page 27).
4. Post the “MCAS Testing—Do Not Disturb” sign on the outside of the door of the testing space.
5. If your principal or test coordinator has not yet started your PAN Session, follow these steps to do so.
 - Sign in to PearsonAccess^{next} and select either **Spring 2024 MCAS Gr. 3–8** or **Spring 2024 Gr. 10 ELA and Math** as appropriate.
 - Go to the **Testing** tab and click **Students in Sessions**. Select your PAN Session 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**.



6. Unlock Session 1 by sliding the button to the unlocked position.



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C As Students Arrive

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

All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and their use for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).
5. Instruct students to open the TestNav application (this may be done by the test administrator or technology staff, and is recommended particularly for younger students).

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

Students will need to choose the testing location the first time they use TestNav for English Language Arts. Instruct them to choose **Massachusetts**. If this is done correctly, students will then see **Massachusetts** above the "Sign In" area. If something else appears on the screen, instruct students to click the button on the top right corner of the screen; then select **Choose a Different Customer**; and then select **Massachusetts**.

If students are using iPads, TestNav may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

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

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

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

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

8. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.
9. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

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D Administer Session 1

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

If your principal has instructed you to do so, you will need to turn to 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. Say to the students:

“We are about to begin the MCAS _____ (say the grade) English Language Arts test. This is the first of two sessions that you will take. You will take Session 2 _____ (announce the date and time for Session 2).

The results of this test will be used to help improve your academic performance, and will also be shared with your parents or guardians as well as your teachers. It is important that you try to do your best work during this test session.”

If you are administering

GRADE 10, say to the students:

“The results of this test will also partially determine whether you receive a high school diploma.”

2. Then say to students:

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

Distribute one sheet of blank scratch paper to each student.

3. If you have any students using the text-to-speech or screen reader accommodations, which require headphones, say to these students:

“Put on your headphones and make sure they are 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. When they have done so, have students remove their headphones to hear the rest of the instructions.

4. Then say:

“I will now hand out the student testing tickets. Do not sign in until I tell you to do so.”

5. Distribute the student testing tickets. Make sure that students receive their assigned testing tickets.

If you are administering a test using a proctor testing ticket, be sure to retain it for yourself and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

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6. Then say:

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

Provide the correct student testing ticket to any student who has an incorrect ticket. If a student’s ticket needs to be printed out, you can find it on the **Students in Sessions** screen in PearsonAccess^{next} under the **Resources** drop-down.

7. If your principal has instructed you to do so, say to the students:

“Write down the ID number for the computer you are using on your testing ticket. You can find the ID number _____ (instruct students where to find the device ID number).”

Pause while students write down their device ID numbers.

8. Say to the students:

“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student testing ticket. Then enter the password that is shown on your student testing ticket.”

Assist any students who need help entering their usernames or passwords.

Then say:

“Now click the button that says ‘Sign In.’”

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students if necessary.

9. 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, raise your hand.”

10. If any students raise their hands, sign them out of TestNav and check their testing tickets. Once these students are properly signed in, say:

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

Confirm that all students’ test devices are on the “Available Tests” screen.

11. If your principal has instructed you to

➤ **COLLECT STUDENT TESTING TICKETS**, say:

“Now I will collect your testing tickets.”

Collect students’ testing tickets.

➤ **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, say:

“Please keep your testing ticket with you and do not use it for scratch paper. I will need to collect it at the end of this test session.”

12. Say to the students:

“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.

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13. 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 'Session 1' at the top and states the number of questions below. If your screen does not say 'Session 1,' please raise your hand."

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

14. Then say to all students:

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

Note that the script below reproduces the directions on the students' computer screens. There is no need to read the directions from a computer screen.

15. 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."

16. 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, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions."

17. 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.

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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 other than your testing device. You may not access the internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way.”

18. Then say to all students:

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

Circulate among the students and verify that all have successfully started Session 1.

19. 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, and are not using cell phones or other electronic devices.

20. Monitor student testing status in the PAN Session. During testing, all students should be in an “Active” status. Any students who have signed out or been involuntarily exited from the test will be in “Exited” status and will need to be “Resumed” to continue testing. When students are in “Resumed” status, they can sign back in to the test and resume testing. Refer to Appendix B for instructions.



Clicking on a student’s status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

21. When the time 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. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”

22. (Optional) Then say to students:

“You may now have a short break during which you may stand up and stretch. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) minutes long.”

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The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. It is not necessary to have students sign out of TestNav during the break; however, security must be maintained by making sure students cannot see each other’s screens. The Department recommends turning off computer monitors or placing tablets face down on desks. For laptops, the Department recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. When the break is completed, say to the students:

“The break is now over. You should begin working again.”

Resume monitoring the testing room.

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

“I want to remind you that you were supposed to answer all the questions in this session. At the top of the screen, click ‘Review’ and make sure you have not skipped any questions.

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

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

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

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

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

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

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

25. Say to the students:

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

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

26. 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.’ Then click the ‘Submit Final Answers’ button to submit your answers. On the pop-up screen, confirm you would like to submit by selecting, ‘Yes, Submit Final Answers.’ If you are not automatically signed out at that point, sign out of the test by going to the User Drop-down Menu at the top right corner of the screen and click ‘Sign out of TestNav.’”

27. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students’ work before they submit their tests.

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

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

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

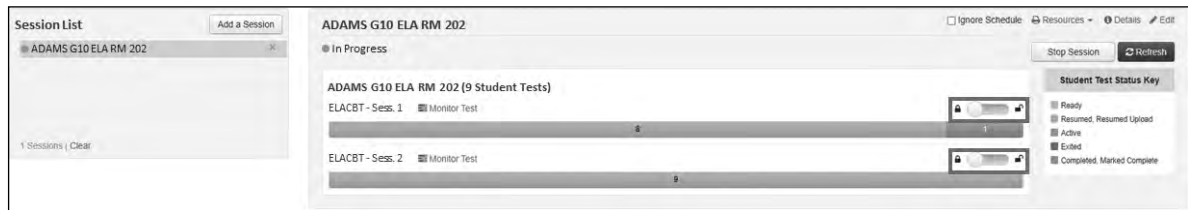
If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time. Students moving to a test completion room should be instructed to sign out of TestNav. Then the students’ testing devices should be transported along with the testing tickets. Students may transport their own testing devices as long as they are signed out of TestNav. Be sure to inform your principal when completing tracking documents and returning test materials to your principal. When students are ready to begin working in the test completion room, the test administrator will need to resume their tests before they can sign in with their testing tickets.

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

29. Collect students’ testing tickets (if you did not collect them earlier) and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.** Remind students of when they will take Session 2. Students who completed testing will have a blue “Complete” status in PearsonAccess^{next}. The Department recommends locking these students’ tests by clicking the lock icon next to each student test in PAN.



Or, if all students have completed testing, slide the Session lock button to the locked position to lock all students’ tests.



30. 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. These students will need to take this session during the make-up period. If all the students assigned to you took this session, notify your principal of this. It is important to keep accurate records of who has been tested.

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31. Group test materials into the following separate piles:
 - student testing tickets
 - proctor testing tickets, if applicable
 - Student Responsibilities during MCAS Testing forms, if applicable
 - used scratch paper
 - unused scratch paper
32. Complete appropriate tracking documents, as instructed by your principal.
33. Immediately return **all** test materials and the list of students who were not tested to your principal.

Administering Session 1 of the Grades 3–8 and 10 ELA Tests

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

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

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

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

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.

The Department recommends signing students out of TestNav and then locking their tests by clicking the lock icon next to each student test in PAN.

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	ELACBT - Sess. 1
<input type="checkbox"/>	4400004000	STUDENT	MOCK	J	4451471729	ADAMS G10 ELA RM 202	 Active ▾

To unlock a student’s test when the student has returned, click the unlock icon next to each student test in PAN.

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	ELACBT - Sess. 1
<input type="checkbox"/>	4400004000	STUDENT	MOCK	J	4451471729	ADAMS G10 ELA RM 202	 Active ▾

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. Make sure that the student’s screen is not visible to anyone else while the student is out of the room.

Part VI



Administering Session 2 of the Grades 3–8 and 10 ELA Tests

Administering Session 2 of the Grades 3–8 and 10 ELA Tests

A Materials Needed for Session 2

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

- “MCAS Testing—Do Not Disturb” sign
- testing devices for students
- a computer for managing the test session
- printed copies of authorized bilingual word-to-word dictionaries for students who are currently or were ever reported as ELs
- this manual
- a roster of testing students
- student testing tickets
- scratch paper (blank, lined, or graph)
- pens or pencils for use on scratch paper
- proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
- a form to assist you and your principal in tracking secure materials

Note: English-language dictionaries are not allowed during MCAS testing.

Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.
- If students will be using laptops: Some configurations prevent laptops from staying signed in to TestNav when the lids are closed. If this is the case, and your school intends to cover the screens of laptops during the mid-session break (e.g., with manila folders or something similar) make sure that you have a sufficient quantity on hand for the number of students that are testing.

B Before Students Arrive

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

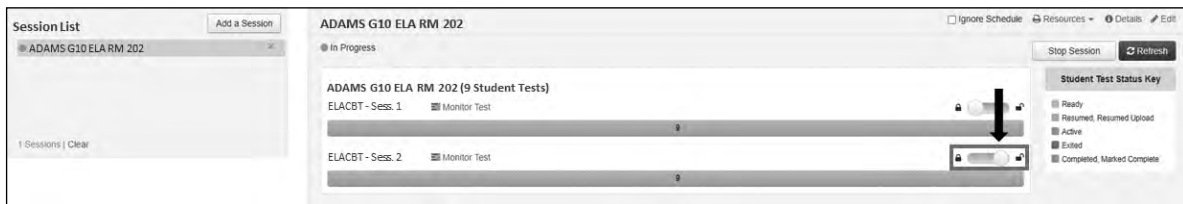
On the test administrator device, sign in to PearsonAccess^{next} (mcas.pearsonaccessnext.com) and select either **Spring 2024 MCAS Gr. 3–8** or **Spring 2024 Gr. 10 ELA and Math** from the Administration drop-down at the top of the screen. Go to **Testing > Students in Sessions** and select your session 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** drop-down.

2. **Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable. Check that any special access accommodations assigned to students such as SA1.1 (text-to-speech for ELA) were properly assigned.**

Administering Session 2 of the Grades 3–8 and 10 ELA Tests

If a student’s accommodations do not match the assigned form (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 pages 141–144 in Appendix B for the steps to do so.

3. Make sure the testing space has been appropriately prepared (see page 27).
4. Post the “MCAS Testing—Do Not Disturb” sign on the outside of the door of the testing space.
5. To unlock Session 2, sign in to PearsonAccess^{next} (mcas.pearsonaccessnext.com) and go to **Testing > Students in Sessions** and select your PAN Session from the Session List (see the instructions in Step 1 above if your PAN Session is not listed). Then slide the lock button for ELA Session 2 to unlock the session as shown below.



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 Session 2.
2. Based on the guidelines in Appendix E, approve any bilingual dictionaries brought by students who are currently or were ever reported as ELs.

All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and their use for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (if needed), and wired keyboards (recommended for tablets).
5. Instruct students to open the TestNav application (this may be done by the test administrator or technology staff and is particularly recommended for younger students).

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

If students are using iPads, TestNav may prompt the students to allow access to the device’s microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6. Say to the students:

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

Administering Session 2 of the Grades 3–8 and 10 ELA Tests

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

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

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

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**
8. Make sure that students’ desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for students who are currently or were ever reported as ELs.
9. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else’s screen.

D Administer Session 2

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

If your principal has instructed you to do so, you will need to turn to 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. Say to the students:

“We are about to begin Session 2 of the MCAS English Language Arts test. This is the last of the two sessions you will take for this test.”
2. Then say to students:

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

Distribute one sheet of blank scratch paper to each student.
3. If you have any students using the text-to-speech or screen reader accommodations, which require headphones, say to these students:

“Put on your headphones and make sure they are 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. When they have done so, have students remove their headphones to hear the rest of the instructions.
4. Then say:

“I will now hand out the student testing tickets. Do not sign in until I tell you to do so.”

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- Distribute the student testing tickets. Make sure that students receive their assigned testing tickets.

If you are administering a test using a proctor testing ticket, be sure to retain it for yourself and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

- Then say:

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

Provide the correct student testing ticket to any student who has an incorrect ticket. If a student’s ticket needs to be printed out, you can find it on the **Students in Sessions** screen in PearsonAccess^{next} under the **Resources** drop-down.

- If your principal has instructed you to do so, say to the students:

“Write down the ID number for the computer you are using on your testing ticket. You can find the ID number _____ (instruct students where to find the device ID number).”

Pause while students write down their device ID numbers.

- Say to the students:

“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student testing ticket. Then enter the password that is shown on your student testing ticket.”

Assist any students who need help entering their usernames or passwords.

Then say:

“Now, click the button that says ‘Sign In.’”

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

- 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, raise your hand.”

- If any students raise their hands, sign them out of TestNav and check their testing tickets. Once these students are properly signed in, say:

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

Confirm that all students’ test devices are on the “Available Tests” screen.

- If your principal has instructed you to

➤ **COLLECT STUDENT TESTING TICKETS**, say:

“Now I will collect your testing tickets.”

Collect students’ testing tickets.

➤ **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, say:

“Please keep your testing ticket with you and do not use it for scratch paper. I will need to collect it at the end of this test session.”

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12. Say to the students:

“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.

13. 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 ‘Session 2’ at the top and states the number of questions below. If your screen does not say ‘Session 2,’ please raise your hand.”

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

14. Then say to all students:

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

Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.

15. 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.”

16. If everyone in your group took Session 1 on the scheduled day, skip to step 17. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, say:

“Before you 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, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.”

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17. 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.

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 other than your testing device. You may not access the internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way.”

18. Then say to the students:

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

Circulate among the students and verify that all have successfully started Session 2.

19. 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, and are not using cell phones or other electronic devices.

20. Monitor student testing status in the PAN Session. During testing, all students should be in an “Active” status. Any students who have signed out or been involuntarily exited from the test will be in “Exited” status and will need to be “Resumed” to continue testing. When students are in “Resumed” status, they can sign back in to the test and resume testing.



Clicking on a student’s status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

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21. When the time 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. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”

22. (Optional) Then say to students:

“You may now have a short break during which you may stand up and stretch. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) minutes long.”

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. It is not necessary to have students sign out of TestNav during the break; however, security must be maintained by making sure students cannot see each other’s screens. The Department recommends turning off computer monitors or placing tablets face down on desks. For laptops, the Department recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. When the break is completed, say to the students:

“The break is now over. You should begin working again.”

Resume monitoring the testing room.

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

“I want to remind you that you were supposed to answer all the questions in this session. At the top of the screen, click ‘Review’ and make sure you have not skipped any questions.

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

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

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

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

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

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

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

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25. Say to the students:

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

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

26. 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.’ Then click the ‘Submit Final Answers’ button to submit your answers. On the pop-up screen, confirm you would like to submit by selecting, ‘Yes, Submit Final Answers.’ If you are not automatically signed out at that point, sign out of the test by going to the User Drop-down Menu at the top right corner of the screen and click ‘Sign out of TestNav.’”

27. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students’ work before they submit their tests.

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

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

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

If your principal has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time. Students moving to a test completion room should be instructed to sign out of TestNav. Then the students’ testing devices should be transported along with the testing tickets. Students may transport their own testing devices as long as they are signed out of TestNav. Be sure to inform your principal when completing tracking documents and returning test materials to your principal. When students are ready to begin working in the test completion room, the test administrator will need to resume their tests before they can sign in with their testing tickets.

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

29. Collect students’ testing tickets (if you did not collect them earlier) and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.** Students who completed testing will have a blue “Complete” status in PearsonAccess^{next}. The Department recommends locking these students’ tests by clicking the lock icon next to each student test in PAN, or, if all students have completed testing, sliding the Session lock button to the locked position to lock all students’ tests (see screenshots on page 42).
30. 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. These students will need to take Session 2 during the make-up period. 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.

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31. Group test materials into the following separate piles:
 - student testing tickets
 - proctor testing tickets, if applicable
 - used scratch paper
 - unused scratch paper
32. Complete appropriate tracking documents, as instructed by your principal.
33. Immediately return **all** test materials and the list of students who were not tested to your principal.

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

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

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

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

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.

The Department recommends signing students out of TestNav and then locking their tests by clicking the lock icon next to each student test in PAN.

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	ELACBT - Sess. 2
<input type="checkbox"/>	4400004000	STUDENT	MOCK	J	4451471729	ADAMS G10 ELA RM 202	 Active

To unlock a student’s test when the student has returned, click the unlock icon next to each student test in PAN.

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	ELACBT - Sess. 2
<input type="checkbox"/>	4400004000	STUDENT	MOCK	J	4451471729	ADAMS G10 ELA RM 202	 Active

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. Make sure that the student’s screen is not visible to anyone else while the student is out of the room.