

**Administering the Student Questionnaire
(excerpted from the spring 2024 CBT TAM)**

Part IX



Administering the Student Questionnaire

**After Session 2 of the Grades 4 and 10 Mathematics Tests or
After Session 2 of the Grades 5 and 8 STE Tests**

Administering the Student Questionnaire

Administering the student questionnaire is optional, but the Department encourages schools to do so because of the value of receiving data on school climate and learning. For any students who do not answer the questionnaire, see Part B on the following page.

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 editions are not available. The student questionnaire is NOT a test, and test administrators are permitted 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:

Make sure students are still signed in to TestNav and on the “Available Tests” page. If they are not, ensure they have their student testing tickets and have them sign back in. Unlock the appropriate session in PearsonAccess^{next}:

- **Gr4Math – Sess. 3 – Questionnaire**
- **Gr5Sci – Sess. 3 – Questionnaire**
- **Gr8Sci – Sess. 3 – Questionnaire**
- **Gr10Math – Sess. 3 – Questionnaire**

Then read the script in step 2 below.

at a **LATER DATE**:

Distribute student testing tickets and have students sign in to TestNav. Unlock the appropriate session in PearsonAccess^{next} listed above.

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.

Administering the Student Questionnaire

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 our 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. The 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 school. Please answer honestly so our school knows how you really feel.

You can ask me for help if you are not sure where or how to mark your answers to these questions.”

GRADE 8 OR 10, say:

“The MCAS questionnaire provides students a voice on topics that are important to your education and learning environment. The first two questions on the questionnaire ask about your college and career plans. The remaining questions ask what it’s like to be a student in our school.

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. Our 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 school. Please answer honestly so our school knows how you really feel.

You can ask me for help if you are not sure how to complete this questionnaire.”

4. 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 for Students Who Do Not Answer the Questionnaire

Inform your principal or test coordinator about any students who do not answer the student questionnaire, as it will be necessary to mark Session 3 of their tests “Complete.”