

**Tasks to Complete for Test Administration**  
**(Part IV, excerpted from the Fall 2023/Winter 2024 PAM)**

## **Part IV**





### **Tasks to Complete for Test Administration**






## Tasks to Complete for Test Administration

### Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities during MCAS testing during suggested timeframes. Some of the tasks in the checklist are described in other documents, but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task Reference	Task Overview	Completed?
<b>A. Ongoing/Tasks to Complete Beginning in Fall 2023</b>		
1	Familiarize yourself with resources: Student Assessment Updates, the 2023–24 test designs, and CBT components.	
2	Provide the Department with contact information.	
3	Update student information in SIMS.	
<b>B. Tasks to Complete One to Two Months BEFORE Test Administration</b>		
1	 Meet with technology coordinator to prepare for online testing, view online training modules, review the Technology Specifications, configure student testing devices, and set up (or disable) ProctorCache.	
2	Complete the SR/PNP process.	
<b>C. Tasks to Complete Three to Six Weeks BEFORE Test Administration</b>		
1, 2	Develop a test security plan, and review it with your superintendent.	
3	Determine which students should participate in retests or in February High School Science tests, and provide written notice to adults from the previous two years who have not yet earned their CD in ELA, Mathematics, or STE.	
4	Determine which accessibility features and accommodations students will need.	
5	Identify test administrators and other school personnel who will have access to secure materials.	
6	Assign and update user roles in PAN.	
7	Establish the school’s testing schedule.	
8	Communicate the test schedule to the school community, including parents/guardians.	
9	Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments.	
10	Meet with students to provide information about testing.	
11	Administer the student tutorial and have students practice with released test questions.	
<b>D. Tasks to Complete At Least Two Weeks BEFORE Test Administration</b>		
1	 Collaborate with your technology coordinator to conduct a Preliminary System Test and (if recommended) an Infrastructure Trial.	
2	Ensure that the SR/PNP is updated according to the instructions in the <i>Guide to the SR/PNP Process</i> (available at <a href="https://mcas.pearsonsupport.com/manuals">mcas.pearsonsupport.com/manuals</a> ; click on the PearsonAccess <sup>next</sup> Guidance drop-down).	
3	Create PAN Sessions and assign students to them.	

## Tasks to Complete for Test Administration

Task Reference	Task Overview	Completed?
4	 Verify form assignment in PAN Sessions for form-supported accommodations.	
<b>E. Tasks to Complete Two Weeks BEFORE Test Administration</b>		
1	 Prepare to provide accessibility features and accommodations for testing.	
2	If necessary, submit requests to test students in alternate settings, and submit forms for approval for adults using accommodations.	
<b>F. Tasks to Complete One Week BEFORE Test Administration</b>		
1, 2	Verify receipt of manuals, and inventory and store them.	
3, 4	Order additional manuals if necessary, and download materials.	
5	 Precache operational test content in PAN if your school will be using ProctorCache. ( <a href="https://support.assessment.pearson.com/x/dRFgAQ">support.assessment.pearson.com/x/dRFgAQ</a> )	
6	Distribute manuals/security requirements, and train staff in test security requirements and test administration protocols.	
7	 Provide additional training to test administrators who will be administering accommodations.	
<b>G. Tasks to Complete Approximately One or Two Days BEFORE Test Administration</b>		
1	Verify that test administrators have covered or removed prohibited materials from the walls of testing rooms.	
2	 Confirm that the technology coordinator has completed necessary preparations for testing.	
3	Prepare testing tickets.	
4	Prepare additional materials.	
5	Prepare materials for accommodations.	
6	Prepare and start PAN Sessions.	
<b>H. Tasks to Complete DURING Test Administration</b>		
1	Using your document tracking system, distribute materials for testing.	
2	Monitor test administration.	
3	Manage situations that may occur during testing.	
4	Securely store materials for testing.	
5	Maintain/update the record of test administrators and their students for each test session.	
6	Collect lists of students who were absent for testing and schedule make-up testing for them. Confirm that all students participated.	
7	When test sessions are completed, verify that all secure materials have been returned.	
<b>I. Tasks to Complete AFTER Test Administration</b>		
1	Update student information in PAN and SIMS as needed.	
2	Ask your district SIMS contact to make any necessary updates to SIMS.	

## Tasks to Complete for Test Administration

Task Reference	Task Overview	Completed?
3	Complete the PCPA.	
4	Plan to retain materials listed in the PAM for three years.	
5	Recycle or discard materials listed in the PAM.	
6	Securely destroy materials listed in the PAM.	
7	Remove students from PAN Sessions if they were removed from your enrollment.	
8	Make sure each student's test session is in "Complete" or "Marked Complete" status.	
9	Stop PAN Sessions.	

### A Ongoing/Tasks to Complete Beginning in Fall 2023

#### 1. Familiarize yourself with resources:

- Read the biweekly Student Assessment Update emails throughout the school year for important MCAS program updates.

Principals, MCAS test coordinators, special education directors, and EL program directors automatically receive the Student Assessment Update based on contact information submitted to the Department. Others may subscribe by clicking the Subscribe link at the bottom of each edition ([www.doe.mass.edu/mcas/updates.html](http://www.doe.mass.edu/mcas/updates.html)).

- Become familiar with the retest designs which are available at the following links:

**ELA:** [www.doe.mass.edu/mcas/tdd/ela.html?section=testdesign](http://www.doe.mass.edu/mcas/tdd/ela.html?section=testdesign)

**Math:** [www.doe.mass.edu/mcas/tdd/math.html?section=testdesign](http://www.doe.mass.edu/mcas/tdd/math.html?section=testdesign)

**STE:** [www.doe.mass.edu/mcas/tdd/sci.html?section=testdesign](http://www.doe.mass.edu/mcas/tdd/sci.html?section=testdesign)

- If you are new to computer-based testing, review the components for CBT in Appendix A.

#### 2. Provide the Department with the school's correct contact information to receive important notices via email during test administration.

The steps for updating contact information can be found at [www.doe.mass.edu/mcas/updates.html](http://www.doe.mass.edu/mcas/updates.html).

#### 3. Update student information in SIMS.

Since data from SIMS are used for MCAS reporting, it is critical that student information in SIMS be accurate. District-level SIMS contacts submit data for the entire district; call your district's contact to confirm the accuracy of your school's data being submitted to SIMS (see page ii for instructions on finding your district's contact).

##### a. SASIDs

SASIDs are required as part of the Student Registration/Personal Needs Profile (SR/PNP) process. If you do not have a student's SASID (e.g., a student new to Massachusetts), create and assign to the student a 10-digit number starting with "88" (instead of "10"). For adults participating in the MCAS tests, also note that SASIDs cannot be newly assigned for students 22 years of age or older. Call your district SIMS contact with questions on assigning SASIDs.

## Tasks to Complete for Test Administration

### b. SIMS

#### **November Retests**

Enrollment data will be based on the June 2023 SIMS submission.

#### **February High School Science Tests and March Retests**

For districts using the School Interoperability Framework (SIF), enrollment data will be extracted approximately one week before the SR/PNP window opens. For districts not using SIF, enrollment data will be based on the October 2023 SIMS submission.

## **B** Tasks to Complete One to Two Months BEFORE Test Administration

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



- See page 56 in Appendix A for the list of Tasks that technology coordinators must complete.
- See also the *2023–24 Pre-Administration Guide* (posted at [www.doe.mass.edu/mcas/testadmin/pre-admin-guide.pdf](http://www.doe.mass.edu/mcas/testadmin/pre-admin-guide.pdf)) for details on completing technology-related tasks.

### 2. Complete the SR/PNP process.

See the *Guide to the Student Registration/Personal Needs Profile (SR/PNP) Process for the 2023–2024 MCAS Tests* at [mcas.pearsonsupport.com/resources/manuals](http://mcas.pearsonsupport.com/resources/manuals) under the PearsonAccess<sup>next</sup> Guidance drop-down menu for the steps to complete.

## **C** Tasks to Complete Three to Six Weeks BEFORE Test Administration

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

- Review MCAS Test Security Requirements (see Part I).
- Establish a tracking system (see sample internal tracking forms posted at [www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms)), and develop local procedures to ensure that the chain of custody of secure materials is maintained and that students are provided with required materials for testing.
- Designate a central locked area for storage of secure materials: student testing tickets, proctor testing tickets, and used scratch paper.
- Develop procedures so that students do not access prohibited materials such as cell phones (see list on pages 21–22). Determine whether test administrators will read the recommended script in the TAM instructing students to put their cell phones and other prohibited devices in their bags, or whether other school procedures will be used.
- Begin planning for the number of staff who will need to be involved in test administration, so that there will be appropriate coverage (e.g., monitors for hallways and restrooms, test administrators, substitute test administrators, test administrators for accommodated groups).
- Develop a training plan for staff who will be involved in test administration, including test administrators, technology staff, and hallway monitors. Make sure that staff who will be administering accommodations receive additional training so that all accommodations are correctly given.

## Tasks to Complete for Test Administration

- Develop a communication plan for students and parents/guardians to inform them about prohibited items during testing as well as the consequences for bringing them (see the sample, optional form for students and the letter for parents/guardians).

### 2. Review your school’s test administration plan with your superintendent.

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

### 3. Identify all students who will be participating in the retests or the February High School Science tests.

Detailed participation guidelines can be found at [www.doe.mass.edu/mcas/testadmin/retest](http://www.doe.mass.edu/mcas/testadmin/retest). See also Part II of this manual. Provide written notice to adults from the previous two years who have not yet earned their CD in ELA, Mathematics, or STE.

### 4. Determine which accessibility features and accommodations students will need, including students with an injury to their hand or arm.



See Appendix C for information on accessibility features and accommodations.

For additional support, staff should view the “Accessibility and Accommodations” module ([mcas.pearsonsupport.com/training](http://mcas.pearsonsupport.com/training)).



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

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

### 6. Assign and update user roles for test administrators and other school personnel as necessary in PearsonAccess<sup>next</sup>.

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

Refer to the *Guide to Managing User Accounts in PearsonAccess<sup>next</sup>* and the *User Role Matrix for PearsonAccess<sup>next</sup>*, which are posted at [mcas.pearsonsupport.com/pearsonaccessnext](http://mcas.pearsonsupport.com/pearsonaccessnext) (click on the “User Information” drop-down menu), for more information about user roles and creating user accounts.

Continue to update roles throughout the testing window as needed.

### 7. Establish the school’s test administration schedule, and ensure that tests are scheduled on the prescribed testing dates.

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

### 8. Communicate the school’s testing schedule and general policies to the school community, (e.g., educators, parents/guardians, students), including the following:

- school procedures during testing
- participation guidelines
- the resources posted at [www.doe.mass.edu/mcas/parents](http://www.doe.mass.edu/mcas/parents)

## Tasks to Complete for Test Administration

### 9. Prepare the room assignments for students and test administrators.

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

Document the rooms to which students and test administrators are assigned, and maintain the record in your school files.

### 10. (Recommended) Meet with students to instruct them on test security requirements and to provide information about the testing experience.

See Part III, section G, for more information about meeting with students.

### 11. Administer the student tutorial and have students take practice tests; familiarize students with additional resources.

See Part III, section G for more information about the student tutorial and released test questions.

## D Tasks to Complete At Least Two Weeks BEFORE Test Administration

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

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



Review the steps below and the suggested assignments for tasks.

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

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

For additional support, staff should view the “Infrastructure Trial for Technology Coordinators” module and “Infrastructure Trial for Test Coordinators and Test Administrators” module as appropriate based on their roles.



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

It is important to make sure that your SR/PNP is up to date and reflects your current enrollment. Changes can be made through the PAN interface or by exporting, updating, and then re-importing the file. For students who transferred into your school after the initial SR/PNP submission, you may need to submit an Enrollment Transfer Request. Please see the *Enrollment Transfer Guide* under the PearsonAccess<sup>next</sup> Guidance drop-down at [mcas.pearsonsupport.com/manuals](https://mcas.pearsonsupport.com/manuals) for additional information.



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### 3. Create PAN Sessions and assign students to them.

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

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

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



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

For more information on creating PAN Sessions, see the *PearsonAccess<sup>next</sup> User Guide* at [support.assessment.pearson.com/x/KoDy](http://support.assessment.pearson.com/x/KoDy).



For additional support, staff should view the “Creating Sessions” module ([mcas.pearsonsupport.com/training](http://mcas.pearsonsupport.com/training)).



### 4. Verify that students using the Text-to-Speech (TTS), Screen Reader Edition (SR), Spanish/English edition, and Compatible Assistive Technology (AT) accommodations have the correct form assigned to them in PearsonAccess<sup>next</sup> by following one of the sets of steps below. (Also be sure that these students have these accommodations listed in their IEPs or 504 plans. Results may be invalidated for students who are given improper accommodations.)

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

- View a report in “Students in Sessions” in PAN.
  - > Go to **Testing > Students in Sessions**.
  - > Select **Add a Session**.
  - > Type in the PAN Session name to review in **Session Name**, and click **Add Selected**.
  - > Confirm the form-supported accommodation indicator is correctly assigned (it will appear next to a student’s SASID).
  - > **Note for Human Reader:** Students requiring a Human Reader for a computer-based test should be placed into specific Human Reader PAN Sessions. To do this, change the Form Group Type to “Human Reader.” If a session is created via the SR/PNP import, the Form Group Type will need to be changed from “Standard” to “Human Reader” from the Create/Edit Sessions page in PAN. If the Human Reader Session has been set up correctly, a proctor testing ticket will be available on the Students in Sessions page.

## Tasks to Complete for Test Administration

- View the PNP Report.
  - › Go to **Reports > Operational Reports**.
  - › Check the box for **Students & Registrations**, and select **PNP Report – Accessibility Features and Accommodations for Student Tests**.
  - › This report can be filtered by either choosing all **Accessibility Features and Accommodations** or by choosing a specific one. The PNP Report can also be filtered by a specific organization within the district and/or by a specific test. (See the sample report at [www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms).)
- View the Session Student Roster in PAN.

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

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

(See the sample report at [www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms).)

### **E** Tasks to Complete Two Weeks BEFORE Test Administration

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



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

Test administrators for students with disabilities using certain accommodations must sign an MCAS Nondisclosure Acknowledgment prior to reviewing secure materials. Principals must keep signed Nondisclosure Acknowledgments in the school files for three years. See page 94 in Appendix C for the list of which accommodations this requirement applies to. See page 30 for more information about the requirements of the form. The MCAS Nondisclosure Acknowledgment can be found at [www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms).

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

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

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

To request permission to test an adult with accommodations, submit the form posted at [www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms).

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### F Tasks to Complete One Week BEFORE Test Administration

#### 1. Verify receipt of test administration manuals.

Verify receipt of manuals immediately upon their delivery to your school (see [www.doe.mass.edu/mcas/cal.html](http://www.doe.mass.edu/mcas/cal.html) for the dates that manuals will arrive). Call the MCAS Service Center if you do not receive materials by this date.

For the Fall/Winter tests, TAMs are being produced as follows:

- **A CBT TAM**, which covers ELA, Mathematics, Biology, and Introductory Physics
- **A PBT TAM**, which covers ELA, Mathematics, Biology, and Introductory Physics

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

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

#### 3. Order additional manuals if necessary.

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

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

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

#### 4. Download administration materials.

Forms and sample materials can be downloaded from [www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms). Reference sheets (strongly recommended), equation editor guides, and symbol keys can be downloaded from [mcas.pearsonsupport.com/student](http://mcas.pearsonsupport.com/student). See section 4 on page 21 for more information about permitted printed materials.

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

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

**6. Distribute manuals/security requirements, and train all school personnel authorized to have access to secure materials in test security requirements. Train test administrators, hall monitors, and technology staff, in test security requirements and the school’s testing procedures (see topics in Part III, section F).**

- In advance of the training session, distribute TAMs to test administrators, and a copy of the test security requirements to all school personnel who have access to secure materials so that they can familiarize themselves with the requirements and procedures and come to the session prepared with questions. ([www.doe.mass.edu/mcas/testadmin/retest](http://www.doe.mass.edu/mcas/testadmin/retest))
- Document that test administrators and school personnel have received the documents listed above. Principals may use the sample form or create their own. ([www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms))
  - › At the training session, the principal must describe the test security requirements (see Part I) and confirm that all school personnel understand these requirements. In addition, principals must describe school procedures for implementing the test security requirements, and familiarize test administrators with the tasks they will be completing. Principals should cover the topics included in the slides available at [www.doe.mass.edu/mcas/testadmin/retest](http://www.doe.mass.edu/mcas/testadmin/retest).
  - › School personnel must sign in to demonstrate that they attended the school training session (see the sample form at [www.doe.mass.edu/mcas/testadmin/retest/forms](http://www.doe.mass.edu/mcas/testadmin/retest/forms); this sample is the same one used to acknowledge that staff received TAMs/test security requirements; schools may use this form or create another or two separate forms).

**7. Provide additional training to test administrators administering accommodations.**

Test administrators who will be administering accommodations should receive training in the correct administration of their specific accommodations (also see training topics listed in Part III, section F). Since student test results can be invalidated due to an error of a test administrator (e.g., giving the Human Read-Aloud accommodation when a student does not receive this accommodation), it is critical that test administrators understand the protocols for administering their students’ accommodations.



**G Tasks to Complete One or Two Days BEFORE Test Administration**

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

See page 26 for examples of materials that must be covered or removed.

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

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

Ensure that all students’ testing devices have TestNav installed. For details, visit [download.testnav.com](http://download.testnav.com).

Assign computers to test administrators to complete tasks in PearsonAccess<sup>next</sup>.



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### 3. Prepare testing tickets.

- Student testing tickets may be printed up to two days in advance, however they may not be distributed to test administrators before the day of testing; once they are printed, they must be kept in the school's secure storage area.
- Before printing testing tickets, check the PAN Sessions that were previously created (see steps 3 and 4 on page 44) and confirm that the students with the text-to-speech, human read-aloud, and human signer accommodations assigned to their tests are correctly entitled to those accommodations.
- After printing testing tickets, verify that tickets for students with the text-to-speech, human read-aloud, and human signer accommodations have the proper icons on them (see page 16).

### 4. Prepare additional materials for testing.

- Strongly recommended: Print copies of Mathematics and Introductory Physics reference sheets.
- Optional for students using tablets: Print copies of the equation editor symbol key (available in the "Equation Editor Guide" drop-downs at [mcas.pearsonsupport.com/student](https://mcas.pearsonsupport.com/student)) for Mathematics and Introductory Physics.
- Ensure that a sufficient supply of scratch paper will be available for all students, and #2 pencils for students who need them.
- Collect calculators for students who wish to use them on the Biology test, Introductory Physics test, or Session 2 of the Mathematics retest.

### 5. Prepare materials for accommodations.

- Download graphic organizers and supplemental reference sheets for students who receive accommodation A9 ([www.doe.mass.edu/mcas/accessibility/organizers](http://www.doe.mass.edu/mcas/accessibility/organizers)).
- Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for students who are currently or were ever reported as ELs.

### 6. Prepare and start Sessions in PearsonAccess<sup>next</sup> once SR/PNP information is correct.

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

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

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



### **H** Tasks to Complete DURING Test Administration

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

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

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

- Follow test security requirements.
- Ensure that internal tracking forms are used each time that secure materials are moved.
- Report any testing irregularities or security incidents to the Department by calling 781-338-3625. If instructed to do so, complete the online Irregularity Reporting Form using the link sent to you. See Section D.2 in Part I of this manual for the information to include in an irregularity report.
- Continue to update user roles for test administrators throughout the administration as needed.

Refer to [mcas.pearsonsupport.com/training](https://mcas.pearsonsupport.com/training) for the Sessions Management module or [support.assessment.pearson.com/PAsup/system-basics/resources/session-management-tasks](https://support.assessment.pearson.com/PAsup/system-basics/resources/session-management-tasks) for more information on managing sessions.

#### **3. Manage situations that may occur during testing.**

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

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

See page 26 for information about severe weather situations. The Department will also provide instructions to school principals via email if there is a major situation affecting multiple communities.

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

See page 25 for information about handling interruptions to testing.

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

See page 29 for information about reporting a student's concern with a test question to the Department.

##### **d. Situations Related to Student Participation**

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

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

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

## Tasks to Complete for Test Administration

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

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

If the student was not tested at the original school, unassign the student's test(s) to allow the new setting to register the student.

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

When the student is ready to make up the missed session, the test administrator will unlock the student's PAN Session and have the student sign in to TestNav. Schools with a large number of students making up test sessions may want to create a separate PAN Session and move students into that new PAN Session. Note that moving students into a new PAN Session will require new student testing tickets, since passwords are linked to PAN Sessions. Additional instructions for make-up testing can be found on page 127 in Appendix B of the CBT TAM.

### **Steps for a student who transfers:**

Refer to the steps for Enrollment Transfers on page 117 in Appendix D.

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

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

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

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

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

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

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

## Tasks to Complete for Test Administration

Follow the steps below to access these reports:

- In PAN, go to **Reports > Operational Reports**.
  - Select the “Report Category” (**Organization, Students & Registrations, Online Testing, or Users**).
  - Select **Operational Report Type**.
  - Select a filter for the report, and refresh the report.
- 6. Collect lists of students who were not tested from test administrators, and schedule the students for make-up testing.**  
Students may be scheduled for make-up testing at any time until the end of the testing window.
- 7. After test sessions are completed, verify that ALL secure materials have been returned to you.**
- Use your document tracking system to verify that test administrators have returned all secure materials to you. The Department requires two independent counts to verify that student testing tickets, proctor testing tickets (if used), and used scratch paper have been returned.
  - Used scratch paper is secure and must be stored securely until it is shredded. It may not be viewed by school personnel.
  - If necessary, investigate any discrepancies between the materials distributed to test administrators and those returned to you.

### I Tasks to Complete AFTER Test Administration

- 1. Update student information after testing according to the instructions in Appendix D.**
- 2. Ask your district SIMS contact to make any necessary updates to SIMS.**  
Let your SIMS contact know if any students were added to or removed from your school’s enrollment (you will need to provide them with students’ names and SASIDs), or whether any students had a new IEP or 504 plan developed (e.g., students with a recent injury to their writing hand). See Appendix D for more information on enrollment transfers.
- 3. Complete the PCPA by the deadline listed at [www.doe.mass.edu/mcas/cal.html](http://www.doe.mass.edu/mcas/cal.html).**
  - Go online to [www.mcasservicecenter.com](http://www.mcasservicecenter.com), select **MCAS** from the menu, and then select **Principal’s Certification** from the list of options. Follow the onscreen instructions to read the certification statements and submit the form.
  - Type in your name **exactly** as it appears in the Department’s School/District Profiles ([profiles.doe.mass.edu](http://profiles.doe.mass.edu)); the Department will follow up with schools when the name does not match.
  - The principal (**not** a designee) must complete a PCPA form; however, if you are an interim principal or a co-principal, type “interim” or “co-principal” after your name in the signature box.
  - Print the confirmation and save it for your school files.



## Tasks to Complete for Test Administration

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

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

### 5. RECYCLE OR DISCARD the following materials:

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

<b>Shred</b>	<ul style="list-style-type: none"> <li>• scratch paper used by students</li> <li>• student testing tickets</li> <li>• proctor testing tickets</li> <li>• accommodation materials such as graphic organizers and pre-approved reference sheets</li> <li>• any session student rosters or operational PearsonAccess<sup>next</sup> reports with student information</li> </ul>
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## Tasks to Complete for Test Administration

### 7. If a student needs to be removed from the school's enrollment after a PAN Session has been prepared or started, you must first remove the student from the PAN Session.

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

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

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

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

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

Mark tests complete for the following groups of students:

- students who did not complete testing and have at least one test session with a status of Exited, Resumed, or Resume-Upload
- students who started a test session but did not finish it
- students who only took one session of a test

Identify students whose tests need to be marked complete by using the Operational Report>Session Roster:

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

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

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

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

Further instructions can be found here: [support.assessment.pearson.com/x/igQHAQ](https://support.assessment.pearson.com/x/igQHAQ).

## Tasks to Complete for Test Administration

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9. **Stopping Test Sessions in PAN.** All PAN Sessions must be stopped after testing.
- Use **Filters Session Status** on the left and select “In Progress” and “Ready.”
  - Select these sessions.
  - Click **Go to Students in Sessions** next to Sessions in the blue portion of the screen.
  - Confirm all students in the sessions are in “Complete” or “Marked Complete” status.



For support, staff should view the “Sessions Management” module ([mcas.pearsonsupport.com/training](https://mcas.pearsonsupport.com/training)).