

MCAP Fall/Winter 2024 Test Administrator Manual (TAM)

Computer-Based ELA/Math

Addendum

Updated language that is specific to using the ADAM platform is indicated in this doc. This doc notes the Section, Page, the Previous Language used in the Fall/Winter 2024 TAM and Updated language. Highlighted areas in the “Previous language” column and in the “Updated language” column indicate the differences.

Section	Page	Previous language	Updated language
Reminders 2 nd bullet:	V	Each STC should enter their MCAP ELA/L and Mathematics testing schedules in the Statewide Schedule Tool at https://itempra.org/schedule . Schedules should be updated as changes occur.	This bullet with these sentences has been removed.
Reminders 3 rd bullet:	V	Calculators will appear on the TestNav platform for Sections that allow the use of a calculator. Only students with a documented accommodation will be allowed to use a hand-held calculator during the assessment for non-calculator Sections of the test. Those students may then use the same calculator for the remainder of the test or use the calculators available on the TestNav platform.	This bullet with these sentences has been removed.
Reminders 5 th bullet:	V	The STC will NOT be able to move a student to the next Section for Algebra I, but for all other assessments should move any In Progress student to Reseat and then move ALL Reseat students to the next Section of the test. Once a student has been moved to a new Section, they must be manually moved forward for all following sections.	This paragraph has been removed.
Reminders 6 th bullet:	V	During all Mathematics assessments, students can review an item after they fully answer the question. Students taking the regular online test must answer all parts of a question to move forward. At that time, students can use the Review Menu and blue arrow on the toolbar to review and modify responses as well as bookmark an item for later review. Students must attempt items in the order they are presented on the assessment.	This bullet with these sentences has been removed.
Reminders 7 th bullet:	V	For Algebra I, a student MUST COMPLETE the Section before receiving the Seal Code to continue to the next Section. The STC	This paragraph has been removed

Section	Page	Previous language	Updated language
		will NOT be able to move the student to the next Section of the assessment.	
Reminders 8 th bullet:	V	For Algebra II, Geometry and ELA/L , once Section Testing Time is over, students MUST exit TestNav. The STC MUST reseat student still in the In Progress status, and then move ALL students to the next Section of the assessment. When students resume testing, they will be on the directions page to enter the Seal Code. If this step is NOT completed, students will return to the most recent Section when signing in to the TestNav.	For all assessments , once Section Testing Time is over, students MUST exit TestNav. The STC MUST move all students to the next Section of the assessment . When students resume testing, they will be on the directions page to enter the Seal Code. If this step is NOT completed, students will return to the most recent Section when signing in to the TestNav.
Reminders 9 th bullet:	V	Students taking the regular online version of Algebra I MUST start with the first Section of the assessment. Students taking Algebra II, Geometry, ELA/L are NOT required to start with the first Section and may be moved into a Section out of order.	Computer adaptive only: taking an ELA/L or Mathematics assessment MUST start with the first Section of the assessment.
Reminders 10 th bullet:	V	The timing and number of Sections for the 2024-2025 MCAP tests will be as follows: English Language Arts/Literacy assessments will consist of four 70-minute Sections, and Mathematics assessments will consist of four 40-minute Sections.	The timing and number of Sections for the 2024-2025 MCAP tests will be as follows: English Language Arts/Literacy (ELA/L) assessments will consist of four 70-minute Sections, and Mathematics assessments will consist of four 40-minute Sections.
1.0	1	1.0 Overview The Maryland Comprehensive Assessment Program (MCAP) is the umbrella for annual statewide assessments in English Language Arts/Literacy and Mathematics. The MCAP assessments can be administered in either computer-based (CBT) or paper-based (PBT) format.	1.0 Overview The Maryland Comprehensive Assessment Program (MCAP) is the umbrella for annual statewide assessments in English Language Arts/Literacy (ELA/L) and Mathematics. The MCAP assessments can be administered in either computer-based (CBT) or paper-based (PBT) format.
1.1	1	1.1 About this Manual – second paragraph When administering the computer-based MCAP assessment to students, the Test Administrator should turn to the page that contains the script (i.e., student directions that are read aloud during testing) for the Section they are administering. All administration instructions are contained within each script. Spanish scripts are available at: https://support.mdassessments.com . Documents referenced in this manual are available on the MCAP Portal found at: https://support.mdassessments.com .	1.1 About this Manual – second paragraph When administering the computer-based MCAP assessment to students, the Test Administrator should turn to the page that contains the script (i.e., student directions that are read aloud during testing) for the Section they are administering. All administration instructions are contained within each script.


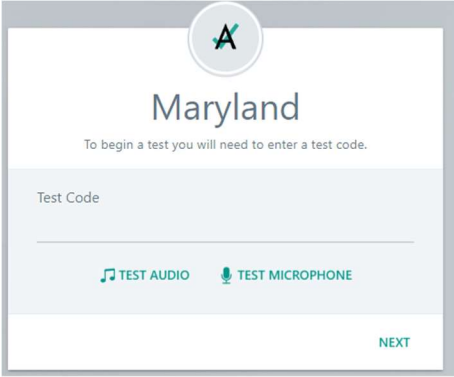
Section	Page	Previous language	Updated language				
1.2	3	<table border="1"> <thead> <tr> <th>Role</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Non-Eligible Test Administrators</td> <td> <p>Teachers who are caregivers or legal guardians may NOT serve as a Test Administrator, Proctor, or Accommodator in the same testing area as a student who is a family member or who resides within the same dwelling.</p> <p>Caregivers or legal guardians who are regular volunteers who are NOT regular employees of the LEA/LEA 24 school may NOT serve as the TA or Proctor.</p> </td> </tr> </tbody> </table>	Role	Description	Non-Eligible Test Administrators	<p>Teachers who are caregivers or legal guardians may NOT serve as a Test Administrator, Proctor, or Accommodator in the same testing area as a student who is a family member or who resides within the same dwelling.</p> <p>Caregivers or legal guardians who are regular volunteers who are NOT regular employees of the LEA/LEA 24 school may NOT serve as the TA or Proctor.</p>	Removed text
Role	Description						
Non-Eligible Test Administrators	<p>Teachers who are caregivers or legal guardians may NOT serve as a Test Administrator, Proctor, or Accommodator in the same testing area as a student who is a family member or who resides within the same dwelling.</p> <p>Caregivers or legal guardians who are regular volunteers who are NOT regular employees of the LEA/LEA 24 school may NOT serve as the TA or Proctor.</p>						
2.1	4	Student testing tickets and Seal Codes	Student testing print cards and Seal Codes				
2.1	5	Note: Non-secure copies of Mathematics reference sheets are available on the MSDE portal and may be provided to students for regular classroom use .	Note: Non-secure copies of Mathematics reference sheets are available on the MSDE portal and may be provided to students for regular classroom use .				
2.1.1	5	2. Administer all test according to appropriate protocols. – 5th bullet Follow the directions and read the scripts in the TAM verbatim to students. Spanish scripts are available under the Resources Section on MCAP Portal at https://support.mdassessments.com.	Delete sentence				
2.2.1	7	Electronic Devices Irregularities – third bullet Exception: Certain electronic devices may be allowed for medical or audiological purposes during testing. Reference the MAAAM for allowable exceptions.	Electronic Devices Irregularities – third bullet Exception: Certain electronic devices may be allowed for medical or audiological purposes during testing. Please consult with your STC for allowable exceptions.				
2.2.1	7	Test Materials Irregularities Losing a student testing ticket or Seal Code page	Test Materials Irregularities Losing a student print card or Seal Code page				
3.2	13	3.2 Test Administrator Training and Preparation Test Administrators must meet with the School Test Coordinator to prepare for the test administration and review responsibilities associated with computer-based testing. In addition to this	3.2 Test Administrator Training and Preparation Test Administrators must meet with the School Test Coordinator to prepare for the test administration and review responsibilities associated with computer-based testing.				

Section	Page	Previous language	Updated language
		document, review the training modules that provide more detailed information on specific aspects of MCAP administration at https://support.mdassessments.com .	
3.4	14	<p>3.4 Preparing to Administer Accessibility Features and Accommodations During MCAP Assessments</p> <p>The School Test Coordinator will provide Test Administrators with a list of all required accessibility features and accommodations for applicable students. If you are administering a test with an accessibility feature or accommodation, be sure you have received the proper training. Refer to Section 6.0 for additional information about accessibility features and accommodations.</p>	<p>3.4 Preparing to Administer Accessibility Features and Accommodations During MCAP Assessments</p> <p>The School Test Coordinator will provide Test Administrators with a list of all required accessibility features and accommodations for applicable students. If you are administering a test with an accessibility feature or accommodation, be sure you have received the proper training. Refer to Section 6.0 MAAM for additional information about accessibility features and accommodations.</p>
3.5	14	<p>NEW During Mathematics only, students must answer all parts of a question (i.e., Parts A and B) and follow directions to provide the requested number of responses (i.e., answer the two best choices, which three answers., etc.) in order to move forward to the next item.</p> <p>NEW During the ELA/L assessment, students must answer each question in order to continue. Students will be allowed to Bookmark and Review their responses within each Section.</p>	<p>Computer Adaptive Tests Only:</p> <p>REMINDER: During Mathematics only, students must answer all parts of a question (i.e., Parts A and B) and follow directions to provide the requested number of responses (i.e., answer the two best choices, which three answers., etc.) in order to move forward to the next item.</p> <p>REMINDER: During the ELA/L assessment, students must answer each question in order to continue. Students will be allowed to Bookmark and Review their responses within each Section.</p>
4.1	16	<ul style="list-style-type: none"> • Test Administrator signs into Maryland Assessment Platform – ADAM. • Confirm test Administrations have been created by the STC. 	<ul style="list-style-type: none"> • Test Administrator signs into Maryland Assessment Platform – ADAM (If applicable). • Confirm test Administrations have been created by the STC (If applicable).
4.2	17	<p>Pearson-supplied material</p> <p>Student testing tickets and Seal Codes</p>	<p>Pearson-supplied material</p> <p>Student testing Print Cards and Seal Codes</p>
4.2	17	<p>School-supplied material</p> <p>Materials necessary for the administration of accommodations or accessibility features (For a full list of materials included in accommodated kits, refer to Section 6.2 of the Test Coordinator Manual [TCM].)</p>	<p>School-supplied material</p> <p>Materials necessary for the administration of accommodations or accessibility features</p>
4.2	18	Calculators	Calculators

Section	Page	Previous language	Updated language
		<ul style="list-style-type: none"> If LACs or schools permit students to bring their own calculators for MCAP assessment purposes (e.g., Talking calculator, Large key calculator, etc.), School Test Coordinators or Test. Administrators must confirm that the calculators meet requirements as defined above. <p>Depending on the content of the question, students taking high school assessments may have to change the mode from radians to degrees or vice versa. This information should be shared with students during instruction. The TI-84 calculator will default to radians. To switch a TI-84 calculator from radians to degrees for a TI-84 calculator, students must:</p> <ol style="list-style-type: none"> Select the “MODE” button near the top of the online TI-84 graphing calculator. Go down to the row of the online TI-84 calculator that has “RADIAN DEGREE” Select “DEGREE” by arrowing over to “DEGREE” and selecting “ENTER.” <p>The Desmos calculator will default to degrees. To switch a calculator from degrees to radians for a Desmos calculator, students must:</p> <ol style="list-style-type: none"> Locate and select the wrench in the top right corner of the Desmos screen labeled “GRAPH SETTING” Scroll to the bottom of the screen and locate the “RADIANS” and “DEGREES” buttons. Select the desired measurement. <p>For additional guidance, see the Calculator FAQs under the Calculator Policy at https://support.mdassessments.com/.</p>	<ul style="list-style-type: none"> If LACs or schools permit students to bring their own calculators for MCAP assessment purposes (e.g., Talking calculator, Large key calculator, etc.), School Test Coordinators or Test. Administrators must confirm that the calculators meet requirements as defined above. For additional guidance, see the Calculator FAQs under the Calculator Policy at https://support.mdassessments.com/.
4.2	19	<p>Mathematics Reference Sheets:</p> <ul style="list-style-type: none"> The printed copies must be MSDE-approved Mathematics reference sheets, available at https://support.mdassessments.com The copies must be free of any writing or notes. 	<p>Mathematics Reference Sheets:</p> <ul style="list-style-type: none"> The copies must be free of any writing or notes.

Section	Page	Previous language	Updated language								
4.2	20	<p>Wired Headphones/Earbuds Headphones are required for all ELA/L sections as well as for students who receive the text-to-speech accessibility feature for the Mathematics assessment. A Test Audio button will appear on the sign-in page to ensure the student has sound.</p>	<p>Wired Headphones/Earbuds Headphones are required for all ELA/L sections as well as for students who receive the text-to-speech or screen reader accessibility feature for the Mathematics assessment.</p>								
4.2	20	<p>Changes to the ELA/L and Mathematics Administration Students taking the Algebra I regular online assessment MUST begin the assessment in Section 1 and answer each question in order.</p>	<p>Changes to the ELA/L and Mathematics Administration Students taking the regular online assessment MUST begin the assessment in Section 1 and answer each question in order.</p>								
4.2	20	<p>Reminders for Mathematics Administration Online assessments based on the accommodated form (i.e., Text to Speech, ASL, Assistive Technology) do NOT use the “MUST Answer to Continue” feature, but can bookmark items, use the review menu, or move forward using the blue arrow.</p>	<p>Reminders for Mathematics Administration Reminder: Online assessments based on the accommodated form (i.e., Text to Speech, ASL, Assistive Technology) do NOT use the “MUST Answer to Continue” feature, but can bookmark items, use the review menu, or move forward using the blue arrow.</p>								
4.3	21	<p>4.3 Manage Test Administrations in Maryland Assessment Platform – ADAM (Testing Day) Table 4.1 describes the possible statuses for a student during each Administration. Table 4.1 Student Statuses in Maryland Assessment Platform - ADAM Reference https://support.mdassessments.com/.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Not Started</td> <td>The student has NOT yet signed in to the assessment.</td> </tr> <tr> <td>In Progress</td> <td>The student has signed in to the test. No action is needed by the proctor.</td> </tr> <tr> <td>Submitted</td> <td>The student has completed the test and submitted their answers.</td> </tr> </tbody> </table>	Status	Description	Not Started	The student has NOT yet signed in to the assessment.	In Progress	The student has signed in to the test. No action is needed by the proctor.	Submitted	The student has completed the test and submitted their answers.	<p>Delete all of section 4.3</p>
Status	Description										
Not Started	The student has NOT yet signed in to the assessment.										
In Progress	The student has signed in to the test. No action is needed by the proctor.										
Submitted	The student has completed the test and submitted their answers.										
4.4	21	<p>4.4 Distribute Materials and Read Script (Testing Day) Then, read the appropriate administration script and distribute student testing tickets and scratch paper when instructed to do so.</p>	<p>4.4 Distribute Materials and Read Script (Testing Day) Then, read the appropriate administration script and distribute student testing print cards and scratch paper when instructed to do so.</p>								

Section	Page	Previous language	Updated language
4.7.5	24	<p>4.7.5 Item Irregularities During Testing</p> <ul style="list-style-type: none"> Note the content area, course/grade level, item number, test format (online or paper), and a brief description of the issue and provide that information to the School Test Coordinator to complete the TIF or LEA/LEA 24-designed Testing Irregularity form. Actual wording from the question should never be included either verbally or in writing 	<p>4.7.5 Item Irregularities During Testing</p> <ul style="list-style-type: none"> Note the content area, course/grade level, item number, test format (online or paper), and a brief description of the issue and provide that information to the School Test Coordinator to complete the TIF or LEA/LEA 24-designed Testing Irregularity form. Actual wording from the question should never be included either verbally or in writing For computer adaptive tests, ELA (Grades 6-8, 10) & Mathematics (Grades 3-8 Algebra I regular online), please contact your STC.
4.9.1	26	<p>4.9.1 Signing Students Out of TestNav</p> <p>As students complete testing each Section, Test Administrators will use the instructions at the end of the administration script to help them sign out of TestNav. Test Administrators may provide navigational guidance as students click through the sign out steps. Students MUST Submit their test after they have completed the Section and before they can close their device. All students taking an ELA/L or Mathematics assessment, whether finished with the Section or NOT, will be directed to exit TestNav. At this point, the STC will move them to the next Section.</p>	Removed highlighted text
4.9.2	26	<p>4.9.2 Collect Test Materials</p> <p>Collect student testing tickets and scratch paper. Count the number of items to ensure each student has returned their student testing ticket and scratch paper. If a student loses or destroys their student testing ticket, contact your School Test Coordinator.</p>	<p>4.9.2 Collect Test Materials</p> <p>Collect student testing Print Cards and scratch paper. Count the number of items to ensure each student has returned their student testing Print Card and scratch paper. If a student loses or destroys their student testing Print Card, contact your School Test Coordinator.</p>
4.9.3	26	<p>4.9.3 Return Materials to School Test Coordinator</p> <p>Student testing tickets and Seal Codes (secure documents)</p>	<p>4.9.3 Return Materials to School Test Coordinator</p> <p>Student testing Print Cards and Seal Codes (secure documents)</p>

Section	Page	Previous language	Updated language
4.11	27	Required Materials Student testing tickets and Seal Codes	Required Materials Student testing print cards and Seal Codes
4.11.1	28	Test Nav Sign in Screen 	Updated Test Nav Sign in Screen 
4.11.1	28	Instructions for Signing In <i>Script</i> Please sit quietly while I distribute your student testing tickets and scratch paper.	Instructions for Signing In <i>Script</i> Please sit quietly while I distribute your student testing print cards and scratch paper.
4.11.1	28	Distribute scratch paper, Mathematics reference sheets (if locally printed), and student testing tickets as well as optional Mathematics tools as applicable.	Distribute scratch paper, Mathematics reference sheets (if locally printed), and student testing print cards as well as optional Mathematics tools as applicable.
4.11.1	29	<i>Script:</i> Now, enter your Username as shown on the bottom of your ticket. (Pause.) Next, enter the Password as shown on your ticket .	<i>Script:</i> First, enter the test code _____ and click NEXT. Now, enter your Username as shown on the bottom of your print card .
4.11.1	32	<i>Script:</i> You will have 40 minutes to work today .	<i>Script:</i> You will have 40 minutes to work on this section of the assessment .

Section	Page	Previous language	Updated language
4.11.1	33	Ending for All Online Mathematics Tests <i>Script:</i> This Section Testing Time is now complete. I will now collect your Testing Ticket .	Ending for All Online Mathematics Tests <i>Script:</i> This Section Testing Time is now complete. I will now collect your Testing Print Card .
4.11.1	33	IMPORTANT Directions for the Test Administrator If administering another Section on the same day, collect tickets , but allow students to keep other materials and take a short break. If the break exceeds 15 minutes or is the only Section being tested today, collect tickets and all materials. Do NOT allow students to leave the room with testing tickets or any notes or formula sheets.	IMPORTANT Directions for the Test Administrator If administering another Section on the same day, collect print cards , but allow students to keep other materials and take a short break. If the break exceeds 15 minutes or is the only Section being tested today, collect print cards and all materials. Do NOT allow students to leave the room with testing print cards or any notes or formula sheets.
4.11.2	35	Instructions for Signing In <i>Script</i> Please sit quietly while I distribute your student testing tickets and scratch paper.	Instructions for Signing In <i>Script</i> Please sit quietly while I distribute your student testing print cards and scratch paper.
4.11.2	35	Distribute scratch paper, Mathematics reference sheets (if locally printed), and student testing tickets as well as optional Mathematics tools as applicable.	Distribute scratch paper, Mathematics reference sheets (if locally printed), and student testing print cards as well as optional Mathematics tools as applicable.
4.11.2	35	<i>Script</i> Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do NOT have your ticket .	<i>Script</i> Now, look at your student testing print card and make sure it has your first and last name on it. Raise your hand if you do NOT have your print card .
4.11.2	35	If a student has the wrong ticket , provide the correct student testing ticket to the student. If you do NOT have the correct student testing ticket , contact the School Test Coordinator.	If a student has the wrong print card , provide the correct student testing print card to the student. If you do NOT have the correct student testing print card , contact the School Test Coordinator.
4.11.2	35	<i>Script:</i> Now, enter your Username as shown on the bottom of your ticket . (Pause.)	<i>Script:</i> Enter the test code as shown on your print card. Hit Next.

Section	Page	Previous language	Updated language
		Next, enter the Password as shown on your ticket .	Now, enter your Username as shown on the bottom of your print card. (Pause.) Next, enter the Password as shown on your print card .
4.11.2	40	IMPORTANT Directions for the Test Administrator If administering another Section on the same day, collect tickets , but allow students to keep other materials and take a short break. If the break exceeds 15 minutes or is the only Section being tested today, collect tickets and all materials. Do NOT allow students to leave the room with testing tickets or any notes or formula sheets.	IMPORTANT Directions for the Test Administrator If administering another Section on the same day, collect print cards , but allow students to keep other materials and take a short break. If the break exceeds 15 minutes or is the only Section being tested today, collect print cards and all materials. Do NOT allow students to leave the room with testing print cards or any notes or formula sheets.
4.12.1	41	Required Materials Student testing tickets and Seal Codes.	Required Materials Student testing print cards and Seal Codes.
4.12.1	42	Instructions for Signing In Script Please sit quietly while I distribute your student testing tickets and scratch paper.	Instructions for Signing In Script Please sit quietly while I distribute your student testing print cards and scratch paper.
4.12.1	42	Distribute scratch paper and student testing tickets . Make sure students have pencils	Distribute scratch paper and student testing print cards Make sure students have pencils
4.12.1	42	Script Now, look at your student testing ticket and make sure it has your first and last name on it. Raise your hand if you do NOT have your ticket .	Script Now, look at your student testing print card and make sure it has your first and last name on it. Raise your hand if you do NOT have your print card .
4.12.1	42	If a student has the wrong ticket , provide the correct student testing ticket to the student. If you do NOT have the correct student testing ticket , contact the School Test Coordinator.	If a student has the wrong print card , provide the correct student testing print card to the student. If you do NOT have the correct student testing print card , contact the School Test Coordinator.
4.12.1	43	Script: Now, enter your Username as shown on the bottom of your ticket . (Pause.) Next, enter the Password as shown on your ticket .	Script: Enter the test code as shown on your print card. Hit Next. Now, enter your Username as shown on the bottom of your print card. (Pause.) Next, enter the Password as shown on your print card .

Section	Page	Previous language	Updated language
4.12.1	47	Script This Section of the test is now complete. I will now collect your Testing Tickets	Script This Section of the test is now complete. I will now collect your Print Cards
4.12.1	47	NEW IMPORTANT: Notify the STC that the Section Testing Time is finished, students have exited TestNav, and their assessments should be moved to the next Section	NEW Notify the STC that the Section Testing Time is finished, students have exited TestNav, and their assessments should be moved to the next Section
4.12.1	47	IMPORTANT Directions for the Test Administrator If administering another Section on the same day, collect tickets , but allow students to keep other materials and take a short break. If the break exceeds 15 minutes or is the only Section being tested today, collect tickets and all materials. Do NOT allow students to leave the room with testing tickets .	IMPORTANT Directions for the Test Administrator If administering another Section on the same day, collect print cards , but allow students to keep other materials and take a short break. If the break exceeds 15 minutes or is the only Section being tested today, collect print cards and all materials. Do NOT allow students to leave the room with testing print cards .
5.2	48	Return Materials to the School Test Coordinator Student testing tickets and Seal Codes	Return Materials to the School Test Coordinator Student testing print cards and Seal Codes