MCAP Maryland Comprehensive Assessment Program

TEST ADMINISTRATOR MANUAL

EARLY FALL 2021 • MISA 5 & 8



Computer-Based and Paper-Based Testing

MARYLAND STATE DEPARTMENT OF EDUCATION
EQUITY AND EXCELLENCE

MCAP Maryland Comprehensive Assessment Program

Dr. Karen B. Salmon
State Superintendent of Schools

Clarence C. Crawford
President
Maryland State Board of Education

Larry Hogan
Governor

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GENERAL INFORMATION

INTRODUCTION

The Maryland Comprehensive Assessment Program (MCAP) is the umbrella for annual statewide assessments in English Language Arts/Literacy, Mathematics, Science, and Social Studies. The MCAP assessments will be administered in either computer-based (CBT) or paper-based (PBT) format.

The MCAP Maryland Integrated Science Assessment (MISA) is a measure of student achievement in science instruction aligned with the Maryland Next Generation Science Standards (NGSS) in grade 5 (assessing content from grades 3, 4, and 5) and grade 8 (assessing content from grades 6, 7, and 8). These assessments will focus on the ability to demonstrate the essential knowledge and understanding of science and engineering to make sense of real-world phenomena and solve authentic problems. MCAP MISA meets the federal testing requirements of the ESSA by the U.S. Department of Education.

The first section of this MISA Test Administrator Manual (TAM) provides important information necessary for the administration of MISA in grades 5 and 8.

NOTE: Procedures outlined in this manual must be followed. Failure to follow proper testing procedures is a violation of the Code of Maryland Regulations (COMAR), Section 13A.03.04.05A: *Test Administration and Data Reporting Policies and Procedures, Testing Behavior Violations*.

TESTING INFORMATION FOR EARLY FALL 2021

Test Materials arrive in Schools	September 3, 2021
Paper Test Window	September 13–October 15, 2021
Online Test Window	September 13–October 22, 2021

Test Window

The overall test window for MISA 5 & 8 has been established by MSDE. Each Local School System (LSS) or Local Educational Agency (LEA 24) may set a specific schedule for the administration of MISA within the testing window. Students may not test before or after the established MSDE window. Each School Test Coordinator (STC) must submit a schedule of their testing dates to MSDE through http://itempra.org/schedule. For each given grade level (grade 5 or 8), all testing must take place according to the schedule established by each school. Contact your Local Accountability Coordinator (LAC) or School Test Coordinator (STC) to obtain the specific testing schedule for your Local School System or school.

Statewide Test Window:
September 13–October 15, 2021 (paper)
September 13–October 22, 2021 (online)
Check with your STC for your school's specific schedule.

The School Test Coordinator (STC) should allow 60 minutes for the entire administration of the Early Fall MISA assessment (excluding preparation time). Testing must be scheduled to allow for the completion of the assessment in one sitting. Extra consideration should be given to scheduling test administrations for students who receive the extended

time accommodation to ensure enough time is available to complete the started assessment that day. Administrations may be scheduled at any convenient time during the school day, but testing must be scheduled to allow sufficient time for completion of testing during a single day. The assessment may not be tested over multiple days without a Unique Accommodation approved by MSDE.

Prior to and during the test administration, STCs must monitor email from their LAC for bulletins concerning additional information regarding testing or return of materials. Test Administrators (TAs) must check with the STC before testing to ensure they have the most current information concerning the test administration.

Arrangement of Test Groups

Separate testing rooms or areas MUST be planned for students with specific accommodations. Refer to the *Maryland Assessment, Accessibility, & Accommodations Policy Manual* Fact Sheet SWD 3 and 4 for grouping students with testing accommodations in accordance with student IEPs. Due to differences in directions for the MISA paper administration and online administration, these tests should not be administered in the same room concurrently.

Test Format

Each set of items within a Section will consist of Selected Response (SR), Constructed Response (CR) items and Technology Enhanced (TE) items (online only), based on shared stimuli. The online version of the test will also include interactive stimuli.

For the paper version of MISA, each student uses a Test Book containing all test items and response areas. Since the Test Books will be scanned for scoring, **students must not use a highlighter** or make stray marks in any part of the test book or tamper with the barcode on the label. In addition, for CR items, students must write their responses within the boxed area only. Responses written outside the boxed area will not be scored.

Preprinted student ID labels will be used for most students participating in the paper test administration. Students and staff must not write on or tamper in any way with the student barcode label. The barcode on this label contains encoding which links the Test Book to a specific student; therefore, any degradation to the barcode can result in a student not receiving their test results.

A Remote Assessment for MISA 5 & 8 will be offered during the Early Fall administration. Additional guidance will be found on the MCAP Portal and shared during training.

Using this Manual

This Test Administrator Manual (TAM) incorporates grade 5 and grade 8 procedures for both paper and online testing.

Following the procedures in this Test Administrator Manual (TAM) ensures that the test will be valid and equitable for all students. Prior to, during, and following the test administration, comments regarding clarity of directions and information provided in this manual may be emailed to mcap.msde@maryland.gov. Feedback is used to improve future test administrations. When sending an email, please indicate the content area, test format (paper or online), and grade in the subject line.

Test administration questions for all grades should be addressed in the following manner:

1. Test Administrators (TAs) direct questions to the STC.
2. STCs direct questions to the LAC.
3. LACs contact MSDE.

Schools must ensure that as many students as possible participate in testing and should schedule make-up sessions to minimize the number of students who do not complete testing.

If a student does not participate in testing, any paper test materials associated with that student must be invalidated and returned to Pearson with the non scorable materials. Please refer to the information in the Early Fall 2021 Test Coordinator Manual (TCM) for specific instructions regarding invalidation of materials and the return of materials to Pearson.

Online tests must also be Marked Complete or voided if the student started the test but did not complete it. Directions for how to void a test can be found on the MCAP Portal. The LAC in each Local School System (LSS) will determine who should void a test or change the test status to **Marked Complete** in Pearson Access.

Test Administrators, School Test Coordinators and school administrators must use their discretion when removing students from testing for behavior that is disruptive to the testing environment for other students.

The LAC should be contacted and in conjunction with the school, decide how to proceed with testing for those students. The students may be given a chance to complete the unfinished testing time or it may be decided to end testing for those students.

Under no circumstances should a Test Administrator make a unilateral decision to remove a student from testing.

If a student is removed from testing, the STC and school administration should consult with the LAC to decide whether or not the student's test should be scored. If determined that the test should NOT be scored, the paper test must be invalidated by the STC and the online test must be Voided by the LAC. As a result, school and school system staff must use caution when deciding to remove a student, and must only remove a student from an assessment when absolutely necessary.

Make-Up Testing

All paper testing for MISA, including make-up testing, must be completed between September 13–October 15, 2021. All online testing for MISA, including make-up testing, must be completed between September 13–October 22, 2021. There is no additional window for make-up testing.

Handling late arriving students

Testing schedules should be set at times which minimize the likelihood of late arrivals. If large numbers of students are expected to be late, the testing schedule for the entire group should be delayed. If a student is absent during the scheduled test administration days, a make-up test will be administered on one of the subsequent days within the testing window.

The STC should report to the LAC any unscheduled closing or delayed opening that prohibits the test administration from occurring on the scheduled testing date. The STC should also update the Statewide Schedule Tool on https://itempra.org/schedule/. The LACs should address all questions of this nature to the Assessment Branch in the Division of Assessment, Accountability, and Information Technology at MSDE at (410) 767-0083 or by emailing mcap.msde@maryland.gov.

Note: A student must complete the test in the same format (i.e., paper or online) in which they began the test. Schools must receive approval from MSDE to switch the format of testing for a specific student once testing has begun.

Beginning this year, students taking a paper test MUST be entered in a Session on Pearson Access. Please verify that your STC has completed this task.

STUDENT PARTICIPATION AND TESTING ACCOMMODATIONS

Legislation (House Bill 617) allows a public school principal to appoint any employee to serve as the TA pending review and approval by the local Superintendent. Although principals may select any employee, keep in mind that the TA remains culpable if test security infractions occur.

Schools must ensure that as many students as possible participate in testing and should work to minimize the number of students who are absent during testing.

Participation Requirements for ELs

MISA participation requirements—EL students

Students who are identified as English learners (EL) are not exempt from MISA testing and must participate in the testing, regardless of how recently they entered a U.S. school prior to the test administration. Even students with very limited English skills must be given the opportunity to participate in the assessment.

For EL students in their first year of enrollment in a U.S. school, the students should be given the opportunity to respond to test items. When the TA determines in their professional judgment that the student does not possess sufficient English fluency to be able to respond to any test

questions, the test administration may be concluded and the test Marked Complete and submitted for scoring. The STC or LAC is responsible to MARK COMPLETE in Pearson Access. If testing on paper, the student's Test Book must be returned to Pearson for scoring with all other scorable test materials.

Special Medical Exemption Conditions

Students may be exempted from the MISA when they cannot take the assessment during the entire testing window, including the make-up dates, because of a significant medical emergency.

A significant medical emergency is one that has rendered the student incapable of participating in any academic activity and/or the statewide assessment. This includes long-term hospitalization without access to academics, severe trauma, mental health crisis (student is in danger to self or others), or placement in hospice care. Examples could include hospitalization for a life-threatening condition or a serious car or other accident. Determination of a "significant medical emergency" must be made by a medical doctor and documentation must be kept available at the LSS or LEA 24 school for review.

Testing Accommodations and Accessibility Features

Refer to the *Maryland Assessment, Accessibility, & Accommodations Policy Manual* for more information about specific accommodations and Accessibility Features.

Testing accommodations for students with disabilities (i.e., students having an Individualized Education Program [IEP] or a 504 Plan) or students who are English learners (EL) (i.e., students who have an EL Plan) must be approved and documented according to the procedures and requirements outlined in the document entitled *Maryland Assessment, Accessibility, & Accommodations Policy Manual*: Selecting, Administering, and Evaluating the Use of Accommodations for Instruction and Assessment (*Maryland Assessment, Accessibility, & Accommodations Policy Manual*). A copy of the most recent edition of the *Maryland Assessment, Accessibility, & Accommodations Policy Manual* is available on the MCAP Portal at https://support.mdassessments.com/. No accommodations or accessibility features may be made for students merely because they are members of an instructional group. Any accommodation must be based on individual need documented in the student's IEP, 504, or EL plan—not on a category of disability area, level of instruction, environment, or other group characteristics. Responsibility for confirming the need and appropriateness of an accommodation rests with the STC and school-based staff involved with each student's instructional program. A master list of all students and their accommodations or accessibility features must be maintained by the STC in the Testing Archive and submitted to the LAC, who will provide a copy to MSDE upon request. Staff involved with the test administration should refer to the most recent *Maryland Assessment, Accessibility, & Accommodations Policy Manual*.

Students with accommodations and testing remotely must come into a school setting for an in-person administration of the test.

Specific Accessibility Features are also available to students during the MISA assessment. Guidance regarding these features is available in the *Maryland Assessment, Accessibility, & Accommodations Policy Manual*.

The Answer Masking tool will no longer be an Accessibility Feature that must be designated in advance. This tool will now be available to all students. It is highly recommended that teachers use the Practice Tests to model the use of this tool.

Apply the preprinted student ID label to the standard-size Test Book—not to the Large Print or Braille Book.

Large Print and Braille Test Books, and Transcription

MISA will be administered to students requiring Large Print and Braille Test Books.

- For Large Print Test Books and Braille Test Books, student responses must be transcribed into the standard-size Test Book after testing. Please refer to the document *Transcription Instructions*, found on the MCAP Portal, for specific instructions regarding transcription.
- The student's name, date of birth, State Assigned Student ID (SASID), LSS number, and school number are to be written on the Large Print or Braille Test Book for proper transcribing into the standard-size Test Book.
- **The preprinted student ID label must be affixed to the standard-size Test Book containing the transcribed responses, NOT to the Large Print or Braille Test Book.** If a preprinted student ID label is not available, please complete and grid all requested information on the demographic page.
- An eligible person must transcribe the student's responses into a standard-size Test Book exactly as responded by the student. At least two persons must be present during transcription of students' responses. It is recommended that one of the individuals is the School Test Coordinator. The standard-size Test Book should be returned to Pearson with all other scorable Test Books. Any original student Test Books that were used as source documents for transcription must be invalidated by having a heavy black slash drawn across the student demographic page and writing DO NOT SCORE. These books must be returned to Pearson as nonscorable books.
- Once the student responses have been transcribed, the transcribed Test Book must be returned for scoring with the standard-size scorable materials. Large Print Test Books and Braille Test Books should be returned with non scorable materials.

Braille Periodic Table

A Braille Periodic Table will be available for 8th grade students during the assessment. Students should have familiarity with this tool during instruction.

Human Reader Accessibility Feature and Text-to-Speech Tests on Pearson Access

Students who receive this accessibility feature in regular instruction should receive the same accessibility feature on the MISA. The accessibility feature may be provided either by a human reader or through Text-to-Speech in TestNav.

Online Human Reader Accessibility Feature

For those students that will take MISA **online** and receive a Human Reader accessibility feature, this can be provided by a human reader, individually, or in a group that may not exceed more than five students.

The individual providing this feature accesses the test by obtaining a username and password through Pearson Access in order to read on TestNav, the testing platform, from their own device.

A "Human Reader" Session may be administered to an individual or group of five or less via paper or online.

Administrative Procedures for Students with IEP, 504 Plan, or EL Plan Permitting a Dictated Response or Use of a Word Processor

A student whose IEP, 504 Plan, or EL Plan permits a dictated response **must** have their responses transcribed at the school level by an eligible person into the student's Test Book or into TestNav. At least two persons must be present during transcription of student's responses. It is recommended that one of the individuals is the School Test Coordinator. A student whose IEP, 504 Plan, or EL Plan permits the use of a word processor must either take the test online via TestNav or have their responses transcribed by hand exactly as the student entered the responses on the word processor. After the student's responses have been transcribed, the memory of the word processor must be cleared. The original word-processed printout must be returned to Pearson with the non scorable materials.

Response Accommodations

Students who have a response accommodation documented in their IEP, 504 Plan, or EL Plan, and who receive that accommodation in regular instruction, must receive the accommodation on the MISA. Refer to the *Maryland Assessment, Accessibility, & Accommodations Policy Manual* for the specific descriptions of the various response accommodations.

Large Print, Audiotaped, Brailled, or Word-Processed Student Responses

Students' responses written in Large Print Test Books, or produced on Braille or word-processed pages for later transcription must be shipped back to Pearson with other non scorable materials.

Note: Do not insert the word-processed or Brailled original student responses into the pages of a transcribed Test Book.

Scribe Response Accommodation

A scribe may only administer the scribe accommodation to one student at a time during a test. **This accommodation must be administered so that other students are not able to hear the accommodated student's response.** All test administrators must refer to Appendix B in the *Maryland Assessment, Accessibility, & Accommodations Policy Manual* for the scribe protocol procedures.

When a student receives a scribe response accommodation, the student dictates each response directly to the scribe who in turn records the response directly into the student's Test Book or directly into TestNav for MISA online tests.

Extended Time Accommodation

Extended Time Accommodation

The extended time accommodation must be given in one continuous block of time. The Test Administrator (TA) may stop the Session at the end of the standard testing time and provide up to a three minute break so students know they are now receiving extra time on the assessment. The student with extended time cannot be told to stop testing at the end of the standard testing time, and be brought back to that unsubmitted test at a later time to complete the extended time accommodation.

If a student's IEP, 504 Plan, or EL Plan does not specify the amount of extended time given to a student during an assessment, then the TA should work with the School Test Coordinator (STC) to ensure that parameters are established ahead of testing. The STC should arrange the testing schedule so that students with the extended time accommodation do not begin the assessment at a point in the afternoon that they do not have sufficient time to complete the test.

Determine the routine for ending the extended time accommodation. For example:

1. The student cues the teacher, with a predetermined cue, indicating that they are finished.
2. The teacher asks the student having this documented accommodation whether they need more time. The teacher provides more time if the student requests it. The Test Administrator may only provide the amount of extra time as noted in the IEP, 504 Plan, or EL Plan.
3. Predetermine the time period. Inform the student of the time frame for the Section plus their extended time prior to the administration of the assessment.

Refer to Appendix C of the *Maryland Assessment, Accessibility, & Accommodations Policy Manual* regarding further instructions for logistics planning and ending the extended time accommodation.

Refusal of Accommodations

If a student refuses an accommodation listed in their IEP, 504, or EL Plan, the school must document in writing that the student refused the accommodation. However, the accommodation must be offered and remain available to the student during the test administration. Refer to Appendix I, of the *Maryland Assessment, Accessibility, & Accommodations Policy Manual*, for the Student Accommodation Refusal Form. This form must be completed and placed in the student's assessment or cumulative file. Also, on the day of the student's refusal of an accommodation, a copy of the completed form must be sent home to the parent. The STCs should work with test administrators to determine who else should be informed of the student's refusal of the accommodation. In addition, the IEP, 504, or EL Team may want to consider discussing this issue at the student's next IEP, 504, or EL Team meeting.

Emergency Accommodations

Prior to, or during testing, the school principal, principal's designee, or STC can determine that a student requires an emergency accommodation (i.e., the student breaks their writing arm and requires a scribe). Appendix H, from the *Maryland Assessment, Accessibility, & Accommodations Policy Manual*, Emergency Accommodation Form for State Assessment, must be completed and submitted to the Local Accountability Coordinator (LAC) for approval. A copy of this form must be filed in the testing archives, and a copy must be retained by the LAC at the central office.

Unique Accommodation Requests

A unique accommodation is one that is not specifically identified in the *Maryland Assessment, Accessibility, & Accommodations Policy Manual* and must be approved by MSDE. Students who need unique accommodations must have them approved first by the local Director of Special Education, or Local English Learner (EL) Manager/Supervisor, the Local Accountability Coordinator (LAC), and MSDE. The application for a Unique Accommodation is provided in the *Maryland Assessment, Accessibility, & Accommodations Policy Manual*. Appendix F is for students with an Individualized Education Program (IEP) or a 504 Plan and Appendix G is for students with an English learners (EL) Plan. Unique accommodations request forms must be received by MSDE no later than six weeks before the opening of the testing window.

TEST SECURITY

Code of Ethics and State Board Security Regulations

All personnel involved in any way with testing are required to familiarize themselves with Maryland's test security requirements.

The code of ethics below conforms to the Standards for Educational and Psychological Testing developed by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education.

> IT IS A BREACH OF PROFESSIONAL ETHICS FOR SCHOOL PERSONNEL TO PROVIDE VERBAL OR NONVERBAL CLUES OR ANSWERS, TEACH ITEMS ON THE TEST, SHARE WRITING PROMPTS, COACH, HINT, OR IN ANY WAY INFLUENCE A STUDENT'S PERFORMANCE DURING THE TESTING SITUATION. A BREACH OF ETHICS MAY RESULT IN INVALIDATION OF TEST RESULTS AND LOCAL EDUCATION AGENCY (LEA) OR MSDE DISCIPLINARY ACTION.

All personnel involved in any way with testing must be trained and sign the Test Administration and Certification of Training Form and Non-Disclosure Agreement.

Online versions and Test Books for the MISA are confidential and must be kept secure at all times. Unauthorized use, duplication, or reproduction of any or all portions of the assessment is prohibited.

> VIOLATION OF SECURITY CAN RESULT IN PROSECUTION AND/OR PENALTIES AS IMPOSED BY THE MARYLAND STATE BOARD OF EDUCATION AND/OR THE STATE SUPERINTENDENT OF SCHOOLS IN ACCORDANCE WITH COMAR 13A.03.04 AND 13A.12.05.

TAs and anyone else with access to test materials must be aware of the consequences of test security violations and must sign a Test Administration and Certification of Training Form and Non-Disclosure Agreement, which is kept on file. Anyone handling test materials solely for clerical purposes must sign a Test Administration and Certification of Training Form and Non-Disclosure Agreement, which is kept on file. This document can be found in Appendix A and on the MCAP Portal.

Once the Test Administration and Certification of Training Form and Non-Disclosure Agreement (Appendix A and posted on the MCAP Portal) has been signed, individuals are bound to abide by the regulations governing test security violations outlined in COMAR section 13A.03.04.05:

A. It is a violation of test security for an individual to fail to follow test administration procedures promulgated by the local board of education or the State Board of Education and published in test administration manuals and related materials for mandatory tests administered by or through the State Board of Education to students or educators.

B. It is a violation of test security for an individual to:

   (1) Give examinees access to secure test items or materials before testing;

(2) Give unauthorized individuals access to secure test items or materials;

(3) Copy, reproduce, use, or otherwise disclose in any manner inconsistent with test security regulations and procedures any portion of secure test materials;

(4) Provide answer keys or answers orally, in writing, or by any other means, to examinees;

(5) Coach examinees during testing by giving them answers to test items or otherwise directing or guiding their responses or altering or interfering with examinees' responses in any way;

(6) Fail to follow security regulations and procedures for distribution and return of secure test materials, or fail to account for all secure test materials before, during, and after testing;

(7) Fail to properly monitor test administration, including permitting inappropriate collaboration between or among individuals;

(8) Administer State-mandated tests on dates other than those specified by the Department;

(9) Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this chapter;

(10) Refuse to disclose information regarding test security violations;

(11) Access, review, or change any portion of any secure testing material except for the purpose of fulfilling the requirements of testing accommodation(s) or transcribing a soiled or torn book;

(12) Encourage students to complete testing early;

(13) Use electronic devices during testing, other than devices being used for the purpose of testing.

C. The local school system shall investigate any allegations of violations of test security and report the results to the Department within 5 days of the incident occurring, in accordance with Department procedure.

Listing of MISA secure materials

Secure and Non-Secure Materials

ALL materials should be treated as confidential and placed in locked areas. Secure and non-secure test materials are as follows:

Secure Materials—Test Books (including Large Print and Braille), Student Testing Tickets* (for online testing).

Non-secure Materials—Header Sheets, TCM, TAM, unused yellow scorable shipping labels, unused blue non scorable shipping labels, unused preprinted student ID labels, Bill of Lading, used scratch paper,** Periodic Tables,*** and student rosters.

*Student Testing Tickets are secure documents prior to and during testing. After testing, they need to be destroyed on site by the School Test Coordinator and do not need to be sent back to Pearson.

**Used scratch paper with marks on it are secure documents at the local level and need to be destroyed on site. They do not need to be sent back to Pearson.

***Periodic Tables with marks on them are considered the same as scratch paper and must be destroyed on site after testing. Schools needing additional copies of the Periodic Table may make copies from the MCAP Portal and do not have to order them from Pearson.

Non-secure materials may be used for training at any time.

Who May Have Access to Secure Materials and When May They Be Accessed?

Before the First Test Administration Date

- **LACs** may have access to secure and non-secure materials as they are made available in order to plan training sessions for STCs. Secure Test Book packages should not be opened unless needed for distribution.
- **STCs** may have access to secure and non-secure materials in order to prepare materials and training sessions for TAs. STCs may open packages of Student Test Books as necessary to inventory and prepare materials for distribution to TAs. Student Testing Tickets for online testing may be printed and should be considered secure documents.
- **TAs** may have access to all non-secure materials prior to the test administration. TAs are not permitted to have access to the secure paper and online testing materials prior to the scheduled test date. TAs will receive student Test Books or secure online testing materials from the STC on the day of the scheduled test.
- **Teacher (T)** is an individual with a secure account having access to information about their students in Pearson Access. This is a new User Role in Pearson Access. The Teacher may administer the assessment, but in this manual, we will call the person administering the assessment the Test Administrator (TA).

- **Staff providing certain accommodations** may need access to secure testing materials prior to the first day of testing in order to prepare their accommodations. Staff members providing certain accommodations must consult with their STC, who then consults with their LAC, to determine if a specific accommodation warrants the review of a Test Book or online test prior to the first day of testing.
- **Non-certified staff** may have access to secure materials for clerical purposes **only** as approved by the LAC and **only** if supervised by the STC. Non-certified staff may perform such activities as taking inventory of materials or applying preprinted student ID labels to Test Books.

Individuals who handle test materials solely for clerical purposes must sign a Test Administration and Certification of Training Form and Non-Disclosure Agreement, which is kept on file.

Individuals who handle test materials solely for clerical purposes must sign a Test Administration and Certification of Training Form and Non-Disclosure Agreement.

During the Test Administration

- **TAs** may have access to non-secure materials prior to testing. As noted on the previous page, TAs and staff providing certain accommodations may view secure test materials in a secure setting under the supervision of the STC not more than 24 hours prior to the test administration. TAs will receive either Test Books or Student Testing Tickets from the STC on the morning of the scheduled test date.

Who May Not Have Access to Secure Materials?

- Proctors and members of the general public, including (but not limited to) members of local boards of education, are not allowed access to secure online or paper test materials.

  The legal authority for this denial is found in §10-618(c) of the State Government Article, Annotated Code of Maryland, which stipulates the following:

  SUBJECT TO PARAGRAPH (2) OF THIS SUBSECTION, A CUSTODIAN MAY DENY INSPECTION OF TEST QUESTIONS, SCORING KEYS, AND OTHER EXAMINATION INFORMATION THAT RELATES TO THE ADMINISTRATION OF LICENSES, EMPLOYMENT, OR ACADEMIC MATTERS.

  Proctors and the general public may utilize the electronic Practice Tests on the MCAP Portal at https://support.mdassessments.com/ to experience the navigation of the assessment. For paper copies of the practice test, downloadable PDFs are available on the MCAP Portal.

  Persons not mentioned specifically are to be denied access to secure materials.

Keep all secure materials under lock and key when not in use.

Additional Security Instructions

When not in use, all secure materials must be kept in a secure central location under lock and key. Student Test Books containing responses must be returned to the STC, along with all other secure materials, at the end of each day's testing. The TA must completely account for all secure materials before returning them to the STC. The STC must be notified immediately of any discrepancies.

Students cannot test on paper after the paper testing window closes. This is a security violation discussed in the Test Administration and Certification of Training Form and Non-Disclosure Agreement (Appendix A and posted on the MCAP Portal). If a student has not completed a paper test during the paper testing window, contact MSDE immediately as online testing may be an option.

Unless directed otherwise by the STC, any Test Books or Student Testing Tickets checked out by a TA on the morning of the scheduled test and not distributed to students during test administration, should be temporarily stored in a secure location inaccessible to students until the end of that day's testing administration. This may occur if a student is absent. Remember to retrieve these Test Books or Student Testing Tickets from their secure location when returning the materials, as all secure materials must be inventoried and accounted for each day of testing. **It is a security violation to have Test Books remain in classrooms overnight.**

Never score or read student responses for the purpose of judging or evaluating students, or for the purpose of conducting a test security investigation.

Do not provide additional testing time beyond the allotted time given, unless documented in the student's IEP, 504 Plan, or EL Plan.

Breaches of security must be reported to the STC, Principal, and LAC immediately. LACs may develop specific local procedures for reporting security issues in accordance with MSDE guidelines. LACs must follow MSDE security guidelines and procedures in reporting security issues to MSDE, either immediately or at a subsequent time, depending on the severity of the situation. When in doubt about the proper action to follow in responding to a test security administration issue, LACs should consult with MSDE's Test Security office at 410-767-0074 or 410-767-0083.

Administration Monitoring by MSDE

MSDE will send representatives to schools throughout the state to monitor and observe testing to ensure that standardized testing procedures are being followed. Schools will not be notified in advance of a monitor's visit. All monitors will follow local procedures for reporting to the school's main office and signing the school's visitor log. Monitors will also sign Non-Disclosure forms as requested by the school and provide a copy of a memorandum from the Assistant Superintendent for Accountability and Assessment giving authorization to monitor testing.

Testing Documentation

The STC must provide each MISA Test Administrator with a Test Archive: Student Tracking Form (posted on the MCAP Portal). For paper testing, the Student Tracking Form allows space to record the ten-digit security barcode number and Test Form number from the student's Test Book. The Test Administrators must sign the tracking form to verify that all students have returned their testing materials. This document will serve as a test archive and must be kept for six years as per COMAR 13A.03.04.

All other testing documentation (Test Administration and Certification of Training Forms and Non-Disclosure Agreements, Sign-in sheets from training sessions and Test Archive: Student Tracking Forms) must be retained on file for six years after the date of the test administration, as specified in COMAR Section 13A.03.04.03.

As further specified in COMAR 13A.03.04.03, Test Administrator Logs or Rosters should include the following information for each testing group for each testing day:

(a) Name and state assigned student identification number (SASID) for each student;

(b) School and system names and identifiers; and

(c) Names of the Test Administrators, Proctors, and anyone providing accommodations.

NOTE: Students taking a Paper form of the test will now need to be placed in a Session in Pearson Access.

Note: The Test Archive: Student Tracking Form can serve as the TA log referred to above.

ELIGIBLE AND INELIGIBLE TEST ADMINISTRATORS, PROCTORS, AND ACCOMMODATORS

Eligibility Requirements for School Test Coordinators (STCs)

MSDE regulations require local school systems to appoint a School Test Coordinator (STC) for each school in the system (COMAR 13A.03.04).

Eligible STCs for any Maryland state test administration must be an employee of the local school system and possess a valid Maryland State Department of Education (MSDE) certificate for professional school staff. Eligible STCs include the following:

- State-certified academic classroom teachers
- Other state-certified teachers who teach in Special Education, Gifted and Talented, and ESOL programs
- State-certified teachers in physical education, health, dance, art, family and consumer sciences, industrial arts, and technology education

- State-certified guidance counselors, library media specialists, school psychologists, pupil personnel workers, and school administrators (other than the Principal)

Notes:

1. Non-certified instructional assistants or aides who are regular employees of the school district for the purpose of providing instruction are NOT PERMITTED to serve as STCs.
2. In the unusual situation where no other school staff but the Principal can serve as the STC, the school system should apply to the State Test Administration and Security Committee (STASC) for a waiver and submit a plan for appropriate system-level monitoring of the school during testing. (Non-public schools requiring a waiver must submit an application as well.)
    - The *STC Eligibility Waiver* form is posted on the MCAP Portal. This form must be completed by the Local Accountability Coordinator (LAC) and returned to the State Test Security Officer for review and approval by MSDE's State Test Administration and Security Committee. LACs will receive written documentation for approval of all waiver requests.

Eligible Test Administrators (TAs)

NOTE: Eligible Test Administrators, Proctors, or Accommodators may not serve in the same testing room as a student who is a family member or resides within the same dwelling.

Eligible TAs for MISA must be an employee of the local school system. Eligible TAs include the following:

- State-certified academic classroom teachers
- State-certified teachers who teach Special Education, Gifted and Talented, and ESOL programs
- Academic classroom, Special Education, Gifted and Talented, and EL teachers with conditional state certification or who are awaiting a response on certification from MSDE
- State-certified teachers in physical education, health, dance, art, family and consumer sciences, industrial arts, technology education, etc.
- State-certified guidance counselors, library media specialists, school psychologists, pupil personnel workers, and school administrators
- Other state-certified teachers or retired teachers who may be working as instructional assistants, aides, or regular substitutes
- Any employee selected by the Principal and approved by the local Superintendent

Note: The Maryland General Assembly adopted legislation concerning the administration of Maryland State Assessments. House Bill 617 permits public school principals to select any employee to act as a Test Administrator pending review and approval by the respective local Superintendent.

Although principals may select any employee to act as a Test Administrator, keep in mind that employees remain culpable if test security infractions are committed.

All Personnel assigned to be Test Administrators must be employees of the local school system, be trained for their role, and sign a "Test Administration and Certification of Training Form and Non-Disclosure Agreement."

Ineligible Test Administrators

Regular and/or certified staff who are not eligible as TAs include the following:

- Instructional assistants and aides who are not regular employees of the school district (e.g., student teachers, student interns, and parents who serve as regular volunteers)
- Maryland state-certified teachers who are not regular employees of the school system and who are not on a substitute list

The use of non-certified instructional assistants and aides as Proctors is a local school system option. The TAs must understand that they, and not the Proctors, are solely responsible for a smooth and standardized test administration, as well as the security of the test materials. Proctors are also bound by the security/confidentiality regulations and must not be allowed to view secure materials. In general, one (1) Proctor for every 25 students is recommended.

Eligible Accommodators

Eligible Accommodators may provide accommodations to students during testing.

Eligible Accommodators include the following:

- Test Administrators
- Non-certified instructional assistants and aides
- Substitutes or other staff members who are regular employees of the school system

Note: Eligible Accommodators must be under the supervision of a Maryland state-certified eligible TA and must sign the Test Administration and Certification of Training Form and Non-Disclosure Agreement Form.

Eligible Accommodators must be under the supervision of a Maryland state-certified eligible TA and must sign the Test Administration and Certification of Training Form and Non-Disclosure Agreement Form.

Persons not eligible to serve as TAs may provide assistance during administration as Proctors only.

Proctors

Persons not eligible to serve as TAs may provide assistance during administration as Proctors only. The decision to use Proctors is a local school system option.

During testing the Proctors may assist with the test administration in the following ways:

- Help the TA distribute and collect testing materials
- Circulate and monitor students during the entire testing time
- Ensure that students are not using highlighters in the Test Books
- Ensure that students are writing answers to CR items within the designated area of the Test Books
- Remind students who finish early to check their work in that Section
- Monitor students who finish early to ensure they are not disturbing students

Backup Test Administrators

A local school system may train backup TAs. If these trained TAs are not used, they may serve as Proctors. If they serve as Proctors, they must work under the direction of the TA and may not have access to the secure materials for the test to which they are assigned prior to the scheduled testing date.

Testing Cautions

1. **Coaching Prohibited.** Make sure all students understand the directions for taking the test. The TA or the proctors may assist students with the mechanics of test taking, such as helping students find the correct page in the Test Book, showing students the functionality of TestNav (scrolling, back and next, exit, etc.) for online testing, and reminding students they must write all answers within the boxed area of the paper Test Book when responding to CR items. No one should provide assistance that would clue or coach the students to the correct response. The TA or Proctor may not assist students with the use of TestNav tools during the assessment.
2. **Answer Every Item.** Before testing begins, encourage all students to attempt all items. The TA, Proctor, or Accommodator may not prompt a student to answer any specific item.
3. **Random Marking.** Students should not select answers randomly. If a student is randomly selecting answers without any regard to the items, TAs should encourage the student to make their best effort at answering every item.

4. **Writing Within the Boxed Area of the Test Book for CR items.** The responses to CR items will be scanned and electronically viewed by scorers. For this reason, the response to CR items must be written inside the boxed area provided for each CR item. Responses written outside the boxed area (e.g., in the margin on any page, above the question, on the front or back cover, or in the space next to SR items) will not be scored. TAs and proctors should monitor students during testing to ensure responses to CR items are being recorded properly. If a TA or proctor observes a student recording their response incorrectly, they should instruct the student on the proper location for recording a response. TAs or Proctors may not re-write student responses for students who recorded their answer in the wrong location. Students responding to a CR item online using TestNav will see a character countdown on the top right corner of the box where the response is entered.

TEST MATERIALS

All test materials must be stored in a secure location prior to test administration. The STC provides test administration training and test materials to the TAs. The School Security Checklist (found on the MCAP Portal), or an equivalent form designed by the LSS, is to be used to track the distribution and return of Student Test Books.

Before testing begins, the TAs must carefully inventory all test materials given to them, as they will be accountable for the return of all secure test materials at the end of testing each day. TAs should check to ensure they have all the materials they will need for testing.

Materials needed for testing:

1. Materials provided by Pearson
   For the STC:
   - Test Coordinator Manual (TCM)
   - Test Administrator Manual (TAM)
   - One set of preprinted student ID labels (for paper testing only).
   - Instructions for application of preprinted student ID labels to Test Books (for paper testing only)
   - Paper bands for the return of used Test Books (for paper testing only)

   For the TA:
   - Test Administrator Manual
   - Student Testing Tickets printed at school (for online testing only)

   For each student:
   - Test Book (for paper testing only)
   - Periodic Table (grade 8 only, for paper only)

2. Additional materials needed
   For each student:
   - A Student Testing Ticket (for online only)
   - A computer with Internet access (for online testing only)
   - Headphones (for TTS only)
   - Blank scratch paper (for both paper and online testing)
   - Two No. 2 pencils with erasers (for both paper and online testing)
   - Calculator (for paper testing only). The online platform (TestNav) contains a calculator for students to use. Teachers should encourage students to try the online calculator found in the Practice Test.

3. Each TA may also need the following additional materials:
   - A designated computer with Internet access for use by the TA for administrative testing functions on Pearson Access (for online testing only)
   - Sign for the door that reads "TESTING: Do Not Disturb"
   - Digital clock or watch (or a clock with a second hand)
   - Copies of the sample STOP and GO ON signs (for paper testing only)

NOTE: Students taking a paper form of the test must be placed in a Session on Pearson Access.

Sample STOP and GO ON Signs (For Paper Testing Only)

To minimize the chance that students miss a STOP or GO ON sign in the Test Book, samples of those signs are printed in the Test Administrator Manual (TAM). TAs must show and explain these signs to students before testing. Samples are also found on the MCAP Portal.

Before Testing

Plan your testing schedule.

STCs are responsible for application of preprinted student ID labels. TAs should check with STCs for any locally-followed procedures regarding labels.

- The testing window for MISA is September 13–October 15, 2021 (paper) and September 13–October 22, 2021 (online). Administer the test according to your school's testing schedule within the MSDE window. If a student is absent during the school's primary testing days, the student must make-up MISA within the testing window.
- Schedule testing to allow sufficient time for distribution and collection of materials, reading directions, and required Testing Time.
- One proctor for every 25 students is recommended. If proctors will be used, instruct them on their roles and responsibilities prior to testing.

Review Test Materials and Prepare Test Books

Before testing begins each day, TAs should carefully inventory and examine all materials they receive from the STC. As the TA, you will be accountable for the return of all testing materials to the STC at the end of testing each day. Make sure you have all materials and supplies necessary for testing, including the Periodic Table provided to you by Pearson for grade 8 paper testers. For a list of testing materials needed, refer to page 19. All test materials must be stored in a secure location prior to the test administration.

Preprinted Student ID Labels and Demographic Information

It is the responsibility of the STC to ensure that preprinted student ID labels have been affixed to the student paper Test Books. If preprinted student ID labels have not been applied to the Test Books on the morning of testing, check with your STC as to the appropriate procedure to be followed in your school for applying labels. All students testing via paper must have a preprinted student ID label or complete the required demographic information on the test book cover.

No demographic information needs to be gridded on the demographic page if a preprinted student ID label has been affixed to the student's paper Test Book. If the printed demographic information is incorrect on the preprinted student ID label, do not use the label, but instead grid the information on the demographic page. Do not cross out or make any marks on the preprinted student ID label. Notify the STC of changes needed to any student's demographic information to be updated in Pearson Access.

The student's name and date of birth must be written on the demographic page of the Test Book. Specific instructions for the STC entering students without preprinted student ID labels can be found on the MCAP Portal.

The student's name and date of birth must be written on the demographic page of the Test Book.

Create an Effective Testing Environment

Provide a testing location that has comfortable seating, sufficient workspace, and good lighting. Make sure there is sufficient room for the TA and proctors to circulate among desks and computers while observing students. The rooms should be adequately ventilated and free from distracting noise. Post a "TESTING: Do Not Disturb" sign on the door to prevent interruptions.

Testing environment—general

For online testing, make sure students have adequate room to have scratch paper next to them at the computer. If the TA has an account in Pearson Access, make sure they have a computer or device available in the same room to access the Pearson Access administrative site. Separate computers/devices the best you can to prevent students from seeing other students' responses. TAs may want to tilt monitors away from each other or tape file folders to the sides of monitors to discourage students from cheating.

Environmental considerations for online testing

At the beginning of the test administration, instruct students to remove all materials from their desktops. Bulky materials such as bags and backpacks must be placed in a section of the room away from the testing area. Only Test Books and items noted on the test materials list should be on a student's desk or work area. **For online testing, ensure that students are not running any applications on their testing device (music streaming, YouTube™, etc.) before launching TestNav.**

If students finish testing early, they may review any of their work in the assessment. Students who finish early may not have any reading materials or other materials on their desk, but may submit their test and any secure materials before gaining access to reading materials if that is the policy of the Local School System or LEA 24 school. For online testing, students finishing the assessment early may not open other applications on the computer.

The Test Administrator should follow the policy of their Local School System (LSS) or LEA 24 regarding what students are allowed to do after they have turned in their test. The only options from which the LSS may choose are:

- After the student has submitted their work, the student must sit quietly until the Session has ended.
- After the student has submitted their work, the Test Administrator dismisses the student.
- After the student has submitted their work, the student may sit quietly and use allowable reading materials.

Return all testing materials (both secure and non-secure) to STC following test administration.

At the end of the administration, students should turn in all test materials, including scratch paper, to the TA. Used scratch paper must be returned to the STC with all other test materials.

ALLOWABLE AND PROHIBITED AIDS

The list of allowable and prohibited aids in the table on the next page is meant to be instructive rather than exhaustive. Instructional aids must not be developed, displayed, or available solely for the administration of the assessment. Prohibited instructional aids must be removed or covered up in each testing room or area.

In general, prohibited instructional aids are those that:

(a) define terms in the Maryland State Next Generation Science Standard (NGSS),

(b) give answers to test questions, or

(c) direct student responses to test items.

If it is found that an instructional aid inadvertently provides a response to a test item, the aid must be removed or covered up immediately and the STC must be notified.

All personal electronic equipment not related to testing (e.g., cell phones, iPods®, personal document scanners, eBooks, electronic pens, smart watches, etc.) is prohibited in MISA testing areas. The Test Administrator or Technology Coordinator may have a silenced cell phone in the testing area, but may only be used for calls related to the test

administration. The decision to allow Test Administrators or Technology Coordinators with cell phones for resolving an issue related to testing is the decision of each LAC. A photo must never be taken of a student screen when trying to resolve any technology issues with the test.

Please ensure that these and any related items are not in the possession of students, TAs, proctors, or any other authorized persons in the test area, including inside students' desks. They are a test security risk and/or a distraction to an appropriate testing environment.

Any clarifications or questions by school personnel on allowable and prohibited aids and other test administration information, should be directed to the STC. Prior to and during the test administration, STCs should monitor email from the LAC for bulletins concerning additional information regarding testing or return of materials. TAs must check with the STC to ensure that TAs have the most current information concerning the test administration.

Examples of Allowable and Prohibited Aids

Allowable Aids	Prohibited Aids
• Periodic Table (grade 8 only) • Calculators used in regular classroom instruction may be provided to all students. taking the paper test. All students participating in testing may utilize this aid and it is not required to be listed in an IEP. A calculator is available for all students testing online through TestNav, the online platform. • EL students may use a word to-word bilingual dictionary if it is listed in their EL Plan.	• Displayed or personal instructional aids, completed graphs or a completed model of a graph, scoring rubrics and rules, or any other definitions or examples of concepts and terms provided in the NGSS • Published standard English language dictionaries and thesauruses • Published scientific/technical dictionaries that define terminology or concepts • Non-test related personal electronic equipment

Other Considerations Regarding Allowable Instructional Aids

Please adhere to the additional guidelines below related to allowable instructional aids:

1. Instructional aids cannot be developed, displayed, or available solely for the administration of the MISA.
2. Allowable instructional aids (for students with IEPs) may be moved from one room to another or placed in a specific room during the administration of the assessment.
3. Students may construct their own graphic organizers on the blank scratch paper provided.

Instructional aids cannot be developed, displayed, or available solely for the administration of the MISA.

Train Proctors

Prior to the test administration, inform proctors of their roles and responsibilities during testing.

Proctors may assist the TA in the following ways:

- Printing the student's name in the STUDENT NAME box on the front cover of the Test Book for each student
- Removing or covering prohibited instructional aids in each classroom
- Gathering additional materials students will need and preparing the distributions
- Helping to distribute and collect testing materials
- Ensuring that the behavior of students is appropriate for the testing environment
- Ensuring that students are writing responses to CR items within the boxed area (paper testing only)
- Ensuring that students are not using highlighters on any pages of the paper test
- Ensuring that students who finish early are not disturbing others who are still testing
- Checking Test Books to ensure the preprinted student ID labels are affixed correctly or demographic information is properly entered

MARYLAND INTEGRATED SCIENCE ASSESSMENT (MISA)

ONLINE TESTING PROCEDURES FOR GRADES 5 & 8

Specific guidance for Remote Testing will be provided on the MCAP Portal and during training.

Introduction and Overview

Pearson's online testing system is comprised of two applications. Pearson Access is used to set up and manage test Sessions and TestNav is used to deliver the online tests to the students. Used together, these two applications give schools the ability to administer MISA in an online format. Schools participating in the online administration of MISA have the capability to create and maintain student rosters, create and modify test Sessions, print Student Testing Tickets, and administer MISA.

Pearson Access: Used to set up and manage test Sessions.
TestNav: Used to deliver the online tests to the students.

The instructions that follow, apply to those schools which are administering MISA online via TestNav. In order to administer the MISA online, you will be using this section of the Test Administrator Manual (TAM) and the Pearson Access User Guide. A link to the most current version of the Pearson Access User Guide can be found at https://support.assessment.pearson.com/pearsonaccess.

STCs and Test Administrators must be thoroughly familiar with TestNav and their responsibilities in Pearson Access. In some cases, the STC may manage many of the responsibilities in Pearson Access instead of the Test Administrator.

Test Security

Test Security of all online materials must be maintained before, during, and after the test administration.

Test Security of all online materials must be maintained before, during, and after the test administration.

- All MISA Student Testing Tickets must be kept secure until those students have submitted their responses. Student Testing Tickets must be collected and kept secure if testing over multiple days. Students will use the same Testing Ticket for the assessment.
- Return all test materials to your STC at the end of each testing day.
- The testing environment must be designed to minimize the potential for cheating. For example, Test Administrators must make reasonable efforts to minimize the extent to which students can see each other's computer screens. Any sign of cheating must be handled immediately. Contact the STC if you have any questions, or if cheating or security violations are suspected.

Students who finish a Section early are not permitted to do other activities on the computer or online.

Preparing for the Online Test Administration

The information below will help ensure a successful test administration.

- The workspace for each student should be large enough to accommodate scratch paper. The workspace should be cleared of all other materials.
- Streaming programs (i.e., Pandora®, YouTube®, etc.) on all testing devices MUST be closed and not running in the background BEFORE launching TestNav.
- Students who finish a Section early are not permitted to do other activities on the computer. Based on your LSS/LEA 24 policy, students may: (refer to your School Test Coordinator).
  - Sit quietly until the Section has ended.
  - Be dismissed.
  - Read a book or other allowable materials until the Section has ended.
- For online administration, it is highly recommended that the STC is present in or readily accessible to each testing lab/ location if possible.

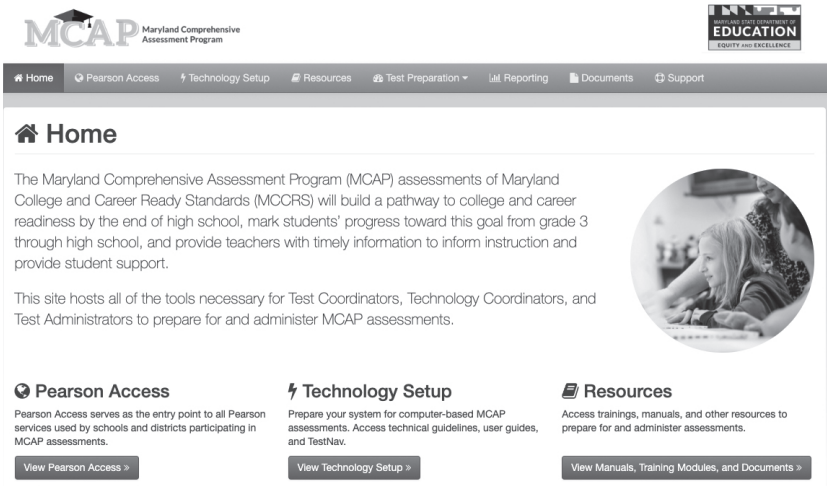
Test Materials

Make sure you have the following materials available at testing time:

- A computer or device located in the testing room that is dedicated for your use for online testing administrative functions in Pearson Access
- A copy of this Test Administrator Manual (TAM)
- One Student Testing Ticket for each student
- Unused scratch paper for each student
- Two pencils for each student to use for writing on scratch paper
- A timing device such as a clock or watch with a second hand to keep time during the test
- A sign for the door that states TESTING: DO NOT DISTURB
- A student roster to record attendance and/or students needing a make up for a specific Section.

Information for Administering the MISA

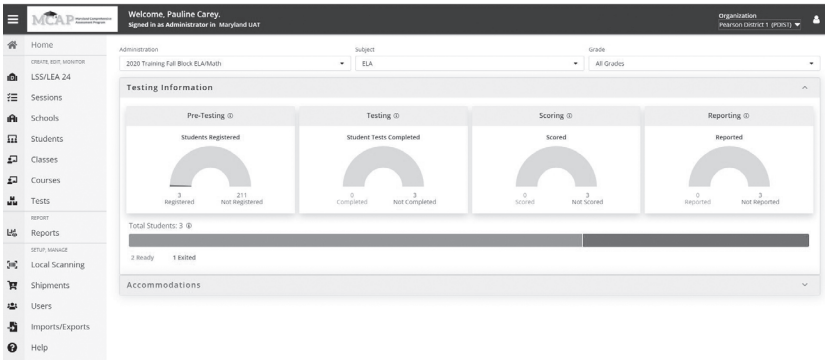
Prior to the test administration, you must access an internet browser on your administrative computer/device and access the MCAP Portal at https://support.mdassessments.com/. Once on the Portal, choose Pearson Access.



Sign in using the user name and password received in your email. The first time you sign in using the user name and password, you will be required to read the *Test Security Guidelines*. At the bottom of the guidelines, you will be asked to click the box indicating that you have read and understand the confidentiality statement and click the "*I Agree*" button that indicates you agree with the Terms and Conditions. You may also be required to change your password on first sign in.

On the morning of testing, the STC will provide you with Student Testing Tickets.

Be sure to access the MISA administration in Pearson Access.



Directions for Monitoring the Test Session

1. Open the Internet browser on your administrative computer/ device and sign into your Pearson Access account.
2. Choose the correct Administration, Subject, and Grade from the dropdowns on the Dashboard.
3. Select Sessions on the left-hand panel.
4. Using the search and filter functions in Pearson Access, locate the Session you would like to test and click the Session name.
5. Use the test administration script in this manual to begin the test.
6. Monitor the Pearson Access status column to ensure students are **Active** during testing and **Completed** at the end of testing.
7. Use the **Resume** function in Pearson Access or contact your STC to resume students who may exit the test for any reason.

The Status column will not update automatically. Use your internet browser's refresh button or the Refresh link on the Session Info page in Pearson Access to update the display and see students' current statuses.

Reference https://support.assessment.pearson.com/pearsonaccess/test-session-management/student-test-statuses.

Status	Description
Ready	The student has not yet started the assessment.
Active	The student has signed in and started the assessment.
Exited	The student has exited TestNav but has not submitted test responses.
Resumed	The student has been authorized to resume the Section. An authorized user will resume a Section when a student exits the test (either intentionally or unintentionally) before finishing the Section and you want the student to continue the same Section. Only students in **Exited** status can be resumed. Students in **Ready**, **Completed**, or **Marked Complete** cannot be resumed.
Completed	The entire test has been submitted by the student through TestNav and student responses have been processed for scoring.
Marked Complete	The LAC or in some cases the STC must mark a test complete when a student has exited TestNav and will not return.
Submitted for Scoring	The test is complete or marked complete and is being scored.
Void	If exceptions occurred during a test session, an authorized user can mark the test attempt Void. The user can re-register the student for a different test session. Voided attempts do not appear on reports. Results are excluded from both individual and summary reports.

Resuming a Student Who Has Exited TestNav

During testing, if a student loses connection or closes TestNav prematurely before completing their assessment, the Test Administrator or STC must resume the student's test. The Test Administrator or STC must be signed into Pearson Access in order to resume the student's test.

1. Before the student(s) attempts to sign back on, click on the Refresh button on the Session page. This will refresh the browser.
2. Click the dropdown arrow under the Status Column for that student and select Resume.
3. The student(s) will now use the same Student Testing Ticket(s) used initially and sign in to TestNav.
4. Upon sign in, the student's status will change from Resume to Active.

Administering the Online Test

In order to ensure accurate results, it is essential that all Test Administrators follow the same procedures when administering the MISA online. Please read these directions carefully before administering the test. The directions you must read aloud to the students are printed in boldface type and are preceded by **SAY**. Information that is only for you and is not to be read aloud is in italics and is not boldface.

Important test administration procedures

Follow these procedures during test administration:

- Read the directions to students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again." Then read the direction again.
- Inform students that they may use the tools in TestNav to help them answer items, but that you may not help them with those tools during the assessment.
- Encourage students to attempt all items. Tell them to read each item carefully and make their best attempt at answering or bookmark the item to revisit as time permits. Be careful not to imply that they should guess randomly.
- If all students have completed testing before the end of the section testing time, the Section may end. There is only one 60 minute Section in MISA during the Early Fall administration. Once the section testing time has elapsed, the Section must end, except for students with extended time accommodations.

Script for Online Test Administration

Before students enter the room, the TA, STC, and/or technical staff must make sure all testing devices are turned on and the TestNav App is launched. Make sure all testing devices display the Maryland Sign-In screen, as shown on the next page. Headphones are ONLY needed for students in Grades 5 or 8 who receive the Text-to-Speech accessibility feature or used as a Noise Buffer. A Test Audio icon will appear below the Sign In button on the Sign In page. Students should adjust the volume on the device to the loudest setting. Students will be able to adjust the volume once inside TestNav.

Headphones are ONLY required for all Text-to-Speech forms.

SAY **Today we are going to take the MISA test. You may not have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the Internet are not allowed. If you have any unapproved electronic devices with you right now, including cell phones, please turn them off and raise your hand. If you are found to have unapproved electronic devices during testing, your test might not be scored.**

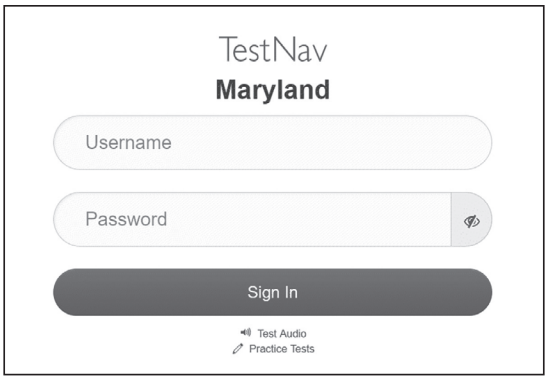
If a student raises their hand, collect the electronic device (or follow your school/LSS policy) and store it until the Section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your School Test Coordinator if you have questions regarding electronic devices.

SAY **Please sit quietly while I distribute your student testing tickets, scratch paper, and pencils.**

Do NOT sign in until I tell you to do so.

Distribute the Student Testing Tickets, scratch paper, and pencils.

Circulate to make sure all students are seeing the Maryland Sign-In Screen.



SAY **You should see the Maryland TestNav Sign In Screen on your device.**

If students are testing using a Text-to-Speech form, headphones will be needed. If this does not apply to your testing group, skip the next SAY.

See Maryland Sign In page for a screenshot of the Test Audio function. Test Administrators should assist students with audio adjustments as needed.

SAY **Make sure your headphones are plugged in and put them on. On your screen below the Sign In button there is a link called "Test Audio." Select the link to make sure you can hear through your headphones and adjust the volume to the loudest setting. Once the test begins, the volume level can be changed.**

SAY **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.**

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.

SAY **Now, enter your TestNav Username as shown on the ticket.**

(Pause.)

Next, enter the Password as shown on your ticket.

(Pause.)

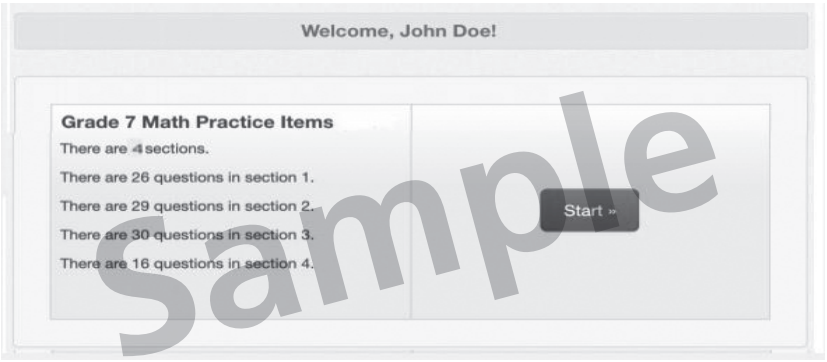
Now, select the "Sign In" button.

(Pause.)

If the name you see is not yours, please raise your hand. You should see a "Welcome" screen.

Circulate the room to ensure all students have signed in properly. Retype the TestNav Username and Password for a student, if necessary. Passwords are not case sensitive. If the student does not see their name on the welcome screen, have the student sign out of TestNav, and sign the student back in with the correct student testing ticket.

Test navigation instructions



SAY **Select the "Start" box on the screen. Follow along while I read the directions on the screen. You may need to use the scroll bar on the right to follow along. Do NOT select the "Start" button after the directions until I tell you to do so.**

SAY **Today you are going to take Section 1 of the MISA test.**

Read the information on each tab. Then, follow the directions to answer each question.

Some of the questions will ask you to write a response. Enter your response in the box on your screen. There will be enough space for you to complete your response. If your response is longer than the space provided, a scroll bar will appear. You will be able to use the scroll bar to review your entire response. Only responses entered in the box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. If you finish early, you may review your answers and any questions you may have bookmarked.

SAY **Do not click the Start button until you receive the direction to do so.**

SAY

Please remember that during testing, you may not talk to other students or look at another student's screen. You may not share materials or use materials not provided by the Test Administrator. Do not attempt to leave TestNav by closing the window or switching applications unless told to do so by your Test Administrator.

Some words or phrases will be underlined. If you see any underlined words or phrases, you can click the link to display a pop-up glossary, which will provide you with the definition of the word or phrase.

You will notice that item sets may have more than one tab with information. Be sure to read the information on all tabs before responding to questions.

Do you have any questions?

Answer any questions students may have. Repeat any of the instructions, as necessary.

SAY

Please raise your hand during testing if you have a question, and I will come over to your computer.

Section timing chart

You will have 60 minutes to complete the Section. I will help you keep track of the time by recording the remaining testing time on the board. If you finish the Section early, you may review the answers in that Section only.



Record the **Starting Time:**	_____
Add 60 minutes:	+ 60
Record the **Stopping Time:**	_____
Record the **Remaining Time:**	_____

Read from OPTION A, B, or C below based on your MSDE or Local School System (refer to your School Test Coordinator).

SAY

OPTION A: After you have submitted your final answers, sit quietly until the Section has ended.

OPTION B: After you have submitted your final answers, I will dismiss you.

OPTION C: After you have submitted your final answers, you may read a book or other allowable materials until the Section has ended.

Do you have any questions about what to do?

Answer any questions students may have. Repeat any of the instructions, as necessary.

Answer any final questions before starting the Section.

SAY

In Section 1 say, "Scroll to the bottom of the screen.

(Pause.)

Select the "Start" button.

(Pause.)

You should now be in the test."

Students begin testing.

SAY

You will have 60 minutes to complete this Section. I will let you know when you have 10 minutes of testing time left."

You may begin working now.

While students are working, the Test Administrator and proctors should circulate to see that students are following directions and that test security policies are being followed. Do not offer any help on specific test items. When 10 minutes of section testing time remain, read the next direction.

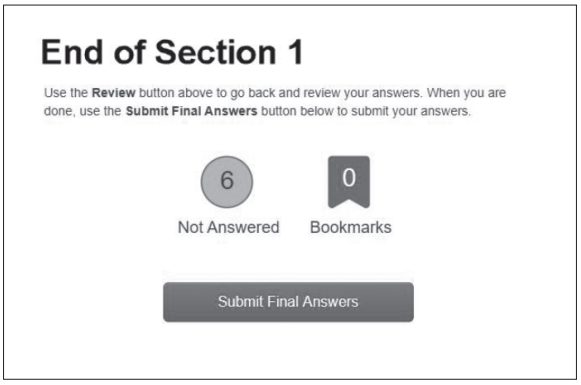
SAY

You have 10 minutes remaining.

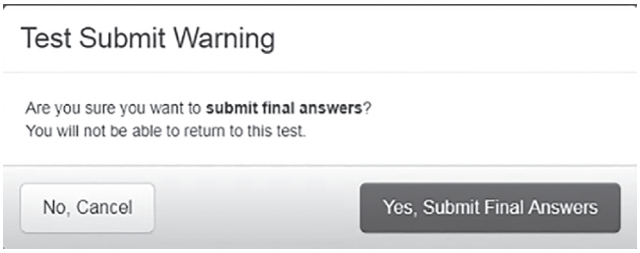
At the conclusion of 10 minutes, continue reading the directions so that all students submit this Section.

SAY **If you are still working, please stop working. This is the end of the Section. If you are not on the End of Section screen, select *Review* on the top left of your screen, then *End of Section*.**

You will see the End of Section screen.



SAY **Select the *Submit Final Answers* button. You will see a pop-up asking if you are you sure you want to submit final answers. Select *Yes, Submit Final Answers*.**



The Test Administrator or STC must verify in Pearson Access that the "Completed" status is next to every student who participated in this Section of the test. For any student who does not reflect a status of "Completed," check that the student has selected Yes, Submit Final Answers. The student should Submit their final Answers.

Students with technical issues should NOT submit their test. These issues should be resolved with the STC, Technology Coordinator, or Pearson Support.

The student's test status will not show "Completed" until the test has been submitted.

SAY **I will now collect your student testing ticket and scratch paper.**

Test Administrator must collect all Student Testing Tickets, scratch paper, and other testing materials from students unless they are taking another Section after a short break. Student Testing Tickets and used scratch paper are considered secure materials and must be returned to the STC.

Collect all Student Testing Tickets, scratch paper, and pencils. Return them to the STC.

PAPER TESTING PROCEDURES FOR GRADES 5 & 8

Introduction and Overview

In order to ensure accurate results, it is essential that all TAs follow the same procedures when administering the MISA in a paper format. (The procedures followed in administering the online and paper tests are identical, which helps to ensure comparability between online and paper testing modes.) This section provides specific directions that are to be used for each test Section. Please read these directions carefully before administering the test. The directions you are to read aloud to the students are printed in boldface type and are preceded by **SAY.** Information that is only for you and is not to be read aloud is in italics and is not boldface.

Important test administration procedures

Follow these procedures during test administration:

- Read the directions to students exactly as they are written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again." Then read the direction again.
- Record starting, stopping, and time remaining in a place visible to students (e.g., chalkboard, chart paper, etc.). The timing chart to display to students is on pages 34 and 42 of this document.
- Be sure students understand the directions and how to mark answers. Assist them with test-taking mechanics, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices.
- Inform students that they may write with their pencils in the Test Books and may make notes, mark, underline, or circle information to help them answer items. Students should not make any notes or marks near their responses. Remind paper testers that they must not use highlighters in the Test Books as highlighters may inadvertently obscure student answers and therefore interfere with test scoring. Remind the students to handle all materials with care, to record answers to Selected Response items with heavy, dark pencil marks, and to avoid making stray marks in the Test Book.
- Encourage students to attempt all items. Tell them to read each question carefully and make their best attempt at answering. Be careful not to imply that they should guess randomly.
- Remind students that Constructed Response items require the student response to be recorded only within the box provided for that question. Students must not write beyond the lines provided. Answers or parts of answers outside that space will not be scored. No additional paper may be used to record a student's response.

- If all students have completed testing before the end of the section testing time, the Section may end. Once the section testing time has elapsed, the Section must end, except for students with extended time accommodations.

If you, a proctor, or a student find there is a problem with the paper test materials (e.g., missing pages, etc.), stop that student from testing, mark the time left in the Section, notify the STC, and explain the problem to the student. The STC will ensure that the LAC and MSDE are notified of any problems with testing materials. The STC will also advise you on the specific procedure to be followed in having the student complete the test administration. The correct procedure may differ depending on the specific situation.

What to do if there are problems with paper test materials

Begin the test Section on time. Be sure that all desks or work spaces are cleared, and see that each student has all of the test materials listed on page 19 of this manual.

Script for Paper Test Administration

Distribute the Test Materials

SAY **Today we are going to take the MISA test. Do your best to select or write an answer for each question on the test.**

I am now going to give you the test materials you will need. Please do not open your Test Book until I tell you to do so.

Distribute Test Books, pencils, calculators, and scratch paper.

Distribute the Test Books, No. 2 pencils with erasers, calculators, and scratch paper.

Make sure each student receives a Test Book with their name on the preprinted student ID label or with their name and date of birth written on the front cover. Do not hand out books randomly.

SAY **If there is a label on the front of your Test Book, make sure it has your name on it. Please print or check your name and date of birth on the front cover of your Test Book where it says "Student Name" and "Date of Birth."**

Pause while students check to make sure they have the correct Test Books and write their name and date of birth on the Test Book cover, if not already there.

SAY **Each page of the Test Book has a direction shown in the bottom, right-hand corner. A "Go On" at the bottom of the page indicates that there are more questions to answer in this Section.**

"Go On" and "Stop" signs **(Appendix B, Page 49)**

Hold up an example of the "Go On" sign that appears on page 49.

SAY **If you see a "Stop sign" in the bottom, right-hand corner of the page, you should not turn past this page until instructed to do so by the Test Administrator.**

Hold up an example of the "Stop" sign that appears on page 49.

SAY **Now open your test book and read the directions for this Section as I read them aloud to you.**

SAY **Today you are going to take Section 1 of the MISA test.**

Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your test book. Do not make any pencil marks outside of the circles. If you need to change an answer, be sure to erase your first answer completely.

Some of the questions will ask you to write a response. Write your response in the space provided in your test book. Be sure to keep your response within the space provided. Only responses written within the space provided will be scored.

If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this Section ONLY. Do not go past the stop sign.

Read from OPTION A, B, or C below based on your Local School System or LEA 24 policy (refer to your School Test Coordinator).

SAY **OPTION A: After I have collected your test materials, sit quietly until the Section has ended.**

OPTION B: After I have collected your test materials, I will dismiss you.

OPTION C: After I have collected your test materials, you may read a book or other allowable materials until the Section has ended.

When you are sure that all students understand the directions, continue.

SAY **Please raise your hand during testing if you have a question.**

You will have 60 minutes to complete the Section. I will help you keep track of the time by recording the remaining testing time on the board. If you finish early, you may review your answers for this Section only.

Section timing chart



Record the
Starting Time: _____

Add 60 minutes: + 60

Record the
Stopping Time: _____

Record the
Remaining Time: _____

Do you have any questions about what to do, how to mark an answer, or where to write an answer?

Answer any questions students may have. Repeat any of the instructions, as necessary.

Answer final questions before starting testing.

Students begin testing.

SAY **Turn the page to begin the Section. You may begin.**

Give students 60 minutes to complete the Section. When 10 minutes of section testing time remain,

SAY **You have 10 minutes remaining.**

While students are working, the Test Administrator and proctors should circulate to see that students are following directions, that they are marking their answers appropriately in the Test Book.

Do not offer any help on specific test questions.

When all students have completed testing, or when 60 minutes have passed,

End of Section

SAY **Please stop working and put down your pencil. This is the end of the Section. Please close your Test Book.**

Check that your name is written on your Test Book. I will now collect your test materials.

AFTER TESTING

NOTE: It is the responsibility of the School Test Coordinator (STC) to ensure that materials are processed and packaged properly after testing. TAs, however, should check with the STC to determine if any of the following tasks have been delegated to them to be performed under the direct supervision of the STC, as division of responsibilities differs locally.

Check Test Books

Before returning any materials to your STC, the TA must check the Test Books to verify that preprinted ID labels are correctly affixed to the front covers. If a Test Book does not have a preprinted student ID label, record the ten-digit barcode number found on the back cover of the Test Book and provide this number and the student's name to your STC.

Be sure the student's name, Student ID, and date of birth are written and gridded on the demographic page of the Test Book.

Be sure the student's name and date of birth are written and gridded on the demographic page of the Test Book.

IRREGULARITIES DURING TESTING

Unfortunately, any test administration may be disrupted by unforeseen irregularities such as power outages, weather delays, student illnesses, student responses entered in wrong test books, etc. Should there be any testing irregularity, the TA and STC should follow locally established procedures, use their best judgment on how to handle an immediate situation, and consult with their LAC. LACs should consult with MSDE as needed.

Invalidation of Paper Test Materials

Used test materials must be invalidated and returned to Pearson with the non scorable materials. ("Used" test materials refers primarily to paper Test Books which have been used by an accommodator or Test Books that have labels affixed, but the student did not test.) The STC must draw a heavy dark line through the front cover of all Test Books that need to be invalidated. Only the STC should invalidate used materials. The TA and STC should refer to the Early Fall TCM for additional guidance.

Damaged and Soiled Test Book Procedure

Paper testing materials can become damaged if a student (or any handler of the test materials) becomes ill, gets a paper cut and bleeds on a book, accidentally rips the Test Book, etc. **Damaged testing materials can no longer be used or scored.** The damaged materials must be replaced. If possible, transcribe the student's responses from the damaged Test Book into the same form of a replacement Test Book. If the materials are so significantly damaged that the contents cannot be safely transcribed, the student must participate in a make-up Session of the entire test. The damaged test materials must be documented by the STC for test security purposes. The damaged Test Book must also be invalidated by drawing a heavy black slash across the student demographic page and the book may be returned with non scorable materials to Pearson. The TA and STC should refer to the Early Fall TCM for additional guidance.

Soiled Paper Test Book

The following procedures must be followed for testing materials which become damaged as a result of a bodily fluid (e.g., blood, vomit, etc.) contaminating the materials. Materials damaged in other ways (e.g., ripped pages, incorrectly applied labels, etc.) must be replaced but do not require special handling. Procedures for damaged Test Books are listed below.

- If a student becomes ill or injured during testing and soils the Test Book, the TA must stop testing, record the amount of time remaining, call the STC for assistance, and arrange for the student to be escorted to the school nurse.
- The TA must remove the other students from the classroom for a break if the soiled book or area needs to be cleaned and must call for assistance from other qualified school personnel as needed.
- Qualified school personnel should safely handle the soiled Test Book and place it in a sealed, zip-locking, plastic bag with the security barcode label visible from the exterior. Handling soiled materials must be done in accordance with procedures outlined in OSHA regulations.
- After the testing area is cleaned and the test group has returned ready to resume testing, the TA must remind students of the amount of time remaining for the test Section prior to the disruption.
- If the ill student returns to resume testing, the TA must provide the student with the same form of a new Test Book. The TA must ensure the student's name is recorded on the front of the replacement Test Book for proper identification.
- After testing is complete, the STC must ensure that a preprinted student ID label is applied to the replacement Test Book prior to returning it for scoring. If a preprinted student ID label is not available, the TA must record the ten-digit security barcode number found on the back cover of the Test Book and provide this number and the student's name to your STC. The student's name, Student ID, and date of birth must be written on the demographic page of the Test Book.
- The STC must record the serialized security barcode number of the soiled document (located on the back cover of the Test Book) on the Form to Report Contaminated, Damaged, or Missing Materials (posted on the MCAP Portal and as Appendix E in the TCM).
- If possible, the student's completed responses in the damaged book should be transcribed into the replacement Test Book by qualified personnel. Later, the student is given the opportunity to participate in make-up testing using the new Test Book. If it is not possible to transcribe the answers from the damaged book, then the student must be given the opportunity to retake the test using a new Test Book.

If a preprinted student ID label is not available, record the ten-digit secure barcode from the Test Book. The Test Book should have the student's name, Student ID and date of birth on the front cover.

Torn or Ripped Test Book

If at any time a student's Test Book becomes ripped or torn or if something other than a bodily fluid is spilled on it, the Test Book must be replaced and the student's answers transcribed into a replacement Test Book. Specific guidance on transcribing is available from the STC and found in the TCM.

- The TA must ensure the student's name and birth date are recorded on the front of the replacement Test Book for proper identification.
- Record the ten-digit barcode number found on the back cover of the Test Book and provide this number and the student's name to your STC. The student's name, Student ID, and date of birth must be written on the demographic page of the Test Book.
- After testing is complete, the STC must ensure that a preprinted student ID label is applied to the replacement Test Book prior to returning it for scoring. If no preprinted student ID label is available, the STC must enter and grid all information on the demographic page.
- All used non scorable Test Books must have a large black slash through the student demographic page so that they do not become confused with scorable materials.

Fill Out Header Sheet (May be completed by STC)

Test Books classified as scorable will be processed through Pearson's scoring system and include those responses that have been transcribed from Large Print and Braille tests. Scorable Test Books and gridded Header Sheets are the only materials to be returned in the box(es) of scorable materials.

- Scorable Test Books must be returned with a completed Header Sheet on top of each set of Test Books.
- Grid the LSS or LEA 24 school information if it is not preslugged on the Header Sheet.
- Band each Header Sheet with the group of corresponding Test Books by placing the paper band around the Test Books and securing the band with a piece of tape. Place tape only on the paper band. Never tape anything directly to the Test Book. Paper bands have been supplied by Pearson and can be found in the Test Administration Kit. Additional bands may be created locally. Do Not use rubber bands around Test Books.
- If a classroom needs more than one paper band for a group of Test Books, only one Header Sheet is needed. Place the additional paper-banded Test Books directly under the set with the Header Sheet for the classroom. In some cases, the STC may complete the task of banding the books and completing the Header Sheet.
- Return the completed stacks of Test Books to your STC.

If a classroom needs more than one paper band for a group of Test Books, only one Header Sheet is needed.

Appendix A

Test Administration and Certification of Training Form and Non-Disclosure Agreement

This form must be signed by all individuals having access to test materials, including online materials, during **any** Maryland State Department of Education (MSDE) sponsored testing. This includes:

- School Test Coordinators (STCs);
- Test Administrators/Examiners (TAs/TEs);
- Persons designated as Proctors;
- Instructional Assistants or other personnel who provide accommodations to students with disabilities and/or students who are English Learners (EL); and
- Teachers or others who support a test administration or who have access to test materials.

Only persons who are employees or agents of the school district and who have signed this form may supervise, administer, proctor, or assist with the administration of the test. The school system must retain completed forms on file as specified in Code of Maryland Regulations (COMAR) 13A.03.04.03.

This is to certify that:

- I understand that the MSDE assessment materials are confidential and I agree to abide by all of the regulations governing test administration and data reporting policies and procedures as specified in COMAR 13A.03.04.
- I have been trained for my role in the upcoming testing by a trainer authorized by my school district. I am familiar with COMAR and the district test administration regulations and have received a copy of the regulations.
- I understand that it is a breach of professional ethics to provide or alter answers, provide verbal or nonverbal clues, teach items on the test, share prompts, coach, hint, or in any way influence a student's performance during the testing. The only materials students may use are those authorized in the manuals related to the specific assessments.
- I understand that copies of test materials, including items and other documents that are identified as secure, are confidential and must be kept secure at all times. Unauthorized access, use, transportation, duplication, or reproduction of any portion of these assessment materials is prohibited.
- I understand that making notes about test items, making answer keys for, writing about, or discussing with persons not involved in the test administration, the content of the actual test or any part thereof, including reading passages, is prohibited. (For the KRA, making observational notes about student performance is acceptable.)
- I understand that I may not provide any part of the test materials for examination or other use by any other party.
- I understand that I may not disseminate any of the test materials to any other party.
- I understand that I may not discuss the topics and/or specific content of the test materials with any other party.
- I understand that accommodations for students with disabilities must be limited to those documented in the student's IEP or Section 504 Plan, and accommodations for English Learners (EL) must be limited to those documented in the EL Plan. Accommodations also must be those which are permitted as outlined in the current *Maryland Accommodations Manual*. (Note that this is not applicable for the KRA.)
- I understand that the test must be administered on the dates specified within the allowed testing window.
- I understand the test materials must be returned to the representative authorized by MSDE by the agreed-upon date.
- I understand that, unless part of the directions for administration, I may not read any material to a student unless part of an allowable accommodation (Note that this is not applicable for the KRA.). Students unsure of the question or an answer should be told only to reread the question and give their best response. Although I understand I can encourage students to respond to each question, I understand I cannot tell students to change their responses.
- I understand that students who finish a portion of the assessment early may review their work only as permitted in the respective administration manual. (Note that this is not applicable for the KRA.)
- If I am administering an alternate Maryland assessment, I understand that I may not inaccurately report a student's responses or "coach" a student to provide correct answers.
- **I have read the above and have been prepared for my role in the test administration.** I have received and reviewed the current administration's manual(s) and agree to abide by the policies and procedures as outlined therein. I understand that violations of test administration and security provisions may include invalidation of test results, cost assessed to my district, disciplinary actions against me by my district, and/or certificate suspensions or revocations by the MSDE as applicable.

_____	_____
Name (Please print)	***Title***
_____	_____
School Year	***LSS OR LEA24 School # & Name***
_____	_____
Signature	***Date***

Title 13A - STATE BOARD OF EDUCATION
Subtitle 03 GENERAL INSTRUCTIONAL PROGRAMS
Chapter 04 Test Administration and Data-Reporting Policies and Procedures *Authority: Education Article, §2-205, Annotated Code of Maryland*

.01 Scope.
This chapter applies to:
A. Tests administered by or through the State Board of Education including but not limited to:
(1) The Maryland Comprehensive Assessment Program (MCAP) (English and Language Arts and Mathematics);
(2) The Maryland Integrated Science Assessment (MISA) for grades 5 and 8;
(3) The Alternate Maryland Integrated Science Assessment (Alt-MISA) for grades 5 and 8;
(4) The Multi-State Alternate Assessment (MSAA);
(5) The High School Assessment for Government (HSA Government);
(6) The High School Assessment for Science (HS MISA);
(7) The Kindergarten Readiness Assessment (KRA);
(8) The English Language Proficiency Assessment (ELPA) – ACCESS for ELLs;
(9) The norm-referenced test or tests in use by the State;
(10) The Educator Credentialing Tests; and
(11) Other test instruments required by the State Board of Education;
B. Data reporting required by the State Board of Education including the data-based areas described in COMAR 13A.01.04 and other measures used to determine availability of services and funding; and
C. Local school system-owned materials that are the same as those used in any State-operated assessment program.
D. The security and monitoring of any instrument administered by or through the State Board of Education, to include assessments and surveys.

.02 Definitions.
A. In this chapter, the following terms have the meanings indicated.
B. Terms Defined.
(1) "Department" means the State Department of Education.
(2) "Individual" means a student, teacher, administrator, or other school system or Department employee.
(3) Local School System.
(a) "Local school system" means a public school system.
(b) “Local school system” includes special schools and institutions and nonpublic schools approved under COMAR 13A.09.10 that use tests administered on behalf of the State Board of Education.
(4) "Maryland School Performance Program (MSPP)" means a performance-based education accountability program that focuses on accountability through school improvement in the public schools.
(5) "Test administration" means the range of activities from procurement of secure assessment materials through the return of secure assessment materials to the Department or its agents.

.03 Local School System Test Administration and Data-Reporting Policies.
A. A local school system shall develop and adopt test administration and data-reporting policies.
B. The test administration policy shall provide for:
(1) The security of the materials during testing and the storage under lock and key of all secure tests and test materials in all versions, including, but not limited to, answer keys, audio tapes, videotapes, compact disks (CDs), and examinee answer documents, before, during, and after testing;
(2) The proper administration of tests and the monitoring of test administrations;
(3) Training, at least annually, of appropriate personnel on the local test administration policy and procedures; and
(4) The prohibition of electronic devices, including personal devices, (unless required for testing or administrative purposes) in testing rooms during testing; and
(5) The retention of an archival document for a minimum of 6 years after the date of test administration, containing the following information for each testing group each testing day:
(a) Name and student identification number for each student;
(b) School and system names and identifiers;
(c) Names of the test administrators, examiners, accommodators, and proctors; and
(d) Unique test document identification number for each student for paper testing only.
C. The data reporting policy shall contain:
(1) Procedures for the accurate and timely collection, storage, and retrieval of data required by the State Board as described in Regulation .01 of this chapter;
(2) Procedures for reporting assessment results to parents/guardians of students within 30 days of receipt by the local school system, but no later than the 15th of September for spring assessment results.
(3) Procedures for the delivery of assessment results to parents/guardians by one or more of these methods:
(a) First-class mail;
(b) Backpack or student folder only if parents/guardians are notified by phone or electronically to expect the assessment results to be delivered on a date certain by that method;
(c) Personally at Parent/Teacher conferences; or
(d) Electronically through the communication system used by the local school system to keep parents/guardians informed; and
(4) Training of appropriate personnel on data reporting procedures.
D. Test Administration and Certification of Training Forms.
(1) The Department and each local school system shall use a Department provided or approved test administration and certification of training form and a Department provided or approved nondisclosure agreement, as appropriate, for its employees.
(2) Before initially handling any test materials, and annually after that, each individual directly or indirectly involved shall sign a test administration and certification of training form or a nondisclosure agreement, whichever is applicable.
(3) All signed forms and agreements shall be retained by the Department or local school system for the duration of the individual's employment or relationship with the Department or local school system.
(4) Forms and agreements may be signed electronically using any means approved by the Department.
E. Electronic Archival of Documents. Each local school system may develop and adopt policies and procedures for the secure electronic archival of paper documents.

.04 Local School System Testing Designates.
A. All personnel involved in testing must be employees of the local school system, be trained for their role, meet the requirements of their role as described herein, and sign a Department approved Test Administration and Certification of Training Form.
B. Personnel may not serve as a Test Administrator, Proctor, or Accommodator in the same testing room as a student who is a family member or who resides within the same dwelling.
C. Testing Personnel
(1)Local Accountability Coordinators.
(a) A local superintendent of schools shall designate annually one individual per school system to serve as the Local Accountability Coordinator (LAC).
(b) The LAC shall have oversight of the:
(i) Procurement of test instruments that are used in testing programs administered by or through the State Board of Education;
(ii) Organization, implementation, orientation, and verification of the Maryland educational assessment programs in the school system; and
(iii) Administration and security of state-mandated assessments.
(c) The name of the LAC shall be provided in writing to the Department within 10 days of the designation.
2. School Test Coordinators.
(a) Each school system shall designate one individual per school to serve as the Primary School Test Coordinator (STC).
(b) A Principal may not serve as the STC unless permission has been granted by the Department.
(c) STCs must possess a valid Maryland State Department of Education (MSDE) certificate for professional school staff.
(d) Eligible STCs include the following:
(i) State-certified teachers.
(ii) State-certified guidance counselors, library media specialists, school psychologists, pupil personnel workers, and school administrators (other than the Principal).
(e) The Primary STC shall:
(i) Have responsibility for training and supervising school personnel in test administration policy and procedures; and
(ii) Be the primary point of contact with the LAC and the Department during the administration of all state assessments.
(f) The school system may further designate, one or both, an:
(i) Alternate STC per school.
(ii) Assistant STC per state-mandated assessment.
(3) Test Administrators (TAs)
(a) Selected by each public school’s principal subject to review and approval by the local Superintendent.
(b) For any multi-state assessment consortium testing, TAs must possess a valid Maryland State Department of Education (MSDE) certificate for professional school staff.
(4) Proctors
(a) The decision to use Proctors is a local school system option.
(b) Must be under the direct supervision of an eligible TA.
(c) TAs may serve as Proctors.
(d) Proctors may include:
(i) Instructional assistants and aides.
(ii) Substitutes or other staff members who are employees of the school system.
(5) Accommodators
(a) May provide accommodations to students during testing.
(b) Must be under the direct supervision of an eligible TA.
(c) Accommodators may include:
(i) Test Administrators.
(ii) Instructional assistants and aides.
(iii) Substitutes or other staff members who are employees of the school system.

.05 Testing Behavior Violations.
A. It is a violation of test security for an individual to fail to follow test administration procedures promulgated by the local board of education or the State Board of Education and published in test administration manuals and related materials for mandatory tests administered by or through the State Board of Education to students or educators.
B. It is a violation of test security for an individual to:
(1) Give examinees access to secure test items or materials before testing;
(2) Give unauthorized individuals access to secure test items or materials;
(3) Copy, reproduce, use, or otherwise disclose in any manner inconsistent with test security regulations and procedures any portion of secure test materials;
(4) Provide answer keys or answers orally, in writing, or by any other means, to examinees;
(5) Coach examinees during testing by giving them answers to test questions or otherwise directing or guiding their responses or altering or interfering with examinees' responses in any way;
(6) Fail to follow security regulations and procedures for distribution and return of secure test materials, or fail to account for all secure test materials before, during, and after testing;
(7) Fail to properly monitor test administration, including permitting inappropriate collaboration between or among individuals;
(8) Administer State-mandated tests on dates other than those specified by the Department;
(9) Participate in, direct, aid, counsel, assist, encourage, or fail to report any of the acts prohibited in this chapter; or
(10) Refuse to disclose information regarding test security violations.
C. The local school system shall investigate any allegations of violations of test security and report the results to the Department in a timely fashion.

.06 Data Collection and Reporting Violations.
A. It is a violation of data collection and reporting for an individual, school, or school system to:
(1) Fail to report test scores, numbers of students tested, and other indicators of test performance on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the Department;
(2) Report incorrect or otherwise inaccurate test scores, numbers of students tested, other indicators of test performance, and participation on mandatory tests administered by or through the State Board of Education, as well as all other data elements reported to the Department; or
(3) Exclude a student or students from participation in mandatory tests administered by or through the State Board of Education except in accordance with Department-approved procedures.
B. The local school system shall investigate any allegations involving data collection or reporting violations and report the results to the Department in a timely fashion.

.07 Sanctions for Violations.
A. Invalidation of Test Scores or Other Data.
(1) An individual shall adhere to all procedures specified in all operating manuals and related materials governing the Maryland School Performance Program including the mandated testing programs.
(2) The Department:
(a) Shall establish procedures to identify:
(i) Improbable test score gains or improbable changes in data in consecutive years,
(ii) Situations in which inappropriate collaboration between or among individuals occurs during the test administration or data collection and reporting, and
(iii) Any other situation which may result in the invalidation of test results or other data; and
(b) May invalidate test scores or other data that reflect improbable gains which cannot be satisfactorily explained through changes in the student population or instruction.
(3) The invalidation of test results or other data because of a breach of security, or action of the State Board of Education, also invalidates any graduation, programmatic, or evaluative criteria dependent upon these data or test results.
(4) A student who causes, allows, or is otherwise involved in the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to a test administration site for any of the tests listed in Regulation .01 of this chapter may have the test results invalidated, and may be ineligible to retake the test until the next official testing opportunity.
(5) A student who engages in any activities during testing which result in invalidation of scores may be ineligible to retake the test until the next official testing opportunity.
(6) All central office and school-based personnel whose duties involve either test administration or data collection and reporting shall be held accountable for compliance with all of the requirements described in this chapter.
B. Other Sanctions. A testing behavior violation as described in Regulation .05 of this chapter, a data collection and reporting violation as described in Regulation .06 of this chapter, or a violation of any other regulation in this chapter constitutes misconduct, insubordination, or neglect of duty for which:
(1) Personnel sanctions may be imposed by the local school system;
(2) The administrative credentials, teaching credentials, or both, of the violator may be suspended or revoked under COMAR 13A.12.05;
(3) The school or school system may be censured; and
(4) Costs incurred as the result of the violation may be recovered by the Department.
C. Mitigating Circumstances.
(1) Any mitigating circumstances shall be considered before a sanction is imposed for a testing behavior violation as described in Regulation .05 of this chapter, a data collection and reporting violation as described in Regulation .06 of this chapter, or violation of any other regulation in this chapter.
(2) An individual other than a primary violator may be sanctioned only if the individual failed to take appropriate action after learning about the violation.
D. Reasonable Person Standard. All conduct with respect to test administration and data reporting will be reviewed under a reasonable person standard, that is, what a reasonable person would do under similar circumstances.
E. Whistleblower Protection.
(1) The local school system shall not take any personnel action as retaliation against an employee who reports information that the employee reasonably believes involves a test security violation under this chapter.
(2) The local school system may take personnel action against an employee if the local school system investigates and concludes that the employee was involved in the reported test security violation.

NOTE: COMAR text current as of July 30, 2019. Please consult http://www.dsd.state.md.us/COMAR/ComarHome.html for any changes.

Appendix B
Sample Stop and Go On Signs





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