

Important test
administration procedures

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.

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.

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

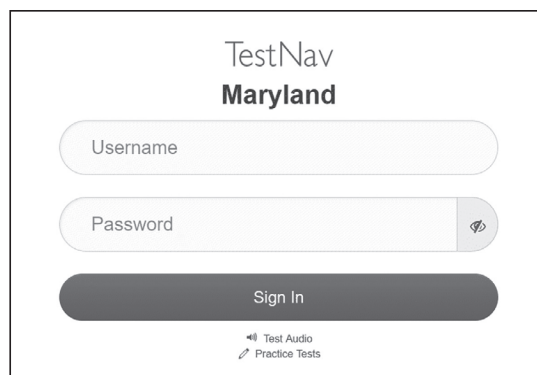
Please sit quietly while I distribute your student testing tickets, scratch paper, and pencils.

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.

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



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.

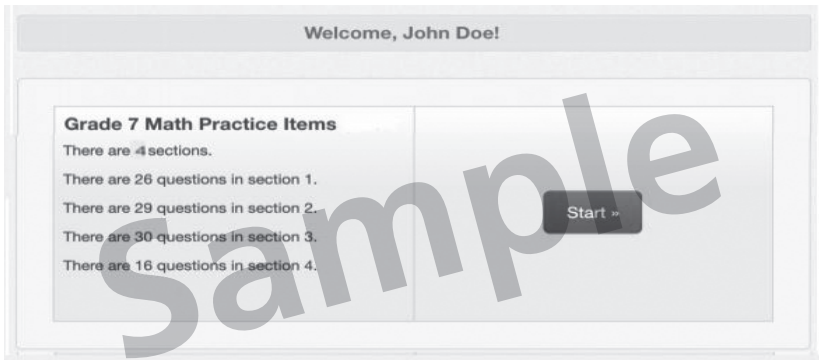
(Pause.)

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.

Section timing chart

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.

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.

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."

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.

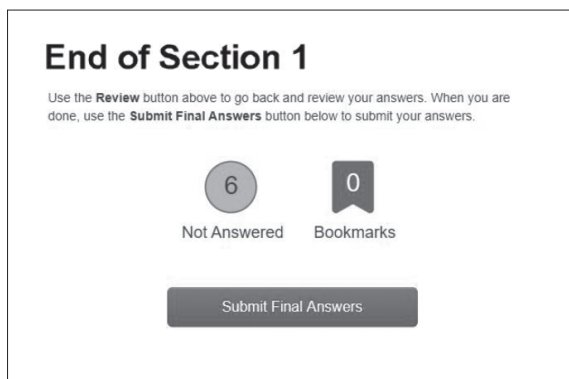
At the conclusion of 10 minutes, continue reading the directions so that all students submit this Section.

Answer any final questions before starting the Section.

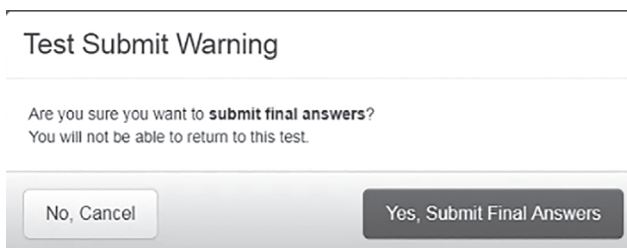
Students begin testing.

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.