

4.8.3 Return Materials to STC

The following are materials that must be returned to the STC:

- Student Print Cards and Seal Codes (secure documents)
- Mathematics reference sheets, calculators, and Mathematics tools for administration (if applicable)
- Accommodated test materials (inform the STC of any tests needing transcription)
- Used and unused scratch paper
- Mathematics Human Reader Scripts (secure documents) if applicable

4.9 Make-Up Testing

If a student starts a Section and leaves the testing environment (e.g., due to illness, family emergency) without finishing that Section, they may be allowed to complete that Section on a different day within the approved testing window. TAs must note the exact place in the Section where the student stopped and the amount of time remaining.

Students are NOT allowed to alter any previously entered or written responses because they may have had the opportunity to review material related to the test. They must pick up exactly where they left off. To allow students taking a Make-up test to sign in to the missed Section, be sure to provide the Seal Codes for the appropriate Administration and Section in ADAM. If the STC does NOT properly move them to the next Section, students may enter the previous Section. **Students must NOT be given time to work in the previous Section of a test. This is a testing irregularity.**

In some cases, the STC may move a student into a Make-up Administration with other students from other Administrations of the same content. This will allow all students in that new Make-up Administration to have the same Seal Codes. This may make it easier to administer Make-up testing.

4.10 Script for Administering High School (Algebra I) Mathematics - Computer-Based Testing

Instructions for Section 1 are covered in 4.10.1. Instructions for Sections 2-4 are covered in 4.10.2.

TAs are required to adhere to the scripts provided in this manual for administering the MCAP assessment. Read word-for-word the **bold** instructions in each SAY box to students. You may NOT modify or paraphrase the wording in the SAY boxes. Some of the SAY boxes are outlined with a dashed line and should ONLY be read aloud if they are applicable to your students. TAs should be familiar with the specific script before administering the assessment.

DURING Testing

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Section 1—Non-Calculator Section 2—Calculator Section 3—Calculator Section 4—Calculator	40 Minutes per Section	<ul style="list-style-type: none"> • Student Print Cards and Seal Codes • Pencils • Scratch paper • Calculators (only for students with a documented accommodation) 		

It is critical to ensure that students have the appropriate accessibility features and accommodations prior to testing. Refer to Section 3.4 for further instructions on how to check accessibility features and accommodations.

TAs must make sure all testing devices are turned on and TestNav is launched to the **Sign-In** page. **If headphones are needed as an accessibility feature, make sure they are plugged in prior to launching TestNav. Headphones used as noise buffers should NOT be plugged into any device.**

IMPORTANT: Students in Regular Online Algebra I MUST begin with Section 1 of the assessment. Students in all Text-to-Speech or other accommodated forms should begin with Section 1 but, if necessary, the STC may move the student to a Section out of order.

4.10.1 High School (Algebra I) Mathematics – Section 1

	<p>Today, you will take the Mathematics assessment.</p> <p>You may NOT have any electronic devices at your desk, other than your testing device. Making calls, texting, taking pictures, and browsing the Internet is prohibited and 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 or notes during testing, your test might NOT be scored.</p>
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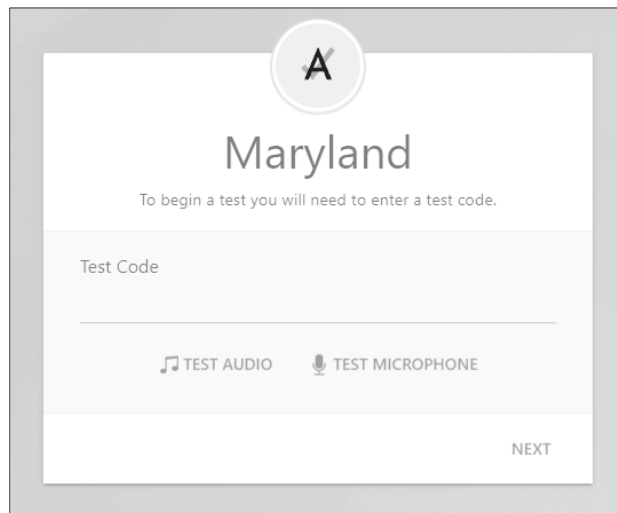
If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the Section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC if you have questions regarding electronic devices.

Students may NOT have any other programs running before launching TestNav (YouTube®, music streaming, etc.).

Checking Audio (for Mathematics Text-to-Speech Accessibility Features only)

	<p>Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.</p>
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See below for a screenshot of the **Test Audio** function. TAs should assist students with audio adjustments as needed.



Instructions for Signing In



**Please sit quietly while I distribute your student Print Cards and scratch paper.
Do NOT sign in until I tell you to do so.**

Distribute scratch paper, Mathematics reference sheets (if locally printed), and student testing Print Cards as well as optional Mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in their IEP or 504 plan, make sure the student receives the appropriate device. Some students may have a documented accommodation to use the calculator during the non-calculator items and may use that same calculator throughout the entire test.



Now, look at your student Print Card and make sure it has your first and last name on it. Raise your hand if you do NOT have your Print Card.

If a student has the wrong Print Card, provide the correct student Print Card to the student. If you do NOT have the correct student Print Card, contact the STC.


Maryland

Paige Healy

Test Code KQYATW

User Name md_studen1349

Password 9162887826

	<p>Please enter the Test Code _____ and click NEXT to move to your login screen. (Pause.)</p> <p>Now, enter your Username as shown on the bottom of your Print Card. (Pause.)</p> <p>Next, enter the Password as shown on your Print Card. (Pause.)</p> <p>Finally, select the “Next” button. (Pause.)</p>
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Circulate throughout the room to make sure all students have successfully signed in. Retype the Username and Password for a student, if necessary. Passwords are NOT case sensitive. If the student does NOT see their correct name on the Sign In screen, close the TestNav App, launch the App again, and sign the student back in with the correct student Print Card.

The following directions will cover Section 1 of the Regular Online as well as the Accommodated (i.e., Text-to-Speech) for all Mathematics tests. Please review and mark the manual for the appropriate testing group.

Instructions for Administering Section 1



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 until I tell you to do so.

Today, you will take Section 1 of the Mathematics Test. There will be no more than 16 questions in this Section.

You will NOT be allowed to use a calculator in this Section.

If your Testing Session contains students taking both the Regular Online and Accommodated (i.e., Text-to-Speech [TTS]) tests, read both sets of directions. Otherwise, read only the appropriate directions.

REGULAR ONLINE (ALGEBRA I)—Read each question. Then, follow the directions to answer each question.

Be sure to scroll to see all parts of a question and answer exactly as asked.

The arrow to move forward will already be blue. A pop-up message will appear if you have NOT answered all parts of the question. You may bookmark a question to review it later, but you will NOT be able to move ahead until you have fully answered the question.

If you finish early, you may review your answers and any questions you may have bookmarked in that section.

ALL ACCOMODATED FORMS—Read each question. Then follow the directions to answer each question.

Be sure to scroll to see all parts of a question. If a question asks you to show or explain your work, you must do so to receive full credit. If you do NOT know the answer to a question, you may bookmark it and go to the next question.

If you finish early, you may review your answers and any questions you may have bookmarked in that section.



This is the end of the directions on your screen. Do NOT go on until you are told to do so.

If a drawing box is provided with the question, you may add a drawing in the box to help support your answer(s). Any work or drawing that is entered in the drawing box will be scored.

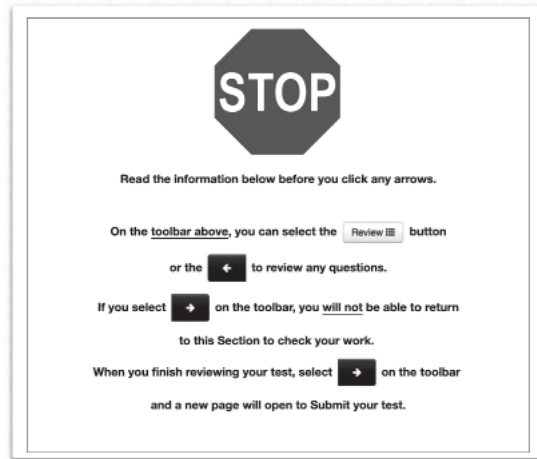
During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will NOT be able to help you with test questions or the online tools during the test. When you finish testing, you must Submit your test and NOT just close your device.



After the last question in this Section, some students may see a screen with a STOP sign. Read it carefully in order to review your work.

Once you Submit this Section of the test, you will NOT be allowed to return to it in order to review your work.

Note: Show the following graphic, found in Appendix D, only to Regular Online Algebra I students.



Read only one choice from OPTION A, B, or C below based on your LEA or LEA 24 policy (refer to your STC).

Say	OPTION A After you have submitted the test, sit quietly until the Section has ended.
	OPTION B After you have submitted the test, I will dismiss you.
	OPTION C After you have submitted the test, you may read a book or other allowable materials until the Section has ended.

Say	Do you have any questions?
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Answer any questions.

Instructions for All Students Starting a Mathematics Test – Section 1

Say	<p>Read this direction for Section 1 only.</p> <p>Scroll to the bottom of the screen.</p> <p>(Pause.)</p> <p>Select the “Start” button.</p> <p>(Pause.)</p> <p>You should now be in the test.</p>
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You will have 40 minutes to work today. I will let you know when you have 10 minutes of Section Testing Time left. Be sure you click the SUBMIT button after completing each Section of the test.

Everyone may now begin working.

Create a timing box to include the Section Number, Starting Time, Stopping Time, and Seal Code. There is no Seal Code needed for Section 1, but it will be needed for the other three sections.

Section Number: _____ Section Testing Time: _____ Starting Time: _____ Stopping Time: _____ Seal Code: _____

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.6.1, as applicable, if any technology issues cause a disruption.
- Assist students in signing out of TestNav as they complete the Section (Section 4.8.1).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item is NOT functioning appropriately, refer to Section 4.6.5.

Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes for the entire classroom during testing for each Section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do NOT adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Student screens must NOT be visible to other students.
- Students are NOT permitted to talk to each other during testing or breaks during testing.
- Students are NOT permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the Section:



Please stop and tilt cover, or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.

After taking a classroom break, be sure students are seated and device screens are visible:

Say	You may now resume testing.
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Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of Section time remain:

Say	You have 10 minutes remaining.
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Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the Section time is finished or when ALL students are finished and have submitted their test prior to end of the Section time, read the following SAY boxes. Some students will NOT be finished with the Section and others will have Submitted the Section. Be sure that ALL students sign out of TestNav and do NOT simply shut down their computer.

Read only one choice from OPTION A or B below based on the appropriate scenario.

Say	OPTION A Please stop working. Testing time has now ended.
	OPTION B If all students have finished testing prior to Section time ending: Testing for Section __ is now complete.

Ending for All Online Mathematics Tests

Say	<p>Some of you may have submitted your test and some of you may NOT have submitted your test.</p> <p>Right now I need all students to go to the User Dropdown Menu by the “Little Buddy” on the top right corner of your screen.</p> <p>Click the dropdown arrow to see “Sign out of TestNav” and click “Save and Return Later.”</p> <p>This Section Testing Time is now complete. I will now collect your Print Card.</p>
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IMPORTANT Directions for the TA

Circulate throughout the room to make sure all students have successfully signed out of TestNav.

If administering another Section on the same day, collect Print Cards, but allow students to keep other materials and take a short break. If the break exceeds 15 minutes or is the only Section being tested today, collect Print Cards and all materials. Do NOT allow students to leave the room with Print Cards or any notes or reference sheets.

Notify the STC that the Section Testing Time is finished, students have exited TestNav, and their assessments should be moved to the next Section. When students log back into TestNav, they will be prompted to enter a seal code.

The TA must return all materials to the STC at the conclusion of testing for the day and provide the names of any absent students or report any testing irregularities.

4.10.2 High School (Algebra I) Mathematics – Sections 2–4

<p>Say</p>	<p>Today, you will take the Mathematics Assessment.</p> <p>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 or notes during testing, your test might NOT be scored.</p>
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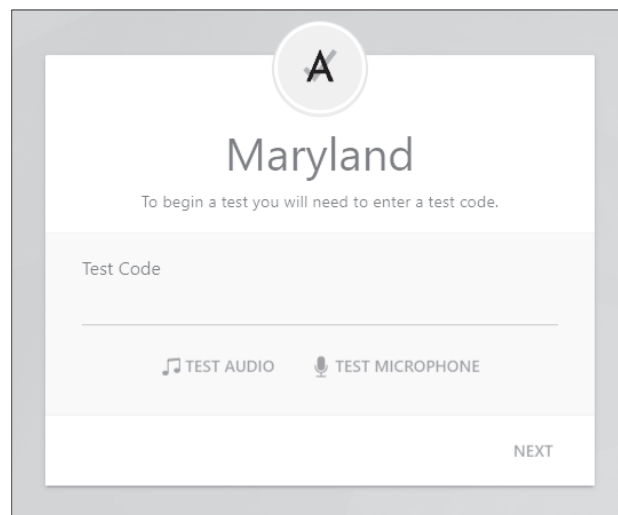
If a student raises their hand, collect the electronic device (or follow your school/LEA policy) and store it until the Section is complete. Certain electronic devices may be allowed for accommodations purposes only during testing. Please contact your STC if you have questions regarding electronic devices.

Students may NOT have any other programs running before launching TestNav (YouTube®, music streaming, etc.).

Checking Audio (for Mathematics Text-to-Speech Accessibility Features only)

<p>Say</p>	<p>Make sure your headphones are plugged in and put them on. On your screen below the “Sign In” button is a link called “Test Audio.” Select the link to make sure you can hear through your headphones and adjust the volume to the highest level. You can adjust the volume in the test after you begin.</p>
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See below for a screenshot of the **Test Audio** function. TAs should assist students with audio adjustments as needed.



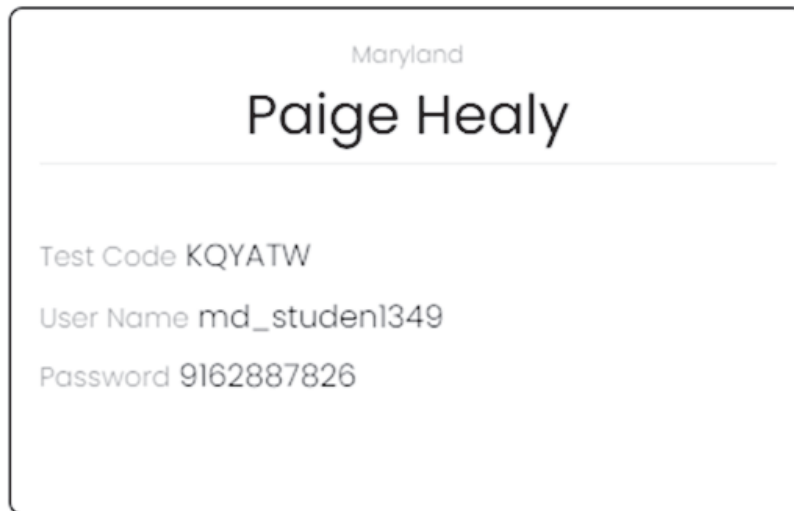
Instructions for Signing In

	<p>Please sit quietly while I distribute your student Print Cards and scratch paper.</p> <p>Do NOT sign in until I tell you to do so.</p>
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Distribute scratch paper, Mathematics reference sheets (if locally printed), and student testing Print Cards as well as optional Mathematics tools as applicable. Make sure students have pencils. If a student has a calculator accommodation in their IEP or 504 plan, make sure the student receives the appropriate device. Some students may have a documented accommodation to use the calculator during the non-calculator items and may use that same calculator throughout the entire test.

	<p>Now, look at your student Print Card and make sure it has your first and last name on it. Raise your hand if you do NOT have your Print Card.</p>
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If a student has the wrong Print Card, provide the correct student Print Card to the student. If you do NOT have the correct student Print Card, contact the STC.



	<p>Please enter the Test Code _____ and click NEXT to move to your login screen. (Pause.)</p> <p>Now, enter your Username as shown on the bottom of your Print Card. (Pause.)</p> <p>Next, enter the Password as shown on your Print Card. (Pause.)</p> <p>Finally, select the “Next” button. (Pause.)</p>
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Circulate throughout the room to make sure all students have successfully signed in. Retype the Username and Password for a student, if necessary. Passwords are NOT case sensitive. If the student does NOT see their correct name on the Sign In screen, close the TestNav App, launch the App again, and sign the student back in with the correct student Print Card.

Instructions for Administering Sections 2–4



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 until I tell you to do so.

Today, you will take Section __ (2, 3, or 4) of the Mathematics Test. There will be no more than 10 questions in this section.

You will be allowed to use a calculator. Calculators are provided in the toolbar for your use.

Note to TA: Sections 2–4 of Algebra I allow the use of a calculator.

If your Testing Session contains students taking both the Regular Online and Accommodated (i.e., Text-to-Speech [TTS]) tests, read both sets of directions. Otherwise, read only the appropriate directions.

REGULAR ONLINE—Read each question. Then, follow the directions to answer each question.

Be sure to scroll to see all parts of a question and answer exactly as asked.

The arrow to move forward will already be blue. A pop-up message will appear if you click the arrow but have NOT answered all parts of the question. You may bookmark a question to review it later, but you will NOT be able to move ahead until you have fully answered the question.

If you finish early, you may review your answers and any questions you may have bookmarked in that section.

ALL ACCOMMODATED FORMS—Read each question. Then follow the directions to answer each question.

Be sure to scroll to see all parts of a question. If a question asks you to show or explain your work, you must do so to receive full credit. If you do NOT know the answer to a question, you may bookmark it and go to the next question.

If you finish early, you may review your answers and any questions you may have bookmarked in that section.



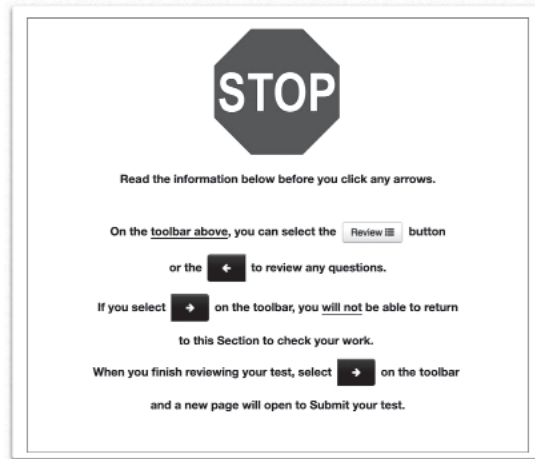
This is the end of the directions on your screen. Do NOT go on until you are told to do so.

If a drawing box is provided with the question, you may add a drawing in the box to help support your answer(s). Any work or drawing that is entered in the drawing box will be scored.

During testing, raise your hand if you have any difficulties with your testing device, so that I can assist you. I will NOT be able to help you with test questions or the online tools during the test. When you finish testing, you must Submit your test and NOT just close your device.

Say After the last question in this section, you may see a screen with a STOP sign. Read that page carefully in order to review your work.
Once you Submit this Section of the test, you will NOT be allowed to review your work.

Note: Show the following graphic, found in Appendix E, only to Regular Online Algebra I students.



Read only one choice from OPTION A, B, or C below based on your LEA or LEA 24 policy (refer to your STC).

Say OPTION A
After you have submitted the test, sit quietly until the Section has ended.

OPTION B
After you have submitted the test, I will dismiss you.

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

Say Do you have any questions?

Answer any questions.

Instructions for All Students Starting a Mathematics Test – Sections 2–4

Read these directions for Sections 2, 3, and 4 for Algebra I and accommodated forms including Text-to-Speech.

	<p>If you are on the page with the Section number at the top, scroll to the Seal Code box at the bottom of the screen. If you do NOT see the box to enter a Seal Code and have entered your previous section, please raise your hand now.</p> <p>(Note to TA: Pause and check that students are in the correct Section of the test. All others should have been moved to the next Section by the STC.)</p> <p>It is a Testing Irregularity to allow students to work in the previous Section.</p> <p>I will now give some of you a 4 digit Seal Code to place in the Enter Seal Code box. This Seal Code unlocks the next Section of your test. The Seal Code is ____.</p> <p>Enter the Seal Code and then click Start.</p> <p>(Pause.)</p> <p>Everyone should now be in the test.</p>
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Make sure all students are in the correct Section. Display and say aloud ONLY one Seal Code for the Section being tested.

	<p>You will have 40 minutes to work today. I will let you know when you have 10 minutes of Section Testing Time left. Be sure you click the SUBMIT button after completing each Section of the test.</p> <p>Everyone may now begin working.</p>
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Create a timing box to include the Section Number, Starting Time, Stopping Time, and Seal Code.

<p>Section Number: _____</p> <p>Section Testing Time: _____</p> <p>Starting Time: _____</p> <p>Stopping Time: _____</p> <p>Seal Code: _____</p>
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Actively proctor while students are testing:

- DO NOT give anyone a Seal Code beyond the current Section being tested simply because they have finished and Submitted a Section.
- Redirect students as necessary (Section 4.6.3).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.6.1, as applicable, if any technology issues cause a disruption.
- Assist students in signing out of TestNav as they complete the Section (Section 4.8.1).
- If students have questions about an item, tell them, “Do the best you can.”
- If students indicate that a test item is NOT functioning appropriately, refer to Section 4.6.5.

Instructions for Taking a Break During Testing and Testing Interruptions

The following are permitted during test administration at the discretion of the TA:

- One stretch break of up to three minutes for the entire classroom during testing for each Section. The stopping time should be adjusted by no more than three minutes if there is a stretch break.
- Individual restroom breaks during testing (do NOT adjust stop time).

The following security measures must be followed:

- Students must be supervised at all times during breaks.
- Student screens must NOT be visible to other students.
- Students are NOT permitted to talk to each other during testing or breaks during testing.
- Students are NOT permitted to use electronic devices, play games, or engage in activities that may compromise the validity of the test.

If taking a three-minute stand and stretch break during the Section:

Say	Please stop and tilt cover, or turn off your screen. We will take a silent three minute stretch break. No talking is allowed.
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After taking a classroom break, be sure students are seated and device screens are visible:

Say	You may now resume testing.
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Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of Section time remain:

Say	You have 10 minutes remaining.
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Continue to actively proctor while students are testing.

Instructions for Ending the Section

When the Section time is finished or when ALL students are finished and have submitted their test prior to end of the Section time, read the following SAY boxes. Some students will NOT be finished with the Section and others will have Submitted the Section. Be sure that ALL students sign out of TestNav and do NOT simply shut down their computer.

Read only one choice from OPTION A or B below based on the appropriate scenario.

	OPTION A Please stop working. Testing time has now ended.
	OPTION B If all students have finished testing prior to Section time ending: Testing for Section ____ is now complete.

Ending for All Online Mathematics Tests

	OPTION A Some of you may have submitted your test and some of you may NOT have submitted your test. Right now I need all students to go to the User Dropdown Menu by the “Little Buddy” on the top right corner of your screen. Click the dropdown arrow to see “Sign out of TestNav” and click “Save and Return Later.” This Section Testing Time is now complete.
	OPTION B Once you have submitted your test, I need all students to go to the User Dropdown Menu by the “Little Buddy” on the top right corner of your screen. Click the dropdown arrow to see “Sign out of TestNav.” Testing for Section ____ is now complete.

IMPORTANT Directions for the TA

Circulate throughout the room to make sure all students have successfully signed out of TestNav.

If administering another Section on the same day, collect Print Cards, but allow students to keep other materials and take a short break. If the break exceeds 15 minutes or is the only Section being tested today, collect Print Cards and all materials. Do NOT allow students to leave the room with Print Cards or any notes or formula sheets.

IMPORTANT: During the break, notify the STC that students have finished the Section. The STC will then move all students to the next Section so they are on the next Section page to enter the Seal Code.

The TA must return all materials to the STC at the conclusion of testing for the day and provide the names of any absentee students or report any testing irregularities.