

Important test administration procedures

MARYLAND INTEGRATED SCIENCE ASSESSMENT (MISA)

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.

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.

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.

What to do if there are problems with paper test materials

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

“Go On” and “Stop” signs
(Appendix B, Page 49)

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 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.

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

Answer final questions
before starting testing.

Students begin testing.

End of Section



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.

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,

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.