

## 4.10 Make-Up Testing

**PAPER-BASED 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 window. If a student leaves during a Section, note the exact place in the test where the student stopped and the time remaining and then contact the STC. Students are **NOT** allowed to alter any previously entered responses in either paper-based or computer-based make-up tests if they are returning to complete a Section they exited and time still remains. They must pick up exactly where they left off.

**COMPUTER-BASED TESTING**—Students are **NOT** allowed to alter any previously entered or written responses in either paper-based or computer-based make-up tests if they are returning to complete a Section they exited and time still remains. They must pick up exactly where they left off.

In some cases, the STC may move a student into a computer-based 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 computer-based Make-up testing.

## 4.11 Scripts for Administering MISA 5 & 8 (Computer-Based and Paper-Based)

### 4.11.1 Computer-Based Script – All Sections

The administration script under Section 4.11.1 will be used **for all Sections** of the Computer-Based MISA 5 & 8 test.

TAs **MUST** 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 script before administering the assessment.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1–4	40 Minutes per Section	<ul style="list-style-type: none"> <li>• Student Print Cards and Seal Codes</li> <li>• Pencils</li> <li>• Calculators (See calculator policy)</li> <li>• Scratch paper</li> </ul>		

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 (except for headphones that are used as noise buffers).**

	<p><b>Today, you will take the Maryland Integrated Science Assessment (MISA).</b></p> <p><b>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.</b></p>
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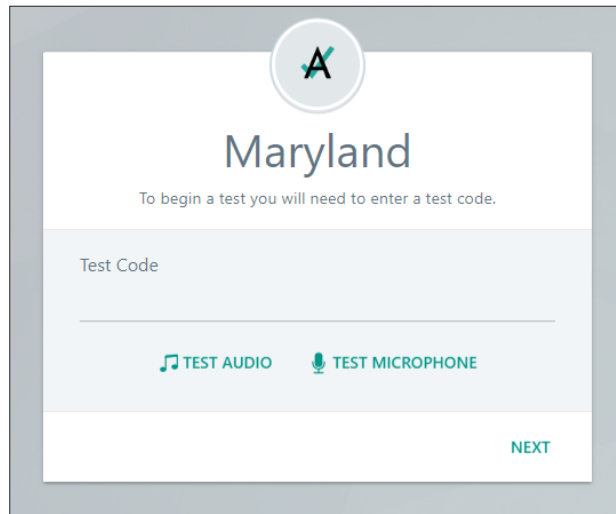
**Computer-Based  
Script  
All Sections**

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.

**Checking Audio (for MISA 5 & 8 Text-to-Speech Accessibility Feature)**

	<p><b>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 <u>adjust the volume in the test after you begin.</u></b></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**

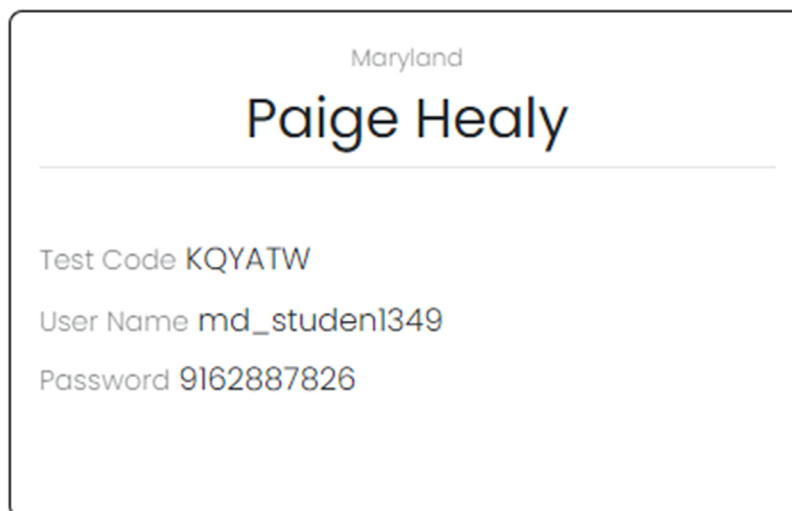
	<p><b>Please sit quietly while I distribute your student Print Cards and scratch paper. Do NOT sign in until I tell you to do so.</b></p>
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Distribute scratch paper and student Print Cards. Make sure students have pencils.

	<p><b>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 <u>your</u> Print Card.</b></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.


NOTE: If the student has not been pre-populated into a Proctor Group, Test Code will not appear on Print Card.




	<p><b>Enter the test code as shown on your Print Card. Click Next.</b></p> <p>(Pause.)</p> <p><b>Now, enter your Username as shown on the bottom of your Print Card.</b></p> <p>(Pause.)</p> <p><b>Next, enter the Password as shown on your Print Card.</b></p> <p>(Pause.)</p> <p><b>Finally, select the “Sign In” button.</b></p> <p>(Pause.)</p> <p><b>Find your name on the top of the screen. If the name you see is not yours, please raise your hand. You should see “Welcome” in front of your name.</b></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 All Sections


 <p><b>Say</b></p>	<p>Select the “Start” button 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 any other “Start” button until I tell you to do so.</p> <p><b>Today, you will take Section (s) (1, 2, 3, or 4) of the Grade (5 or 8) MISA Test.</b></p> <p>For Section 1, say: <b>There will be no more than 12 questions in this Section.</b></p> <p>For Section 2, say: <b>There will be no more than 12 questions in this Section.</b></p> <p>For Section 3 say: <b>There will be no more than 12 questions in this Section.</b></p> <p>For Section 4, say: <b>There will be no more than 12 questions in this Section.</b></p> <p><b>Read the information on each tab. Then, follow the directions to answer each question.</b></p> <p><b>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.</b></p> <p><b>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.</b></p>
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 <p><b>Say</b></p>	<p><b>This is the end of the testing directions on the screen. Do not go on until you are told to do so.</b></p>
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 <p><b>Say</b></p>	<p><b>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 TA.</b></p> <p><b>Do not attempt to leave TestNav by closing the window or switching applications.</b></p> <p><b>Do you have any questions?</b></p> <p><i>Answer any questions students may have. Repeat any of the instructions, as necessary.</i></p> <p><b>On the information tabs, 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.</b></p> <p><b>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.</b></p> <p><b>Do you have any questions?</b></p>
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	<p>You will have 40 minutes to complete this Section. I will help you keep track of the time by recording the remaining testing time on the board. If you finish this Section early, you may review the answers in this Section only.</p> <p style="text-align: center;"><b>Figure 3.0 Timing Box Example</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Section Number: _____</p> <p>Section Testing Time: _____</p> <p>Starting Time: _____</p> <p>Stopping Time: _____</p> <p>Seal Code: _____</p> </div>
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Read only one choice from OPTION A, B, or C below based on your LEA or LEA 24 policy (refer to your STC).

	<p><b>OPTION A</b></p> <p>After you have submitted the test, sit quietly until the Section has ended. You may not use your device to access the Internet or other Applications.</p>
	<p><b>OPTION B</b></p> <p>After you have submitted the test, I will dismiss you.</p>
	<p><b>OPTION C</b></p> <p>After you have submitted the test, you may read a book or other allowable materials until the Section has ended. You may not use your device to access the Internet or other Applications.</p>

	<p>Do you have any questions?</p>
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Answer any questions.

**Instructions for Starting the Test**

	<p>Read this box for Section 1 of the test.</p> <p><b>Scroll to the bottom of the screen.</b></p> <p>(Pause.)</p> <p><b>Select the “Start” button.</b></p> <p>(Pause.)</p> <p><b>You should now be in the test.</b></p>
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**Test Security Warning: Only share the seal code for the section (2 - 4) that students are about to complete.**

	<p>In Sections 2, 3, and 4 say,  <b>Scroll to the bottom of the screen.</b>          (Pause.)  <b>I will now give 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 ____.</b>  <b>Enter that Seal Code and then click Start.</b>          (Pause.)  <b>You should now be in the test.</b></p>
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	<p><b>You will have 40 minutes to complete this Section. I will also let you know when you have 10 minutes of testing time left.</b>  <b>Once you have checked your work in this section, be sure you click the SUBMIT button after completing each Section of your test. Do not close your device when finished.</b>  <b>You may begin working now.</b></p>
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Write the starting time and stopping time in the timing box (Figure 3.0 Timing Box Example).

Actively proctor while students are testing:

- Redirect students as necessary (Section 4.7.5).
- If technology issues occur during testing, assist students as needed. Follow the protocol in Section 4.7.1, as applicable, if any technology issues cause a disruption.
- Assist students in signing out of TestNav as they complete the Section (Section 4.9.1).
- Collect test materials as students complete testing (Section 4.9.2).
- 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 4.7.7.
- Ensure that any absent student remains in the Not Started status.

**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.
- Student screens should 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:

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

<b>Say</b>	<b>You may now resume testing.</b>
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### Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of section time remain:

<b>Say</b>	<b>You have 10 minutes remaining.</b>
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Continue to actively proctor while students are testing.

### Instructions for Ending the Section

When the section time is finished, read the following SAY boxes if there are students still actively testing. If another Section will be administered after a short break, stop the directions after exiting the Section. (Do not have students sign out of TestNav.)

<b>Say</b>	<b>Stop working. Testing time has now ended.</b>
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<b>Say</b>	<p><b>Some of you may have submitted your test, and some of you may not have submitted your test.</b></p> <p><b>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.</b></p> <p><b>Click the arrow to see “Sign out of TestNav,” and click “Save and Return Later.”</b></p> <p><i>(Notify the STC that the Section is finished and students may be moved to the next Section. The STC will notify the TA when this task is complete so that students may begin the next Section. When students sign in to TestNav, they should be on the Directions page and ready to enter the Seal Code to unlock the next Section.)</i></p>
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**Note:** If you are administering more than one Section during the same day, allow students to take a short break (e.g., restroom break, stretch break) or extended break (e.g., lunch). This will give the STC time to be sure all students are moved to the next Section. Once students have returned and are seated, read the script to administer additional Sections.

<b>Say</b>	<p><b>(If students are finished testing for the day):</b></p> <p><b>I will now collect your student Print Card and scratch paper.</b></p>
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Circulate throughout the room to make sure all students have successfully signed out. Then, collect student Print Cards and scratch paper.

- Students should Submit each Section of the test as they finish, but even those who did not click Submit should exit TestNav. They will be Reseated and then moved to the next Section by the STC. Ensure all students are in the **Reseat** status in ADAM after Sections 1–3 and showing **Submitted** at the end of the last Section of the test.
- If taking a break of more than 10-minutes while testing another section on the same day, collect materials and store in a secure location OR return materials to the STC, if directed to do so.
- At the end of testing for that day, return all test materials to your STC. Report any missing materials and absent students.
- Report any testing irregularities to your STC.

The previous directions in Section 4.11.1 should be used for all Sections of the Computer-Based MISA Assessment.

#### 4.11.2 Paper-Based Script for MISA 5 & 8 – All Sections

The administration script under Section 4.11.2 will be used **for all Sections** of the Paper-Based MISA 5 & 8 Test.

TAs **MUST** 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 script before administering the assessment.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 1–4	40 Minutes per Section	<ul style="list-style-type: none"> <li>• Test Books</li> <li>• Pencils</li> <li>• Scratch paper</li> <li>• Calculators (Refer to Calculator Policy for Grade Specific Calculator)</li> </ul>		
End of each Section – Student <b>Stop</b>				

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.

#### Instructions for Preparing to Test

	<p><b>Today, you will take the Maryland Integrated Science Assessment (MISA).</b></p> <p><b>You may not have any unapproved electronic devices at your desk. Making calls, texting, and taking pictures are not allowed. If you have any electronic devices, including cell phones, with you right now, 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.</b></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. Contact your STC if you have questions regarding electronic devices.