

4.8 Ending Each Section

4.8.1 Collect Test Materials

Collect test books, answer documents, scratch paper, testing tools, and accessibility/accommodations tools (as needed) from students. Make sure all students have written their names on their test books and answer documents. Count the materials to make sure each student has returned their test book, answer document, scratch paper, Mathematics reference sheet (if applicable), and testing tools.

Note: Follow your local chain-of-custody procedure to ensure all materials have been collected.

4.8.2 Return Materials to School Test Coordinator

The following are materials that must be returned to the School Test Coordinator:

- Test books
- Answer documents
- Pearson-supplied Mathematics reference sheets
- Calculators
- Mathematics tools for administration (if applicable)
- Accommodated test materials (inform the School Test Coordinator of any tests needing transcription)
- Used and unused scratch paper
- Human Reader Scripts (if applicable)

Test books and answer documents are considered used in any instance where a student has tested, including incomplete or partially complete test books and answer documents.

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. 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 School Test Coordinator.

Students are NOT allowed to alter any previously recorded responses. They must pick up exactly where they left off. Test Administrators must closely monitor make-up testing to ensure students do NOT alter any previously written responses.

4.10 Script for Administering High School (Algebra I) Mathematics

4.10.1 High School (Algebra I) Mathematics – Section 1

The administration script under Section 4.10.1 will be used for Section 1 of the high school Mathematics assessment. Refer to Section 4.10.2 for the administration scripts for Sections 2–4 of the high school Mathematics assessment.

Test Administrators 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. Some directions may differ slightly by Sections and are noted within the administration script. Test Administrators should be familiar with the script before administering the assessment.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Section 1	40 Minutes per Section	<ul style="list-style-type: none"> • Test books • Answer documents • Mathematics reference sheets • Pencils • Scratch paper • Calculators (only for students with a documented accommodation) 		
End of Section 1 – Students Stop				

Instructions for Preparing to Test

	<p>Today, you will take the Mathematics assessment.</p> <p>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 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. Contact your Test Coordinator if you have questions regarding electronic devices.


	<p>Please sit quietly while I distribute the test materials.</p>
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Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list on previous page).

	<p>Write your first and last name at the top of your test book and answer document in Box A.</p>
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Make sure that each student has written their name on the test book and answer document.

Instructions for Administering Section 1

	<p>Using the Section Tabs on the edge of the page, open your test book to the first page of Section 1 and follow along while I read the directions.</p> <p>Today, you will take Section 1 of the Algebra I Mathematics Test. There will be no more than 16 questions in this Section.</p> <p>You will NOT be allowed to use a calculator in this Section.</p> <p>Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. 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.</p> <p>If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the space provided will be scored.</p> <p>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.</p> <p>Turn to the next page while I continue to read the directions.</p> <p>Directions for Completing the Answer Grids</p> <ol style="list-style-type: none"> 1. Work the problem and find an answer. 2. Write your answer in the boxes at the top of the grid. 3. Print only one number or symbol in each box. Do NOT leave a blank box in the middle of an answer. 4. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle. 5. Do NOT fill in a circle under an unused box. 6. Fractions cannot be entered into an answer grid and will NOT be scored. Enter fractions as decimals. 7. See below for examples on how to correctly complete an answer grid.
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	<p>This is the end of the directions in your test book.</p> <p>When you see a GO ON sign in your test book, you may go on to the next page. When you reach a STOP sign in your test book, do NOT go on until directed to do so.</p> <p>Examples of the GO ON and STOP signs are posted on the board.</p>
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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 School Test Coordinator).

Say	OPTION A After I have collected your test materials, please 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.

Say	Do you have any questions?
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Answer student questions.

Create a timing box to include the Section Number, Starting time, and Stopping time for students (Figure 3.0 Timing Box Example)

Section Number: _____ Section Testing Time: _____ Starting Time: _____ Stopping Time: _____
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Say	You will have 40 minutes to complete this Section. I will let you know when you have 10 minutes of testing time left. Turn to the next page. You may begin working now.
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Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Collect test materials as students complete testing (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 seems irregular, refer to Section 4.6.4.

Instructions for Taking a Break During Testing

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

- 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.
- Test books and answer documents must be closed or covered.
- 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 testing, place your scratch paper in your answer document, place the answer document in the test book, and close your test book. We will take a silent three minute stretch break. No talking is allowed.
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After taking a classroom break, ensure students open their test books and answer documents and continue testing where they left off.

Say	Open your test books and answer documents and continue 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:

Say	Please stop working. Testing time has now ended. Close your test book and answer document.
	I will now collect your test materials.

- Collect all test materials from students.
- If testing another Section on the same day, collect Test Books and Answer Documents, but do NOT return all test materials to the STC until testing for the day is completed.
- Return all test materials to your School Test Coordinator once testing is completed for the day. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

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 an extended break (e.g., lunch). Test books and answer documents should be collected. The Test Administrator must remain with the test books and answer documents at all times unless they are secured. Once students have returned and are seated, read the script to move on to the next Section.

4.10.2 High School Mathematics – Sections 2, 3, and 4

Test administration scripts for high school Section 1 are in Section 4.10.1.

Section	Section Testing Time	Required Materials	Start Time	Stop Time
Sections 2, 3, and 4	40 minutes per Section	<ul style="list-style-type: none"> • Test books • Answer documents • Mathematics reference sheets • Pencils • Scratch paper • Calculator (Refer to Calculator Policy for Grade Specific Calculator) 		
End of each Section – Students Stop				

Instructions for Preparing to Test

	<p>Today, you will take the Mathematics assessment.</p> <p>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.</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 Test Coordinator if you have questions regarding electronic devices.

	<p>Please sit quietly while I distribute the test materials.</p>
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Remember that students wrote their names on their test books and answer documents in the previous Section. Be sure to distribute test books and answer documents to the correct students and NOT randomly.


Distribute scratch paper, wooden No. 2 pencils, and approved accessibility/accommodations tools, if needed for certain students. Then, distribute all test materials (see required materials list above).

	<p>Check to make sure your name is written at the top of your test book and answer document.</p> <p>(Pause.)</p> <p>Please raise your hand if your name is NOT at the top of your test book or answer document.</p>
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Make sure that each student has received their own test book and answer document. If necessary, assist students with making sure they are using the test book and answer document that belong to them.

Instructions for Administering Sections 2, 3, and 4

 <p>Say</p>	<p>Using the Section Tabs on the edge of the page, open your test book to the first page of Section ____ (fill in the appropriate Section number) and follow along while I read the directions.</p> <p>Today, you will take Section __ (fill in the appropriate Section number) of the Algebra I Mathematics Test. There will be no more than 10 questions in this Section.</p> <p>You will be allowed to use a calculator in this Section.</p> <p>Read each question. Then, follow the directions to answer each question. Mark your answers by completely filling in the circles in your answer document. 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.</p> <p>If a question asks you to show or explain your work, you must do so to receive full credit. Only responses written within the space provided will be scored.</p> <p>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.</p> <p>Turn to the next page while I continue to read the directions.</p> <p>Directions for Completing the Answer Grids</p> <ol style="list-style-type: none"> 1. Work the problem and find an answer. 2. Write your answer in the boxes at the top of the grid. 3. Print only one number or symbol in each box. Do NOT leave a blank box in the middle of an answer. 4. Under each box, fill in the circle that matches the number or symbol you wrote above. Make a solid mark that completely fills the circle. 5. Do NOT fill in a circle under an unused box. 6. Fractions cannot be entered into an answer grid and will NOT be scored. Enter fractions as decimals. 7. See below for examples on how to correctly complete an answer grid.
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 <p>Say</p>	<p>This is the end of the directions in your test book.</p> <p>When you see a GO ON sign in your test book, you may go on to the next page. When you reach the STOP sign in your test book, do NOT go on until directed to do so.</p> <p>Examples of the GO ON and STOP signs are posted on the board.</p>
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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 School Test Coordinator).

	OPTION A After I have collected your test materials, please 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.

	Do you have any questions?
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Answer student questions.

Create a timing box to include the Section Number, Starting time, and Stopping time for students (Figure 3.0 Timing Box Example)

Section Number: _____ Section Testing Time: _____ Starting Time: _____ Stopping Time: _____
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	You will have 40 minutes to complete this Section. I will let you know when you have 10 minutes of testing time left. Turn to the next page. You may begin working now.
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Actively proctor while students are testing:

- Redirect students as necessary (Section 4.6.2).
- Collect test materials as students complete testing (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 seems irregular, refer to Section 4.6.4.

Instructions for Taking a Break During Testing

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

- 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.
- Test books and answer documents must be closed or covered.
- 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 violate the validity of the test.

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

	<p>Please stop testing, place your scratch paper in your answer document, place the answer document in the test book, and close your test book. We will take a silent three minute stretch break. No talking is allowed.</p>
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After taking a classroom break, ensure students open their test books and answer documents and continue testing where they left off.

	<p>Open your test books and continue testing.</p>
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Instructions for When 10 Minutes of Section Time Remain

When 10 minutes of Section time remain:

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

Instructions for Ending the Section

When the Section time is finished:

	<p>Please stop working. Testing time has now ended. Close your test book and answer document.</p> <p>I will now collect your test materials.</p>
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- Collect all test materials from students who still have test books and materials.
- If testing another Section on the same day, take a break and then read the script to begin the next Section. At that time, materials and test books may be redistributed.
- After all testing has ended for the day, return all test materials to your School Test Coordinator. Report any missing materials and absent students.
- Report any testing irregularities to your School Test Coordinator.

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). Test books and answer documents should be collected. The Test Administrator must remain with the test books and answer documents at all times unless they are secured. Once students have returned and are seated, read the script to move on to the next Section.

The previous directions should also be used for Sections 3 and 4 of the high school Mathematics Assessments.