MCAP Maryland Comprehensive Assessment Program

2021 Early Fall
Test Administrator Braille Script
for Paper-Based Testing

Maryland Integrated Science Assessment (MISA)

The Test Administrator Braille Script must be used with the
Test Administrator Manual for Paper-Based Testing.

Tasks for Test Administrators to Complete BEFORE the Braille Test Administration

Refer to the Paper Testing Procedures section beginning on page 38 of the MISA *Test Administrator Manual* for more information.

Note:

- The student will write answers using a braille writing device (e.g., braillewriter, braille note-taker, slate and stylus) or other method identified in their Individualized Education Program (IEP). These will be referred to as answer sheets in the scripts. The student should number their responses to be sure that their answers can be transcribed accurately onto an answer document.
- For constructed-response items in Science, remind the student to label each part of their work if a question has multiple parts and clearly identify their answer for each part, as necessary.
- The words "Go On" are omitted at the bottom of the page. The word "STOP" is retained at the bottom of the page.
- Page numbers that match the print copy are in the top right corner in the braille test book.
- Braille test books may be disassembled for testing, but must be reassembled for return. To reassemble the test books, you may staple or binder clip all pages for return to Pearson. It is critical that schools check the number of pages in the test book prior to disassembling the test books to help ensure that all pages are returned. Failure to return all pages will be considered a breach of security.
- During the test, a student taking the test electronically may emboss a copy of their answers to review. A final copy of the student's responses must then be printed for transcription purposes. Both the embossed and final copies of the student's work must be returned to the School Test Coordinator after testing.

Before students arrive for each section, do the following:

- Ensure that the testing room is prepared as described in Create an Effective Testing Environment on page 21 of the MISA *Test Administrator Manual*.
- Verify you have the schedule of times for the day's test sections.
- Make sure you have the correct test books for your group to be tested.
- Verify you have the correct tactile graphics for Science and/or picture descriptions for English language arts/literacy.
- If applicable, make sure that recreational books and other allowable materials for after testing are out of reach of the students during testing.
- Make sure you have a list of the accommodations for the students testing and have received the proper training from your School Test Coordinator. Consult **Appendix A** of the *Maryland Assessment, Accessibility, and Accommodations Policy Manual* for the list of available accessibility features and accommodations for paper-based testing.
    - If the student requires a Human Reader, follow the protocol outlined in **Appendix E** of the *Maryland Assessment, Accessibility, and Accommodations Policy Manual*.
    - If one or more students are testing with extended time accommodations, you will need to adjust the amount of time each student will have to complete each section. Refer to each student's accommodations for information on extended time, and follow the guidelines outlined in **Appendix C** of the *Maryland Assessment, Accessibility, and Accommodations Policy Manual*.
    - If one or more students in your group needs a word-to-word dictionary as an accommodation, have these available to students or allow students to bring their own.

Reminders for Test Administrators DURING the Braille Test Administration

Refer to the MISA *Test Administrator Manual* for more information on tasks to complete during and after testing.

When announcing the amount of time students will have to complete each section, be sure to adjust the amount of time available to all students who have approved extended time accommodations.

During testing, you must focus your full attention on the students at all times to confirm that they are working independently. Ensure that all student desks are free of any prohibited materials, and that all prohibited aids in the classroom have been removed or covered. Refer to Allowable and Prohibited Aids on page 22 of the MISA *Test Administrator Manual* for information on prohibited activities and prohibited materials.

If a student starts a test section and leaves school without finishing (e.g., due to illness, family emergency), they may be allowed to complete that test on a different day. If you have concerns about a student completing a section, you should not allow the student to begin. If a student leaves during a section, contact the School Test Coordinator for additional information on students returning to complete a test.

If you have questions regarding policy, security breaches, or irregularities, consult your School Test Coordinator.

Read only the bold instructions in each **SAY** box to students. Text that is outside the **SAY** boxes includes directions for Test Administrators to follow and should not be read to students. Refer to page 38 of the MISA *Test Administrator Manual* for guidance on redirecting students and clarifying directions during an administration. Test Administrators are permitted to clarify **only** scripted administration instructions after reading the script word-for-word. No passages or test items may be clarified.

In-between test sections, have students place a bookmark in their test book to help them identify their place in the exam when they return to the next section.

Reminders for Test Administrators DURING the Braille Test Administration

- If the student recorded their answers electronically, Test Administrators should print out a copy of the student's answer sheet or ink print the student's answers above the braille cells.
- If the student recorded their answers using a computer or braille note-taker, be sure to delete the student's answer sheet file completely from the devices after the student has printed the file.
- If the student used any electronic scratch paper or made any electronic notes, ensure that these files are deleted.
- Braille test books may be disassembled for testing, but must be reassembled for return. To reassemble the test books, you may staple or binder clip all pages for return to Pearson. It is critical that schools check the number of pages in the test book prior to disassembling the test books to help ensure that all pages are returned. Failure to return all pages will be considered a breach of security.

Script for Paper Test Administration
This script will be used for all four Sections

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.

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.

Distribute scratch paper, braille writing device (e.g., braille-writer, braille note-taker, slate and stylus), and approved accessibility features/accommodations tools, if needed, for certain students. Then, distribute test booklets. Note: Some students may require the use of a signature guide to write their name on the test booklets. In these cases, have signature guides available.

SAY | You will see the word "Stop" 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.

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 and, if approved for a recorder, indicate your answer to the person who will record it on the answer document. Otherwise, write your answer as directed by your test administrator. If you need to change an answer, be sure to delete it completely, cross it out, or start a new line.

Some of the questions will ask you to write a response.

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.

When the Section time is finished,

SAY | Stop working. Testing time has now ended. Close your braille test book.

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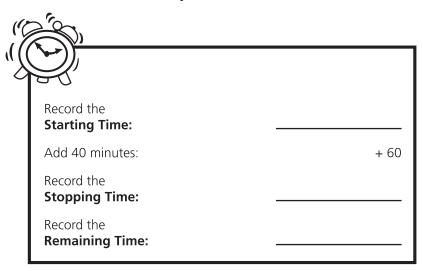
OPTION C: After I have collected your test materials, you may read a book or other allowable materials until the Section has ended.

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. If you finish early, you may review your answers for this Section only.

Record the
Starting Time: _____

Add 40 minutes: + 60

Record the
Stopping Time: _____

Record the
Remaining Time: _____

Do you have any questions about what to do, or how to record your answers?

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 indicating their answers appropriately and that they are not going on to any other Section.

Do not offer any help on specific test questions.

When all students have completed testing, or when 60 minutes have passed,

SAY | **This is the end of the Section. Please close your Test Book.**

I will now collect all your test materials.