

**TEST MONITOR DIRECTIONS**  
**READING, MATHEMATICS, AND SCIENCE**  
**MINNESOTA COMPREHENSIVE ASSESSMENTS**  
**SPRING 2017**

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# TEST MONITOR DIRECTIONS OVERVIEW

These instructions accompany the *Student Directions for MCA* presentation. They contain the information necessary for you to present the *Student Directions for MCA* to students on the day of testing and administer the online MCA. These instructions are also used if a science script will be administered in conjunction with the online Science MCA.

Review these directions before test day and follow them exactly during test administration. Administering the tests consistently across the state ensures equitable test conditions. Every student in the state must have the opportunity to demonstrate what they know independently without any support, guidance, or unauthorized interference during test administration. Test security must be maintained to provide an equal opportunity to all students to demonstrate their academic achievement and to ensure the validity of test scores.

All Test Monitors must have completed the *Assurance of Test Security and Non-Disclosure*. By signing this assurance, you confirm that you understand your responsibilities and commit to fulfilling them as required by your role in test administration. In addition, you are required to receive annual district training on test administration and test security and complete the applicable version of the *Online Test Monitor Certification Course for MCA* so that you are knowledgeable about your responsibilities and policies and procedures related to test administration.

## Materials Allowed During Testing

- Student testing tickets
- Scratch paper (students must write their names on it)
- A pencil or pen
- Headphones (mathematics and science only)
- Hard-copy formula sheets for grades 5–8 and 11 (mathematics only, if provided by the district/school)
- Hard-copy student exiting instructions (if provided by the district/school)
- Handheld calculators (grade 11 mathematics only; see below)

## Materials NOT Allowed During Testing

- Handheld calculators (grades 3–8 mathematics and science)
- Dictionaries, thesauruses, and other reference materials
- Calculator manuals
- Cell phones (see below)
- Other devices (see below; the only exception is the use of supported devices, like tablets, for taking the test)

MDE expects districts to ensure that all students have had a chance to become familiar with the test by reviewing the online student tutorial and using the online item samplers before they take the test. The student tutorial describes the available online and accessibility tools, and describes navigation and item types in the online test. Item samplers provide students with the opportunity to apply what they learn from the online student tutorial in a practice setting.

**Students may NOT use cell phones or any other devices at any time during testing, including during breaks, or when testing is completed (if students remain in the testing room).**

If providing a hard-copy of the formula sheet and/or student exiting instructions, they must be a printed version of the current-year documents posted to PearsonAccess Next. At the end of each testing session, student testing tickets, scratch paper, hard-copy mathematics formula sheets (if provided), and hard-copy student exiting instructions (if provided) must be collected and kept secure between testing sessions following your district's policies (e.g., Test Monitor secures materials or returns them to the District or School Assessment Coordinator between testing sessions).

## CALCULATORS

Students must be familiar with the functionality of the online calculator prior to test administration. Refer to *Calculator Use* in the *Procedures Manual for the Minnesota Assessments* for information about the types of online calculators available in the tests.

- For grades 3–8 Mathematics MCA, the online calculator is available in sections where a calculator may be used.
- For grade 11 Mathematics MCA, the online calculator is available throughout the entire test.
- For Science MCA, the online calculator is available if items on the test require mathematical computations.

The online calculator students see in the item sampler or student tutorial may not look the same as the calculator students will see in the test, specifically on touchscreen devices. Students testing on touchscreen devices will see a calculator with a slightly different shape and larger buttons, but the functionality will be the same.

Handheld calculators are **only** allowed for the grade 11 Mathematics MCA. Students must be familiar with the functionality of the handheld calculator prior to test administration. Refer to *Calculator Use* in the *Procedures Manual for the Minnesota Assessments* for information about the types of handheld calculators that may be used.

- A graphing calculator must either: have its memory cleared, both before and after each testing session, or have a feature that temporarily disables all Flash applications and calculator files (e.g., the TI-NSpire has “Press to Test” mode).
- For grades 3–8 Mathematics MCA, handheld calculators are **not allowed**. If a student’s IEP or 504 plan states that a handheld calculator must be used, the student will need to use a regular print test book and student responses must be entered into the online Data Entry form in TestNav. See the *Test Monitor and Student Directions for Paper Accommodations for MCA* for more information.
- For Science MCA, handheld calculators are **not allowed**.

## TEXT-TO-SPEECH

Standard text-to-speech is available for all students taking mathematics and science tests. Accommodated text-to-speech is available only for students with an IEP or 504 plan or who are identified as English learners in MARSS.

- Students using either standard text-to-speech or accommodated text-to-speech are both assigned the Main form group type in PearsonAccess Next.
- Students requiring accommodated text-to-speech can be assigned to the same test session as students using standard text-to-speech, but the accommodated text-to-speech accommodation must appear in PearsonAccess Next prior to signing in to the test.

## SCIENCE SCRIPT ACCOMMODATIONS

The science script accommodation can be administered in conjunction with the online Science MCA for students with an IEP or 504 plan or who are identified as English learners in MARSS.

- Administering the Science MCA script in conjunction with the online test requires a small group or individual setting where the Test Monitor reads each question from the script while the student answers the questions in the online test.
  - The science script is the only source that a Test Monitor may use to read the test to a student, and the Test Monitor must read exactly what is stated in the script. The Test Monitor may NOT read the test from the student’s computer or device.
  - The science script is used only by the Test Monitor; it is not for the student. The student will follow along and answer the questions on the computer or device while the Test Monitor reads from the script.
- Students must be assigned to a separate test session in PearsonAccess Next with the Accommodated form group type. They cannot be assigned to the same Main form group type as students who are not using the script. If the Accommodated form group type is not assigned, the script will not match the student’s test.

**NOTE:** For administration of the script with a regular print (Mathematics MCA only), large print, or braille test book for Mathematics or Science MCA, refer to the *Test Monitor and Student Directions for Paper Accommodations for MCA*. A script **cannot** be used in conjunction with the online Mathematics MCA.

## MCA OVERVIEW

The Reading, Mathematics, and Science MCA are divided into sections. Students may complete any number of sections during a testing session, and students are not required to complete the same number of sections as other students. However, before exiting the test, students must complete the section (or passage, for Reading MCA) they are working on.

**NOTE:** For Reading and Mathematics MCA, the section number at the top of the student’s test will remain “Section 1” throughout the test because adaptive tests only have one actual section, even though additional section pages have been added to break up the test into smaller sections.

- For Reading MCA, the test is divided into multiple sections. Some sections contain one passage with items, while others contain two or three passages with items for each passage. Each section begins with a section screen, which indicates the section number, and then the next screen provides the number of passages and the number of items for the section. The following screen provides the title of the passage that follows. If there are two passage titles on the title page, the next set of items is associated with a text set (paired passages), which means there will be two passages associated with one set of items.

For sections with multiple passages, students will know they have completed a passage when they see the title of the next passage. Students must answer each item before going to the next item, but they can review items within the section before going to the next section.

If students will not complete the test in a given test session, students should complete the section they are working on, if possible, and review the items.

- If there is only one passage in the section, the student should go to the next section and exit the test on the first screen (with the section number) or the second screen (with the number of passages and items).
- If there are two or three passages, students should at least complete the passage they are working on and review the items; they can then exit the test on the page with the title of the next passage. Upon resuming, the Test Monitor should remind students that they cannot go back to previously completed items.
- For test security, it is best practice for students to complete all passages in a section, if possible.
- When starting a new section, students may need to navigate past the section screen to the next screen, which indicates the number of passages and items, to know if they should continue in the next section.

Grade and Test	Passages and Items Section 1	Passages and Items Section 2	Passages and Items Section 3	Passages and Items Section 4	Passages and Items Section 5	Total Test Administration
3 Reading MCA	2 passages 8 items	2 passages 16 items	2 passages 16 items	2 passages 16 items	1 passage 8 items	2.5–3.5 hours
4 Reading MCA	1–2 passages 8 items	2 passages 16 items	2 passages 16 items	2 passages 16 items	1 passage 8 items	2.5–3.5 hours
5 Reading MCA	1 passage 8 items	2–3 passages 16 items	2 passages 16 items	2–3 passages 16 items	1 passage 8 items	2.5–3.5 hours
6 Reading MCA	2 passages 15 items	2 passages 15 items	2 passages 16 items	2 passages 15 items	1 passage 8 items	2.5–3.5 hours

Grade and Test	Passages and Items Section 1	Passages and Items Section 2	Passages and Items Section 3	Passages and Items Section 4	Passages and Items Section 5	Total Test Administration
7 Reading MCA	2 passages 15 items	2 passages 15 items	2 passages 16 items	2 passages 15 items	1 passage 8 items	2.5–3.5 hours
8 Reading MCA	2–3 passages 15 items	2–3 passages 15 items	2 passages 16 items	2–3 passages 15 items	1 passage 8 items	2.5–3.5 hours
10 Reading MCA	2–3 passages 17 items	2–3 passages 17 items	2 passages 18 items	2–3 passage 17 items	N/A	2–3 hours

- For Mathematics MCA, the test is divided into five sections. Each section begins with a section screen, which indicates the section number and the number of items for the section. Students must answer each item before going to the next item, but they can review items within the section before going to the next section. If they will not complete the test in a given test session, students must complete the section they are working on and exit the test on the first screen in the next section.

Grade and Test	Items in Section 1	Items in Section 2	Items in Section 3	Items in Section 4	Items in Section 5	Total Test Administration
3–4 Mathematics MCA	15	15	5	13	10	1.5–2 hours
5–6 Mathematics MCA	15	15	5	13	12	1.5–2.5 hours
7–8 Mathematics MCA	15	15	5	13	15	2–3 hours
11 Mathematics MCA	11	11	11	11	11	1.5–2.5 hours

- For Science MCA, the test is divided into two sections. Each section begins with a section screen, which indicates the section number and number of items, and the next screen contains the name of the scenario that follows. Items are associated with specific scenarios and multiple scenarios appear in each section. Students know they have completed a scenario when they see the name of the next scenario. The number and placement of scenarios will vary by form.
  - Students may take one or both sections during a testing session. Students can view all items in the section before answering any items, but must answer all items before they can move on to the next section.
  - If they will not complete the entire test in a given test session, students must complete the first section and exit the test on the first screen in the second section.

Grade and Test	Items in Section 1	Items in Section 2	Total Test Administration
5 Science MCA	25–29	25–29	1.5–2 hours
8 Science MCA	31–35	31–35	1.5–2 hours
High School Science MCA	41–43	40–43	2–2.5 hours

# PREPARE FOR ONLINE TEST ADMINISTRATION

## GENERAL PREPARATION

- Complete annual required trainings, including district-provided training on test administration and test security and the applicable version of the *Online Test Monitor Certification Course for MCA*.
- Complete the *Assurance of Test Security and Non-Disclosure*, and review the responsibilities outlined in this assurance prior to test administration.
- Review the *MCA Online Testing User Guide*, as needed, for detailed instructions on creating and monitoring test sessions in PearsonAccess Next.
- Verify the scheduled testing time for each day. The tests are not timed. Know what provisions have been made for students who finish early or need extra time.
- Ensure students have had an opportunity to view the online student tutorial and use the online item samplers.
- Ensure instructional posters and graphics, including strategy techniques or methods, in the testing room or on desks are covered or removed. Any instructional information or strategies must be covered, even if it is not related to the subject being tested (e.g., mathematics information must be covered even if reading is being tested).

## PREPARATION IN PEARSONACCESS NEXT

- Ensure you have a username and password for PearsonAccess Next, if managing test sessions in PearsonAccess Next.
- Create a test session and add students to it, if not completed by the District or School Assessment Coordinator. (A test session can be created starting two weeks before the testing window opens and throughout the testing window.) **However, test sessions that have been created should NOT be prepared or started until the day of testing.**
- Work with technology staff to ensure tests are proctor cached prior to testing. Precaching by test may be completed before or after test sessions are created. Test content may be precached starting two weeks before testing.
- Print student testing tickets, if not provided by the District or School Assessment Coordinator.

For detailed instructions on creating a test session, adding students, printing student testing tickets, and preparing and starting a test session, refer to the *MCA Online Testing User Guide*.

# TESTING DAY

## BEFORE STUDENTS ARRIVE

- Prepare and start the test session in PearsonAccess Next, if not completed by the District or School Assessment Coordinator.
- Verify test session information in PearsonAccess Next, including confirming that:
  - All students who will be testing are in the test session.
  - Students requiring the script accommodation for science are assigned to a separate test session with the Accommodated form group type.
  - Accommodated text-to-speech for mathematics and science appears in PearsonAccess Next for students requiring the accommodation. To verify, select the information icon next to the student's name. Select the Student Tests tab and select the test/school/group name hyperlink. Under Accommodations, verify that Accommodated TTS (MC) is indicated as "True." If it is indicated as "False", contact your District or School Assessment Coordinator. The student should not begin testing until accommodated text-to-speech is indicated.
  - All other accommodations are indicated as needed.
- Ensure that student computer/devices are turned on and have no software running.
- For students taking mathematics or science, check the volume on the students' computer or device to ensure that the volume is not too low or muted before the student signs into TestNav.

## PRESENT THE STUDENT DIRECTIONS FOR MCA

The *Student Directions for MCA* must be **projected** so all students can view it on the same day of the students' initial login to the test. They can be presented in the computer lab/testing room or in a separate room (e.g., a classroom) before the students go to the computer lab/testing room.

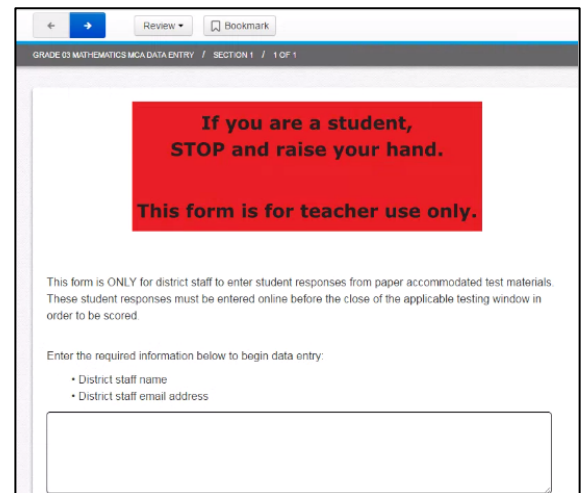
- The presentation includes audio that can be played aloud, or you may read from the screen.
- The presentation includes information on materials allowed, signing in, exiting the test, and submitting the test.
- The transcript for the *Student Directions for MCA* is available at the end of this document for reference. In addition to the scripted instructions in this document, the information from the *Student Directions* can also be repeated to students during test administration as needed.

When testing over multiple days or administering another subject, follow your district's policy on whether the *Student Directions for MCA* will be presented again.

# START TESTING SESSION AND STUDENT SIGN IN

- Access TestNav on each student testing device in one of two ways, depending on device and district procedures for student login. (Students may complete this step themselves.)
  - For installable TestNav:
    - On tablets: Students select the TestNav icon on the Home screen.
    - On Chromebooks: Students select the TestNav app from the Apps menu on the lower left side of the screen.
    - On desktops or laptops: Students select the TestNav icon on the desktop screen of a desktop or laptop.
  - For browser-based TestNav (using Firefox ESR 45): Students open the browser on the computer and enter the TestNav URL, <http://mn.testnav.com>.
- Provide student testing tickets, scratch paper, headphones (mathematics and science only), hard-copy mathematics formula sheets (if providing), and hard-copy exiting instructions (if providing) to students. Students must verify their names on the top of their tickets.
- Have students write their names on all materials provided: scratch paper, hard-copy mathematics formula sheets, and student exiting instructions. All materials will need to be turned in at the end of the test session.
- For mathematics and science tests, students must plug in their headphones and perform a volume check by selecting Test Audio on the TestNav login screen. They must then adjust their volume before starting the test. TestNav does not allow students to plug in headphones or change the volume once they are signed into the test.

**NOTE: After the student signs in, if the TestNav screen has a message in a red box, have the student exit the test. This screen indicates that the student is not in the correct form of the test. Work with your District or School Assessment Coordinator to ensure the student is set up with the correct form before they resume testing.**





You may read these scripted instructions to students, as needed, during test administration.

<b>SCRIPT</b> Beginning the Test	<p><b>Put everything away before you begin testing. Only your testing ticket, pencil or pen, scratch paper, formula sheet, exiting instructions</b> [if provided], <b>headphones</b> [for mathematics or science only], <b>and a calculator</b> [for grade 11 mathematics only] <b>may be on your desk during testing.</b></p> <p><b>You may NOT access your cell phone or other devices during testing or after you have finished. You must close everything that is open on your testing device and may NOT access any other applications during testing. If you access any of these, your test will be invalidated.</b></p> <p><b>Write your name at the top of the scratch paper, formula sheet, and exiting instructions</b> [if provided]. <b>You must turn in your testing ticket, scratch paper, formula sheet, and exiting instructions</b> [if provided] <b>before you leave.</b></p> <p><b>If you have questions when signing in, raise your hand.</b></p> <p><b>For each question, choose the answer or answers you think are best. You must answer each question. I cannot answer questions about the test items.</b></p> <p><b>You may bookmark questions for review. Check your answers before you exit or submit the test.</b></p>
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<b>SCRIPT</b> Code of Conduct	<p><b>The beginning of your test contains the following important reminders about taking your test.</b></p> <p><b>On this test, do your own best work to show what you know and can do.</b></p> <ul style="list-style-type: none"><li>➤ <b>Do not accept help finding answers to test questions.</b></li><li>➤ <b>Do not give answers to other students.</b></li><li>➤ <b>Do not tell others what is on the test.</b></li><li>➤ <b>There may be consequences if you do not follow directions or if you behave dishonestly.</b></li></ul> <p><b>You may now start testing.</b></p>
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# MONITOR THE ONLINE TEST SESSION

## ACTIVE MONITORING

Actively monitor students throughout the entire test administration by circulating around the room to carefully observe student behavior and ensure that all students are working independently and making progress in their tests. You cannot complete other tasks, including lesson planning, grading papers, using cell phones, or talking casually with other staff.

Your primary focus must remain on actively monitoring students who are testing, even when testing issues arise. You must follow your district's policy for contacting the technology staff or District or School Assessment Coordinator for additional assistance if issues arise and for contacting the Pearson help desk. Test Monitors are not allowed to use cell phones at any time during test administration.

## PROVIDING ASSISTANCE

You may assist individual students by re-reading scripted directions from the *Student Directions for MCA* transcript or the scripted instructions in this document. These are the only directions you can give students during test administration.

You must not clarify or interpret any test item. Do not give any indication that there may be a different approach or answer or help students with answers to items in any way. You may not remind students of any test-taking strategies or offer them encouragement, other than what is scripted. Help of this sort should be provided on an occasion prior to test administration, like when the item samplers or student tutorials are used.

Students must be familiar with the functionality of the calculator and online/accessibility tools on the device they will be using prior to the start of testing, and you cannot provide assistance. However, you may assist a student with the online/accessibility tools or navigation (e.g., moving forward and backward in the test, Review list) only if it prevents a student from accessing an item, responding to an item, or moving within a test.

You may not control the pace at which student test, as the tests are not timed and students should be allowed to continue as long as they are making progress. Follow the district policies and procedures regarding what to do if a student finishes early or needs extra time.

## REPORTING SUSPECTED ITEM ERRORS OR TECHNICAL ISSUES

If a student points out a test item that appears to have an error, the Test Monitor should instruct the student to continue the test and note the test, grade, subject, section number, item number, and the student's MARSS/SSID number. Similarly, if a student receives an error message, write down the error message and number along with the student information; if the technical issue prevents the student from responding to the item, have the student exit the test.

- The Test Monitor should notify the School Assessment Coordinator after the testing session, who will notify the District Assessment Coordinator, for any test items that appear to have an error. For technical issues, contact district technology staff following your district's policy, as needed.
- The District Assessment Coordinator will contact MDE or Pearson and give the information collected by the Test Monitor.

**The content of the item itself should never be referenced, captured as an image, or emailed within the school or district or in a communication with MDE or Pearson because doing so is a breach of security.**

## TEST SECURITY BREACHES

If a test security breach occurs during testing, contact your District or School Assessment Coordinator as soon as possible.

While you are encouraged to raise your concerns within the district, you can report suspected incidents of cheating or other improper or unethical behavior on statewide assessments to MDE using an online "tip line." You have the option to submit the report anonymously. Depending upon the nature of each report and the amount of information provided, MDE will follow up with the district to investigate alleged irregularities. [Access the Test Security Tip Line on the Statewide Testing section of the MDE website](http://education.state.mn.us) (<http://education.state.mn.us> > Districts, Schools and Educators > Statewide Testing).

## MONITORING PROGRESS IN PEARSONACCESS NEXT

If monitoring student progress in PearsonAccess Next, on the **Students in Sessions** screen, monitor the **Student Test Status** column. Refresh your browser window or select the **Refresh** button.

- If students in different test sessions are testing in the same room, you can monitor testing for multiple test sessions simultaneously in PearsonAccess Next. Add the relevant test sessions to the Session List and select **Combined View** in the Session List to see the testing status of all students in the sessions in one screen.
- To check the status of a specific student, find the student's name in the test session. View his or her status in the **Student Test Status** column. Select the student's status to view detailed information about the student's test and item progress.

Refer to the table below for a complete list and explanations of student statuses.

Status	Explanation
Ready	The student has not yet started the test.
Active	The student has signed in and started the test.
Exited	The student has exited TestNav but has not submitted test responses.
Resumed	The student's test has been resumed, but the student has not yet signed in.
Resumed Upload	The student's test has been resumed, but the student has not yet signed in. Resumed-Upload status forces TestNav to check for a saved response file (SRF) on the testing machine when the student signs back in to continue.
Completed	The test has been submitted by the student through TestNav and the data has been processed.
Marked Complete	The student's test has been marked complete by the District Assessment Coordinator and the student will not finish testing.

**NOTE:** To maintain system security, PearsonAccess Next times out after 15 minutes of test session management inactivity (student tests in TestNav do not time out after any period of inactivity). If you have been timed out, you will need to sign back into PearsonAccess Next to resume monitoring the test session.

## BREAK

After approximately every 30 minutes of testing, you may allow students a short break using the following script. Whenever leaving the testing room (e.g., bathroom break) or when there is a break in testing, the student should exit the test or cover the test content in some way (e.g., close the laptop, turn off the monitor, turn over the device) unless an emergency prevents them from doing so. Ensure that students do not discuss test items and answers.

Student tests in TestNav do not time out after any period of inactivity. However, if students exit the test, their tests must be resumed by the Test Monitor before they can sign back in. Refer to *Resuming the Test* on page 15 for instructions.

<b>SCRIPT</b> Break	<p><b><i>You may stop working for a short break.</i></b> [Instruct students to exit the test, turn over the device, etc. as applicable for the device and consistent with the district policy.]</p> <p><b><i>You may stand up, but do not talk.</i></b></p> <p>[After about 3 minutes, stop the break.]</p> <ul style="list-style-type: none"><li>• [If the monitor was turned off or the device was turned over.] <b><i>You can continue working.</i></b></li><li>• [If students exited the test.] <b><i>Sign back into your test and select Resume Test Now to continue working.</i></b></li></ul> <p><b><i>If you have any problems when you resume testing, raise your hand.</i></b></p>
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## EXITING THE TEST

If students are testing over multiple days, Test Monitors should alert students prior to the end of the day's testing so that they have time to complete the section or passage they are working on before exiting. Refer to the scripted instructions on this page as needed. See *MCA Overview* above for specific information about exiting by subject, as students may exit the Reading MCA after completing a passage if needed.

Students must determine when they are ready to exit the test based on when they have finished the section they are working on. Similarly, students must determine whether they have time to complete another section based on the number of items in that section. The Test Monitor **may not** review student tests to determine when students should exit.

If students finish testing early and stay in the testing room, students may read a paper book, complete activities on paper, or sit quietly. Cell phones or other devices cannot be used at any time, even if the student has completed testing or is working on something unrelated. Disruptions for other students must be kept to a minimum.

At the end of each testing session, **all secure materials** (testing tickets, scratch paper, hard-copy mathematics formula sheets, and student exiting instructions if provided) **must be collected** before students leave the testing room. These secure materials must be kept secure between testing sessions following your district's policies (e.g., Test Monitor secures materials or returns them to the District or School Assessment Coordinator between testing sessions).

You may read these scripted instructions to students, as needed, as students are exiting their tests. NOTE: Refer to the Student Directions transcript at the end of this document for additional scripted instructions you may provide to students.

<b>SCRIPT</b> Exiting the Test	<p><b><i>We will stop testing in _____ minutes. Go back to any questions and review your answers.</i></b></p> <p>For Reading MCA:</p> <ul style="list-style-type: none"><li>• <b><i>You must finish the passage or section you are working on.</i></b></li><li>• <b><i>If you cannot finish the section:</i></b><ul style="list-style-type: none"><li>○ <b><i>Finish the passage and questions you are working on.</i></b></li><li>○ <b><i>You will exit your test on the screen with the title of the next passage.</i></b></li></ul></li><li>• <b><i>If you finish the section:</i></b><ul style="list-style-type: none"><li>○ <b><i>Select the Review button after you have reviewed your answers.</i></b></li><li>○ <b><i>Select End Section from the bottom of the Review list to go back to the end of section screen.</i></b></li><li>○ <b><i>Select the blue Next arrow.</i></b></li><li>○ <b><i>You will exit on the first screen in the next section.</i></b></li></ul></li><li>• <b><i>To exit your test, select the button next to your name and then select Sign out of TestNav in the dropdown menu. Select the Save and Return Later button.</i></b></li><li>• <b><i>You should now see a screen confirming you have signed out from TestNav.</i></b></li><li>• <b><i>When you have finished testing for the day, I will collect your testing ticket, scratch paper, formula sheet, and exiting instructions [if provided]. After I have collected these materials, you may_____.</i></b> [e.g., complete activities on paper or sit quietly.] <b><i>You may NOT use your testing device, cell phone, or any other device.</i></b></li></ul>
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For Mathematics MCA:

- ***After you have reviewed your answers, select the Review button.***
- ***You must finish the section you are working on.***
- ***Select End Section from the bottom of the Review list to go back to the end of section screen.***
- ***Select the blue Next arrow.***
- ***You will exit on the first screen in the next section.***
- ***To exit your test, select the button next to your name and then select Sign out of TestNav in the dropdown menu. Select the Save and Return Later button.***
- ***You should now see a screen confirming you have signed out from TestNav.***
- ***When you have finished testing for the day, I will collect your testing ticket, scratch paper, formula sheet, and exiting instructions [if provided]. After I have collected these materials, you may\_\_\_\_\_.*** [e.g., complete activities on paper or sit quietly.] ***You may NOT use your testing device, cell phone, or any other device.***

For Science MCA:

- ***After you have reviewed your answers, select the Review button.***
- ***You must finish the section you are working on.***
- ***Select End of Section from the bottom of the Review list to go back to the end of section screen.***
- ***Select Submit Section. A Section Exit Warning screen will pop up.***
- ***Select Yes to confirm that you want to leave this section.***
- ***You will exit on the first screen in the second section.***
- ***To exit your test, select the button next to your name and then select Sign out of TestNav in the dropdown menu. Select the Save and Return Later button.***
- ***You should now see a screen confirming you have signed out from TestNav.***
- ***When you have finished testing for the day, I will collect your testing ticket, scratch paper, formula sheet, and exiting instructions [if provided]. After I have collected these materials, you may\_\_\_\_\_.*** [e.g., complete activities on paper or sit quietly.] ***You may NOT use your testing device, cell phone, or any other device.***

## RESUMING THE TEST

When the student is ready to return to the test, the Test Monitor must resume the student's test so that the student can continue testing, if not completed by the District or School Assessment Coordinator. **NOTE:** Only students in "Active" or "Exited" status can be resumed.

- If you are not already in the Students in Sessions screen, under **Testing**, select **Students in Sessions**.
- Add the test session to the Session List.
- There are two ways to resume a student's test, by an individual student's test or all students:
  - To resume an individual student's test, in the **Student Test Status** column, select the dropdown menu next to the student's status and select either **Resume** or **Resume Upload** (only one option will display, and the displayed option depends on how the student exited the test).
  - To resume all students, select the checkbox at the top on the left or the checkboxes next to individual students. Then select the dropdown menu next to the **Start** button and select **Student Test Statuses**. If not already on the Resume Student Tests screen, select the **Resume Student Tests** tab at the top. Select the checkbox at the top on the left or next to the student name(s) in the list to confirm your selection(s) and select **Resume**.

The student can now sign in to TestNav with the same student testing ticket previously used.

**NOTE:** If students cannot sign into their tests after being resumed, confirm the student's test is unlocked in PearsonAccess Next. To unlock a student's test, select the dropdown next to the student's test status and select **Unlock** or contact your District or School Assessment Coordinator.

When a student resumes testing, there may be times that a student will see an Early Warning System message because of a technical issue. Students will need to alert you if they receive a message. You may need to work with technology staff for assistance before the student will be able to resume the test.

**NOTE:** If students did not exit the test at the start of the next section, they will be able to navigate back to items they completed previously. Test Monitors should remind students that they cannot return to items completed in a previous testing session; refer to scripted instructions on the following page as needed.

<b>SCRIPT</b> Resuming the Test	<p>[When students resume testing, use the following script as needed] <b><i>When you sign in to your test, you may not go back and change any items that you answered before.</i></b></p> <p><b><i>If you have any problems when you resume testing, raise your hand.</i></b></p>
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## SUBMITTING THE TEST

When students have reached the end of the test and are ready to submit the test for scoring, they will be prompted to review their answers on the End Test screen.

When all students have completed testing, they must be in “Completed” or “Marked Complete” status. Stopping a test session in PearsonAccess Next is not required to submit the test.

If students finish testing early and stay in the testing room, students may read a paper book, complete activities on paper, or sit quietly. Cell phones or other devices cannot be used at any time, even if the student has completed testing or is working on something unrelated. Disruptions for other students must be kept to a minimum.

Once testing is completed, **all secure materials** (testing tickets, scratch paper, hard-copy formula sheets, and exiting instructions if provided) **must be collected** and securely disposed of by the Test Monitor or returned to the District or School Assessment Coordinator for secure disposal (following district procedures). The secure disposal must be completed no more than 48 hours after the close of the testing window.

You may read these scripted instructions to students, as needed, when students are submitting their tests.

<p><b>SCRIPT</b> Submitting the Test</p>	<p><b><i>When you have completed the entire test, you can go back to any questions in the last section and review your answers.</i></b></p> <p><b><i>After you have reviewed your answers, select the Review button.</i></b></p> <p>For Reading and Mathematics MCA:</p> <ul style="list-style-type: none"><li>• <b><i>Select End Test from the bottom of the Review list to go back to the end test screen.</i></b></li><li>• <b><i>Select the blue Next arrow.</i></b></li><li>• <b><i>Then select Submit Final Answers to confirm that you want to submit your test for scoring.</i></b></li></ul> <p>For Science MCA:</p> <ul style="list-style-type: none"><li>• <b><i>Select End of Section from the bottom of the Review list to go back to the end test screen.</i></b></li><li>• <b><i>Select Submit Final Answers.</i></b></li><li>• <b><i>A Test Submit Warning screen will pop up.</i></b></li><li>• <b><i>Select Yes, Submit Final Answers to confirm that you want to submit your test for scoring.</i></b></li></ul> <p><b><i>You should now see a screen confirming you have signed out from TestNav.</i></b></p> <p><b><i>When you have finished testing, I will collect your testing ticket, scratch paper, formula sheet, and exiting instructions [if provided]. After I have collected these materials, you may _____.</i></b> [e.g., complete paper activities or sit quietly] <b><i>You may NOT use your testing device, cell phone, or any other device.</i></b></p>
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# STUDENT DIRECTIONS FOR MCA 2017 TRANSCRIPT

Slide 1	<p><b>Student Directions for MCA</b></p> <p>Student Directions for MCA. Select Play to begin.</p>
Slide 2	<p><b>Introduction</b></p> <p>Today you will take a reading, math, or science test.</p>
Slide 3	<p><b>Materials Allowed During Testing</b></p> <p>Put everything away except your:</p> <ul style="list-style-type: none"> <li>• testing ticket</li> <li>• pencil or pen</li> <li>• scratch paper</li> <li>• headphones.</li> </ul>
Slide 4	<p><b>Online Calculators</b></p> <p>All math and science tests have an online calculator available when a calculator may be used.</p>
Slide 5	<p><b>Handheld Calculators</b></p> <p>For the grade 11 math test ONLY, you may also use a handheld calculator.</p> <p>Handheld calculators are NOT allowed for grades 3–8 math tests or for science tests.</p>
Slide 6	<p><b>Scratch Paper</b></p> <p>Write your name on the top of your scratch paper.</p> <p>You can use your scratch paper throughout the test.</p> <p>You must turn in your scratch paper before you leave.</p>
Slide 7	<p><b>Signing In to Your Test</b></p> <p>Signing In to Your Test</p>
Slide 8	<p><b>Checking Volume</b></p> <p>Before you sign in to your math or science test, put on your headphones.</p> <p>Select Test Audio to check the volume.</p> <p>You will not be able to change the volume after you start your test.</p>
Slide 9	<p><b>Signing In with Your Testing Ticket</b></p> <p>You will be given your testing ticket. Check that your name is on the top of the ticket.</p> <p>Find your username and password at the bottom of the ticket.</p> <p>On the Sign In screen, enter the username and password from the ticket.</p> <p>Then select Sign In.</p>
Slide 10	<p><b>If You Have Questions</b></p> <p>If you have questions when signing in or starting the test, raise your hand.</p>

Slide 11	<p><b>Taking Your Test</b></p> <p>Taking Your Test</p>
Slide 12	<p><b>Looking for Your Name</b></p> <p>Look for your name at the top right of the screen. If you do not see your name, or if someone else's name appears, raise your hand.</p> <p>Select Start Test Now to start your test.</p>
Slide 13	<p><b>Section Screen</b></p> <p>The first screen you will see is a section screen.</p> <p>Select Start Section.</p>
Slide 14	<p><b>Student Code of Conduct</b></p> <p>On the next screen, read important reminders about taking your test.</p> <p>Then select the Next arrow to continue.</p>
Slide 15	<p><b>Answering Questions</b></p> <p>For each question, choose the answer or answers you think are best.</p> <p>You can use your scratch paper to help you answer the questions.</p> <p>You must answer each question.</p>
Slide 16	<p><b>Reviewing Your Answers</b></p> <p>Review your answers before you go to the next section, exit, or submit your test.</p>
Slide 17	<p><b>Exiting and Submitting Tests</b></p> <p>Before exiting any test, you must finish the section you are working on.</p> <p>How you exit or submit a test will depend on which test you are taking.</p>
Slide 18	<p><b>Test Selection</b></p> <p>Select the button for the test you want to learn more about.</p>
Slide 19	<p><b>Exiting Your Reading Test</b></p> <p>When you start a new section in your reading test, select the Next arrow on the section screen.</p> <p>The next screen will show how many passages and questions are in the section. Use this information to decide if you will have enough time to finish the section. If not, you may exit your test on this screen.</p> <p>If you continue in the section, you must finish a passage and its questions. Then exit your test on the screen with the title of the next passage.</p> <p>To exit the test:</p> <ul style="list-style-type: none"> <li>• Select the button next to your name.</li> <li>• Select Sign out of TestNav in the dropdown menu.</li> <li>• Select the Save and Return Later button.</li> </ul> <p>Then you can close TestNav.</p>

Slide 20	<p><b>Finishing Your Test</b></p> <p>When you have finished your test and reviewed your answers, submit your test for scoring. Once you submit your test, you will not be able to go back in to the test.</p>
Slide 21	<p><b>Submitting Your Reading Test</b></p> <p>To submit your reading test:</p> <ul style="list-style-type: none"> <li>• Select the Next arrow.</li> <li>• Select Submit Final Answers.</li> </ul> <p>Then you can close TestNav.</p>
Slide 22	<p><b>Test Selection</b></p> <p>To continue with the Student Directions, select the Continue Student Directions button. To learn more about exiting and submitting for a different test, select the Choose Another Test button.</p>
Slide 23	<p><b>Exiting Your Math Test</b></p> <p>If you will not finish your math test, you must exit on the first screen in the next section. Follow these steps:</p> <ul style="list-style-type: none"> <li>• Select the Next arrow to leave the section.</li> <li>• Then select the button next to your name.</li> <li>• Select Sign out of TestNav in the dropdown menu.</li> <li>• Select the Save and Return Later button.</li> </ul> <p>Then you can close TestNav.</p>
Slide 24	<p><b>Finishing Your Test</b></p> <p>When you have finished your test and reviewed your answers, submit your test for scoring. Once you submit your test, you will not be able to go back in to the test.</p>
Slide 25	<p><b>Submitting Your Math Test</b></p> <p>To submit your math test:</p> <ul style="list-style-type: none"> <li>• Select the Next arrow.</li> <li>• Select Submit Final Answers.</li> </ul> <p>Then you can close TestNav.</p>
Slide 26	<p><b>Exiting Your Science Test</b></p> <p>If you will not finish your science test, you must exit on the first screen in the second section. Follow these steps:</p> <ul style="list-style-type: none"> <li>• Select Submit Section.</li> <li>• A Section Exit Warning will pop up. Select Yes to leave the section.</li> <li>• Then select the button next to your name.</li> <li>• Select Sign out of TestNav in the dropdown menu.</li> <li>• Select the Save and Return Later button.</li> </ul> <p>Then you can close TestNav.</p>

Slide 27	<p><b>Finishing Your Test</b></p> <p>When you have finished your test and reviewed your answers, submit your test for scoring. Once you submit your test, you will not be able to go back in to the test.</p>
Slide 28	<p><b>Submitting Your Science Test</b></p> <p>To submit your science test:</p> <ul style="list-style-type: none"> <li>• Select Submit Final Answers.</li> <li>• A Test Submit Warning screen will pop up. Select Yes, Submit Final Answers.</li> </ul> <p>Then you can close TestNav.</p>
Slide 29	<p><b>Additional Information</b></p> <p>Additional Information</p>
Slide 30	<p><b>Asking Questions</b></p> <p>Your Test Monitor cannot answer questions about test items.</p> <p>If you have other questions about the test after you sign in, raise your hand.</p>
Slide 31	<p><b>Finishing for the Day</b></p> <p>Your Test Monitor will tell you when the testing time is almost over so you can finish the section or passage you are working on and review your answers.</p> <p>When you have finished for the day, turn in your testing ticket and any scratch paper before you leave.</p>
Slide 32	<p><b>End of Presentation</b></p> <p>Do you have any questions?</p>