Minnesota Department of
Education

Division of Statewide Testing

ONLINE TESTING SITUATIONS OR MISADMINISTRATIONS – MCA/MTAS

This procedure outlines some situations or misadministrations that may occur during online testing and require action by the district, MDE, or Pearson. In most cases, the District Assessment Coordinator (DAC) will contact the Pearson help desk and provide detailed information about the issue that occurred and the student or students who were affected. The Pearson help desk will follow up with further information about completing testing in these cases following the guidelines outlined in the procedure. While not an exhaustive list, examples of possible test administration situations or misadministrations and the likely outcomes are included below for reference.

Procedure

- The DAC contacts the Pearson help desk for online test administration situations that require action by Pearson as outlined in the table below. The help desk verifies the situation is being reported by the DAC. If the report has not been submitted by the DAC, the help desk instructs the staff person to contact the DAC in order to report the situation and work through the resolution.
    - Pearson may request from the DAC further information about the situation.
    - If there are technical issues, technology support is immediately provided.
- The DAC must document any misadministrations, including any invalidations, on the Test Administration Report (TAR), which is available in Appendix A of the *Procedures Manual* and is kept on file at the district. If there is a security breach, the DAC must also complete the Test Security Notification (TSN) in Test WES.
- Pearson notifies the DAC of resolution and provides direction as to how the student will resume testing, if applicable.

Online Test Administration Situations Overview

Possible scenarios, likely outcomes, and rationales are included below. This table has been provided for informational purposes only. The resolution is dependent on the factors and circumstances of each situation and may not follow the outcomes described below. All tests or data entry must be completed within the testing window.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
1	MCA MTAS	Student started or completed the test for the wrong grade or student started or completed wrong test because of Test Monitor misadministration (e.g., MCA instead of MTAS).	For MCA, if the student completed the test, the DAC invalidates the wrong test using the INV-O (other) code in PearsonAccess Next. If the student started the test but has not completed it, the DAC marks the test complete and invalidates the wrong test using the INV-O (other) code in PearsonAccess Next. For MTAS, the DAC invalidates the test using the INV-O (other) code in PearsonAccess Next. The district must change the grade in MARSS or the test assignment in Test WES. Once the correct information appears in PearsonAccess Next, the student can test (or the MTAS score entry can be completed).	TAR	The decision on which test will be administered must be made before a student takes any test for the year. However, if the Test Monitor administers the incorrect test, the correct test must be administered.
2	MCA	Student A started or completed Student B's test **and** Student B has not started testing or has completed Student A's test.	If no questions were answered, Student A signs out of Student B's test. Both Student A and Student B sign into the correct test. Note: Student B's test will first need to be resumed in PearsonAccess Next by the Test Monitor. If any questions were answered, the DAC contacts Pearson to assign the test(s) to the correct student(s).	TAR	Test security has been maintained since the students only accessed one test each.
3	MCA	Student A started Student B's test. Upon realizing it is the incorrect test, Student A then signs in to his/her own test.	If Student A answered items in both tests: • If discovered in the same testing session (i.e., no time or access to review content seen), Student A can complete his/her test. • If not discovered in the same testing session, Student A cannot finish either test. The DAC must mark Student A's test complete and invalidate it using the INV-O (other) code in PearsonAccess Next. For Student B, the DAC contacts Pearson to reset Student B's test so Student B can test.	TAR	Even though Student A signed in to two tests, test security is maintained if the student does not have time to research answers to items already completed. Since Student B has not started testing, the test can be reset.

	Test	Scenario	Likely Outcome	Form Completed	Rationale

4	MCA	Student A resumed Student B's test.	If Student A resumes but does not answer any questions or change any responses, Student A signs out. Both students resume the correct test.
			
			If any questions have been answered or changed:
			• Student A:
			  ○ If discovered in the same testing session (i.e., no time or access to review content seen), Student A can complete his/her original test.
			  ○ If not discovered in the same testing session, Student A cannot finish testing. The DAC must mark Student A's test complete and invalidate it using the INV-O (other) code in PearsonAccess Next.
			• Student B: Since Student B's test has multiple students' responses, Student B cannot finish testing and the test must be invalidated using the INV-O (other) code in PearsonAccess Next.
				TAR	If no questions have been answered or changed, both students can resume testing because test security has been maintained.
					
					For Student A, the options depend on the amount of time elapsed when the misadministration is discovered. Test security is only maintained if the student does not have time to research answers to items already completed.
					
					For Student B, the test has multiple responses and is no longer a valid measure.

5	Mathematics MCA	Student uses a handheld calculator in conjunction with the online grades 3–8 Mathematics MCA.	The test must be invalidated. See the Note in the rationale for the code to indicate. • If the student completed the test, the DAC invalidates the test in PearsonAccess Next. • If the student has started, but hasn't completed the test, the DAC marks the test complete and invalidates the test in PearsonAccess Next.	TAR	For grades 3–8, the test must be invalidated because it no longer measures what is being assessed. Note: If a student accessed the calculator when not allowed, the test/accountability code is INV-S (student); if the Test Monitor provided the calculator when not allowed, the test has been misadministered and the test/accountability code is INV-O (other).

	Test	Scenario	Likely Outcome	Form Completed	Rationale
6	Reading MCA Mathematics MCA	Student starts testing online when the test was supposed to be administered with a paper accommodation (or vice versa – student starts testing on paper when should be testing online).	It does not matter how much of the incorrect test has been completed; the district has the following options: • The student completes the correct form. ○ If incorrectly testing online, the student takes the paper accommodated form. The DAC contacts Pearson to reset the student's test assignment and indicates the accommodation in Test WES. Once the accommodation is reflected correctly in PearsonAccess Next, the district adds the student to a Data Entry test session so student responses can be entered online. ○ If incorrectly testing on paper, the student takes the online test; the district must ensure the student is added to a Main test session. If needed, accommodated TTS must be indicated in Test WES and appear in PearsonAccess Next prior to the student signing in to the test. • The student finishes the test that was started on the incorrect form. • The student does not complete the test. The DAC marks the test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next.	TAR	For Reading and Mathematics MCA, the items do not overlap on the paper accommodated and online forms, so the student can take the correct form. The test is a valid and reliable measure. Note that an accommodation does not give an advantage to a student that does not need it; it only supports a student that does.
7	Science MCA	Student starts testing online when the test was supposed to be administered with a paper accommodation (or vice versa – student starts testing on paper when should be testing online).	If **no questions** were answered on the incorrect form: • If incorrectly testing online, the student takes the paper accommodated form (i.e., large print test book). The DAC contacts Pearson to reset the student's test assignment and indicates the accommodation in Test WES. Once the accommodation is reflected correctly in PearsonAccess Next, the district adds the student to a Data Entry test session so student responses can be entered online. • If incorrectly testing on paper, the student takes the online test. The district must ensure the student is added to a Main test session and accommodated TTS has been indicated in Test WES, as needed, prior to the student signing in to the test. If the student requires the script accommodation, the script must be indicated in Test WES and student must be added to an Accommodated test session. Any accommodations must appear in PearsonAccess Next prior to the student signing in to the test.	TAR	For Science MCA, since the student has already started the test and the items overlap on the paper accommodated and online forms, it cannot be readministered as this would no longer be a valid and reliable measure. Based on the amount of time elapsed when the misadministration is discovered, the district determines the resolution. Note that the accommodation does not give an advantage to a student that does not need it; it only supports a student that does.

	Test	Scenario	Likely Outcome	Form Completed	Rationale

7	Science MCA (continued)		If **some questions** were answered on the incorrect form but the test was not completed, the district has the following options based on when it is discovered:
			
			If discovered in the same testing session (i.e., no time or access to review content seen), the district has the following options:
			
			• The student completes the correct form.
			    ○ If incorrectly testing online **and** the school has a large print test book available, the student tests using the large print test book. The DAC contacts Pearson to reset the student's test assignment and indicates the accommodation in Test WES. Once the accommodation is reflected correctly in PearsonAccess Next, the district adds the student to a Data Entry test session so student responses can be entered online. Note: if a large print test book is not available to use immediately, follow the options below for when the issue is not discovered in the same testing session.
			    ○ If incorrectly testing on large print, the student takes the online test; the district must add the student to a Main test session, unless the student requires the script accommodation (which means the script must be indicated in Test WES and appear in PearsonAccess Next and the student must be added to an Accommodated test session).
			• The student finishes the test online without the accommodation (or with the paper accommodation, if incorrectly assigned).
			• The student does not complete the test. The DAC marks the test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next.		

	Test	Scenario	Likely Outcome	Form Completed	Rationale
7	Science MCA (continued)		If not discovered in the same testing session (or a large print test book is not available), options are: • The student finishes the test online without the accommodation (or with the paper accommodation, if incorrectly assigned). • The student does not complete the test. The DAC marks test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next. If both the paper accommodation and online tests are **completed**, the district determines which test was completed first. • If the online test was completed first, no action needed. • If the paper accommodated test was completed first, the DAC contacts Pearson to reset the student's test assignment and indicates the accommodation in Test WES. Once the accommodation is reflected correctly in PearsonAccess Next, the district adds the student to a Data Entry test session so student responses can be entered online.		
8	MCA	The test was read to student from the screen rather than using the Mathematics or Science MCA script OR the test was read from the screen for the Reading MCA.	The DAC invalidates the test using the INV-O (other) code in PearsonAccess Next.	TAR	No test can be read aloud to the student from the screen. The script is the only source a Test Monitor can use to read the test aloud for mathematics and science tests. The reading test cannot be read aloud. The student's test must be invalidated because the test is no longer a valid and reliable measure.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
9	Mathematics MCA	Script is used in conjunction with the online test.	It does not matter how much of the incorrect test has been completed; the district has the following options: • The student finishes the test online without the script and can use the available text-to-speech as needed. • The student tests on paper with the Test Monitor reading from the script. The DAC contacts Pearson to reset the student's test assignment and indicates the accommodation in Test WES. Once the accommodation is reflected correctly in PearsonAccess Next, the district adds the student to a Data Entry test session so student responses can be entered online. • The student does not complete the test. The DAC marks the test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next.	TAR	The script accommodation must be administered with a paper form for the Mathematics MCA. For Mathematics MCA, the items do not overlap on the paper accommodated and online forms, so the student can take the correct form. The test is a valid and reliable measure. The district determines the resolution.
10	Science MCA	Student starts testing in an online form (in a Main or Data Entry test session) that doesn't match the script.	If the student was put in a Main test session and no questions were answered, the DAC contacts Pearson to reset the student's test assignment and the district adds the student to an Accommodated test session. The student completes testing online with the Test Monitor reading from the script. If the student was put in a Data Entry test session and no questions were answered, the DAC contacts Pearson to reset the student's test assignment and updates the accommodations in Test WES, ensuring script is added and other accommodations are removed. Once the accommodation is reflected correctly in PearsonAccess Next, the district adds the student to an Accommodated test session. The student completes testing online with the Test Monitor reading from the script. If any questions were answered, options for the district: • Student finishes without the script. The Test Monitor cannot read the items from the screen. • Student does not complete the test. The DAC marks test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next.	TAR	For Science MCA, only the Accommodated form aligns with the script. If the student has already started the test, it cannot be restarted as the items overlap on the paper accommodated and online forms and it would no longer be a valid and reliable measure. The district determines the resolution.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
11	Mathematics MCA	For Mathematics MCA, the student begins testing without the accommodated text-to-speech accommodation indicated. Similarly, the student begins testing after accommodated text-to-speech was incorrectly indicated.	It does not matter how items have been completed; the district has the following options: • The district contacts Pearson to reset the student's test assignment. Once the accommodation is added or removed in Test WES and is reflected correctly in PearsonAccess Next, the district adds the student to a Main test session. Note: the student must be added to a **different** Main test session than the student previously was in. The student will start the new test at the beginning. • The student finishes the test with the text-to-speech they started with (standard or accommodated). • The student does not complete the test. The DAC marks test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next.	TAR	Adaptive tests can ensure that the student does not see the same test items, which maintains the test's validity. The accommodation does not give an advantage to a student that does not need it; it only supports a student that does. The district determines the resolution.
12	Science MCA	For Science MCA, the student begins testing without the accommodated text-to-speech accommodation indicated. Similarly, the student begins testing after accommodated text-to-speech was incorrectly indicated.	If no questions were answered, the district contacts Pearson to reset the student's test assignment. • Once the accommodation is added or removed in Test WES and is reflected correctly in PearsonAccess Next, the district adds the student to a Main test session. • Note: the student must be added to a **different** Main test session than the student previously was in. If any questions were answered, options for the district: • The student finishes the test with the text-to-speech they started with (standard or accommodated). • The student does not complete the test. The DAC marks test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next.	TAR	Since the student has already started the test, it cannot be restarted as this would no longer be a valid and reliable measure. The accommodation does not give an advantage to a student that does not need it; it only supports a student that does. The district determines the resolution.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
13	MCA	The student begins testing in a Data Entry form.	For Reading and Mathematics MCA, the outcome is the same whether the student has or has not answered any items. The district contacts Pearson to reset the student's test assignment. Once the accommodation is removed in Test WES and is reflected correctly in PearsonAccess Next, the district adds the student to a Main test session. For Science MCA, if the student has viewed test items but hasn't answered any items, the district contacts Pearson to reset the student's test assignment. Once the accommodation is updated or removed in Test WES and is reflected correctly in PearsonAccess Next, the district adds the student to the correct test session (Main or Accommodated). For Science MCA, if any questions were answered, the district has the following options: • The student does not complete the test. The DAC marks the test complete and invalidates the test using the INV-O (other) code in PearsonAccess Next. • The student completes test in the Data Entry form with limited features; see the Note in the rationale.	TAR	For Reading and Mathematics MCA, the items do not overlap on the paper accommodated and online forms, so the student can take the correct form. The test is a valid and reliable measure. For Science MCA, since the student has already started the test and the items overlap on the paper accommodated and online forms, it cannot be readministered as this would no longer be a valid and reliable measure. Note: The Data Entry form has the following differences compared to a Main or Accommodated form: no sections, student does not have to answer to continue, no accommodations, and no tools, including calculator. Because there are no sections, the Test Monitor must remind the student that he or she cannot return to item already completed if they complete the test in multiple testing sessions. The accommodation does not give an advantage to a student that does not need it; it only supports a student that does.
14	MCA MTAS	District staff entering student responses in the Data Entry form enters responses for the wrong student (e.g., enters Student A's responses under Student B's test) or wrong subject information was submitted (MTAS only; e.g., Test Administrator entered math instead of science).	For MCA, the DAC contacts Pearson to switch the student's test assignments in PearsonAccess Next. For MTAS, the DAC unsubmits the test within the testing window.	TAR	The student took the correct test so security has been maintained and the test is a valid and reliable measure.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
15	MCA	When entering student responses from paper accommodated test books, district staff signs into a student's test that was added to a Main or Accommodated test session instead of a Data Entry test session.	The DAC contacts Pearson to reset the student's test assignment. Once the accommodation is updated or removed in Test WES and is reflected correctly in PearsonAccess Next, the district adds the student to a Data Entry test session.	TAR	The student took the correct test on the paper accommodated test materials so security has been maintained and the test is a valid and reliable measure.
16	MCA	The student takes the MCA when the intent was to administer the item sampler.	The test must be invalidated. - If the student completed the test, the DAC invalidates the test in PearsonAccess Next. - If the student did not start or complete the test, the DAC marks the test complete and invalidates the test in PearsonAccess Next.	TSN	The student has been exposed to test and security has not been maintained so the test must be invalidated.
17	MCA	District staff uses a student's MCA test as an item sampler with other teachers for training or demonstration.	The DAC contacts Pearson to reset the student's test assignment in PearsonAccess Next.	TSN	Since the student was not present and was not exposed to the test, the student's test can be restarted.
18	MCA	The student did not try or rushed through the test.	No action.	None	The district must consider the test submitted and it is not invalidated in PearsonAccess Next.
19	MCA MTAS	Parent refusal was received after a student started the test.	No action is required or the DAC can mark the test complete. If no action is taken, MCA tests are automatically marked complete by Pearson at the end of the testing window.	TAR	A parent refusal must be submitted to the district in writing before testing. The district should indicate on the TAR that the parent's request for refusal could not be honored. The test will be submitted as is for scoring since the student did participate in part of the test.
20	MCA MTAS	The student refused to finish the MCA or MTAS.	No action is required or the DAC can mark the test complete. If no action is taken, MCA tests are automatically marked complete by Pearson at the end of the testing window.	TAR	The test will be submitted as is for scoring since the student did participate in part of the test. The refusal to finish may be a stated refusal or based on behavior that prevents the student from finishing the test. The district should indicate on the *Test Administration Report* that the student refused to finish the test.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
21	MCA MTAS	The DAC enters a refusal test/accountability code (REF-P or REF-S) in PearsonAccess Next after a student has answered one or more items.	Since the student answered items, the refusal will be removed by MDE during Posttest Editing.		The test/accountability codes for refusals are only used to indicate why a student did not participate in the test. Since the student participated in the test by answering items, the test will be scored as is.
22	MCA	The student started the test but will not complete within the testing window.	No action is required or the DAC can mark the test complete. If no action is taken, Pearson will mark the test complete at the end of the testing window.	None	The student's test will be scored as is.
23	MCA	The student incorrectly exits the test within a section (or in the middle of a reading passage), rather than completing the section/passage.	Test Monitors must remind students that they cannot return to items and they must ensure students do not change answers to items completed in a previous test session. If the district determines that a student went back and changed answers, then the test must be invalidated using the INV-S (student) code in PearsonAccess Next.	TAR (if test is invalidated)	Students must exit the test following the exiting procedures for that subject in order to maintain test security. If students exit the test within a section, they will be able to navigate back to items they completed previously and possibly change answers.
24	MCA MTAS	For MCA, a DAC or AA incorrectly indicates a test/accountability code or incorrectly marks a test complete. For MTAS, a DAC or AA incorrectly indicates a test/accountability code.	For MCA, if a DAC incorrectly indicates a test/accountability code, the DAC must use the Test/Accountability Code dropdown and select the blank field to remove the code on the View Student Tests screen in PearsonAccess Next. If the test was also marked complete, the DAC contacts Pearson to unsubmit the test before the student can resume testing. If the DAC incorrectly marks the test complete, the DAC must contact Pearson to unsubmit the test. When the student resumes testing, the Test Monitor must remind the student not return to items and ensure the student does not change answers to items completed in a previous test session. For MTAS, if a DAC incorrectly indicates a test/accountability code, the DAC must use the Test/Accountability Code dropdown and select the blank field to remove the code on the View Student Tests screen in PearsonAccess Next.	None	Test security has been maintained and the test is still a valid and reliable measure.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
25	MCA	District A marks a student's test complete when the student moves out and then District B wants the student to finish the started test.	The DAC in District B contacts Pearson to determine the status of the test. If the test was marked complete and not invalidated, Pearson can unsubmit the test to allow the student to finish.	None	Since the test was marked complete by the previous district, the test attempt is still valid for the student to complete.
26	MCA	The student is exited from the test due to technical issues before reviewing answers to completed items.	If resolved in the same testing session (i.e., no time or access to review content seen), the student can review any previously completed items in the section. If not resolved in the same testing session, the student can't review previously completed items and the Test Monitor must remind the student that he or she cannot return to item already completed. If the district determines that a student went back and changed answers, then the test must be invalidated using the INV-S (student) code in PearsonAccess Next.	TAR	The options depend on the amount of time elapsed when the technical issue is resolved. Test security is only maintained if the student does not have time to research answers to items already completed.
27	MCA MTAS	The student moves from School A to School B in the same OR in a different district but has not started testing.	No action if the student has not started testing. Once Pearson receives updated information in precode, the student's test will be automatically moved.	None	Districts must update enrollment information in MARSS or Test WES so the correct information is sent to Pearson in precode.

	Test	Scenario	Likely Outcome	Form Completed	Rationale

28	MCA MTAS	Student moves from School A to School B in the **same district** but has started testing.	For MCA, the DAC moves the student's test to School B. To move the student's test, the DAC will complete the following steps:
			
			1. From the Home page, under **Testing**, select **Students in Sessions**.
			2. Add the test session to the Session List the student is currently in.
			3. Find and select the student whose test will be moved.
			4. From the **Select Tasks** dropdown, select **Move Student between Sessions**, and then select **Start**.
			5. You can move the student to an existing test session or to a new test session.
			    a. To move the student to an existing test session, in the Sessions field, find and select the existing test session name.
			    b. To move the student to a new test session, select **Create Session**. On the Create Session window, enter the required information as indicated by the asterisks and select **Create**.
			6. The existing or new test session will appear next to the student and under the new school. Select the checkbox for that student under the test session and select **Move**. Once Move is selected, a "Success, changes saved" message will appear on the green bar. Select **Exit Tasks** at the top right to return to the Students in Sessions screen. The test session will appear in the Session List. Select the test session to verify the student is now in the appropriate test session.
			
			Note: For reporting purposes, the DAC contacts Pearson to have the student's report moved to School B; until then, the report will be available under School A.
			
			For MTAS, the DAC contacts Pearson to move the student's report to the school that tested the student.
				None	For MCA, if a student has started testing, the test will not automatically move, even if MARSS and Precode Student Eligibility in Test WES reflect the correct enrollment. The district must take additional action.
					
					For MTAS, the school that tested the student must enter the scores.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
29	MCA MTAS	Student moves from School A to School B in a **different district** and has started testing.	For MCA, after the student is sent in precode for School B, the DAC in the new district must contact Pearson to move the student's test. For MTAS, the DAC in the new district contacts Pearson to move the student's test to the school that tested the student.	None	For MCA, if a student has started testing, the test will not automatically move, even if MARSS and Precode Student Eligibility in Test WES reflect the correct enrollment. The district contacts Pearson to take additional action once the change has been sent in precode. For MTAS, the school that tested the student should be the one to enter the scores.
30	MCA	Student tests in an incorrect school in the same district before updated information is sent in precode and the student's test is reported for the school in precode.	No action. Student tests are reported based on where the student is sent in precode when the test is submitted.	TAR	If a student tests in an incorrect school in the same district before updated information is sent in precode, districts can provide the results from PearsonAccess Next to the other school as needed.