MCA/MTAS Irregularities

This procedure outlines some situations or misadministrations that may occur during 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 test administration situations that require action by Pearson as outlined in the table below. Clearly state, "I have a testing irregularity and need to speak with the Minnesota Program Team."

- 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.

- The help desk collects the initial information. Then, the DAC will be escalated directly to the Program Team and will receive a follow up phone call or email directly from the Program Team.

- The Program Team discusses the resolution with the DAC and provides direction as to how the student will resume testing, if applicable.

If there are technical issues with students actively testing, clearly state, "I am having technical issues with students actively testing and need to speak with Level 2 support." The help desk will collect initial information before escalating directly to technology support.

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. Districts do not submit the TAR to MDE or Pearson, unless requested.

If there is a security violation, the DAC must complete the *Test Security Notification* (TSN) in Test WES.

Irregularities 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 and data entry must be completed within the testing window.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
1	MCA MTAS	A student started or completed the test for the *wrong grade* because of a Test Monitor or Test Administrator misadministration.	• The DAC invalidates the wrong test using the INV-O (other) code. Note: If scores (for MTAS) or student responses (for MCA paper test books) were not entered, there is nothing to invalidate. Follow the steps below for the student to get the correct test. • The DAC changes the grade in MARSS. • Once the correct information appears in PearsonAccess Next, the district adds the student to the correct test session so the student can test (or the data entry can be completed).	TAR	If the Test Monitor or Test Administrator administers the incorrect test, the correct test must be administered.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
2	MCA MTAS	A student started or completed the *wrong test* because of a Test Monitor or Test Administrator misadministration (e.g., MCA instead of MTAS).	The district has the following options: • The DAC invalidates the wrong test using the INV-O (other) code, and the student takes the correct test. Note: If scores (for MTAS) or student responses (for MCA paper test books) were not entered, there is nothing to invalidate. Follow the steps below for the student to get the correct test. o The DAC changes the test assignment in Test WES. o Once the correct information appears in PearsonAccess Next, the district adds the student to the correct test session so the student can test (or the data entry can be completed). **OR** • If determined by the district, the DAC invalidates the wrong test using the INV-O (other) code in PearsonAccess Next, and the student does not take the correct test.	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 or Test Administrator administers the incorrect test, the correct test should be administered. The district may consider how far the student was in the wrong test to determine if the student should take another test for the same subject. This decision should be made based on what is most appropriate for an individual student, in conjunction with the IEP, 504 plan, and/or EL teams if applicable.
3	MCA	Student A started or completed Student B'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 Student A answered any questions or completed the test and Student B has not started testing, the DAC contacts Pearson to assign the test(s) to the correct student(s).	TAR	The students only accessed one test each.
4	MCA	Student A started Student B's test. Upon realizing it is the incorrect test, Student A then signs in to their own test.	Contact MDE at mde.testing@state.mn.us for guidance.	TAR	The options may depend on how much of the test(s) the students have completed and/or how much time elapsed between testing sessions.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
5	MCA	Student A resumed Student B's test.	If Student A resumes Student B's test 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, contact MDE at mde.testing@state.mn.us for guidance.	TAR	If no questions have been answered or changed, both students can resume testing in their original tests. The options may depend on how much of the test(s) the students have completed and/or how much time elapsed between testing sessions.
6	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 code is INV-S (student); if the Test Monitor provided the calculator when not allowed, the test has been misadministered and the test code is INV-O (other).

	Test	Scenario	Likely Outcome	Form Completed	Rationale

7	MCA	Student starts testing online when the test was supposed to be administered with paper test materials (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.
			  o If incorrectly testing online, the student takes the paper test. The DAC completes the following steps:
			    ▪ Contact Pearson to reset the student's test.
			    ▪ Indicate the applicable accommodation or linguistic code in Test WES.
			    ▪ The following business day (once the code is reflected correctly in PearsonAccess Next), add the student to a Data Entry test session so student responses can be entered online.
			  o If incorrectly testing on paper, the student takes the online test. Any applicable accommodation or linguistic support codes (e.g., accommodated text-to-speech, pop-up translation) must be indicated in Test WES and appear in PearsonAccess Next prior to the student signing in to the test. (Note: For Science MCA, if the student requires a script, the script must be indicated in Test WES and the student must be added to a Science Script test session.)
			OR
			• The student finishes the test in whichever format they started the test.
			OR
			• The student does not complete the test, and the DAC marks the test complete. If determined by the district, the DAC invalidates the test using the INV-O (other) code in PearsonAccess Next.
				TAR	An accommodation or linguistic support does not give an advantage to a student that does not need it; it only supports a student that does. For these options, the district may consider how far the student is in the test and if the test is still a valid measure without the accommodation. This decision should be made based on what is most appropriate for an individual student, and, if applicable, in conjunction with the IEP, 504 plan, and/or EL teams.

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.	If the student completed the test, the DAC invalidates the test using the INV-O (other) code in PearsonAccess Next. If the student has not completed the test, the DAC marks the test complete and 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.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
9	Mathematics MCA	The Test Monitor tried to administer the test using the script in conjunction with the online test and realized the items did not match.	The district has the following options: • The student completes the test with the paper test book and the script. The DAC completes the following steps: o Contact Pearson to reset the student's test. o Indicate the applicable code in Test WES. o The following business day (once the code is reflected correctly in PearsonAccess Next), add the student to a Data Entry test session. **OR** • The student finishes the test online without the script and can use the available text-to-speech as needed.	TAR	The script must be administered with a paper test book for the Mathematics MCA.
10	Mathematics MCA Science MCA	The student begins testing without the accommodated text-to-speech or word-to-word pop-up translation code indicated. Similarly, the student begins testing after the accommodated text-to-speech or word-to-word pop-up translation code was incorrectly indicated.	It does not matter how many items have been completed; the district has the following options: • The student completes the test with the correct accommodation or linguistic support. The DAC completes the following steps: o Indicate the applicable code in Test WES. o The following business day (once the code is reflected correctly in PearsonAccess Next), the student resumes testing. **OR** • The student does not complete the test, and the DAC marks the test complete. If determined by the district, the DAC invalidates the test using the INV-O (other) code in PearsonAccess Next	TAR	These accommodations/linguistic supports can be added or removed, even when the student has started testing. The accommodation or linguistic support does not give an advantage to a student that does not need it; it only supports a student that does. For these options, the district may consider how far the student is in the test and if the test is still a valid measure without the accommodation or linguistic support. This decision should be made based on what is most appropriate for an individual student, and, if applicable in conjunction with the IEP, 504 plan, and/or EL teams.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
11	MCA	The student begins testing in a Data Entry test and should be taking an online test.	The district has the following options: • The DAC contacts Pearson to reset the test. Once the accommodation code is removed in Test WES and updated in PearsonAccess Next, the student is added to a new test session. **OR** • The DAC marks the test complete and invalidates it using the INV-O code in PearsonAccess Next.	TAR	For these options, the district may consider how far the student is in the test. This decision should be made based on what is most appropriate for an individual student, and, if applicable, in conjunction with the IEP, 504 plan, and/or EL teams.
12	MCA MTAS	District staff enters responses/scores (from an MCA paper test book or for MTAS) for the *wrong student* (e.g., enters Student A's responses under Student B's test), or the *wrong subject* information was submitted (MTAS only; e.g., Test Administrator entered and submitted mathematics instead of science).	The DAC contacts Pearson to reset or switch the student's test in PearsonAccess Next.	TAR	The student took the correct test.
13	MCA	When attempting to enter student responses from a paper test book, district staff signs into a student's test that was not assigned to a Data Entry test.	The DAC contacts Pearson to reset the student's test. Once the applicable code 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 in the paper test book.
14	MCA	When entering student responses from a paper test book, district staff accidently enters a response to a question that was left unanswered by the student (or incorrectly enters a response that cannot be removed).	The district staff entering the student responses uses the Answer Eliminator tool to remove an answer choice for a multiple-choice item. For Science MCA only: If an answer can't be removed (for technology-enhanced items), the DAC contacts Pearson to reset the student's test in PearsonAccess Next. The DAC must then place the student into a new or different test session and all responses must be re-entered.	TAR	The student took the correct test.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
15	MCA	The student did not try or rushed through the test.	No action.	TAR (optional)	The test is scored as is and it is not invalidated in PearsonAccess Next. This can be noted on the TAR if the district chooses to document the occurrence in case of questions after testing.
16	MCA	The student reports that after resuming a test and answering an item, they are skipped ahead in the test.	No action; the test is functioning as expected: • Before exiting the test, the student reviewed their answers and removed their response, leaving the item unanswered. • When resuming the test, the student is returned to the last unanswered item. Under Review, all previously answered questions will show as being locked. • After selecting an answer option and selecting the Next button, the student is navigated to the next unanswered item. Because the student previously answered items before exiting, these questions are locked; the student navigates past these previously answered items to the next unanswered item. To confirm that the student answered questions previously, go to the Students in Sessions page in PearsonAccess Next. After locating the correct test session and student test, select the status name under Student Test Status. The Student Test and Item Progress screen will show which items have been completed and when they were completed.	None	The test is functioning as designed. Students are unable to skip ahead in the MCA online test, and the student cannot review or change answers if they have been logged out for more than 20 minutes.
17	MCA	The student exited the online test after completing all items but did not submit the test.	The DAC can mark the test complete or leave the test as is. If no action is taken, Pearson will mark the test complete at the end of the testing window. To confirm that the student completed all items, go to the Students in Sessions page in PearsonAccess Next. After locating the correct test session and student test, select the status name under Student Test Status. The Student Test and Item Progress screen will show that all items have been completed and that the student viewed the last review screen (indicated as Web Content). Note: Use the information in the *Testing Directions: Online* to verify the number of items for each grade and subject.	None	In order to maintain test security, district or school staff cannot log in to submit student tests. The test will be considered submitted when marked complete by the DAC or Pearson.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
18	MCA MTAS	A parent refusal was received after a student started the test.	• For online MCA, the DAC can mark the test complete or leave the test as is. If no action is taken, Pearson will mark the test complete at the end of the testing window. • For paper test materials for MCA, the items the student completed should be entered for scoring. If the test is not complete, the DAC can mark the test complete. • For MTAS, the tasks completed should be entered and submitted. Note: The REF-P test code cannot be indicated in cases in which the student has already answered at least one item.	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.
19	MCA MTAS	A student started testing but experienced a medical event that prevented them from completing the test	• For online MCA, the DAC can mark the test complete or leave the test as is. If no action is taken, Pearson will mark the test complete at the end of the testing window. • For paper test materials for MCA, the items the student completed should be entered for scoring. If the test is not complete, the DAC can mark the test complete. • For MTAS, the tasks completed should be entered and submitted. Note: The ME test code cannot be indicated in cases in which the student has already answered at least one item.	TAR (optional)	The test will be submitted as is for scoring since the student did participate in part of the test. The TAR may be used if the district chooses to document the occurrence in case of questions after testing.
20	MCA MTAS	The student refused to finish the MCA or MTAS.	• For online MCA, 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. • For paper test materials for MCA, the items the student completed should be entered for scoring. The DAC can mark the test complete. • For MTAS, any tasks completed should be entered and submitted. Note: The REF-S test code cannot be indicated in cases in which the student has already answered at least one item.	TAR (optional)	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 may indicate on the TAR that the student refused to finish the test.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
21	MCA MTAS	The student started the test but will not complete within the testing window.	• For online MCA, no action is needed. Pearson will mark the test complete at the end of the testing window. • For paper test materials for MCA, the items the student completed should be entered for scoring. The DAC can mark the test complete. • For MTAS, any tasks completed should be entered and submitted.	None	The student's test will be scored as is.
22	MCA MTAS	A DAC or AA incorrectly indicates a test code, or parent refusal was originally submitted but the parent now would like the student to test.	If the DAC incorrectly indicates a test code or the student will now be taking the test, the DAC must use the Test Code dropdown and select the blank field to remove the code on the View Student Tests screen in PearsonAccess Next. The DAC must contact Pearson to unsubmit the test, and the student may resume testing.	None	The student may complete their test.
23	MCA	For MCA, a district notices on the On-Demand Report that a test was incorrectly marked complete.	The DAC must contact Pearson to unsubmit the test, and the student may resume testing.	None	The student may complete their test.
24	MTAS	For MTAS, a district notices on the On-Demand Report that a test was incorrectly submitted (e.g., submitted without all task scores entered so no score was received).	The DAC must contact Pearson to reset the student's test. Once reset, any scores must be re-entered.	None	The score entry may be completed.
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 student may complete their test.
26	MCA	The student is exited from the test due to technical issues before reviewing answers to completed items.	The student completes testing. • If resolved within 20 minutes, the student can review any previously completed items in the section. • If not resolved in 20 minutes, the student can't review previously completed items.	TAR	The options for review depend on the amount of time elapsed when the technical issue is resolved. The student should complete testing.

	Test	Scenario	Likely Outcome	Form Completed	Rationale

27	MCA MTAS	A student moves from School A to School B in the **same district** but has started testing so the test did not automatically move to the new school.	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; these steps, with screenshots, are also available in the *Remove Students from a Test Session and Move Students Between Test Sessions* section in the *MCA Online Testing User Guide* (PearsonAccess Next > Resources & Training > User Guides):
			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 checkbox next to the student whose test will be moved.
			4. Select the dropdown menu to the right of the **Start** button and select **Students**.
			5. Select the **Move Students between Sessions**.
			6. You can move the student to an existing or 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**.
			7. 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.
			8. 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
28	MCA MTAS	A student moves to your district from a **different district**, and the student does not appear in PearsonAccess Next for your district.	After the student is sent in precode for the new district, the DAC in the new district must contact Pearson if the student does not appear to verify if the student has started or completed the test.	None	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.