DEPARTMENT OF EDUCATION

TESTING SITUATIONS OR MISADMINISTRATIONS – MCA/MTAS

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. 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 further information from the DAC about the situation.
    - If there are technical issues, technology support is immediately provided.
- Pearson notifies the DAC of resolution and provides direction as to how the student will resume testing, if applicable.
- 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 breach, the DAC must complete the *Test Security Notification* (TSN) in Test WES.

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 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 or a student started or completed the wrong test because of a Test Monitor misadministration (e.g., MCA instead of MTAS).	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: • For MCA, the DAC marks the test complete and invalidates the wrong test using the INV-O (other) code in PearsonAccess Next. • For MTAS, if scores have not yet been entered for the incorrect test, they do not need to be entered and the incorrect test does not need to be invalidated; the steps for assigning the correct grade/test below are followed. If scores have been entered, the DAC submits and invalidates the wrong test using the INV-O (other) code in PearsonAccess Next. Whether the student started or completed, the district must then change the grade in MARSS or the test in Test WES. Once the correct information appears in PearsonAccess Next, the district assigns the student to the correct test so 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 or Test Administrator administers the incorrect test, the correct test must be administered.
2	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 any questions were answered or if the test was completed, 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.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
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 day's 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 day's 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. However, if Student A signed in to two tests on different days, the student may see the same item(s) twice, and the tests would not be a valid or reliable measure. Since Student B has not started testing, the test can be reset.

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.
					
					For Student B, the test has multiple response and is no longer a valid measure.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
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 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).

6	Reading MCA Mathematics MCA	Student starts testing online when the test was supposed to be administered with paper accommodated 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 accommodated test. The DAC completes the following steps:
			    ▪ Contact Pearson to reset the student's test.
			    ▪ Indicate the applicable code in Test WES.
			    ▪ The following business day (once the code is reflected correctly in PearsonAccess Next), assign 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.
			• The student finishes the test in whichever format they started the test.
			• 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	For Reading and Mathematics MCA, the items do not overlap on the paper accommodated and online tests, so the student can take the correct version. Note that 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, in conjunction with IEP or 504 plan team, may consider how far the student is in the test and if the test is still a valid measure without the accommodation.

	Test	Scenario	Likely Outcome	Form Completed	Rationale

7	Science MCA	Student starts testing online when the test was supposed to be administered with paper accommodated test materials (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 test. 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), assign 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. 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. If the student requires the script, the script must be indicated in Test WES and the student must be assigned to a Science Script test.
			
			If **some questions** were answered on the incorrect form, 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.
			   o If incorrectly testing online **and** the school has a large print test book available, the student tests using the large print test book. 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. The DAC completes the following steps:
			      ▪ Contact Pearson to reset the student's test.
			      ▪ Indicate the applicable code in Test WES.
			      ▪ The following business day (once the code is reflected correctly in PearsonAccess Next), assign
				TAR	For Science MCA, if the student has already started the test, it cannot be readministered as this would no longer be a valid and reliable measure as the items overlap on the paper accommodated and online tests.
					
					Based on the amount of time elapsed when the misadministration is discovered, the district determines the resolution. Note that 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, in conjunction with IEP or 504 plan team, may consider how far the student is in the test and if the test is still a valid measure without the accommodation.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
7	Science MCA (continued)		the student to a Data Entry test session so student responses can be entered online. ○ If incorrectly testing on large print and the student can be assigned the correct online test, the student takes the test online. If changes are required in Test WES (adding or removing a code), follow the options below for when the issue is not discovered in the same testing session. • The student finishes the test online without the paper accommodated test materials (or with the paper accommodated test materials, if incorrectly assigned). • 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. If not discovered in the same testing session (or a large print test book is not available or the script was not indicated in Test WES), options are: • The student finishes the test in whichever format they started the test. • The student does not complete the test. The DAC marks test complete and invalidates 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. If both the paper and online tests are **completed** (in two separate testing sessions), the district determines which test was completed first. • If the online test was completed first, no action needed. • If the paper test was completed first, the DAC contacts Pearson to reset the student's test and indicates the applicable code in Test WES. Once the code is reflected correctly in PearsonAccess Next, the district assigns the student to a Data Entry test session so student responses can be entered online.		See above; for these options, the district, in conjunction with IEP or 504 plan team, may consider how far the student is in the test and if the test is still a valid measure without the accommodation.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
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. The student's test must be invalidated because the test is no longer a valid and reliable measure.

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), assign the student to a Data Entry test session.
			 • 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. For Mathematics MCA, the items do not overlap on the paper and online tests, so the student can take the correct version. The test is a valid and reliable measure. The district determines the resolution.

	Test	Scenario	Likely Outcome	Form Completed	Rationale

10	Mathematics MCA Science MCA	For Mathematics 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:
			  ○ Indicate the applicable code in Test WES.
			  ○ The following business day (once the code is reflected correctly in PearsonAccess Next), the student resumes testing.
			• 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. The district determines the resolution.
					
					For these options, the district, in conjunction with IEP, 504 plan or EL team, 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.

11	MCA	The student begins testing in a Data Entry test and should be taking an online test.	Contact mde.testing@state.mn.us. The options depend on the subject and how far the student has gotten in the test.	TAR	The options depend on the subject and how far the student got in the test.
12	MCA MTAS	District staff entering student responses from an MCA paper accommodated test book or student MTAS scores enters responses/scores 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 so security has been maintained and the test is a valid and reliable measure.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
13	MCA	When attempting to enter student responses from a paper accommodated test book, district staff signs into a student's test that was not assigned to a Data Entry test session.	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 on the paper accommodated test book so security has been maintained and the test is a valid and reliable measure.
14	MCA	When entering student responses from a paper accommodated 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.	TAR	The student took the correct test so security has been maintained and the test is a valid and reliable measure.
15	MCA	The student did not try or rushed through the test.	No action.	None	The test is scored as is and it is not invalidated in PearsonAccess Next.
16	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 accommodated 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.	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.
17	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 accommodated 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.	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
18	MCA MTAS	The student started the test but will not complete within the testing window.	• 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 accommodated 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.
19	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 contacts Pearson to reset the student's test in PearsonAccess Next.	None	Test security has been maintained and the test is still a valid and reliable measure.
20	MCA	For MCA, a DAC or AA or incorrectly marks a test complete.	The DAC must contact Pearson to unsubmit the test.	None	Test security has been maintained and the test is still a valid and reliable measure.
21	MTAS	For MTAS, a district incorrectly submits a test or submits the test without first saving all scores.	The DAC must contact Pearson to reset the student's test. Once reset, any scores must be re-entered.	None	Test security has been maintained and the test is still a valid and reliable measure.
22	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.
23	MCA	The student is exited from the test due to technical issues before reviewing answers to completed items.	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 depend on the amount of time elapsed when the technical issue is resolved.

	Test	Scenario	Likely Outcome	Form Completed	Rationale

24	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
25	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.