

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 to resolve situation.

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 their *Test Administration Report (TAR)*, which is available in Appendix A of the *Procedures Manual* and is kept on file at the district. Districts only submit the TAR to MDE if requested.

If there is a test security violation, the DAC must complete a *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 corresponding testing window.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
1	MCA MTAS	A student started or completed the test for the <i>wrong grade</i> .	<ul style="list-style-type: none"> The DAC invalidates the wrong test using the INV-O (other) code. Note: If scores/responses (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 works with their MARSS Coordinator to have the grade changed in MARSS. Once the correct information appears in PearsonAccess Next (after two business days), 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.
2	MCA MTAS	A student started or completed the <i>wrong test</i> (e.g., MCA instead of MTAS).	<p>The district has the following options:</p> <ul style="list-style-type: none"> The DAC invalidates the wrong test using the INV-O (other) code, and the student takes the correct test. Note: If scores/responses (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. <ul style="list-style-type: none"> The DAC changes the test assignment in Test WES. Once the correct information appears in PearsonAccess Next (on the next business day), the district adds the student to the correct test session so the student can test (or the data entry can be completed). <p>OR</p> <p>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.</p>	TAR	<p>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.</p> <p>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.</p>

	Test	Scenario	Likely Outcome	Form Completed	Rationale
3	MCA	Student started 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). This could also include a student testing online with a script for science but not in the correct science script test session.	<p>It does not matter how much of the incorrect test has been completed; the district has the following options:</p> <ul style="list-style-type: none"> • The student completes the correct form. <ul style="list-style-type: none"> ○ If incorrectly testing online, the student takes the paper test. The DAC completes the following steps: <ul style="list-style-type: none"> ▪ Contact Pearson to reset the student’s test. ▪ Indicate the applicable accommodation or linguistic code in Test WES as needed. ▪ 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. ○ 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.) <p>OR</p> <ul style="list-style-type: none"> • The student finishes the test in whichever format they started the test. <p>OR</p> <ul style="list-style-type: none"> • 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	<p>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.</p> <p>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.</p>
4	MCA	The student begins testing in a Data Entry test and should be taking an online test.	<p>The district has the following options:</p> <ul style="list-style-type: none"> • 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 and resumes testing. <p>OR</p> <ul style="list-style-type: none"> • The DAC marks the test complete and invalidates it using the INV-O code in PearsonAccess Next. 	TAR	<p>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.</p>

	Test	Scenario	Likely Outcome	Form Completed	Rationale
5	MCA MTAS	After the student started testing, the Test Monitor/Test Administrator feels that the incorrect decision was made for which test to administer (MCA or MTAS).	The student cannot take another test for that subject, and the district has the following options: <ul style="list-style-type: none"> The student finishes the test that was started. OR <ul style="list-style-type: none"> The student does not complete the test. The DAC can mark the test complete or leave the test as is. 	TAR	The decision regarding which test to administer must be made before a student takes any test for the year. The decision for which test to administer can only be reconsidered for any remaining subjects in conjunction with the IEP or 504 plan team.
6	MCA	Student A started or completed Student B's test, or both Student A and Student B started or completed each other's test.	If Student A logged into Student B's test but exited on the TestNav Welcome screen (i.e., did not view the student directions), Student A signs out of Student B's test. 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 viewed part or all of the student directions, the DAC contacts Pearson to have Student B's test reset. 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). If both Student A and Student B started or completed each other's test, the DAC contacts Pearson to assign the test(s) to the correct students.	TAR	The students only accessed one test each.
7	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. Student B must not start testing.	TAR	When feasible, MDE will allow students to complete testing in order to receive a score.
8a	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, Student A must stop testing and should not sign back in to their own test. Student B should not resume testing. 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. When feasible, MDE will allow students to complete testing in order to receive a score.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
8b	MCA	Student A and Student B resumed each other's test.	<p>If neither student answered any questions or changed any responses, both students sign out and then resume their own test.</p> <p>If any questions have been answered or changed by either student, contact MDE at mde.testing@state.mn.us for guidance.</p>	TAR	<p>If no questions have been answered or changed, both students can resume testing in their original tests.</p> <p>When feasible, MDE will allow students to complete testing in order to receive a score.</p>
9	Mathematics MCA	<p>Student uses a handheld calculator in conjunction with the online grades 3–8 Mathematics MCA, or the student used a calculator for the entirety of the paper grades 3–8 Mathematics MCA.</p> <p>Note: Students can use a handheld calculator throughout the grade 11 Mathematic MCA (online and paper).</p>	<p>The test must be invalidated. See the Note below for the code to indicate.</p> <ul style="list-style-type: none"> 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. <p>Note: If a student accessed the calculator knowing it was not allowed, the test code is INV-S (student); in all other situations (e.g., the Test Monitor provided the calculator, the student did not know) the test has been misadministered and the test code is INV-O (other).</p>	TAR	For grades 3–8, the test must be invalidated because it no longer measures what is being assessed.
10	MCA	The test was read to the student from the screen or the paper test book (all subjects).	<p>If the student completed the test, the DAC invalidates the test using the INV-O (other) code in PearsonAccess Next.</p> <p>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.</p>	TSN	<p>No test can be read aloud to the student from the screen or the test book.</p> <p>The script is the only source a Test Monitor can use to read the test aloud for online science tests and for paper mathematics and science tests.</p> <p>There is no script for the paper reading test.</p>

	Test	Scenario	Likely Outcome	Form Completed	Rationale
11	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.	<p>The district has the following options:</p> <ul style="list-style-type: none"> • The student completes the test with the paper test book and the script (after ordering materials, as needed). The DAC completes the following steps: <ul style="list-style-type: none"> ○ 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), add the student to a Data Entry test session. <p>OR</p> <ul style="list-style-type: none"> • The student finishes the test online without the script and can use the available text-to-speech as needed. <p>OR</p> <ul style="list-style-type: none"> • The student does not complete the test, and the DAC marks the test complete. If determined, the DAC invalidates the test using the INV-O (other) code in PearsonAccess Next. 	TAR	<p>The script must be administered with a paper test book for the Mathematics MCA.</p> <p>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.</p>
12a	MCA MTAS	The student begins testing, online or paper, without the correct accommodation or general supports indicated on their IEP or 504 plan, or without the correct linguistic support indicated (accommodated text-to-speech, scribe, script, or word-to-word pop-up translation, for example).	<p>It does not matter how many items have been completed; the district has the following options:</p> <ul style="list-style-type: none"> • The student continues the test they started with the correct accommodation or linguistic support. For online tests, the DAC completes the following steps: <ul style="list-style-type: none"> ○ Indicate the applicable code in Test WES. ○ The following business day (once the code is reflected correctly in PearsonAccess Next), the student resumes testing. <p>OR</p> <p>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.</p>	TAR	<p>Accommodations/ linguistic supports can be added or removed, even after 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.</p> <p>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.</p>

	Test	Scenario	Likely Outcome	Form Completed	Rationale
12b	ALL	The student begins testing online or paper, with accommodations or linguistic support that were incorrectly indicated.	<p>The student continues the test they started with the accommodation or linguistic support removed. For online tests, the DAC completes the following steps:</p> <ul style="list-style-type: none"> Remove the applicable code in Test WES. The following business day (once the code is reflected correctly in PearsonAccess Next), the student resumes testing. 	TAR	Accommodations or linguistic supports do not give an advantage to a student that does not need it; it only supports a student that does.
13	All	Student got ill and damaged paper test materials.	<p>If a paper test booklet/book is damaged by bodily fluids (for example, vomit, blood), the student's responses must be transferred to a new test book. If the answers cannot be entered or transferred, the student may retake part or all of the assessment in a new test book.</p> <ul style="list-style-type: none"> The damaged test materials must be disposed of securely (such as, shredded, incinerated), and the security number of the destroyed test materials reported to the service provider. The incident, including the name of the staff person reporting it, must be included on a TAR. 	TAR	When feasible, MDE will allow students to complete testing in order to receive a score.
14	MCA	The student did not try or rushed through the test.	No action.	TAR (optional)	<p>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.</p> <p>Districts must ensure that all students are familiar with the test that they will take</p>

	Test	Scenario	Likely Outcome	Form Completed	Rationale
15	MCA	The student reports that after resuming a test and answering an item, they are skipped ahead in the test.	<p>No action; the test is functioning as expected:</p> <ul style="list-style-type: none"> • Before exiting the test, the student reviewed their answers and removed their responses, 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. <p>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 (such as, Exited, Resumed, Active, etc.) under Student Test Status. The Student Test and Item Progress screen will show which items have been completed and when they were completed.</p>	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.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
16	MCA	The student exited the online test after completing all items but did not submit the test.	<p>The district has the following options:</p> <ul style="list-style-type: none"> The student logs back into the test to confirm they have answered all items and submits the test. The DAC can mark the test complete or leave the test as is. No action; Pearson will mark the test complete at the end of the testing window. <p>To confirm that the student completed all items, go to the Students in Sessions page in PearsonAccess Next and locate the correct test session:</p> <ul style="list-style-type: none"> For test sessions with 100 or fewer students, select the pop-out button next to the test session name to open the Student Test Status Dashboard. The student test progress chart will show 0 items remaining (red). <p>For test session with more than 100 students, locate the student and 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 (PearsonAccess Next > Preparing for Testing > Testing Directions) to verify the number of items for each grade and subject.</p>	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.
17	MCA MTAS	A parent/guardian refusal was received after a student started the test.	<ul style="list-style-type: none"> For online MCA, the DAC should mark the test complete. 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. <p>Note: The REF-P (Parent/Guardian Refusal) test code cannot be indicated in cases in which the student has already answered at least one item.</p>	TAR	A parent/guardian refusal must be submitted to the district in writing before testing. The district should indicate on the TAR that the parent/guardian 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.
18	MCA MTAS	A parent/guardian refusal was received and processed but the parent/guardian wants the student to participate.	<ul style="list-style-type: none"> If test was marked complete (MCA) or submitted (MTAS), DAC contacts Pearson and requests for the test to be unsubmitted. <p>The student is added to a test session and takes the test(s).</p>	TAR	The student may complete their test(s).

	Test	Scenario	Likely Outcome	Form Completed	Rationale
19	MCA MTAS	A student started testing but experienced a medical event that prevented them from completing the test before the end of the test window.	<ul style="list-style-type: none"> 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. <p>Note: The ME (Medical Excuse) test code cannot be indicated in cases in which the student has already answered at least one item.</p>	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.	<ul style="list-style-type: none"> 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. <p>Note: The REF-S (Student Refusal) test code cannot be indicated in cases in which the student has already answered at least one item.</p>	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.
21	MCA MTAS	A test was started but will not be complete within the testing window.	<ul style="list-style-type: none"> 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 then mark the test complete. For MTAS, any tasks completed should be entered and submitted. 	None	The student's test will be scored as is.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
22	MCA MTAS	District staff enters responses/scores (from an MCA paper test book or for MTAS) for the <i>wrong student</i> (for example, enters Student A's responses under Student B's test). OR The <i>wrong subject</i> information was submitted (MTAS only; for example, 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.
23	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 (on the next business day), the district adds the student to a Data Entry test session.	TAR	The student took the correct test in the paper test book.
24	MCA	When entering student responses from a paper test book, district staff accidentally 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.
25	MCA MTAS	A DAC or AA incorrectly indicates a test code, marks a test complete, submits a blank MTAS, or parent refusal was originally submitted but the parent/guardian now would like the student to test.	If the DAC incorrectly indicates a test code, marks a test complete, submits a blank MTAS assessment, 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/reason on the View Student Tests screen in PearsonAccess Next. The DAC must then contact Pearson to unsubmit the test, and the student may resume testing.	None	The student may complete their test.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
26	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.
27	MTAS	For MTAS, a district notices on the On-Demand Report or On-Demand Export 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.
28	MCA	The student is exited from the test due to technical issues before reviewing answers to completed items.	The student completes testing. <ul style="list-style-type: none"> 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.
29	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 should review and complete steps outlined in the MCA Online Testing User Guide (PearsonAccess Next > Resources & Training > User Guides). 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.
30	MCA MTAS	A student moves to your district from a different district , and the student does not appear in PearsonAccess Next for your district.	If the student does not appear in PearsonAccess Next the next business day after the student is sent in precode for the new district, the DAC can view the <i>Student Tests Not Associated with the Student Organization</i> operational report in PearsonAccess Next to see the student's test status. The report will show the following test statuses: <ul style="list-style-type: none"> Attempt: The student has submitted their test or it has been marked-complete (with or without a test code) by the previous district. No action required from the DAC unless the student will finish the test – see scenario 29. Testing: The student has started the test but it has not been submitted or marked-complete. Contact Pearson to move the test to your district.	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.

	Test	Scenario	Likely Outcome	Form Completed	Rationale
31	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.
32a	MCA	District staff can't sign in to TestNav after testing hours and contacts Pearson.	For data entry tests, access for staff through TestNav is limited to the hours of 6 a.m. to 7 p.m. (CST) on weekdays. The DAC contacts mde.testing@state.mn.us if there are further questions or if seeking an exception.	None	MDE must approve any exceptions outside of this window.
32b	MCA	Student is trying to log in after 5 p.m., or is exited from the test at 5 p.m.	For test security purposes, access to student tests through TestNav is limited to the hours 6 a.m. to 5 p.m. (CST) on weekdays throughout the testing window. The DAC contacts mde.testing@state.mn.us if there are further questions or if seeking an exception.	TAR	MDE must approve any exceptions outside of this window.
33	MCA MTAS	On the last day of the testing window only, the student's record was not updated in Test WES for online testing or data entry (for example data entry to online, MCA to MTAS)	The DAC contacts MDE and MDE approves Pearson to create an online or data entry test.	TAR	If feasible, MDE will allow students to complete testing or data to be entered in order to receive a score.
34	MCA MTAS	The district returned MTAS and/or MCA paper test materials prior to completing data entry.	If there is enough time left in the testing window, Pearson will send the materials back to the district for data entry. If too close to the end of the testing window, data entry must be completed at Pearson. The DAC must fill out and plan to pay for a <i>Late Score Data Entry Request</i> and submits to Pearson. Refer to Chapter 10 of Procedures Manual for additional information.	TAR	If feasible, Pearson will return the materials back to the district for data entry.