

TESTING DIRECTIONS PAPER

SPRING 2020

These directions provide the information you need while administering the Reading, Mathematics, and Science Minnesota Comprehensive Assessments (MCAs) with paper test materials; the following sections are included:

- A script you will read aloud to students throughout testing.
- Information about what assistance you may provide and how to address student questions during testing.
- A checklist to verify and confirm important tasks during testing.
- Detailed information about testing policies and procedures.
- Information about entering student responses online after testing.

Using these directions ensures that tests are administered the same way for all students across the state, and that all students receive a score that accurately reflects what they know without any support, guidance, or unauthorized interference.

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SCRIPT TO READ TO STUDENTS

Review this script before testing so you are comfortable with the instructions you must read aloud. There are separate instructions for the first day of testing and any following days.

- All instructions that must be read to students are in shaded boxes and start with the word SAY.
- The text in brackets [] should be read only if applicable.
- If you see a blank line, fill in the appropriate information. Your District or School Assessment Coordinator may also provide this information to you.

First Day of Testing for a Subject

Starting Testing

Provide information to students based on how testing is scheduled (e.g., students will stop after completing a certain number of segments or after a certain period of time).

DIGA: Tenemos programados aproximadamente _____ minutos para la prueba.

Se van a detener _____. Es importante que hagan su mejor esfuerzo. La prueba no tiene límite de tiempo así que pueden tener más tiempo después, si lo necesitan.

Cuando terminen, levanten la mano y entonces pueden _____
[p. ej., leer un libro.]

Follow your school's policy for collecting cell phones/wearable technology/devices, or ensure students have put them away. Depending on your school's policy, students may have water/gum/snacks out during testing.

DIGA: Durante la prueba, los únicos artículos que pueden tener son su folleto de prueba, algo con qué escribir y cualquier material que yo les dé.

[For mathematics and science: También pueden tener una calculadora.]

Si tienen alguna otra cosa, guárdenla ahora.

No pueden usar su teléfono celular o ningún otro aparato durante la prueba. Quítense los relojes inteligentes o cualquier otro aparato que traigan. Si usan su teléfono celular, reloj inteligente u otro aparato, su prueba no será calificada.

Distribute regular print, large print, or braille test books. If providing any other materials (e.g., scratch paper, translated word lists), distribute them as well.

DIGA: Escriban su nombre en la portada del folleto de prueba.

[If providing other materials: Escriban su nombre en la parte de arriba de los otros materiales que les di.]

Provide the following instructions for the applicable subject. Assist students as needed.

SUBJECT	SCRIPTED INSTRUCTIONS
Reading	<p>DIGA:</p> <p><i>[Regular print test books only: Ahora vamos a romper el sello del folleto de prueba. Rompan el sello jalando la pestaña.]</i></p> <p>Abran su folleto de prueba.</p>
Mathematics	<p>DIGA:</p> <p><i>[Regular print test books only: Ahora vamos a romper el sello del folleto de prueba. Rompan el sello jalando la pestaña.]</i></p> <p><i>[Grades 3–4: Abran su folleto de prueba. Al final del folleto de prueba van a encontrar una hoja cuadriculada. Pueden arrancarla de su folleto de prueba para usarla mientras toman la prueba. Escriban su nombre en la hoja cuadriculada.]</i></p> <p><i>[Grades 5–8 and 11: Abran su folleto de prueba. En la parte de adelante de su folleto de prueba encontrarán una hoja de fórmulas y en la parte de atrás encontrarán una hoja cuadriculada. Pueden arrancarlas de su folleto de prueba para usarlas mientras toman la prueba. Escriban su nombre en la hoja de fórmulas y/o en la hoja cuadriculada.]</i></p>
Science	<p>DIGA: Abran su folleto de prueba.</p>

Read the directions from the student test books.

DIGA: Vayan a la página con las instrucciones.

- *[Reading and Mathematics]* Para cada pregunta, escojan la respuesta que crean que es mejor.
- *[Science]* Para cada pregunta, escojan la respuesta o las respuestas que piensan que son mejores.
- Deben contestar cada pregunta en su folleto de prueba.
- Pueden usar las hojas en blanco o escribir en su folleto de prueba para ayudarse a contestar las preguntas.
- Cuando terminen un segmento, revisen sus respuestas. Luego, levanten la mano para darles una calcomanía para que sellen el segmento. Una vez que lo sellen, ya no pueden regresar a él.
- En esta prueba, trabajen lo mejor que puedan para mostrar lo que saben y lo que pueden hacer.
 - No acepten ayuda para encontrar las respuestas a las preguntas de la prueba.
 - No le digan las respuestas a otros estudiantes.
 - No les digan a otros lo que viene en la prueba.
 - Puede haber consecuencias si no siguen las instrucciones o si actúan de manera deshonesto.

For mathematics and science only, provide information about calculators. For reading, go to the next SAY box. For graphing calculators, ensure students have cleared the memory or disabled applications for testing. You will verify whether calculators may be used as students move between segments (for mathematics) or raise their hands (for science).

DIGA: *[Mathematics grades 3–8: No pueden usar calculadora en el segmento 1. Pueden usar calculadora en todos los demás segmentos.]*

[Mathematics grade 11: Pueden usar calculadora en todos los segmentos.]

[Science: Si tienen alguna pregunta que indique que pueden usar calculadora, levanten la mano.]

Instruct students to begin testing.

DIGA: Ahora den vuelta a la página (las páginas) y comiencen con el segmento 1.

Actively monitor students throughout the entire test administration. If students have questions during testing, refer to the *Answering Questions and Providing Assistance* section for instructions you may provide.

Breaks

If students will take a break during testing, instruct them to close their test books. Make sure students do not talk about the test during the break.

End of Segments

As students finish a segment, read these instructions and provide them a sticker to seal it.

DIGA: Antes de que sellen el segmento, revisen sus respuestas y asegúrense de haber contestado todas las preguntas. No podrán regresar a ninguna de esas preguntas.

Ending Testing

When getting to the end of the time scheduled for that day's testing, read these instructions to students. Students must seal the pages that were completed in the test book at the end of the test session.

DIGA: Vamos a detener la prueba en _____ minutos.

Revisen el segmento en el que están trabajando, según lo necesiten, y asegúrense de haber contestado todas las preguntas.

No podrán regresar a ninguna de esas preguntas.

If students will not finish a segment during the time scheduled for testing, use the following guidelines and script below. Otherwise, go to the next SAY box following the table.

DIGA: Si no terminan el segmento en que están trabajando, yo les ayudaré a sellar las páginas que ya tienen contestadas hasta el momento.

SUBJECT	GUIDELINES	SCRIPTED INSTRUCTIONS
Reading	Students must complete all items associated with a passage. Seal the pages so that the next passage is visible.	DIGA: Deben completar todas las preguntas del pasaje de lectura en que están trabajando.
Mathematics	The last item completed must be the last item on the right-hand page so that the next item is not visible.	DIGA: Deben completar todas las preguntas de las páginas en que están trabajando.
Science	Students must complete all items associated with a scenario. A title page will indicate the beginning of the next scenario. Seal the pages so that the title page for the next scenario is visible.	DIGA: Deben completar todas las preguntas para el escenario en que están trabajando.

To end testing, read the following script to students.

DIGA: Hemos terminado la prueba. Ahora recogeré sus folletos de prueba y cualquier otro material.

Collect test materials from students. For graphing calculators, ensure students have cleared the memory.

Following Days of Testing for a Subject

Resuming Testing

Provide information to students based on how testing is scheduled (e.g., students will stop after completing a certain number of segments; completing the test; or a after certain period of time).

DIGA: Tenemos programados aproximadamente _____ minutos para la prueba.

Se van a detener _____. Es importante que hagan su mejor esfuerzo. La prueba no tiene límite de tiempo así que pueden tener más tiempo después, si lo necesitan.

Cuando terminen, levanten la mano y entonces pueden _____.
[p. ej., leer un libro.]

Follow your school's policy for collecting cell phones/wearable technology/devices, or ensure students have put them away. Depending on your school's policy, students may have water/gum/snacks out during testing.

DIGA: Durante la prueba, los únicos artículos que pueden tener son su folleto de prueba, algo con qué escribir y cualquier material que yo les dé.

[For math and science: También pueden tener una calculadora.]

Si tienen alguna otra cosa, guárdenla ahora.

No pueden usar su teléfono celular o ningún otro aparato durante la prueba. Quítense los relojes inteligentes o cualquier otro aparato que traigan. Si usan su teléfono celular, su reloj inteligente u otro aparato, su prueba no será calificada.

For mathematics and science only, provide information about calculators. For reading, go to the next SAY box. For graphing calculators, ensure students have cleared the memory or disabled applications for testing. You will verify whether calculators may be used as students move between segments (for mathematics) or raise their hands (for science).

DIGA [Mathematics grades 3–8: Pueden usar calculadora en los segmentos 2, 3 y 4.]

[Mathematics grade 11: Pueden usar calculadora en todos los segmentos.]

[Science: Si tienen alguna pregunta que indique que pueden usar calculadora, levanten la mano.]

Distribute test books and any other test materials (e.g., grid paper or formula sheets removed from the test book, scratch paper, translated word lists).

DIGA: Revisen que su nombre esté escrito en los materiales que les di.

Recuerden revisar sus respuestas cuando terminen un segmento de la prueba. Luego, levanten la mano para que les dé una calcomanía para que sellen ese segmento.

Students will begin with the next unsealed part of test.

DIGA: Abran su folleto de prueba. Ahora pueden continuar con su prueba.

Actively monitor students throughout the entire test administration. If students have questions during testing, refer to the *Answering Questions and Providing Assistance* section for instructions you may provide.

Breaks

If students will take a break during testing, instruct them to close their test books. Make sure students do not talk about the test during the break.

End of Segments

As students finish a segment, read these instructions and provide them a sticker to seal it.

DIGA: Antes de que sellen el segmento, revisen sus respuestas y asegúrense de haber contestado todas las preguntas. No podrán regresar a ninguna de esas preguntas.

Ending Testing

When getting to the end of the time scheduled for that day's testing, read these instructions to students. Students must seal the pages that were completed in the test book at the end of the test session.

DIGA: Vamos a detener la prueba en _____ minutos.

Revisen el segmento en el que están trabajando, según lo necesiten, y asegúrense de haber contestado todas las preguntas.

No podrán regresar a ninguna de esas preguntas.

If students will not finish a segment during the time scheduled for testing, use the following guidelines and script below. Otherwise, go to the next SAY box following the table.

DIGA: Si no terminan el segmento en que están trabajando, yo les ayudaré a sellar las páginas que ya tienen contestadas hasta el momento.

SUBJECT	GUIDELINES	SCRIPTED INSTRUCTIONS
Reading	Students must complete all items associated with a passage. Seal the pages so that the next passage is visible.	DIGA: Deben completar todas las preguntas del pasaje de lectura en que están trabajando.
Mathematics	The last item completed must be the last item on the right-hand page so that the next item is not visible.	DIGA: Deben completar todas las preguntas de las páginas en que están trabajando.
Science	Students must complete all items associated with a scenario. A title page will indicate the beginning of the next scenario. Seal the pages so that the title page for the next scenario is visible.	DIGA: Deben completar todas las preguntas para el escenario en que están trabajando.

To end testing, read the following script to students.

DIGA: Hemos terminado la prueba. Ahora recogeré sus folletos de prueba y cualquier otro material.

Collect test materials from students. For graphing calculators, ensure students have cleared the memory.

ANSWERING QUESTIONS AND PROVIDING ASSISTANCE

To ensure that all students receive a score that accurately reflects what they know, you cannot provide guidance on test content or test-taking strategies when answering questions or providing assistance during testing. This section includes information and guidance on what assistance may be provided and how to address student questions during testing.

Test-Related Scenarios

Students must be familiar with how to answer different types of items. Use the following scripted instructions for test-related scenarios.

SCENARIO	SCRIPTED INSTRUCTIONS
A student has a question on test content (e.g., how do I add fractions?) or how to answer an item.	DIGA: No puedo ayudarte con las preguntas de la prueba. Haz tu mejor esfuerzo.
A student does not think there is a correct answer or reports an issue with the test content.	DIGA: Dime en qué pregunta estás y tomaré nota. [<i>Reading and Mathematics:</i> Selecciona la respuesta que piensas que es mejor.] [<i>Science:</i> Selecciona la respuesta o las respuestas que piensas que son mejores.] [Refer to <i>Documenting Suspected Issues</i> on page 16 for the information you need to take note of if this occurs.]
A student does not know how to answer an item type that is not multiple-choice (for mathematics or science).	DIGA: Observa las instrucciones arriba de la pregunta para ayudarte a contestar la pregunta. [You may verbally describe how to answer the type of item in general but cannot show the student how to answer the item in the test or provide assistance on the test content.]

Student or Classroom Management Scenarios

While not an exhaustive list, these scenarios may help you evaluate what is appropriate to say and do for similar situations while ensuring that students are able to demonstrate what they know independently.

If you are unsure how to assist in a situation that arises, follow your school's process for asking for assistance from others (like your School Assessment Coordinator) before proceeding if possible.

SCENARIO	GUIDANCE
A student is off task or being disruptive.	Redirect the student's attention to the test without assisting the student on the test in any way. Examples may include verbal reminders or visual cues to stay on task (e.g., It is important that you do your best, focus on taking your test).
A student needs to leave and will not return (e.g., illness, emergency).	Instruct the student to close the test book and turn in test materials. The segment the student was working on should not be sealed. Note: For reading and science, when the student resumes testing, they may need to go back to access the passage or scene; however, the student cannot change answers to previously completed items.

SCENARIO	GUIDANCE
A student needs to use the restroom.	Follow the school procedures regarding restroom breaks during testing (e.g., only one student can leave at a time or hallway monitors ensure students are not talking during breaks). Ensure the test book is closed.
A student is discouraged and not making progress.	Encourage the student without assisting the student on the test in any way. Examples may include verbal reminders or visual cues (e.g., Do your best, you can do this.).
A student is not using a strategy or material that is used during instruction.	You cannot remind students of test-taking or academic strategies (e.g., using their scratch paper, re-reading the passage).
A student is rushing through the test.	You cannot control the pace a student is testing or instruct a student to slow down. Follow your school's procedures for what to do when students finish early.

TEST MONITOR CHECKLIST

Use this checklist to ensure you have verified or completed the following tasks for testing. The “Section to Reference” column indicates where more information can be found in the *Detailed Information* section that follows.

OVERVIEW		SECTION TO REFERENCE
<input type="checkbox"/>	Confirm the days and times scheduled for test administration.	Estimated Test Administration Times and Scheduling Testing
<input type="checkbox"/>	Confirm what plans have been made for students who finish early or need extra time during the testing session.	Estimated Test Administration Times and Scheduling Testing
<input type="checkbox"/>	Confirm what plans have been made for students who finish testing in an earlier testing session.	What Students May Do
<input type="checkbox"/>	Confirm if additional resources are needed to administer any accommodations or linguistic supports.	Resource for Script, Signed Interpretation, and Scribe Test Monitor Notes for Braille
PREPARE FOR TESTING		SECTION TO REFERENCE
<input type="checkbox"/>	Remove or cover academic or instructional posters and graphics on testing room walls and desks.	Prepare the Testing Room
<input type="checkbox"/>	Confirm which allowable materials will be provided to students (e.g., scratch paper) during testing.	Materials Allowed and Not Allowed During Testing
<input type="checkbox"/>	Review materials not allowed during testing, and verify school’s procedures for ensuring students do not access them.	Materials Allowed and Not Allowed During Testing
START/RESUME AND MONITOR TESTING		SECTION TO REFERENCE
<input type="checkbox"/>	Provide materials to students and have students start testing using scripted instructions.	Provide Test Materials to Students
<input type="checkbox"/>	Actively monitor student testing.	Active Monitoring
<input type="checkbox"/>	Answer student questions, following the guidance in these directions.	Policies on Providing Assistance
<input type="checkbox"/>	As needed, follow your school’s policy to request assistance from other staff.	Requesting Assistance from Others
<input type="checkbox"/>	Document any suspected item or translation errors.	Documenting Suspected Issues
<input type="checkbox"/>	If applicable, provide breaks to students.	Breaks and Leaving During Testing

END TESTING		SECTION TO REFERENCE
<input type="checkbox"/>	Remind students that testing is almost over using scripted instructions and help students seal completed pages, as needed.	End Testing
<input type="checkbox"/>	If students finish testing at different times during the testing session, direct students on what to do (e.g., read a book).	What Students May Do
<input type="checkbox"/>	Collect test books and any other materials provided.	Collecting Secure Test Materials
<input type="checkbox"/>	Return test materials, or keep them secure, as instructed.	Collecting Secure Test Materials
<input type="checkbox"/>	Know how to answer student questions about the testing experience.	Discussing the Testing Experience
<input type="checkbox"/>	Report any suspected item or translation errors.	Reporting Suspected Issues
<input type="checkbox"/>	Report any misadministrations or test security issues.	Reporting Misadministrations and Test Security Violations
ENTER STUDENT RESPONSES ONLINE		SECTION TO REFERENCE
<input type="checkbox"/>	Enter student responses online for scoring, if applicable.	Enter Student Responses Online

DETAILED INFORMATION

This section provides additional details about testing. Review this information before testing and refer to it as needed during and after testing.

Overview

This section contains information about the administration of the MCA with paper test materials.

Resource for Script, Signed Interpretation, and Scribe

If you are administering the test with a script, signed interpretation, or a scribe, refer to the [Guidelines for the Administration of Accommodations and Linguistic Supports](#) before testing. This resource is available on PearsonAccess Next (minnesota.pearsonaccessnext.com) under Resources & Training > Policies and Procedures.

Administration of the Script

Administering the Mathematics or Science MCA with a script requires an individual setting or a small group setting with other students who require the script accommodation/linguistic support. The Test Monitor reads each question from the script while the student answers in the test book. Additional guidelines for the administration of a script are provided in the script.

Test Monitor Notes for Braille

Test Monitor Notes for Braille are included with each braille test and must be used in addition to these directions to administer the braille test. The method by which the student will record answers to the questions (e.g., dictated to a scribe, with a braille writer) should be discussed with the student prior to testing.

Estimated Test Administration Times and Scheduling Testing

The tables with the estimated test administration times are separated by subject. Verify how testing is scheduled and the scheduled testing time for each day with your District and School Assessment Coordinator. The test books are divided into segments; if a student will not complete a segment during the testing session, use the applicable scripted instructions to end testing. Since the tests are not timed, know what plans have been made for students who finish early or need extra time during the testing session, based on how testing is scheduled.

The Total Test Administration column provides an estimate of actual student work time based on student testing data; it does not include the time needed for you to provide scripted directions or answer student questions.

Estimated Test Administration Times for Paper Reading MCA

Grade and Test	Number of Items in Segment 1	Number of Items in Segment 2	Number of Items in Segment 3	Number of Items in Segment 4	Total Number of Items	Total Test Administration
3 Reading MCA	15	8	16	9	48	1–2.5 hours
4 Reading MCA	16	16	8	8	48	1–2.5 hours
5 Reading MCA	17	8	12	11	48	1–2.5 hours
6 Reading MCA	19	8	8	19	54	1–2.5 hours
7 Reading MCA	13	13	18	10	54	1–2.5 hours
8 Reading MCA	18	11	8	17	54	1–2.5 hours
10 Reading MCA	19	10	12	19	60	1–2.5 hours

Estimated Test Administration Times for Paper Mathematics MCA

Grade and Test	Number of Items in Segment 1	Number of Items in Segment 2	Number of Items in Segment 3	Number of Items in Segment 4	Total Number of Items	Total Test Administration
3 Mathematics MCA	10	16	12	12	50	1–2.5 hours
4 Mathematics MCA	12	11	14	13	50	1–2.5 hours
5 Mathematics MCA	12	12	14	12	50	1–2.5 hours
6 Mathematics MCA	11	14	13	12	50	1–2.5 hours
7 Mathematics MCA	9	15	14	12	50	1–2.5 hours
8 Mathematics MCA	12	15	15	8	50	1–2.5 hours
11 Mathematics MCA	13	15	14	14	56	1–2 hours

Estimated Test Administration Times for Paper Science MCA

Grade and Test	Number of Items in Segment 1	Number of Items in Segment 2	Total Number of Items	Total Test Administration
5 Science MCA	22	19	41	0.5–1.5 hours
8 Science MCA	27	24	51	0.5–1.5 hours
High School Science MCA	37	31	68	0.5–1.5 hours

Prepare for Testing

Prepare the Testing Room

Ensure all academic or instructional posters and graphics, including strategy techniques or methods, in the testing room or on desks are covered or removed. Any academic or instructional information or strategies must be covered, even if it is not related to the subject being tested (e.g., mathematics information must be covered even if reading is being tested). This policy is required to ensure that students are answering items independently, without extra support or guidance that could be present in academic or instructional materials. For example, information in a historical poster about a scientist may provide an advantage for a reading passage or science scene, or information on a mathematics concept may provide information that could be used to answer a science item.

If you choose, you may write information specific to test administration on the board or in the room. Examples of allowable information include information about scheduling (e.g., We will stop after completing two segments, we will stop testing at the end of the class period) and what students may do when they are done with testing (e.g., Read a book when you are done testing).

Materials Allowed and Not Allowed During Testing

Materials Allowed

- A pencil or pen
- Seals
- Handheld calculators (only in specified tests and segments; see below)
- Hard-copy translated word list (mathematics and science only; see below)
- Scratch paper (if providing; see below)

Materials Not Allowed

- Dictionaries, thesauruses, and other reference materials
- Calculator manuals
- Cell phones (see below)
- Wearable technology or other devices (see below)

Cell Phones, Wearable Technology, and Other Devices

Students may NOT use cell phones or any other devices, including wearable technology (e.g., smart watch, fitness tracker), at any time during testing, including during breaks, or when testing is completed (if students remain in the testing room). If applicable, follow your school procedure for collecting all devices or ensuring that students leave devices outside the testing room. If students are allowed to bring devices inside the testing room, they must remove them (for wearable technology), or put them away before testing begins.

Calculators

Students must be familiar with the functionality of the handheld calculator prior to test administration. Contact your District or School Assessment Coordinator with questions on the types of handheld calculators that may be used.

- For grades 3–8 Mathematics MCA, calculators are not allowed during Segment 1 of the test.
- For grade 11 Mathematics MCA, calculators are allowed on all segments of the test.
- For Science MCA, a calculator may be provided on items indicated in the student’s test. Students should indicate if and when they need a calculator, and you will verify that a calculator can be used on the item.

Graphing calculators must either have the memory cleared before and after each testing session, or have a feature that temporarily disables Flash applications and calculator files (e.g., TI-NSpire has “Press to Test” mode).

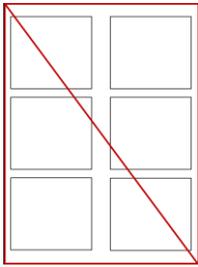
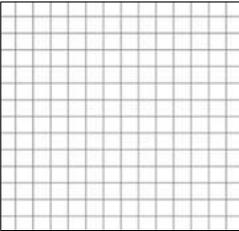
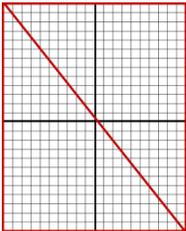
Translated Word Lists

If providing a hard copy of a [translated word list](#), it must be a printed version of the current-year documents posted to PearsonAccess Next under Preparing for Testing > Translated Word Lists. Verify with your District or School Assessment Coordinator which students may be provided translated word lists.

Scratch Paper

Students can use blank spaces in the test book to work on items and make notes; for mathematics, students may also use the grid paper and formula sheets provided inside the test books. If students remove the grid paper or formula sheets from inside the test book, they must write their names on the sheets. Note: Ensure students do not tear off the back page of the test book for scratch paper; the back page contains the secure barcode number for the test book, which is needed to confirm secure materials are returned.

If other scratch paper will be provided, the following materials outlined below may be used. Students may draw lattices, diagrams (e.g., number lines), or charts (e.g., multiplication table or hundreds chart) on scratch paper if they choose, but examples cannot be displayed in the classroom or handed out during testing.

SCRATCH PAPER	GUIDELINES	EXAMPLES	
Blank paper	Notebook paper is acceptable but the paper must be blank; no boxes or numbers may be added to guide students to show their work, and paper may not be pre-folded into sections.	Not allowed: 	
Individual whiteboards	Must be blank before and after administration.	N/A	
Commercially-produced graph paper	Even if it is commercially produced, graph paper may not contain numbers, coordinates, or numbered boxes.	Allowed: 	Not Allowed: 

Start/Resume and Monitor Testing

Provide Test Materials to Students

- Provide students with the correct test book according to the security number assigned to them on the *Test Materials Assigned to Students Checklist* or other checklist provided in the school. The security number is located on the back cover.
- On the first day of testing, the student should write their name on all materials provided: test book, scratch paper, grid paper (if removed from inside the test book), mathematics formula sheets (if removed from inside the test book), and translated word lists (if provided). All materials must be turned in at the end of the test session.
- Mathematics and science scripts are not provided to students; they are used by the Test Monitor to administer the test to students who require a script accommodation/linguistic support.

Active Monitoring

Actively monitor students throughout the entire test administration to carefully observe student behavior and ensure that all students are working independently and making progress in their tests. You cannot complete other tasks, including lesson planning, grading papers, or talking casually with other staff. Note: If your school procedures allow you to access these directions electronically, ensure your primary focus is still on active monitoring.

If space is limited and students can potentially see other test materials, ensure, through your active monitoring, that students are working independently.

Student Responses and Sealing Segments

Students respond directly in the regular or large print test book, unless they require the scribe accommodation. As students finish each segment, you will provide a seal and may assist them in applying the seal to the appropriate pages, if needed. If you run out of seals, tape may be used instead.

Policies on Providing Assistance

The *Answering Questions and Providing Assistance* section of this document gives specific guidance regarding the type of help that may be provided during testing. Keep the following requirements in mind:

- You may not paraphrase scripted instructions.
- You may not define or pronounce a word within a test item, discuss a test item, or give an opinion regarding a test item.
- Do not give any indication that there may be a different approach or answer; do not help students with answers to items in any way.
- You may not remind students of any test-taking strategies or offer them encouragement, other than what is scripted. Help of this sort should be provided prior to test administration, such as when the item samplers are used.
- You may not control the pace at which a student tests, as the tests are not timed and students should be allowed to continue as long as they are making progress. For example, if you notice a student is moving quickly through the test, you can re-read any scripted instructions from this document, but it is not permissible to say, “Slow down” or “Take your time.”
- If you believe a student missed any item(s), you may remind them to make sure they have answered all items using only scripted instructions from this document. You may not point out specific items or provide any other instructions that may lead the student to change or reconsider their answers.
- You may monitor student tests to verify where students are at in terms of how testing is scheduled (e.g., verifying how many items students have completed, verifying which segment they are in). However, you

need to make sure that you are not viewing secure test content. Unauthorized viewing of secure test content is when you view the content long enough to determine the essence of it.

- For mathematics and science, students must be familiar with the functionality of the calculator prior to the start of testing, and you cannot provide assistance. The only exception is if a calculator is broken (e.g., dead batteries).

Requesting Assistance from Others

During testing, you will follow your school's procedure for alerting others if assistance is needed (e.g., sick student in the room) so that you can continue to actively monitor student testing. Your primary focus must remain on actively monitoring students who are testing, even when an unexpected issue arises.

Your school procedure may require you to use a cell phone, computer, or other device to alert others if assistance is needed; however, these devices may be used for that purpose only. You cannot check email or work on your computer/device, and cell phones should be silenced to reduce disruptions.

Documenting Suspected Issues

If a student does not think there is a correct answer or points out a test item that appears to have an error, note the following information:

- Grade
- Subject
- Student's MARSS/SSID number
- Item number

The student should continue testing. This same process is used if a student points out a translation that appears to be incorrect in a translated word list. You will report these issues when the testing session is over.

Breaks and Leaving During Testing

Depending on your school's testing schedule and procedures for testing, students may be allowed a short break. Whenever leaving the testing room (e.g., bathroom break) or when there is a break in testing, students should close their test books unless an emergency prevents them from doing so. Ensure that students do not discuss test items and answers.

In the case of an emergency, such as a fire alarm or a severe weather warning, it is important to follow all safety procedures and exit as quickly as possible. To maintain test security when all students must leave the room, you should close the door and secure the room, if possible.

End Testing

You must use the scripted instructions to alert students prior to the end of the day's testing so that they have time to review their answers.

What Students May Do

If students finish testing early and stay in the testing room, students may read a paper book, complete activities on paper that are not related to the subject(s) being tested, or sit quietly. Disruptions for other students must be kept to a minimum.

- Students may read a paper book, even if reading is being tested, but textbooks for any subject(s) being tested are not allowed.
- If multiple subjects are being tested (e.g., during a make-up session), this must be taken into consideration for the materials students will use.
- Cell phones or other devices (including wearable technology) cannot be used at any time, even if the student has completed testing or is working on something unrelated.

Students who have finished testing in a previous test session are not allowed to be in the testing room on subsequent days of testing. Follow your school's procedures to ensure students who have finished testing in a previous test session are not in the room during future testing sessions. This policy is required in order to reduce distractions for students who are still testing and to ensure test security is maintained.

Collecting Secure Test Materials

At the end of each testing session, **all materials must be collected** before students leave the testing room.

- Verify that all regular print, large print, and braille test books have been collected, using the *Test Materials Assigned to Students Checklist*.
- Verify that all scratch paper and translated word lists (if provided) have been collected. For mathematics, any formula sheets or grid paper removed by students from inside the test book must also be collected.
- Verify you have all scripts, using the *Test Materials Assigned to Students Checklist*.
- Immediately report any missing test materials to your District or School Assessment Coordinator.

These materials must be kept secure between testing sessions following your school's procedures (e.g., you will secure test materials or return them to the District or School Assessment Coordinator between testing sessions).

Once testing is completed, the scratch paper must be securely disposed of or returned to the District or School Assessment Coordinator for secure disposal (following school procedures). The secure disposal must be completed no more than 48 hours after the close of the testing window. This also applies to any formula sheets or grid paper, if removed from inside the test book, and any translated word lists, if provided to students.

Discussing the Testing Experience

Remember that you cannot ask students about specific test items, even after testing is over. If students ask about a specific item following testing, you may provide instruction on the general concept **ONLY** if all testing is completed for that grade and subject in the school. However, targeted instruction as a result of student questions on the general concept is not allowed if any students still need to complete testing. In any case, you must not address or solve the specific test item.

Reporting Suspected Issues

If a student reported a suspected issue during testing, provide the information you documented to the District or School Assessment Coordinator or other designated contact, following your school's procedures.



The content of the item itself should never be referenced, captured as an image, or emailed within the school or district or in a communication with MDE or Pearson. Doing any of these actions is a security violation.

Reporting Misadministrations and Test Security Violations

If a misadministration (i.e., a non-standard situation) or security violation occurs during testing, contact your District or School Assessment Coordinator as soon as possible for next steps.

Specifically for test security, while you are encouraged to raise your concerns within the district, you can report suspected incidents of cheating or other improper or unethical behavior on statewide assessments to MDE using an online [test security tip line](#) (education.mn.gov > Districts, Schools and Educators > Teaching & Learning > Statewide Testing).

ENTER STUDENT RESPONSES ONLINE

In order for a paper test to be scored, student responses in the test books **must be entered into a Data Entry form in TestNav** by district or school staff during the testing window. Student responses in MCA paper test books will NOT be scanned and scored when they are returned to Pearson; only student responses entered online are scored.



Designated staff are responsible for entering student responses from the test book into TestNav. **Student test books cannot be mailed to Pearson for scoring.** If student scores are not entered online by the end of testing, there is a \$125 fee for late score entry.

After testing, staff must break the test book seals to enter student responses online. Test books do not need to be resealed before being returned to Pearson.

Student responses must be entered exactly as the student responded, without edits or changes. The test items include specific instructions for students on how the item should be answered, and the student's answers cannot be modified if they did not follow these instructions. If the student missed an item and it is not discovered until responses are entered, the student may not go back to complete the item.

For more information on how to enter student responses online, refer to the [MCA Data Entry User Guide](#) on PearsonAccess Next under Resources & Training > User Guides.