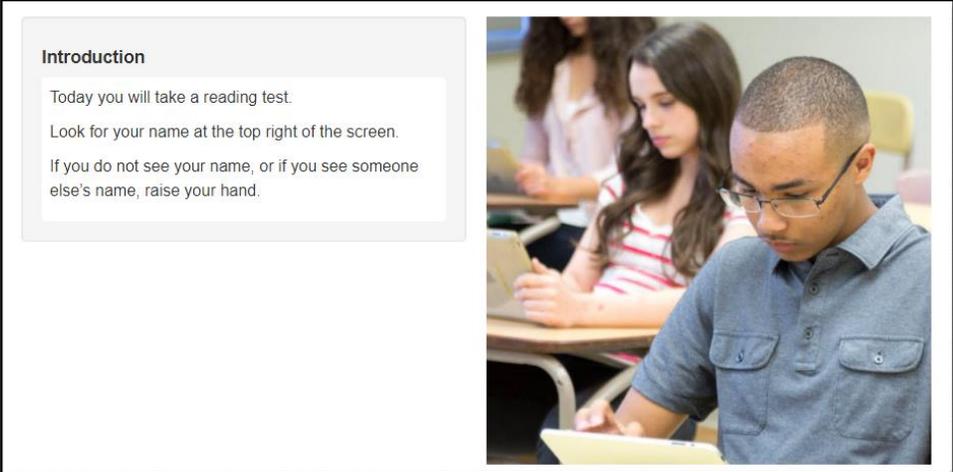
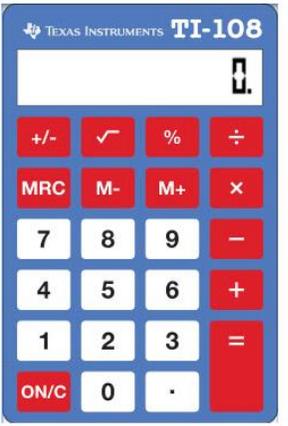


# Overview of Student Directions – In Person

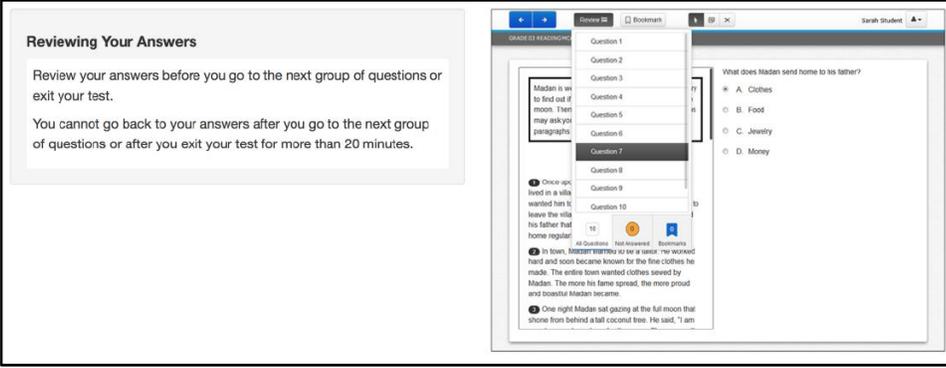
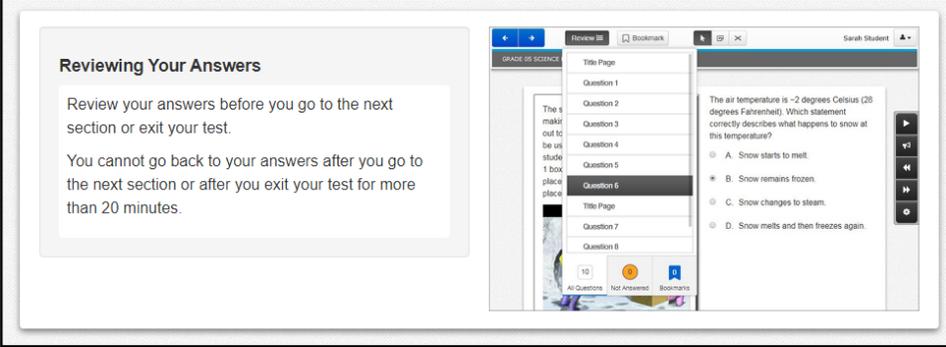
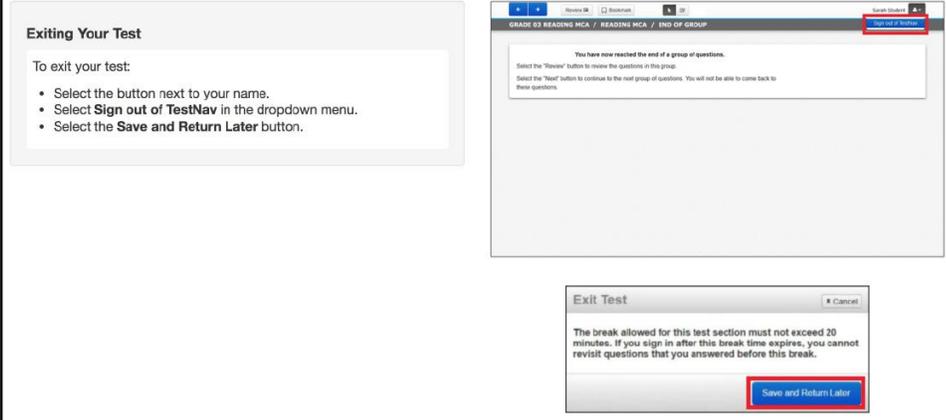
This document outlines the directions in the first section of each student’s test. The text in this document reflects exactly what students will see when taking the MCA in person. Students review these directions after they sign in and before they begin each test. Text-to-speech is available for the directions in all subjects. If students need any of these directions repeated during testing, a transcript is included for Test Monitors in the *Testing Directions: Online*.

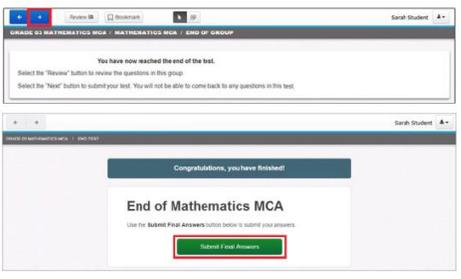
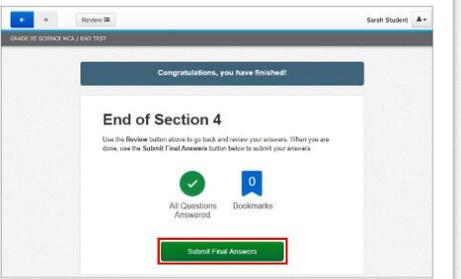
Note: In this document, screenshots are only shown for each subject if the information on the screen differs; for the majority, the only difference is the content of the sample item reflected.

Screen Text	Sample Screenshot
<p><b>Introduction</b></p> <p>Today you will take a [reading/math/science] test.</p> <p>Look for your name at the top right of the screen.</p> <p>If you do not see your name, or if you see someone else’s name, raise your hand.</p>	<p>Example: Reading MCA</p>  <p>The screenshot shows a digital interface for the Reading MCA. On the left, a text box contains the following text: <b>Introduction</b>, Today you will take a reading test. Look for your name at the top right of the screen. If you do not see your name, or if you see someone else’s name, raise your hand. On the right, a photograph shows a male student with glasses sitting at a desk in a classroom, looking at a tablet device. Other students are visible in the background.</p>

Screen Text	Sample Screenshot
<p><b>Calculators</b> [Mathematics and Science MCA only]</p> <p>[For mathematics grades 3–8 and science] Your test will have an online calculator available when a calculator may be used.</p> <p>Handheld calculators are NOT allowed.</p> <p>[For mathematics grade 11] Your test has an online calculator available.</p> <p>You may also use a handheld calculator.</p>	<p>Mathematics MCA Grades 3–5 and Science MCA</p> <div data-bbox="565 220 1079 451"> <p><b>Calculators</b></p> <p>Your test will have an online calculator available when a calculator may be used.</p> <p>Handheld calculators are NOT allowed.</p> </div>  <p>The TI-108 calculator is a basic handheld calculator with a blue face and a white display. It features a numeric keypad (0-9), a decimal point, a fraction key, and basic arithmetic operators (+, -, ×, ÷). It also includes a +/- key, a square root key, a percentage key, and a divide key.</p>
	<p>Mathematics MCA Grades 6 and 7</p> <div data-bbox="565 745 1079 976"> <p><b>Calculators</b></p> <p>Your test will have an online calculator available when a calculator may be used.</p> <p>Handheld calculators are NOT allowed.</p> </div>  <p>The TI-30XS MultiView calculator is a scientific handheld calculator with a grey face and a large white display. It features a numeric keypad, a decimal point, a fraction key, and various trigonometric and logarithmic functions. It also includes a +/- key, a square root key, a percentage key, and a divide key.</p>
	<p>Mathematics MCA Grade 8</p> <div data-bbox="565 1365 1079 1554"> <p><b>Calculators</b></p> <p>Your test will have an online calculator available when a calculator may be used.</p> <p>Handheld calculators are NOT allowed.</p> </div>  <p>The TI-84 Plus CE calculator is a graphing handheld calculator with a black face and a large white display. It features a numeric keypad, a decimal point, a fraction key, and various trigonometric and logarithmic functions. It also includes a +/- key, a square root key, a percentage key, and a divide key.</p>

Screen Text	Sample Screenshot
	<p>Mathematics MCA Grade 11</p> <div data-bbox="581 289 1096 447" style="border: 1px solid gray; padding: 5px;"> <p><b>Calculators</b></p> <p>Your test has an online calculator available.</p> <p>You may also use a handheld calculator.</p> </div> 
<p><b>Answering Questions</b></p> <p>For each question, choose the answer or answers you think are best.</p> <p>You can use your scratch paper to help you answer the questions.</p>	<p>Example: Mathematics MCA</p> <div data-bbox="581 951 1031 1182" style="border: 1px solid gray; padding: 5px;"> <p><b>Answering Questions</b></p> <p>For each question, choose the answer or answers you think are best.</p> <p>You can use your scratch paper to help you answer the questions.</p> </div> 
<p><b>Moving Between Questions</b></p> <p>You must answer each question before you can go to the next question or back to a different question.</p>	<p>Example: Mathematics MCA</p> <div data-bbox="581 1312 1031 1501" style="border: 1px solid gray; padding: 5px;"> <p><b>Moving Between Questions</b></p> <p>You must answer each question before you can go to the next question or back to a different question.</p> </div> 

Screen Text	Sample Screenshot
<p><b>Reviewing Your Answers</b></p> <p>[For reading and mathematics] Review your answers before you go to the next group of questions or exit your test.</p> <p>You cannot go back to your answers after you go to the next group of questions or after you exit your test for more than 20 minutes.</p> <p>[For science] Review your answers before you go to the next section or exit your test.</p> <p>You cannot go back to your answers after you go to the next section or after you exit your test for more than 20 minutes.</p>	<p>Example: Reading MCA</p>  <p>Example: Science MCA</p> 
<p><b>Finishing for the Day</b></p> <p>Your Test Monitor will tell you when the testing time is almost over so you can finish what you are working on and review your answers.</p>	<p><b>Finishing for the Day</b></p> <p>Your Test Monitor will tell you when the testing time is almost over so you can finish what you are working on and review your answers.</p> 
<p><b>Exiting Your Test</b></p> <p>To exit your test:</p> <ul style="list-style-type: none"> <li>• Select the button next to your name.</li> <li>• Select Sign out of TestNav in the dropdown menu.</li> <li>• Select the Save and Return Later button.</li> </ul>	<p>Example: Reading MCA</p> 

Screen Text	Sample Screenshot
<p><b>Completing Your Test</b></p> <p>When you have completed your test and reviewed your answers, you will submit your test for scoring.</p> <p>Once you submit your test, you will not be able to go back.</p> <p>To submit your test:</p> <p>[For reading and mathematics]</p> <ul style="list-style-type: none"> <li>• Select the Next button.</li> <li>• Select Submit Final Answers.</li> </ul> <p>[For science]</p> <ul style="list-style-type: none"> <li>• Select Submit Final Answers.</li> <li>• Select Yes, Submit Final Answers.</li> </ul>	<p>Example: Mathematics MCA</p> <div data-bbox="565 283 1026 520"> <p><b>Completing Your Test</b></p> <p>When you have completed your test and reviewed your answers, you will submit your test for scoring.</p> <p>Once you submit your test, you will not be able to go back.</p> <p>To submit your test:</p> <ul style="list-style-type: none"> <li>• Select the <b>Next</b> button.</li> <li>• Select <b>Submit Final Answers</b>.</li> </ul> </div>  <p>Example: Science MCA</p> <div data-bbox="565 661 1026 955"> <p><b>Completing Your Test</b></p> <p>When you have completed your test and reviewed your answers, you will submit your test for scoring.</p> <p>Once you submit your test, you will not be able to go back.</p> <p>To submit your test:</p> <ul style="list-style-type: none"> <li>• Select <b>Submit Final Answers</b>.</li> <li>• Select <b>Yes, Submit Final Answers</b>.</li> </ul> </div>  <div data-bbox="1052 976 1513 1144"> <p><b>Test Submit Warning</b></p> <p>Are you sure you want to <b>submit final answers</b>? You will not be able to return to this test.</p> <p>No, Cancel <span style="float: right;">Yes, Submit Final Answers</span></p> </div>
<p><b>Turning in Materials</b></p> <p>Turn in your testing ticket and scratch paper before you leave.</p>	<div data-bbox="565 1207 1026 1365"> <p><b>Turning in Materials</b></p> <p>Turn in your testing ticket and scratch paper before you leave.</p> </div> 

Screen Text	Sample Screenshot
<p><b>Read these important reminders:</b></p> <p>On this test, do your own best work to show what you know and can do.</p> <ul style="list-style-type: none"> <li>• Do not accept help finding answers to test questions.</li> <li>• Do not give answers to other students.</li> <li>• Do not tell others what is on the test.</li> <li>• There may be consequences if you do not follow directions or if you behave dishonestly.</li> </ul>	<div data-bbox="565 170 1516 401" style="border: 1px solid black; padding: 5px;"> <p><b>Read these important reminders:</b></p> <p>On this test, do your own best work to show what you know and can do.</p> <ul style="list-style-type: none"> <li>• Do not accept help finding answers to test questions.</li> <li>• Do not give answers to other students.</li> <li>• Do not tell others what is on the test.</li> <li>• There may be consequences if you do not follow directions or if you behave dishonestly.</li> </ul> </div>
<p><b>Asking Questions and Starting Your Test</b></p> <p>Your Test Monitor cannot answer questions about test items.</p> <p>If you have other questions about the test, raise your hand now.</p> <p>If you do not have any questions, select the <b>Next</b> button to start your test.</p>	<div data-bbox="565 863 1029 1150" style="border: 1px solid gray; padding: 5px;"> <p><b>Asking Questions and Starting Your Test</b></p> <p>Your Test Monitor cannot answer questions about test items.</p> <p>If you have other questions about the test, raise your hand now.</p> <p>If you do not have any questions, select the <b>Next</b> button to start your test.</p> </div> <div data-bbox="1068 877 1484 1398" style="float: right;">  </div>