![Mississippi Department of Education logo]

MISSISSIPPI DEPARTMENT OF EDUCATION

Ensuring a bright future for every child

Mississippi Academic Assessment Program (MAAP)

TEST ADMINISTRATOR'S MANUAL (TAM)

SCIENCE: GRADES 5 AND 8

Carey M. Wright, Ed.D., State Superintendent of Education
Dr. Paula Vanderford, Chief Accountability Officer

Spring 2022

TABLE OF CONTENTS

INTRODUCTION AND OVERVIEW

INTRODUCTION AND OVERVIEW

Contact Information

Instructions for test administration in the classroom are provided in this *Test Administrator's Manual* (*TAM*) for the Science grades 5 and 8 assessments. In addition to the *TAM*, the following resources are available, which can be found on the **General Information—Documents** tab of the DRC INSIGHT Portal (www.drcedirect.com):

- *DRC INSIGHT Technology User Guide*—technical document for online testing
- *Portal User Guide*—detailed information on Portal navigation

All devices intended for use in the administration of the tests must be set up and configured using the DRC INSIGHT Online Testing System. System Requirements for the DRC INSIGHT online testing system can be found by clicking on the **View System Requirements** button on the **General Information—Downloads** tab on the DRC INSIGHT Portal.

MDE:

- Office of Student Assessment: 601-359-3052

DRC Customer Service:

- MSHelpDesk@datarecognitioncorp.com
- 888-476-0264

MAAP SCIENCE

The MAAP Science grades 5 and 8 assessments are used to evaluate student performance relative to the 2018 Mississippi College- and Career-Readiness Standards for Science.

These timed assessments consist of one online session. Schools should set aside a block(s) of uninterrupted time for the administration of the assessments.

More information on each assessment, including blueprints and additional resources, can be found on the Mississippi Department of Education (MDE) website at http://www.mdek12.org/OSA/MAAP. (Select the Science and History Resources link to explore all science-related folders and documents.)

Important Dates

Prior to Testing	
Online Testing Video Tutorial Available	January 31, 2022
New Practice Tests Available	January 31, 2022
Online Tools Training (OTT) Available	January 31, 2022
Test Window	
April 11–May 20, 2022	
After Testing	
District Secure Materials Shipping Deadline	May 24, 2022
Secure Materials Receipt at DRC Deadline	May 27, 2022

USER ROLES AND RESPONSIBILITIES

USER ROLES AND RESPONSIBILITIES

District Test Coordinator (DTC)—Portal User Role = District

- Communicates with the MDE
- Coordinates with the MDE, DRC, and the district
- Ensures all student data is correct
- Orders, receives, and distributes shipped items appropriately
- Acts as materials and notification point of contact for the MDE
- Assigns rights to School Test Coordinators for entry of new students and/or enters new student information
- Returns secure materials to DRC
- Adds school users to the Portal and assigns them the appropriate permissions
- Adds technology users to the Portal who require access to the software
- Unlocks student tests, as needed
- Ensures that all student tests are submitted prior to the end of the test window
- Views district-level information and reports

Technology Coordinator—Portal User Role = District Technology Coordinator

- Downloads and installs the online testing software

School Test Coordinator (STC)—Portal User Role = School

- Documents the Test Administrator and Proctor in each room
- Enters new student information and updates student information
- Adds test sessions and assigns student records to test sessions
- Adds accommodations to student records
- Prints secure student test tickets and distributes them to Test Administrators
- Checks test tickets in and out using the online testing roster
- Monitors students' test statuses to ensure testing is complete
- Alerts DTC if a test ticket must be unlocked
- Adds Test Administrators to the Portal and assigns them the appropriate permissions
- Assigns Test Administrators
- Assigns Hall Monitors
- Assigns Proctors
- Schedules tests
- Collaborates with District Test Coordinator on schedules and managing students
- Ensures that all student tests are submitted prior to the end of the test window

Test Administrator—Portal User Role = Test Administrator

- Leads the test administration
- Reads the directions from the *TAM* and monitors students
- Holds a current teaching license
- Takes attendance during test administration
- Alerts STC if student information, test ticket information, or testing rosters is incorrect
- Alerts STC if a test ticket must be unlocked
- Creates or signs off on the seating chart that is provided by the STC
- Views or monitors students' test statuses to ensure testing is complete and tests are submitted

Proctor

- Provides support as the secondary adult in the classroom during testing
- Monitors students and answers allowable questions
- Receives LIMITED access to computers, secure materials, etc.
- Signs off on the seating chart provided by the Test Administrator or the STC

USER ROLES AND RESPONSIBILITIES

Test Administrator's Checklist

Before Testing

☐ Carefully read the *TAM* to become familiar with the duties of the Test Administrator. The *TAM* and additional information can be accessed from the **General Information– Downloads** tab on the DRC INSIGHT Portal. Contact the School Test Coordinator (STC) if there are any questions.

☐ Participate in the Mississippi Academic Assessment Program (MAAP) test security training.

☐ Work with the STC to prepare the test environment. The test environment should allow for comfortable seating, good lighting, a quiet setting, and adequate work space. Remove or cover posters and visual aids.

☐ Ensure that test materials are handled according to the District/School Test Security Plan.

☐ Become familiar with scratch paper policies.

☐ Work with the STC, as needed, to ensure all student test tickets have been printed for the test.

☐ Become familiar with the accommodations specified in the students' Individualized Education Program (IEP), Section 504 Plan, and Language Service Plan (LSP). Discuss with the STC how accommodations should be provided for each student.

☐ Ensure each testing device can successfully launch the DRC INSIGHT application prior to testing.

☐ Prepare a seating chart to be used in the testing room.

☐ Become familiar with all of the DRC INSIGHT student online testing features before the administration, including the online testing video tutorial and the DRC INSIGHT Online Tools Training (OTT). Ensure the students are familiar with these tools as well.

☐ Work with the STC to understand how to troubleshoot common testing issues.

☐ If administering a Paper/Pencil version of the test, become familiar with the directions for administering Paper/ Pencil tests.

☐ Become familiar with the requirements of distributing, collecting, and returning test materials to the STC.

☐ Become familiar with the Test Security Guidelines available on the MDE website at http://www.mdek12.org/OSA/TS.

☐ Notify the STC of any missing testing materials.

During Testing

- ☐ Maintain an adequate test environment that allows for comfortable seating, good lighting, a quiet setting, and adequate work space.
- ☐ Post a "Do Not Disturb — Testing in Progress" sign on the door on the day of testing.
- ☐ Ensure that test materials are always under the supervision of two trained (one being certified) staff members.
- ☐ Maintain the security of testing material, including student test tickets and online testing rosters. The content of the test, including student responses, must not be reproduced or disclosed.
- ☐ Distribute student test tickets to the correct students and ensure each student signs in to his/her assigned testing session. Report missing or absent students to the STC. Report missing test tickets to the STC.
- ☐ Assign and distribute all secure testing materials to students, as needed. Account for all secure testing materials using the security checklist.
- ☐ Read the "SAY" directions to the students before testing just as they are written, using a natural tone and manner. If a mistake is made when reading the directions, stop and say, "No, that is wrong. Listen again." Then read the directions again.
- ☐ Administer the test and manage test sessions as described in this manual.
- ☐ Actively monitor students' progress.
- ☐ Answer student questions related to DRC INSIGHT online testing system functionality and test procedures. Do not answer any questions related to the content of the test.
- ☐ Make sure that the seating chart for the testing session includes the students' names and the location of each student testing. Update the chart to account for absent students.
- ☐ Report any unusual circumstances or possible security violations to the STC and/or the DTC immediately.

After Testing

- ☐ Verify that all online tests have been submitted.
- ☐ Collect and inventory all secure testing materials, including scratch paper.
- ☐ Return all secure materials to the STC according to the procedures in the *TAM* and/or School Test Security Plan.

PORTAL LOG IN AND NAVIGATION

PORTAL LOG IN AND NAVIGATION

Sign In

Test Administrators may need to access the Portal to view documents and monitor student online testing status. Contact your STC if you need an account setup to access the Portal.

1. Log In

A To log in to the Portal, you must have a username and a password. When your STC or DTC creates a new user account, you will receive an automatically generated email from DRC. The email will contain a link to activate the new account and to set the Portal password.

> **NOTE:** Within **ten** days of receiving the email, you must activate your account. After ten days, the account must be reset.
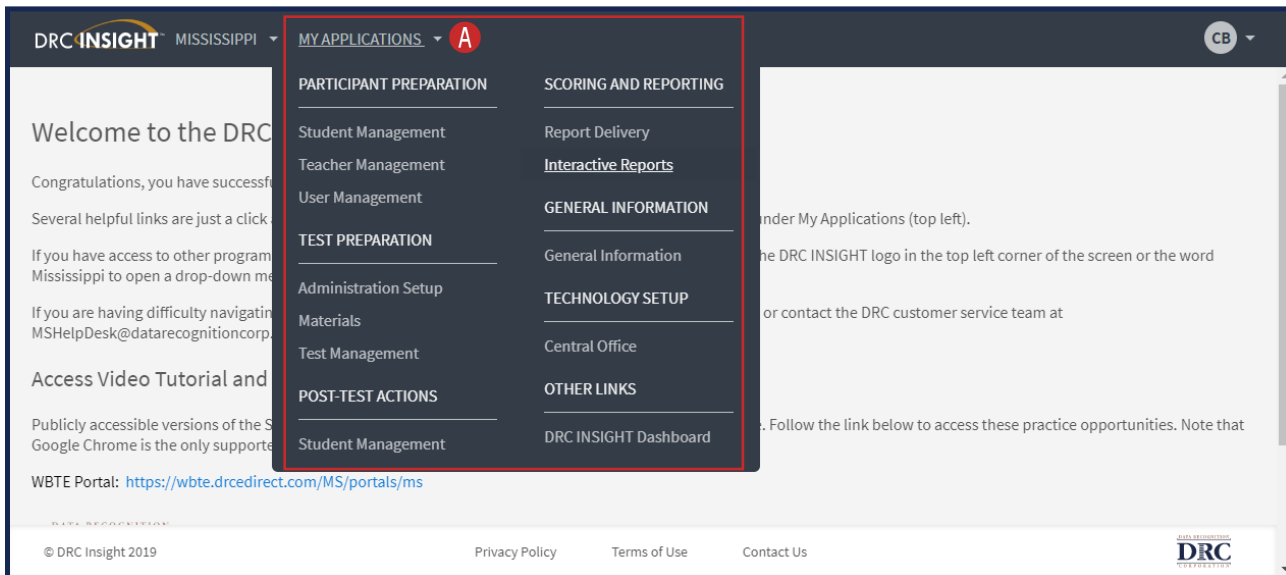
Use the following website link to access the DRC INSIGHT Portal: www.drcedirect.com.

Home Tab

1. The images below show the menu options available to Test Administrators after login.

Ⓐ From this screen, access the various menu options by selecting **My Applications**.

ADMINISTERING THE ASSESSMENTS

ADMINISTERING THE ASSESSMENTS

General Directions

> All MAAP tests are online assessments. If a student's IEP, 504 Plan, or LSP dictates a Paper/Pencil, Braille, or Large Print accommodation, printed tests are available. DTCs can order accommodated materials on the DRC INSIGHT Portal, as needed.

Administration of the Mississippi Academic Assessment Program is an important professional responsibility. The usefulness of the test results depends on the accuracy of the results of each student. Experience shows that students' performance is highly dependent upon their motivation and attitude toward the tests, preparedness of the person administering the tests, physical arrangement of the rooms, and adherence to instructions.

The person responsible for administering any of the MAAP tests must be able to implement standard testing procedures. To ensure accurate and reliable results, the Test Administrator must become thoroughly familiar with these procedures before attempting to administer the test. The Test Administrator must carefully read through these directions prior to beginning the test administration and must participate in test security training in his/her district.

Test Environment

The test environment should allow for comfortable seating, good lighting, a quiet setting, and adequate work space. It is imperative that students be tested under optimal physical conditions. During the test administration, Test Administrators must try to maintain a natural classroom atmosphere, which will encourage students to do their best. All subject-related materials must be covered or removed from testing rooms.

Ensuring Security

- Test Administrators, STCs or their designees, and DTCs share the responsibility for ensuring that all test materials are handled in a professional, secure, and confidential manner and in accordance with security mandates and other general procedures.
- The Test Security/Confidentiality Agreement must be signed by all individuals involved in any part of the testing process. Failure to adhere to the conditions as set forth in this agreement will be considered a direct violation of the Mississippi Public School Accountability Standards, 2021.
- Printed test materials, student test tickets, and online testing rosters are secure documents and must be treated as such. They must be kept in a designated, locked, and secure place at all times, except during the actual test administration. The contents of the test, including student responses, must not be reproduced or disclosed. The transfer of secure materials should be documented on the online testing roster (for online materials) and the security checklist (for paper/pencil materials.)

- Two trained staff members must remain with secure test materials at all times. One of these staff members must be certified. No one other than students taking the test are allowed to read the test. Anyone else who reads test items will be in violation of requirements stipulated in the Mississippi Public School Accountability Standards, 2020.
- The *TAM* must be used for training purposes and/or Test Administrator orientation prior to testing. After testing is complete for each administration, all materials must be returned to the STC or his/her designee.

Verifying Student Identity and Eligibility to Test

To ensure accurate student placement, the Test Administrator must only use DTC/STC-approved rosters.

Calculator Policy

Calculators are not allowed for the Science grade 5 assessment.

A basic four-function calculator is allowed for the Science grade 8 assessment. The online test will provide engine will include a calculator for student use during the test. The Online Tools Training (OTT) for Science grade 8 includes the basic calculator to give students an opportunity to become familiar with the tool.

School- or student-owned basic four-function calculators may be used.

Scratch Paper

General Policies

- Schools provide scratch paper for students.
- Scratch paper is handed out as needed, not in stacks.
- Scratch paper must be returned to the STC/DTC along with any other testing materials.
- Scratch paper must be held by the STC for students with Accommodation 25 until the completion of their assessment.
- All scratch paper must be shredded by the last day of the testing window, per the District/School Test Security Plan.
- The DTC must complete and upload the *Certificate of Shredding* to SharePoint within 7 days of the end of the testing window, acknowledging that the scratch paper has been shredded.
- Students have access to an unlimited amount of scratch paper for all portions of the MAAP assessment; **there is no minimum or maximum amount of scratch paper per student**.

Medical Emergencies Guidance

If a student has an emergency and must leave the testing area for the remainder of that test day, the student **may** continue testing in another session provided the following conditions are met:

- The student is not allowed to go back to any questions that were answered prior to the emergency; and
- A Non-Participation Due to Significant Medical Emergency form will **not** be submitted for the student.

If the student does not complete the test due to a medical <u>emergency</u>, the district has two options.

1. The district can submit the test for scoring if the student answered at least one question.
   - The district will accept the low score to avoid the student counting against the district's participation rate.
   - The student refuses to continue testing <u>or</u> the parent refuses to allow the student to continue testing.

2. The district can invalidate the test.
   - If the student answered fewer than 10 questions, then the district may choose to invalidate the test.
   - The district can consider submitting the Non-Participation Due to Significant Medical Emergency form if the student qualifies.

For more information about the Non-Participation Due to Significant Medical Emergency Form, please contact Sharon Prestridge, OSA, 601-359-3052.

Additional Key Information

Training Tools

It is highly recommended that students become familiar with the following training tools prior to testing.

Tool	Description	Accessible
Sample Items	Helps students and educators become familiar with the types of questions that might appear on the test; items are not representative of actual test content, but students can check to see if their answers are correct (answer key provided)	• **General Information—Documents** tab of the Portal • MDE Website
Online Testing Video Tutorial	Guides students and Test Administrators through the online testing experience, including testing tools and navigation; may be used in a large group setting Includes audio narration	• Portal under **General Information** (no login required) • Link upon launching DRC INSIGHT
Online Tools Training (OTT)	Simulates testing experience so students may learn how to navigate and use the tools; items are not representative of actual test content (correct answers not provided) Highly recommended that students access OTTs prior to testing Students planning to test with supported tablet devices should be given the opportunity to access the OTT with those devices prior to testing	• Link on Portal home page after login (accommodated versions not available) • Link upon launching DRC INSIGHT (accommodated versions available)

Preliminary Planning

- The school should provide satisfactory physical conditions in the room where the test is to be administered. Be sure that lighting and ventilation are adequate. Make sure there is enough space between students to maintain confidentiality of responses.

- Post a "Do Not Disturb—Testing in Progress" sign on the door to prevent interruptions.

- There must be at least one Test Administrator in each testing area and a minimum of one proctor for 1–25 students. For every 10 additional students, another proctor is required. For example, if there are 26–35 students, there must be one Test Administrator and two proctors.

- Ensure that arrangements have been made for special accommodations for any student with an Individualized Education Program (IEP), 504 Plan, or LSP that specifies allowable testing accommodations.

Students Leaving the Testing Area and Students Not Completing the Test

- If a student must leave the testing area for any reason before completing the test, make sure he/she signs out of the test or his/her testing materials are collected. If the student will be returning to the testing session, he/she must be escorted to and from the testing area. When the student comes back, return the testing materials or allow him/her to sign back in and continue the test. No student will be allowed to leave the testing area with any test materials, including student test tickets.

- If a student does not complete the test, he/she MAY be eligible to retake or finish the test during another session during the testing window. Make-up testing is ONLY for those students who were not present or had an emergency during the original testing session.

Procedures for Reading Test Directions for All Tests

The directions for the Science grades 5 and 8 tests can be found in this manual.

- Allow time prior to the test period to distribute materials and demonstrate proper testing procedures. Plan for approximately 10 minutes to read the test directions to the students.

- Document in the District/School Test Security Plan the block of time allotted for testing, as well as the procedures used to dismiss students from testing.

Testing Guidelines

In the following sections, directions for students are in **bold type**.

1. Read these directions exactly as they are written, using a natural tone and manner.

2. Do not give help on specific test items.

3. If a mistake is made while reading directions, stop and say, "No, that is wrong. Listen again." Then read through the directions again.

Guidelines for Answering Questions about the Test

The rigor of the test and the intensity of the testing situation will probably generate questions from some students.

1. During the test, the Test Administrator may remind students to follow directions.

2. On the day of testing, no content instruction should occur in a room being used for test administration.

3. Test Administrators, Proctors, and other staff may NOT answer any content-related questions from students after entering the testing room.

Guidelines to use if students ask for help:

If students ask . . .	Do NOT . . .
• for general help or advice	make suggestions relative to students' work.
• for advice regarding test-taking strategies	recommend a specific strategy.
• about the difficulty of a test item	comment about the difficulty level of any question.
• whether particular answers are right or wrong	tell students that particular answers are right or wrong. cue correct answers through vocal inflection, facial expressions, signs, or gestures.
• about the meaning of a word, phrase, or sentence	define a content word or phrase, or explain the meaning of a sentence.

Make-Up Sessions

Students who were absent during the initial testing session can make up tests during another session during the testing window. Districts may choose to set up a make-up session at any time during the testing window. Scheduling make-up sessions must be coordinated by the STC to eliminate conflicts and to ensure that make-up students test under the same conditions as initial students. For the make-up sessions, materials are distributed/collected and tests administered according to the instructions in the *TAM*.

If make-up testing is needed, make-up administrations should be consistent with the standard testing session for each content area. All paper-based make-up tests must be administered, packed, and ready for pick-up on the scheduled district pick-up date. Pick-ups are not allowed to be rescheduled to administer make-up tests.

STCs must keep test materials in a locked, secure storage area except during test administration. Only specific make-up materials needed for students who are taking make-up tests should be distributed to Test Administrators at the time of the make-up session.

After make-up sessions, Test Administrators must return test materials to the STC, as explained on the following pages. After make-up materials are returned, all test materials must be kept in locked storage under the STC's authority.

After all testing sessions (initial and make-up) are complete, the STC should return all test materials to the DTC according to the directions provided in the TCM.

Directions for Preparing Materials for Return to the STC

All test materials must be returned to the STC or his/her designee.

- All test booklets and read-aloud scripts MUST be accounted for; immediately return all test booklets and read-aloud scripts to the STC or his/her designee.

- All scratch paper must be collected and given to the STC.

- All student test tickets and online testing rosters must be collected and given to the STC.

Online Universal Features

Universal Features

The following universal features are available to all students taking the online version of the tests.

Tool Icon	Tool Name	Tool Definition
	Cross-Off	Cross out/eliminate selected-response answer choices (distractors) believed to be incorrect. Includes an eraser to remove the cross-off if a student changes his or her mind.
	Highlighter	Highlight a portion of text or graphic. The highlighter can be used virtually anywhere within the item to highlight passage text, item text, answer options, portions of graphics and images, and text within images.
	Magnifier	Magnify/enlarge the entire screen, including all text, images, and objects, for better viewing. The tool magnifies the screen by 150% or 200% (configurable by the student user). As another option, students may test on larger monitors to increase the overall display size without distortion or loss of image quality.
	Line Guide	Movable straightedge line used to follow along with each line of text. Student can drag the guide up or down on the screen as an aid in reading an item or passage.
	Calculator	Provides a basic, four-function calculator. This tool is only available for Science Grade 8.
	Color Choices	Changes the background color behind text, graphics, and response areas.
	Reverse Contrast	Allows the student to view white text on a black background instead of the standard black text on a white background.
	Contrasting Colors	Offers a variety of background color and text color combinations for the student to choose from.
	Masking	Allows the student to cover up parts of the screen with a black box. Masks can be moved around and resized, and multiple masks can be used at the same time.

ADMINISTERING THE ASSESSMENTS

Accommodations

The following online, print, and testing accommodations are available to students according to their IEP/504/LSP.

Important note: The student will receive the appropriate online accommodation if it is marked on the student's record prior to the student beginning the online test. If a student starts a test (i.e., status of In Progress) without the proper online accommodation(s) marked, proceed as follows:

- **10 or less items** visited – DTC calls DRC Customer Service to regenerate the test after the STC has marked the appropriate online accommodation. DTC submits a MAAP Reset/Reactivation District Request Form in Caveon Core.

- **11 or more items** visited – DTC calls DRC Customer Service. District convenes to make IEP/504/LSP team decision (a, b, c). DRC contacts the MDE for approval to regenerate test. DTC submits MAAP Reset/Reactivation District Request Form in Caveon Core.

Type	Accommodation	Code
Testing	Extended time through the end of the day.	23
Testing	Multi-session test administration. Administer the test over several sessions, specifying the duration of each session. (Testing must be completed within the window.)	24
Testing	Multi-day test administration; specify the duration of each day's session. (MDE will provide designated stopping points)	25
Online	Large Print	40
Online	Braille	41
Online	Read Aloud [53 Test Administrator (human reader) reads test directions (but not test items). Repeat/paraphrase the directions if needed]	53
Online	Text-to-Speech (TTS) [55 only] Computer-voice screen reader that reads test directions and test items to the student. The student may manipulate the TTS to repeat text as necessary.	55

Type	Accommodation	Code
Online	Read Aloud [55 Test Administrator (human reader) reads test directions and test items. Repeat directions and items as needed; No paraphrasing.]	55
Online	Read Aloud [58 Test Administrator (human reader) reads test directions and test items. Repeat directions/ items and paraphrase only the directions, as needed.]	58
Testing	Student dictates answer to test administrator or proctor, who transcribes the answers into the online system.	70
Online	Paper Pencil Allow marking answers in booklet for transfer to online test system by TA.	72
Testing	Native language dictionaries for EL students (i.e., dictionaries that translate English words into the native language - no definitions are given in either language.)	81
Testing	Other allowable accommodation: Detail specific accommodation on the IEP or Section 504 plan. [98]	98

NOTE: Extended time (23) allows students to use up to one full school day to complete a MAAP assessment. Extended time students should not start testing halfway through the school day.

NOTE: There are two Online options for Accommodation Code 55.

- **Text-to-Speech (55):** Student uses headphones with the computer voice reading the test to the student.
- **Read Aloud (55):** Student has the Test Administrator reading the test aloud to the student. This accommodation requires a paper Read Aloud script.

  These are two different uses of Accommodation Code 55 and may NOT occur in the same session.

Administering Text-to-Speech and Read-Aloud Accommodations

Instructions for Administering Text-to-Speech Accommodations

If a student is testing online and requires the accommodation of having the test read aloud, there is a Text-to-Speech tool that reads directions and test questions aloud to him/her. The accommodation must be marked in the Portal by the DTC or STC prior to the start of the assessment. You can confirm that the TTS accommodation is marked for a student by confirming that an Online Accommodation of "TTS" is noted on the online testing roster or the student test ticket. A sample student test ticket is provided below.

MAAP Spring 2022 Test Ticket	
Science Grade 8	
Student Name:	Sample, Student
MSIS ID:	343434343
Date of Birth:	12/12/2018
School:	DRC Use Only - MS Sample School
Test Session:	Sample Science
Online Accom:	TTS55
Username:	SSample2
Password:	

For students who will be testing with the text-to-speech accommodation, perform the following tasks to ensure devices are set up properly for testing:

1. Have your technology personnel complete a System Readiness Check to verify that the testing computer passes the Audio Capability test (see The System Readiness Required Tests in *Volume IV: DRC INSIGHT*). Accessing the accommodated version of the OTT can also be used to verify that the audio is functional prior to testing.

2. Verify that the correct number of headphones are available and working.

3. Adjust the volume on each testing device to a comfortable level for the students. The audio buttons of stop, starting points, and pause will be visible beginning on the Welcome Screen after a student logs in to the test.

4. If students need to adjust the volume during testing, they should select the **Options** button on the test screen and then select **Audio Settings**. This will allow students to adjust the volume up or down.
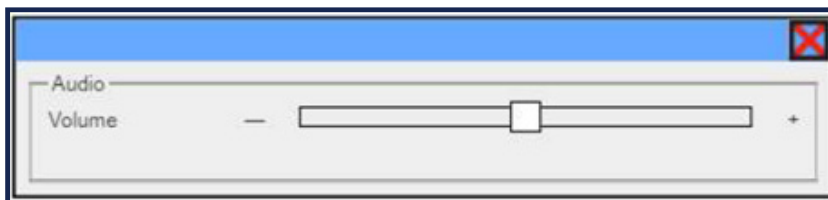
Instructions for Administering Read-Aloud Accommodations

Allowable Read-Aloud Accommodations

Test Mode	Accommodation Description	Code
Online or Print	The test directions (but not test items) can be read to individual students or a group, repeating and/or paraphrasing directions if needed.	53
Online or Print	The test directions, questions, and answer options can be read to individual students or a group, repeating directions/items, but not paraphrasing.	55
Online or Print	The test directions, questions, and answer options can be read to individual students or a group, repeating and/or paraphrasing only the directions if needed.	58

If a student's IEP, 504 Plan, or LSP requires the use of a Paper/Pencil version of the assessment and/or a human reader, and/or if the Plan permits paraphrasing, a read-aloud script is available for order. If a read-aloud script is needed, contact the STC, who will compile orders for the school for the DTC. See the next section for instructions on administering the test with a human reader using a read-aloud script.

Instructions to the Read-Aloud Administrator

The reader is required to review and comply with these instructions. All remaining requirements concerning test security still apply. The reader must be familiar with the specific read-aloud accommodations for the students prior to administering the read-aloud script.

All questions rely on the students' ability to comprehend and respond to items exactly as written or with allowable accommodations (IEP, 504 Plan, or LSP). The read-aloud script must be read to students verbatim, unless the students' IEP, 504 Plan, or LSP accommodations allow the directions to be paraphrased. Any additional information or explanation must not be provided, as this will affect what the test is designed to measure.

ADMINISTERING THE ASSESSMENTS

Notes to the Reader

1. Pause after reading the question number and before reading the question itself.

2. Emphasize words or phrases that are bolded, underlined, italicized, or entirely capitalized.

3. Read items and/or answer options according to the allowable accommodations noted on the previous page.

4. Pronounce abbreviations by voicing each initial letter (N-E-A, U-N, U-S-A) unless otherwise specified.

5. Hyphenated phrases should be read as one unit, in an even tone, and with a shorter pause between words than normal.

6. If using the Read Aloud script with the online test, please be aware that these scripts were written for both the paper/pencil and online versions of the tests. The paper/pencil and online tests contain the same content, but the question directives may vary slightly for some questions (i.e., "write the response in the box" instead of "drag the correct term into the box"). For those questions, be sure to read the portion of the script that matches the test mode being administered to the student. Test Administrators, who are administering an online test, must read the computer Technology-Enhanced items from the textbox with *ONLINE TESTING ONLY* printed above the box.

TECHNOLOGY HELPFUL HINTS

TECHNOLOGY HELPFUL HINTS

Testing Platforms

Students may use different platforms for different subjects. For example, a student may take the Biology test on a Chromebook and the U.S. History test on a desktop.

Considerations for Tablet Devices

- Ensure device is fully charged or plugged in before beginning testing.
- DRC INSIGHT will be displayed in landscape mode only.
- Teach students to use only the tip of one finger to touch the screen. A hand resting on the edge of a screen will disable the ability to make selections with the other hand.
- Use of certain gestures like pinching to zoom in/out are supported.
- Swiping is not supported.
- If a device is idle for too long, the screen will dim or turn off ("sleep"). Each device has its own "sleep" setting, typically 1–5 minutes of inactivity. The testing system is designed to exit a student out of a test after 20 minutes of inactivity. After 19 minutes of inactivity, a one-minute timer will pop up asking if the student would like to continue. This timer may not be seen, however, if the screen has already gone to "sleep." If the screen has gone to "sleep," the student can touch any key to re-activate it or press the home key (and if applicable, may need to type in the device password).

Pause Functionality

During the test administration, if a student needs to leave the computer lab/classroom for a short break, the student should select the **Pause** button. A countdown, beginning with 20 minutes, appears on the screen notifying the student of the time left before the system automatically exits the test.

If the test is not resumed within 20 minutes, the student must log back in using the information on his/her student test ticket to finish the test.

Inactivity

After 20 minutes of inactivity on a testing device, the software will automatically exit the test. The student then must log back in using the information on his/her student test ticket to finish the test.

Loss of Internet Connectivity

Student responses are sent to DRC servers frequently, including after each navigational click. If a student's testing device loses Internet connectivity during testing, a message will appear to notify the student ("Connection Retry is in Progress"). When this message appears, DRC INSIGHT will attempt to restore contact with DRC servers for 5 minutes. If a connection is re-established, the message will close and the tester can continue testing. If a connection is not re-established during this time, the message will close and the Internet Connection Error message will be displayed. The student must discontinue testing until an Internet connection can be established. At any time during the five-minute interval, the test proctor can click Exit the Test to temporarily end testing for the tester.

If the connectivity issue cannot be resolved on the day of testing, contact the STC for further direction.

Unlocking Student Test Tickets

Test tickets lock overnight when a test has been started (status of In Progress) but not completed within the same day.

Students may need to sign back in to a locked test if they

- pause a test, but do not resume testing on that same day,
- start a test, but do not complete testing on that same day, or
- accidentally submit a test when they have not yet responded to all test questions.

Contact your STC for any student test tickets that need to be unlocked. The STC will notify the DTC to unlock the test for the student.

TECHNOLOGY HELPFUL HINTS

Monitor Online Testing Status

Test Administrators should verify that all online tests have been submitted for each student upon the completion of testing by following these steps:

(A) Log in to the DRC Portal: www.drcedirect.com.

(B) Select **Student Status Dashboard** under the **Student Management Application**.

(C) Search for a school by name or code and select the school from the list.

(D) Select the administration from the list.

(E) Select different portions of the charts to filter to only those students. Any chart filtering will change the Student Search Results table below.

(F) To save results, you can export the table to a spreadsheet by selecting Export to CSV.
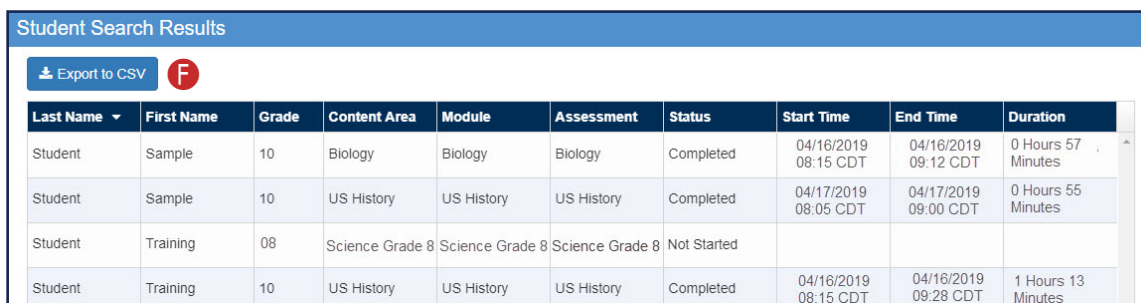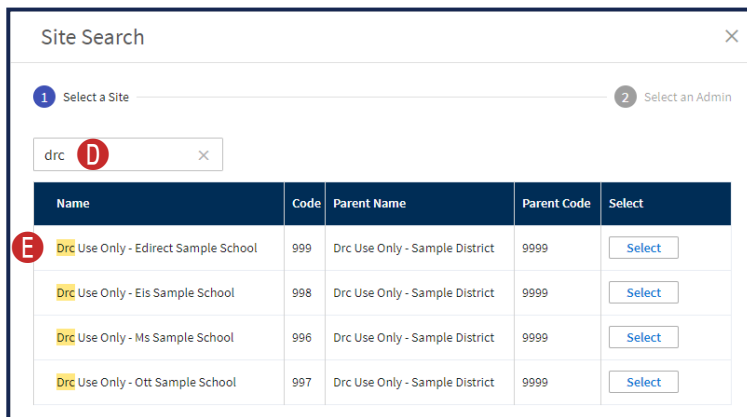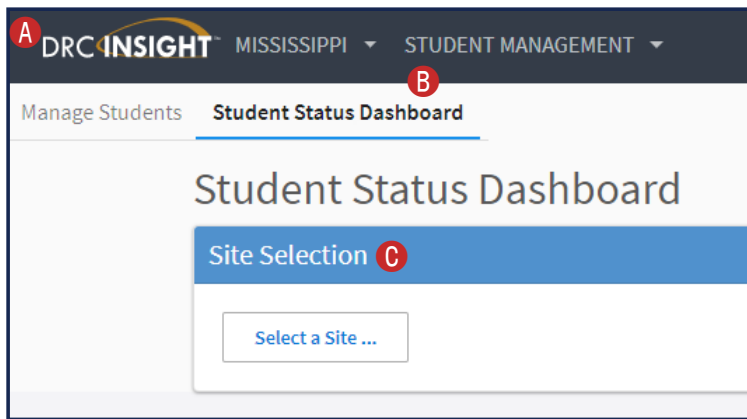
ONLINE TESTING
ADMINISTRATION DIRECTIONS

ONLINE TESTING ADMINISTRATION DIRECTIONS

Information for Testing with iPads

When online testing using an iPad, DRC INSIGHT is automatically placed in Single App Mode which prevents access to other apps during testing. When the DRC INSIGHT app is launched from an iPad, students may be prompted to turn on Single App Mode, depending on how the software was configured by your technology personnel. If prompted, have the students select Yes to allow Single App Mode. Single App Mode will be turned off automatically when students exit their tests.

Information for Testing with Chromebooks

Students testing with Chromebooks should NOT be logged in to a Google account. If a student logs in to the Chromebook using a Google account, they will not see the DRC INSIGHT App. The DRC INSIGHT App runs in Single App Mode, which means that the student cannot access any other application until they exit the online testing engine.

Test Administration

Before administering the test, obtain all student test tickets for the Grade 5 or Grade 8 test being administered. Student test tickets are secure documents. If you are missing test tickets for any students, refer to the section of the *Test Coordinator's Manual* related to printing student test tickets or speak with the STC. The Grade 5 and Grade 8 Science tests are timed. The students will have 180 minutes (3 hours) to complete the test. Make sure there is sufficient time remaining in the school day for the length of the test. The first steps in administering the test are to pass out scratch paper, pencils, and the student test tickets, and to have students sign in.

Students will select the testing icon to launch the application.

If the DRC INSIGHT icon is not on student testing devices, contact your STC.

SAY: **Today you will be taking the** [Grade 5 or Grade 8] **science test. You will have 180 minutes (3 hours) to complete the test. If you finish early, you may check your work. On your testing device, locate the icon titled "DRC INSIGHT."**

Pause.

SAY: **Select this icon to launch the program. Once the program has opened, you will see the landing page.**

Pause.

SAY: **Can everyone see the landing page?**

Pause. Wait for students to access the landing page.

SAY: **Now select "Test Sign In" under the red menu option on the right side for MAAP Science, Biology and U.S. History for Spring. Once the program has opened, you will see the login page.**

Pause.

SAY: **Do not enter anything until you have been instructed to do so.**

Pause.

SAY: **Can everyone see the login page?**

Pause. Students will enter their username and password as they appear on their student test ticket and click the SIGN IN button. Note: Usernames and passwords are not case sensitive.

SAY: **Using the information from your test ticket, type your username and password in the correct boxes. Does anyone have any questions or need help finding the information you need to enter?**

Pause. Once all questions have been answered,

SAY: Click "Sign In."

Pause. If students are unable to successfully log in, you may want to consider instructing the students to log in using a staggered approach (having a few students log in at a time) to reduce the burden on your school's network.

After the login, make sure all students are on the welcome screen. Wait for all students to reach this page.

Note: Students testing with the Text-to-Speech accommodation should be instructed to put their headphones on at this time. Students should be able to view the audio buttons on the Welcome screen, and the audio should begin reading information on this screen. Make sure the volume for each testing device is set at a comfortable level. If students need to adjust their testing device's volume during testing, they should click the Options button on the test and select Audio Settings.

SAY: **This is the Welcome screen. Please check that your name appears at the top of the screen. Then check that your school name and other information is correct. If everything is correct, select "Continue." If your information is not correct, please raise your hand.**

Pause. If the student name is not displaying correctly, ensure that the student has the correct test ticket with his/her name on it. If student accommodations are incorrect, notify the STC.

ONLINE TESTING ADMINISTRATION DIRECTIONS

SAY: **You are now on the screen that shows the name of the test you are scheduled to take. If you do not see this, please raise your hand. Please select** (either Science Grade 5 or Science Grade 8)

> The following tests have been scheduled for **Training Student**!
>
> Once instructed, click on the test link below to start the test.
> If no additional tests are available, please select **Exit** to close the application.
>
> - Science 5

Pause. If the subject or section of the test is not displaying correctly, verify that the student has the correct test ticket for the subject being tested.

SAY: **You should now see the first page of test directions.**

Pause. Make sure all students are on the correct screen. Directions are customized by content area and student accommodations.

SAY: **Click through the directions and read each screen carefully. To look at these directions again while you are taking the test, select the Help button and choose the Test Directions tab. Stop when you get to a screen with three shaded circles.**

Pause. Wait for students to read through their test directions.

SAY: **This screen shows an image to check when your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.**

> This screen shows an image to check whether your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see <u>three</u> circles.
>
> - Raise your hand if you have any questions before you begin the test.
> - When you are ready, select [Begin The Test] **Begin The Test.**

If the testing device does not display three circles, contact your STC or district technology personnel. For students testing with the extended-time accommodation, refer to their IEP, 504 Plans, or LSP for timing instructions.

Pause.

SAY: **Does anyone have questions before we begin?**

Pause. Answer any questions the students might have.

SAY: **The test you are about to take has a limit of 180 minutes (3 hours). When you are ready, select Begin the Test.**

IMPORTANT: Write down the time the test session started. Please write down the time when the session should end. Make sure the proctor is aware of the potential ending time.

Move around the room after the test has started in order to make sure that everyone is following directions. If a student has questions, refer to the chart on page 21 for additional information. Do not give help on specific test questions. Encourage all students to do their best.

Do not give a direct answer when a student asks whether his/her answer to a particular problem is correct. Use a neutral response such as "Choose the answer you think is correct and then continue."

If students need to sign out of a test for breaks or another reason, they may select the Pause button. If a test is not resumed within 20 minutes, students must sign back in using their same usernames and passwords. Students will not be allowed back into their tests the next day.

When there are ten minutes left, please say

SAY: **You have ten minutes left. Please finish your test within 10 minutes.**

When time is up,

SAY: **Stop. Time is up. Whether or not you have finished, click "Review/End Test, then End Test and Submit."**

Make sure all student tests are submitted at the end of the testing session. Students should be logged out of the INSIGHT Secure Testing Browser before leaving the testing area. Once students are finished testing, collect all student test tickets and return them to the STC.

PAPER TESTING
ADMINISTRATION DIRECTIONS

PAPER TESTING ADMINISTRATION DIRECTIONS

Information for Paper/Pencil, Braille, and Large Print Tests

Paper/Pencil, Braille, and Large Print test booklets are provided as accommodations to districts upon request. Accommodated versions are secure materials and must be returned to DRC. The distribution and return of secure testing materials should be documented using the security checklist. The DTC or his/her designee will provide further instructions for the handling of these materials.

Any student testing with a Paper/Pencil, Braille, or Large Print test booklet will record his/her answers by using the method documented in the student's IEP, 504 Plan, or LSP. Test Administrators MUST transcribe all Paper/Pencil, Braille, and Large Print student answers into the DRC INSIGHT online testing system immediately.

IEP, Section 504 Plan, and LSP students work and break according to their respective accommodations. Test Administrators must be familiar with all accommodations before testing begins.

Test Administration

Before administering the test, obtain all print materials needed for the subject of the test being administered. The Science tests are timed. Make sure there is sufficient time remaining in the school day for the length of the test. The first steps in administering the test are to pass out test booklets, scratch paper, and pencils.

SAY: **Today you will be taking the Science test. You will have 180 minutes (3 hours) to complete the test. If you finish early, you may check your work. Open your test booklet to page 3 and read the test directions carefully. After you've read the directions, you may begin.**

Move around the room after the test has started in order to make sure that everyone is following directions. If a student has questions, refer to the chart on page 21 for additional information. Do not give help on specific test questions. Encourage all students to do their best.

Do not give a direct answer when a student asks whether his/her answer to a particular problem is correct. Use a neutral response such as "Choose the answer you think is correct and then continue."

Once students are finished testing, collect all test materials. All accommodated tests MUST be transcribed into the online system using the following instructions. If tests are not transcribed, they will be returned to schools for transcription. Once transcription is complete, return all materials to the STC.

Transcription Instructions

For students taking the test using accommodated materials such as Paper/Pencil, Large Print, or Braille test books, all responses **must be transcribed into the online system**. This process involves two certified staff. One will enter the responses and the other will assist and witness the transcription process to ensure security and accuracy. Test Administrators should follow the steps below to transcribe a student's responses.

Step 1 Log in to the Portal. Ensure the appropriate print accommodations are marked on the student's record. See the Accommodations section for further details.

Step 2 Obtain the student's online test ticket from the Portal. **Note:** If the student does not have a test ticket, the STC can add the student record to the Portal and assign him/her to a test session.

Step 3 Using the information on the student's test ticket, sign in to the online testing system as the student.

Step 4 Transcribe all student responses from the test booklet into the online system. If the student's response does not fit the field requirement for any test question, go back to the student and ask him/her to adjust his/her response in the test booklet. Do not modify the student's response in any way other than what the student provides.

Step 5 Enlist a second staff member to verify that the student's responses were entered correctly before submitting the test. Submit the test.

APPENDIX A
TEST MONITORING
ADMINISTRATION DIRECTIONS

APPENDIX A TEST MONITORING ADMINISTRATION DIRECTIONS

On the day of testing, the School Test Coordinator will provide you with a Monitoring Code if test sessions are being monitored by the Test Monitoring Application.

BEFORE TESTING: Write the Monitoring Code on the board if test sessions are using the Test Monitoring Application.

DURING TESTING: Use the administration script below to guide students through entering the monitoring code at the beginning of testing.

Test Administration Script with Test Monitoring

Before administering the test, obtain all student test tickets for the subject of the test being administered. Student test tickets are secure documents. Also make sure you have received the current Monitoring Code for the day from your School Test Coordinator. If you are missing test tickets for any students, refer to the section of the *Test Coordinator's Manual* related to printing student test tickets or speak with the STC. The Science tests are timed. The students will have 180 minutes (3 hours) to complete the test. Make sure there is sufficient time remaining in the school day for the length of the test. The first steps in administering the test are to pass out scratch paper, pencils, and the student test tickets, and to have students sign in.

Students will click the testing icon to launch the application. If the DRC INSIGHT icon is not on student testing devices, contact your STC.

SAY: **Today you will be taking the** [Science Grade 5 or Science Grade 8] **test. You will have 180 minutes (3 hours) to complete the test. If you finish early, you may check your work. On your testing device, locate the icon titled "DRC INSIGHT."**

Pause.

SAY: **Select this icon to launch the program. Once the program has opened, you will see the landing page.**

Pause.

SAY: **Can everyone see the landing page?**

Pause. Wait for students to access the landing page.

SAY: **Now select "Test Sign In" under the red menu option on the right side for MAAP Science, Biology, and U.S. History for Spring. Once the program has opened, you will see the login page.**

Pause.

SAY: **Do not enter anything until you have been instructed to do so.**

Pause.

SAY: **Can everyone see the login page?**

Pause. Students will enter their username and password as they appear on their student test ticket and click the SIGN IN button. Note: Usernames and passwords are not case sensitive.

SAY: **Using the information from your test ticket, type your username and password in the correct boxes. Does anyone have any questions or need help finding the information you need to enter?**

Pause. Once all questions have been answered,

SAY: **Click "Sign In."**

Pause. If students are unable to successfully log in, you may want to consider instructing the students to log in using a staggered approach (having a few students log in at a time) to reduce the burden on your school's network.

After the login, make sure all students are on the welcome screen. Wait for all students to reach this page.

Note: Students testing with the Text-to-Speech accommodation should be instructed to put their headphones on at this time. Students should be able to view the audio buttons on the Welcome screen, and the audio should begin reading information on this screen. Make sure the volume for each testing device is set at a comfortable level. If students need to adjust their testing device's volume during testing, they should click the Options button on the test and select Audio Settings.

SAY: **This is the Welcome screen. Please check that your name appears at the top of the screen. Then check that your school name and other information is correct. If your information is not correct, please raise your hand.**

Pause. If the student name is not displaying correctly, ensure that the student has the correct test ticket with his/her name on it. If student accommodations are incorrect, notify the STC.

APPENDIX A TEST MONITORING ADMINISTRATION DIRECTIONS

IF THE TEST SESSION IS USING TEST MONITORING,

SAY: **Near the bottom of the Welcome screen is a box with the words "Enter Monitoring Code" in front of it. Please enter this monitoring code.**

Give students the monitoring code generated by the School Test Coordinator. Repeat the code as often as necessary so that all students may enter it correctly.

SAY: **Click on the "Save" button. If you see a message that says, "Your monitoring code is invalid," raise your hand.**

If one or more students have raised a hand, repeat the Test Monitoring Code for students to enter and repeat the directions above as often as needed until all students have received the "Valid Monitoring Code" message. Once all students have received the "Valid Monitoring Code" message,

IF THE TEST SESSION IS NOT USING RESTRICTED ACCESS (WAITING ROOM), skip the restricted access section and continue with the general directions.

IF THE TEST SESSION IS USING RESTRICTED ACCESS (WAITING ROOM),

SAY: **Please click on the "Continue" button.**

Pause.

SAY: **You should now see a Waiting Room screen with this message: "Your test administrator has been notified that you would like to begin testing. Once you are approved, you will be allowed to proceed." Please wait quietly.**

Wait a few moments to allow time for the School Test Coordinator to grant student access to the test. Circulate and double-check that all students have been given access. Students should see a message, "Your Test Administrator has allowed you into the test."

SAY: **You should now see a message on the Waiting Room screen that says, "Your Test Administrator has allowed you into the test." Please raise your hand if you did not receive this message.**

If any students have not been allowed into the test, double-check that they have entered the monitoring code correctly. Circulate and help students enter the code correctly until all students can see the message, "Your Test Administrator has allowed you into the test." If a student continues to have problems logging in, have the student exit the test and contact the School Test Coordinator for assistance.

Once all students have been allowed into the test, return to the general administration directions, and continue.

SAY: **You are now on the screen that shows the name of the test you are scheduled to take. If you do not see this, please raise your hand. Please select** (test subject—either Science Grade 5 or Science Grade 8)**.**

Pause. If the subject or section of the test is not displaying correctly, verify that the student has the correct test ticket for the subject being tested.

SAY: **You should now see the first page of test directions.**

Pause. Make sure all students are on the correct screen. Directions are customized by content area and student accommodations.

SAY: **Click through the directions and read each screen carefully. To look at these directions again while you are taking the test, select the Help button and choose the Test Directions tab. Stop when you get to a screen with three shaded circles.**

Pause. Wait for students to read through their test directions.

SAY: **This screen shows an image to check when your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.**

If the testing device does not display three circles, contact your STC or district technology personnel. For students testing with the extended-time accommodation, refer to their IEP, 504 Plans, or LSP for timing instructions.

Pause.

SAY: **Does anyone have questions before we begin?**

Pause. Answer any questions the students might have.

SAY: **The test you are about to take has a limit of 180 minutes (3 hours). When you are ready, select Begin the Test.**

Move around the room after the test has started in order to make sure that everyone is following directions. If a student has questions, refer to the chart on page 21 for additional information. Do not give help on specific test questions. Encourage all students to do their best.

Do not give a direct answer when a student asks whether his/her answer to a particular problem is correct. Use a neutral response such as "Choose the answer you think is correct and then continue."

If students need to sign out of a test for breaks or another reason, they may select the Pause button. If a test is not resumed within 20 minutes, students must sign back in using their same usernames and passwords. Students will not be allowed back into their tests the next day.

When there are ten minutes left, please say

SAY: **You have ten minutes left. Please finish your test within 10 minutes.**

When time is up,

SAY: **Stop. Time is up. Whether or not you have finished, click "Review/End Test, then End Test and Submit."**

Make sure all student tests are submitted at the end of the testing session. Students should be logged out of the INSIGHT Secure Testing Browser before leaving the testing area. Once students are finished testing, collect all student test tickets and return them to the STC.

DATA RECOGNITION

DRC

CORPORATION

Data Recognition Corporation
13490 Bass Lake Road
Maple Grove, MN 55311