



MISSISSIPPI  
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Mississippi Academic Assessment Program (MAAP)

# TEST ADMINISTRATOR'S MANUAL (TAM)

MAAP Grades 3–8



# TABLE OF CONTENTS

<b>Introduction and Overview</b> . . . . .	<b>1</b>
Contact Information . . . . .	2
MAAP Grades 3–8 . . . . .	3
Important Dates . . . . .	3
<b>User Roles and Responsibilities</b> . . . . .	<b>5</b>
District Test Coordinator (DTC)—Portal User Role = District . . . . .	6
Technology Coordinator—Portal User Role = District Technology Coordinator . . . . .	6
School Test Coordinator (STC)—Portal User Role = School . . . . .	6
Test Administrator—Portal User Role = Test Administrator . . . . .	7
Proctor . . . . .	7
Test Administrator's Checklist . . . . .	8
<b>Portal Log In and Navigation</b> . . . . .	<b>11</b>
Sign In . . . . .	12
Home Tab . . . . .	13
<b>Administering the Assessments</b> . . . . .	<b>15</b>
General Directions . . . . .	16
Test Environment . . . . .	16
Ensuring Security . . . . .	16
Verifying Student Identity and Eligibility to Test . . . . .	17
Calculator Policy . . . . .	17
Writing Rubric Policy . . . . .	17
Scratch Paper . . . . .	18
Medical Emergencies Guidance . . . . .	19
Additional Key Information . . . . .	20
Administering the Assessments . . . . .	21
Procedures for Reading Test Directions for All Tests . . . . .	22
Testing Guidelines . . . . .	23
Make-Up Sessions . . . . .	24
Directions for Preparing Materials for Return to the STC . . . . .	24
Online Universal Features . . . . .	25
Accommodations . . . . .	26

# TABLE OF CONTENTS

---

Administering Text-to-Speech and Read-Aloud Accommodations . . . . .	28
<b>Technology Helpful Hints . . . . .</b>	<b>31</b>
Testing Platforms . . . . .	32
Considerations for Tablet Devices . . . . .	32
Pause Functionality . . . . .	32
Inactivity . . . . .	32
Loss of Internet Connectivity . . . . .	33
Unlocking Student Test Tickets . . . . .	33
Monitor Online Testing Status . . . . .	34
<b>Online Testing Administration Directions . . . . .</b>	<b>35</b>
Information for Testing with iPads . . . . .	36
Information for Testing with Chromebooks . . . . .	36
Test Administration . . . . .	37
<b>Paper Testing Administration Directions . . . . .</b>	<b>43</b>
Information for Paper/Pencil, Braille, and Large Print Tests . . . . .	44
Test Administration . . . . .	44
Transcription Instructions . . . . .	47
<b>Appendix A Test Monitoring Administration Directions . . . . .</b>	<b>49</b>
Test Administration Script with Test Monitoring . . . . .	50

# INTRODUCTION AND OVERVIEW



## INTRODUCTION AND OVERVIEW

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### Contact Information

Instructions for test administration in the classroom are provided in this *Test Administrator's Manual (TAM)* for the Grades 3–8 English Language Arts and Math, Grade 5 and 8 Science 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.drccdirect.com](http://www.drccdirect.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](mailto:MSHelpDesk@datarecognitioncorp.com)
- 888-476-0264

## MAAP Grades 3–8

The MAAP Grades 3–8 English Language Arts and Math, Grade 5 and 8 Science assessments are used to evaluate student performance relative to the current edition of the Mississippi College- and Career-Readiness Standards for Science, English, and Math.

These timed assessments consist of one (1) online session for Math and Science and two (2) online sessions for ELA. 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 <https://mdek12.org/studentassessment/maap/>.

## Important Dates

Prior to Testing	
Online Testing Video Tutorial Available	October 25, 2024
Online Tools Training (OTT) Available	January 9, 2025
Test Window	
Main Test Window	March 31–May 16, 2025
3rd Grade MAAP ELA Session1 (Initial Test)	March 31–April 18, 2025
3rd Grade Reading Alternative Assessment Retest 1	May 5–9, 2025
3rd Grade Reading Alternative Assessment Retest 2	June 16–27, 2025
After Testing	
District Secure Materials Shipping Deadline (Main Test Window and Retest 1 Materials)	May 30, 2025
Secure Materials Receipt at DRC Deadline (Main Test Window and Retest 1 Materials)	June 5, 2025
District Secure Materials Shipping Deadline (Retest 2 Materials)	June 30, 2025
Secure Materials Receipt at DRC Deadline (Retest 2 Materials)	July 3, 2025

**Note:** Grade 3 students will only receive early scores if they complete the Reading Session One test during the Initial Test Window Dates.

If they do not test during the first test window (March 31–April 18, 2025), they may take the initial test from April 21–May 16, 2025. MDE suggests they also take Retest 1 from May 5–May 9 to have an additional testing opportunity.





# USER ROLES AND RESPONSIBILITIES



## **USER ROLES AND RESPONSIBILITIES**

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### **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
- Serves as the materials and notification point of contact for the MDE
- Works with the STC to ensure grade three ELA students that have not met LBPA requirements are in the INSIGHT Portal for a retest opportunity
- 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
- Acts as the information technology point of contact for all schools in the district
- Ensures student devices are set up for testing
- Technology Coordinators MUST attend the DRC Technology Training

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

- Coordinates the assignments of the Test Administrator and Proctor in each testing room
- Enters new student information and updates student information
- Works with the DTC to ensure grade three ELA students that have not met LBPA requirements are in the INSIGHT Portal for a retest opportunity
- Creates test sessions and assigns students to test sessions
- Adds accommodations to student testing profile
- Prints secure student test tickets and distributes them to Test Administrators
- Checks test tickets in and out according to the procedure outlined in school's test security plan
- Monitors students' test statuses to ensure testing is complete
- Alerts DTC if a test ticket must be unlocked
- Adds Test Administrator users to the Portal and assigns them the appropriate permissions

- Assigns test administrators to test sessions
- Assigns Hall Monitors
- Creates Seating Charts for each test session
- 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
- Ensure all students listed on roster requiring accommodations have these available before starting the test
- Alerts STC if student information, test ticket information, or testing roster is incorrect
- Alerts STC if a test ticket must be unlocked
- Verifies students are seated using the seating chart that is provided by the STC
- Notifies STC of any testing issues/irregularities that occur during testing
- 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.
- Verifies students are seated using the seating chart provided by the Test Administrator or the STC

## USER ROLES AND RESPONSIBILITIES

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### 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 District/School provided test security training, and sign a confidentiality agreement plus a prohibition of electronic device agreement per the requirements outlined in Appendix F.
- 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 any posters or visual aids providing content related to the subject area being assessed in the testing room.
- Ensure seating provides adequate space between students or use dividers between students to prevent looking at other students' screens.
- Ensure test materials are handled according to the School Test Security plan, including the policy on scratch paper distribution.
- Ensure the memory is cleared on all physical calculators used in testing.
- If needed, obtain printed copies of the Writing Rubrics for optional student use during the Writing portion of the ELA Assessment. **Note:** Writing Rubrics will be embedded within the Test Engine for student use as well.
- 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 Secure Test Browser prior to testing.
- 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.
- 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 students are seated according to the STC-provided seating chart and check that the seating chart includes students’ names and MSIS numbers. Please notate any student location changes and absent students, if needed.
- Ensure that test materials are always under the supervision of two trained (one being certified) staff members.
- Count and sign for all secure material received from the STC; record materials using the district’s secure material inventory checklist.
- 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.
- Ask students to say their name before providing the ticket to ensure students test under the correct credential. Report missing or absent students to the STC. Report missing test tickets to the STC.
- 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 to ensure they are on the vendor platform and progressing through their test appropriately.
- 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.
- Report any unusual circumstances or possible security violations to the STC and/or DTC immediately. Keep a record of the incidents or events for school/district use.
- Collect test materials from students who complete their test prior to the expiration of allotted test time. Verify that the student submitted their test prior to collecting.

### After Testing

- Ask the STC to verify that all online tests have been submitted using the INSIGHT platform.**
- Collect and inventory any remaining secure testing materials, including scratch paper.
- Return all secure materials to the STC according to the procedures in the School Test Security Plan.



# PORTAL LOG IN AND NAVIGATION

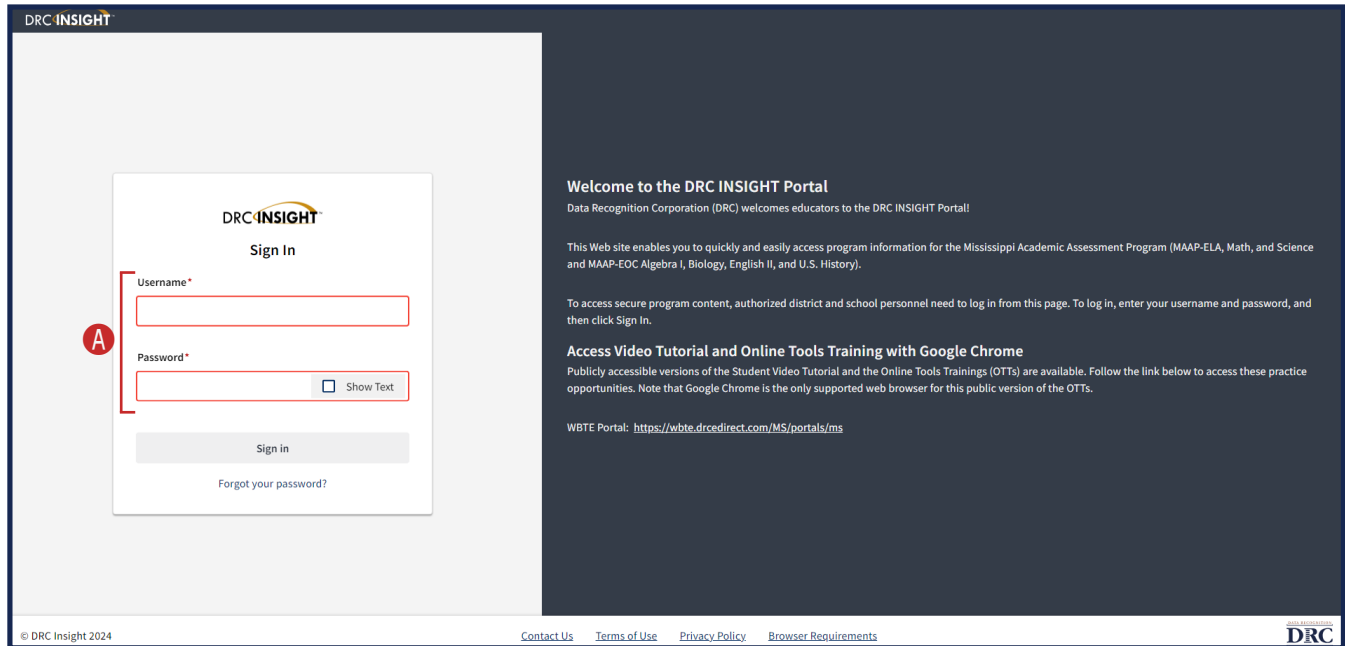


# PORTAL LOG IN AND NAVIGATION

## Sign In

If the Test Administrator (TA) requires access to the Insight Portal to view documents or assist the STC, contact the STC to request an account setup to access certain areas of 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 **24 hours** of receiving the email, you must activate your account. After 24 hours, the account must be reset.

Use the following website link to access the DRC INSIGHT Portal:

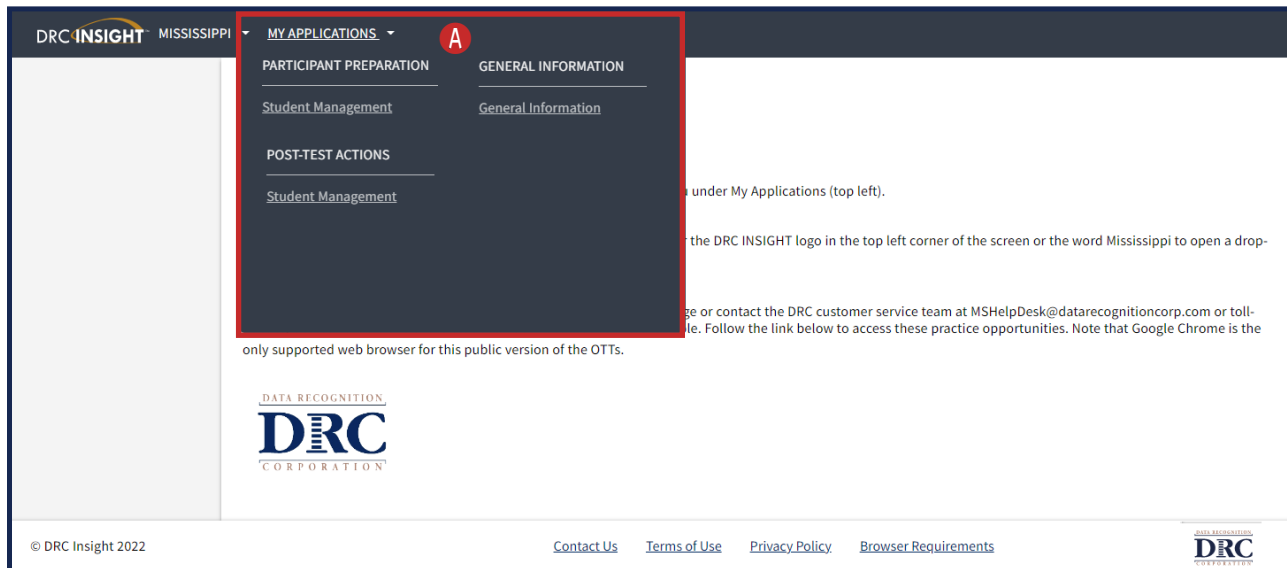
[www.drctdirect.com](http://www.drctdirect.com).



## Home Tab

1. The image below shows the menu options available to Test Administrators after login.

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





# ADMINISTERING THE ASSESSMENTS



# ADMINISTERING THE ASSESSMENTS

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## 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 MAAP is an important professional responsibility as outlined in the Mississippi Educator Code of Ethics. 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 and the Staff Electronic Device 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, 2024*.
- 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, 2024*.
- 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 use DTC/STC-approved rosters. While passing out login credentials to administer the online test, ask each student to recite their name as it is listed on their testing ticket.

### Calculator Policy

A basic four-function calculator is allowed for the grades 6 and 7 Math and grade 8 Science assessments. A scientific calculator is allowed for the grade 8 Math assessment. The online test engine will include a calculator for student use during the test. The Online Tools Training (OTT) for grades 6–8 Math and grade 8 Science includes the allowed calculators to give students an opportunity to become familiar with the tool. School- or student-owned basic four-function and scientific calculators may be used. However, they must comply with the current MAAP hand-held calculator policy located on the MAAP ELA & Math Resources page.

- Calculators with a Computer Algebra System (CAS) feature or a solver of any kind (e.g., numeric equation, polynomial, and system of linear equations) are not allowed.
- Tablets, laptops (or PDAs), or phone-based calculators are not allowed during MAAP assessments.
- Students are not allowed to share calculators within a testing session.
- Students are not allowed to have multiple hand-held calculators on their desks during testing.
- Test Administrators and/or Proctors must confirm that the memory on ALL calculators has been cleared before and after each testing session. The calculators must have all formulas, applications, and programs (including, but not limited to, Zoom Math/Zoom Algebra and Polynomial Solver) disabled or removed before students use them during any state test. Failure to comply with this portion of the calculator policy will result in a test security violation.
- Calculators with “QWERTY” keyboards are not permitted.

### Writing Rubric Policy

During the Writing Portion of the English II assessment, students have the option of using a Writing Rubric to inform their writing. The rubric is available within the Test Engine or available to download and print within the Portal under **General Information–Documents**.

# ADMINISTERING THE ASSESSMENTS

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## Scratch Paper

### General Policies

- Schools provide scratch paper for students.
- 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**. However, all scratch papers are secure materials and **MUST** be accounted for prior to the students leaving the room.
- Scratch paper is handed out as needed, not in stacks. All scratch paper provided must be recorded per student.
- Scratch paper must be returned to the STC/DTC along with any other testing materials.
- Scratch paper must be stored by the STC for students with Accommodation 25 until the completion of their assessment.
- All scratch paper, including graph paper for Math assessments, must be shredded by the last day of the testing window, per the procedure outlined in the School Test Security Plan.
- The DTC must complete and upload the *Test Security Certification Form* to the Caveon Core portal within 7 days of the end of the testing window, acknowledging that the scratch paper has been shredded, all transcriptions completed, and students exited vendor software prior to leaving the testing area.
- Graph paper is allowed as scratch paper for the **Math** assessments.
- Plain lined (notebook) paper is allowable for all grades.

### 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 emergency, 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 or 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.

**NOTE: ALL** invalidations must be marked prior to the close of the test window. No invalidations will be added after scoring has been completed.

# ADMINISTERING THE ASSESSMENTS

## Additional Key Information

### Training Tools

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

Tool	Description	Accessible
<b>Practice Test</b>	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)	<ul style="list-style-type: none"><li>• MDE Website</li></ul>
<b>Online Testing Video Tutorial</b>	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 and captions	<ul style="list-style-type: none"><li>• Portal under <b>General Information</b> (no login required)</li><li>• Link upon launching DRC INSIGHT</li></ul>
<b>Online Tools Training (OTT)</b>	Simulates testing experience so students may learn how to navigate and use the tools; (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	<ul style="list-style-type: none"><li>• Link on Portal home page (accommodated versions not available)</li><li>• Link upon launching DRC INSIGHT (accommodated versions available)</li></ul>



## Administering the Assessments

### 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 1–30 students. For every 30 additional students, another proctor is required. For example, if there are 31–60 students, there must be one Test Administrator and two proctors.
- Schools are free to use more proctors than listed in the guidance above; the guidance provides the minimum requirement.
- 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.
- If students finish prior to the expiration of the allotted test time, ensure the procedures for early dismissal are included in the school test security plan.

### 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.
- If a student leaves the testing environment during Session 2: Writing of the ELA or English II test, the student has seen and had time to consider the prompt before responding. This student may have an unfair testing advantage. If a student must leave the testing environment for an extended period (e.g., lunch period, checkout, dismissal) after having seen the writing prompt, STOP, and immediately call the MDE. You must speak to Melissa Beck or Libby Cook. Unless it is an emergency, DO NOT move the student from the testing environment. The MDE will immediately provide a determination and communicate the course of action. If a student must leave the testing environment and cannot return to complete that day within the allotted test time, the student cannot complete the writing portion on another day. The student’s test must be submitted as completed prior to leaving the testing area. Calling the MDE is not necessary for a student taking a quick restroom break.

## **ADMINISTERING THE ASSESSMENTS**

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### **Procedures for Reading Test Directions for All Tests**

The directions for the ELA, Math, and Science MAAP tests can be found in this manual. Some students may have the 55-HR accommodation code that requires a Human Reader. Please review the following guidelines for administering these accommodated tests.

- 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.

### **Literacy-Based Promotion Act**

If a student's reading deficiency is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

Due to the Literacy-Based Promotion Act, Text-to-Speech (TTS) and Human Reader accommodations will not be available for students taking the 3rd Grade Reading Alternative Assessment Retest.

Refer to the Test Administration Directions for instructions on administering the 3rd Grade Reading Alternative Assessment Retest.

## 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.
4. Both the Test Administrator and Proctor should address a student's question.

Guidelines to use if students ask for help:

When Students Ask . . .	Do . . .	Do NOT . . .
<ul style="list-style-type: none"> <li>• for general help or advice:</li> <li>• for advice regarding test-taking strategies:</li> <li>• about the difficulty of a test item:</li> </ul>	<ul style="list-style-type: none"> <li>• encourage students to do their best.</li> <li>• remind students to follow directions.</li> </ul>	<ul style="list-style-type: none"> <li>• make suggestions relative to students' work.</li> <li>• recommend a specific strategy.</li> <li>• comment about the difficulty of any question.</li> </ul>
<ul style="list-style-type: none"> <li>• whether particular answers are right or wrong:</li> <li>• about the meaning of a word, phrase, or sentence:</li> </ul>	<ul style="list-style-type: none"> <li>• say "Choose the answer you think is correct and then continue."</li> </ul>	<ul style="list-style-type: none"> <li>• tell students that particular answers are right or wrong.</li> <li>• cue correct answers through vocal inflection, facial expressions, signs, or gestures.</li> <li>• define a content word or phrase or explain the meaning of a sentence.</li> </ul>
<ul style="list-style-type: none"> <li>• about their progress on the test:</li> </ul>	<ul style="list-style-type: none"> <li>• remind students how much time remains.</li> </ul>	<ul style="list-style-type: none"> <li>• ask students to work faster.</li> </ul>

# ADMINISTERING THE ASSESSMENTS

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## 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. For students who miss Session 1 or Session 2 of ELA and plan to complete the test, the test should be given in sequential order. 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, counted, and given to the STC.
- All student test tickets and online testing rosters must be collected, counted, 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
	<b>Cross-Off</b>	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.
	<b>Highlighter</b>	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.
	<b>Magnifier</b>	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.
	<b>Line Guide</b>	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.
	<b>Calculator</b>	Provides a basic, four-function calculator for grades 6 and 7 Math and grade 8 Science or a scientific calculator for grade 8 Math.
	<b>Options – Color Preferences</b>	Changes the background color behind text, graphics, and response areas.
	<b>Options – Reverse Contrast</b>	Allows the student to view white text on a black background instead of the standard black text on a white background.
	<b>Options – Contrasting Colors</b>	Offers a variety of background color and text color combinations for the student to choose from.
	<b>Masking</b>	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 Plan/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 a MAAP Reset/Reactivation District Request Form in Caveon Core.

Type	Accommodation	Code
Testing	Extra time – Cannot extend beyond the end of the instructional day	20
Testing	Administer the test over consecutive days	25
Online	Large print (paper test) or online enlargement	40
Online	Braille	41
Testing	Supplemental Aids	48
Online	Text-to-Speech (TTS) – Read test questions and answer choices	55 – TTS
Online	Human Reader – Read test questions and answer choices; or Sign (ASL)	55 – HR
Online	Paper Test	62
Online	Scribe/Transcription	70
Testing	Native language dictionaries for EL students	81
Testing	Specify additional, allowable accommodation(s).	93–99

## ADMINISTERING THE ASSESSMENTS

NOTE: Extra time (20) 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 – TTS):** Student uses headphones with the computer voice reading the test to the student.
- **Human Reader (55 – HR):** 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.

### The 55-TTS Reading Guide

Grade and Subject	ELA Passages	Test Questions	Answer Choices	Writing Prompt (ELA Session 2)
Science (All Grades)	N/A	Yes	Yes	N/A
Math (All Grades)	N/A	Yes	Yes	N/A
ELA (Grades 4+)	No	Yes	Yes	Yes
ELA (Grade 3)	No	No	No	Yes

**FUNCTIONALITY NOTE:** The TA and Proctor should verify with students that the headphones for TTS are functional at the onset of testing.

# ADMINISTERING THE ASSESSMENTS

## 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 2025 Test Ticket	
Math Grade 5	
Student Name:	TEST, STUDENT
MSIS ID:	999999992
Date of Birth:	1/1/2001
School:	DRC Use Only - Sample School
Test Session:	MATH SESSION
Online Accom:	TTS55
Username:	STEST1
Password:	IDEA5007

Due to the Literacy-Based Promotion Act, TTS and Human Reader accommodations will not be available for students taking the 3rd Grade Reading Alternative Assessment Retest. All directions to be read to students taking this assessment are contained in the Test Administration Directions.

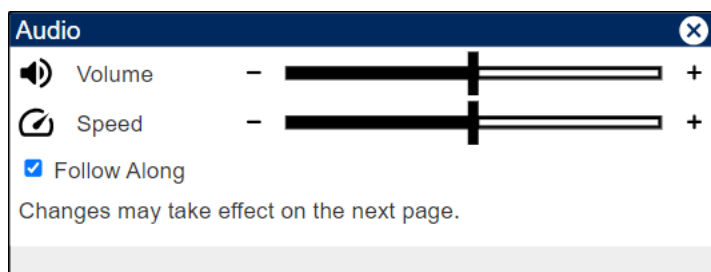
For students who will be testing with the text-to-speech accommodation, perform the following tasks to ensure devices are set up properly for testing:

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

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, 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 the instructions outlined in the MDE Testing Accommodations Manual (MTAM). 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. Any additional information or explanation must not be provided, as this will affect what the test is designed to measure.

## ADMINISTERING THE ASSESSMENTS

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### 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

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### 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.

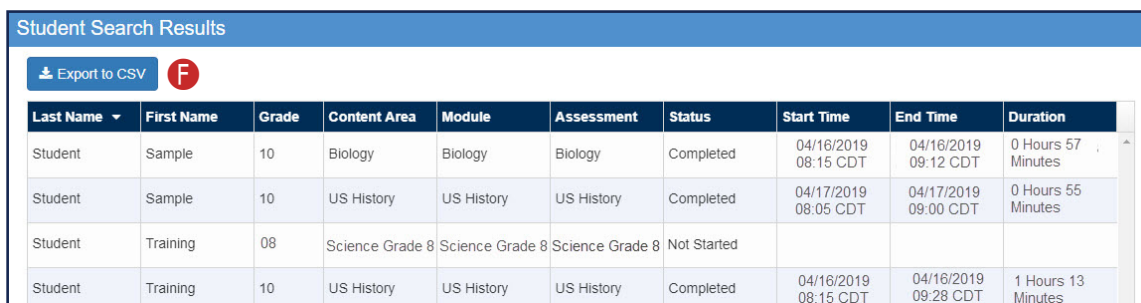
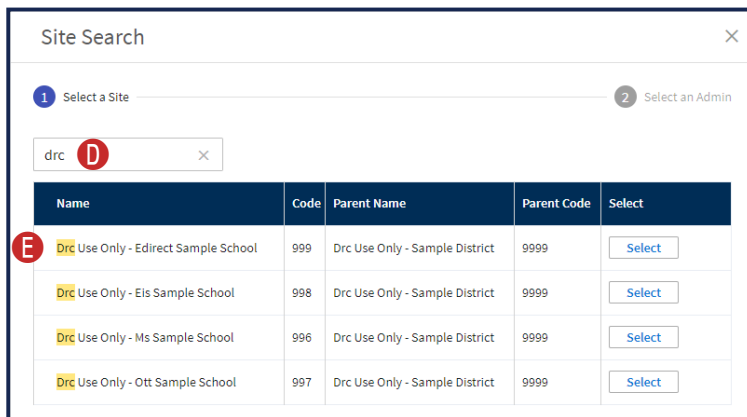
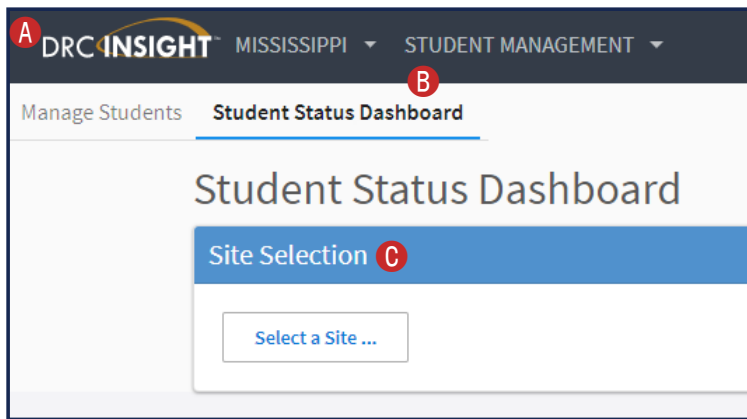
Contact your STC for any student test tickets that need to be unlocked. The STC will notify the DTC to unlock the test for the student.

# 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.drccdirect.com](http://www.drccdirect.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**

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### **Information for Testing with iPads**

When online testing using an iPad, DRC INSIGHT is automatically placed in Assessment 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 Assessment Mode, depending on how the software was configured by your technology personnel. If prompted, have the students select Yes to allow Assessment Mode. Assessment 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 subject of the 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 ELA, Math, and 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. Ensure that no students or TA/proctor has a cellular device in the testing room. 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. If your STC is monitoring testing using the Test Monitoring Application, use the Test Monitoring Administration Directions found in Appendix A instead of the directions below.

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 [ELA Session 1, Math, Science, or Grade 3 Reading Retest] 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.

## ONLINE TESTING ADMINISTRATION DIRECTIONS

**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 Grades 3–8 and EOC 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?

The screenshot shows the DRC INSIGHT Sign In page. At the top is the DRC INSIGHT logo. Below it is a breadcrumb trail: [Home](#) → Sign In. The main content area contains the DRC INSIGHT logo and the text "Sign In". Below this is the instruction "Sign in using the Username and Password you were provided." There are two input fields: "Username\*" and "Password\*". The Password\* field has a "Show Text" checkbox to its right. Below the input fields is a "Sign In" button. At the bottom of the page, the version number "v2024.10 rev:104c77800c" is displayed.

Pause. Verify that all students are on the sign in screen before proceeding. 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,

# ONLINE TESTING ADMINISTRATION DIRECTIONS

**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.

The screenshot shows a web application window titled "DRC INSIGHT" with a "Verify Student Information" header. The main content area contains the following text and table:

Before you begin testing, please review the following information.

<b>Participant Name:</b>	Training Student
<b>Test Name:</b>	English II OTT
<b>Test Session:</b>	OTT Session
<b>Date of Birth:</b>	01/01/2008
<b>School Name:</b>	DRC Use Only - OTT Sample School
<b>Student ID:</b>	9876543210
<b>Accommodation(s):</b>	

If any of your information is not correct, please notify your Test Administrator.

If your information is correct, select **Continue**.

**Continue**

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 (test).

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.

- [Biology](#)

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.

The 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 three circles.**



Begin The Test

## ONLINE TESTING ADMINISTRATION DIRECTIONS

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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.

### ELA Session 1, Math, Science, and Grade 3 Reading Retest

**SAY:** The test you are about to take has a limit of 180 minutes (3 hours). You may now click **Begin the Test**.

Start Time: \_\_\_\_\_

Stop Time: \_\_\_\_\_

Start Time + 180 minutes

### ELA Session 2

**SAY:** You will have 1 hour and 30 minutes to complete your response to the prompt. You may now click **Begin the Test**.

Start Time: \_\_\_\_\_

Stop Time: \_\_\_\_\_

Start Time + 90 minutes

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

## ONLINE TESTING ADMINISTRATION DIRECTIONS

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**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 booklets 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.

If you are administering an accommodated version of the Math or Science tests, make sure that each student has an allowable calculator. (DRC does not supply calculators along with accommodated materials. If a student taking the Paper/Pencil, Large Print, or Braille Tests needs to use the DESMOS calculator, contact MDE.) If needed, distribute the appropriate Reference Sheet and clean scratch paper to these students. Reference Sheets and scratch paper are considered secure materials and must be returned to the STC/DTC after testing.

**NOTE: Test Administrators must be familiar with all accommodations before testing begins. Refer to the MDE Testing Accommodations Manual (MTAM) for the policy on extended testing time. Use the student's IEPs, 504 Plans, or LSPs for timing instructions for this accommodation instead of what is listed in the script below.**

## Test Administration

Before administering the test, obtain all print materials needed for the subject of the test being administered. The Biology and U.S. History tests are timed. Make sure there is sufficient time remaining in the school day for the length of the test. Ensure that no students or TA/proctor has a cellular device in the testing room. The first steps in administering the test are to pass out test booklets, scratch paper, and pencils.

**SAY:** Today you will be taking the [ELA Session 1, Math, Science, or Grade 3 Reading Retest] 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.

Start Time: \_\_\_\_\_

Stop Time: \_\_\_\_\_

Start Time + 180 minutes

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 23



## PAPER TESTING ADMINISTRATION DIRECTIONS

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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."

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, please close your test booklet.

# PAPER TESTING ADMINISTRATION DIRECTIONS

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## ELA Session 2 – Writing Prompt

**SAY:** You will have 1 hour and 30 minutes to complete your response to the prompt. Open your test booklet to Session 2.

If you are a Human Reader administering a Read-Aloud Script, begin reading the Read-Aloud Script.

If you are NOT a Human Reader,

**SAY:** You may begin.

Start Time: \_\_\_\_\_

Stop Time: \_\_\_\_\_

Start Time + 90 minutes

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, please close your test booklet.

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.

A test administrator and a second trained licensed staff member 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** The second staff member shall 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

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**NOTE:** This script is to be used only when the test monitoring application is being utilized by the STC. This monitoring feature is a district decision.

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 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 [ELA Session 1, Math, Science, or Grade 3 Reading Retest] 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 Grades 3–8 and EOC Spring. Once the program has opened, you will see the login page.

Pause.

## APPENDIX A TEST MONITORING ADMINISTRATION DIRECTIONS

---

**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

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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,

**SAY:** Now click the “Continue” button.

Pause.

**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).

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.

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



## APPENDIX A TEST MONITORING ADMINISTRATION DIRECTIONS

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

**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 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.

## APPENDIX A TEST MONITORING ADMINISTRATION DIRECTIONS

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**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). You may now click **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.





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