MISSISSIPPI DEPARTMENT OF EDUCATION

Ensuring a bright future for every child

Mississippi Academic Assessment Program (MAAP)

TEST COORDINATOR'S MANUAL (TCM)

MAAP GRADES 3–8 AND END-OF-COURSE

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Spring 2026

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INTRODUCTION AND OVERVIEW

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Contact Information

This *Test Coordinator's Manual* (*TCM*) serves to guide Test Coordinators through sign-in and general test administration activities for the Grades 3–8 ELA and Math, Grades 5 and 8 Science, and EOC Algebra I, Biology, and English II Assessments. In addition, the following resources are available, which can be found on the **General Information—Documents** tab of the DRC INSIGHT Portal (https://www.drcedirect.com/all/eca-portal-ui/welcome/ms):

- *DRC INSIGHT Technology User Guide*—technical document for online testing
- *Portal User Guide*—detailed information on Portal navigation
- *Test Administrator's Manual* (TAM)—instructions for test administration in the classroom

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 of the DRC INSIGHT Portal.

MDE:

- Office of Student Assessment: 601-359-3052

DRC Customer Service:

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

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MAAP Grades 3–8 and End-of-Course

The MAAP Grades 3–8 and End-of-Course Assessments (EOC) are used to evaluate student performance relative to the current edition of the Mississippi College- and Career-Readiness Standards for Science, English, and Math.

The MAAP Math, Science, and EOC assessments for Algebra I and Biology each consist of one online session. The MAAP ELA and EOC assessment for English II consists of two online test sessions. Schools should set aside a block(s) of uninterrupted time for the administration of the assessments.

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 at or above achievement level 3 in reading on the state annual accountability assessment or on Retest 1 or 2 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 Assessment or Retest 1 or 2.

Refer to the Test Administrator Manual for instructions on administering the 3rd Grade Reading Retest.

More information on each assessment, including blueprints and additional resources, can be found on the Mississippi Department of Education website at https://mdek12.org/studentassessment/maap/

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Important Dates

Event	Description	Date
Prior to Testing	Online Testing Video Tutorial Available	Available Now
	Online Tools Training (OTT) Available	February 12, 2026
	Districts Order Paper Materials	February 2–13, 2026
	Practice Test Available	February 23, 2026
	Portal Test Management Opens for Districts	March 9, 2026
	Paper Materials Delivered to Districts – EOC & Grade 3 ELA	March 23, 2026
	Paper Materials Delivered to Districts – Grade 3 Math & Grades 4–8	April 20, 2026
	Additional Materials Order Window	March 10–May 22, 2026
Main Test Window	April 6–May 15, 2026	
Special Test Windows	Early Graduate/Senior Retest Window	April 6–17, 2026
	3rd Grade MAAP ELA Session 1 (Initial Test)	April 6–17, 2026
	3rd Grade Reading Retest 1	May 11–15, 2026
	3rd Grade Reading Retest 2	June 22–26, 2026
After Testing	District Secure Materials Shipping Deadline (Main Test Window and Retest 1 Materials)	May 22, 2026
	Secure Materials Receipt at DRC Deadline (Main Test Window and Retest 1 Materials)	May 28, 2026
	District Secure Materials Shipping Deadline (Retest 2 Materials)	July 2, 2026
	Secure Materials Receipt at DRC Deadline (Retest 2 Materials)	July 7, 2026

Note: Early Graduate/Senior Retesters MUST be marked grade 12 in the DRC Insight System (not MSIS). The test dates are to ensure scoring and reporting for graduation. Early Graduates may only take the EOC test(s) one time during spring testing.

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 this first window, they may take the initial test from April 20–May 15. To ensure students do not lose a testing opportunity, students should also take Retest 1 since scores from any test taken after the early window will not be provided until the summer.

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ROLES AND RESPONSIBILITIES

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

- Serves as the primary point of contact with the OSA and DRC and leads the implementation and administration of statewide assessments for the district
- Adds School Test Coordinators (STC) to the INSIGHT Portal and assigns them the appropriate permissions for the entry of new students and/or update student information
- Adds Technology Coordinators to the INSIGHT Portal who require access
- Works with each STC to identify students that are considered EOC retesters and may manually enter them into the INSIGHT Portal
- Verifies all student demographic data is correct in the INSIGHT Portal
- Orders, receives, and distributes secure test materials received from DRC
- Ensures testing irregularities are investigated, resolved, and reported to the OSA in a timely manner
- Unlocks student tests, as needed
- Collects and returns all secure materials designated for return by the vendor in accordance with DRC's material return timeline
- Views/accesses district-level assessment and score reports

Technology Coordinator—Portal User Role = District Technology Coordinator

- Serves as the information technology point of contact for all schools in the district
- Attends required DRC technology coordinator training
- Downloads and installs the online testing software
- Ensures testing devices are set up and that each school has conducted a system readiness check prior to test day

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

- Leads the implementation and administration of statewide assessments at the school
- Enters new student information and updates student information in the INSIGHT Portal
- Works with the DTC to identify students considered EOC retesters and manually enters them into the INSIGHT Portal, when needed
- Adds test administrator users to the INSIGHT Portal and assigns appropriate permissions
- Receives and inventories the school's paper-based secure testing materials; storing these within the school's secure material location while not in use for testing or preparation
- Collaborates with the school principal and DTC on test schedule development and the management of students for participation in a test session
- Creates test sessions and assigns student records to test sessions

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- Adds accommodations listed in the student's IEP to the student's testing profile on the INSIGHT Portal
- Coordinates the test day assignments of test administrators, proctors, and hall monitors
- Creates seating charts for each test session
- Prints and securely stores student testing tickets in school's designated secure material location while not in use for preparation or testing purposes
- Tracks the distribution and collection of test tickets and other secure materials using a classroom inventory log
- Alerts the DTC if a ticket must be unlocked
- Monitors student test progression and verifies submission statuses prior to student dismissal from the testing area
- Ensures all returnable secure test materials are inventoried and returned to the DTC for shipment back to DRC

Test Administrator—Portal User Role = Test Administrator

- Leads the test administration in the testing room
- Holds a current Mississippi teaching license
- Takes attendance and verifies students are seated according to the STC-provided seating chart
- For accommodated test sessions, checks that all students requiring accommodations have these available before the test begins
- Reads test directions from Test Administration Manual
- Alerts the STC if any student ticket or roster information is incorrect for correction
- Actively monitors testing students for the duration of testing
- Ensures all testing tickets and scratch paper are collected before students leave the testing area
- Immediately notifies the STC of any testing issues/irregularities that occur during the test session

Proctor

- Supports the TA as the secondary adult in the testing room
- Receives limited access to computers and secure materials
- As students arrive, seats them according to the seating chart provided by the STC
- Aids the TA in actively monitoring testing students
- Immediately notifies the STC of any testing issues/irregularities that occur during the test session

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Test Coordinator's Checklist

Before Testing

- ☐ DTCs/STCs will carefully read the *TCM* to become familiar with general test administration activities. The *TCM* and additional information can be accessed from the **General Information—Documents** page of the DRC INSIGHT Portal. Contact DRC Customer Service at 1-888-476-0264 with any questions.
- ☐ DTCs will receive a Portal username and password from DRC if they are new users. If they have not received sign-in information, they should contact DRC Customer Service.
- ☐ DTCs will communicate the dates of the testing window to all STCs within the district, assist schools with providing test training and preparation activities for students, and schedule test windows.
- ☐ DTCs/STCs collaborate with principals to create a school testing schedule, identifying students who will be tested each session during the testing window. Be sure to consider the number of students participating in online testing and the number of available testing devices. **Make sure students with special accommodations are accounted for in the schedule.**
- ☐ DTCs will train STCs and Technology Coordinators for their specific roles in testing. It is recommended that the DTC, the STC, and the Technology Coordinator meet to review and discuss the district's plan for administering the online assessments to include the district's testing schedule and testing locations.
- ☐ DTCs/STCs will attend the respective DRC trainings for portal use and technology training. Watch posted recordings as needed.
- ☐ DTCs may want to attend, assist, or monitor the Test Administrator (TA) training at each school.
- ☐ DTCs/STCs should become familiar with the DRC INSIGHT online testing features prior to testing to include the online testing video tutorial and the DRC INSIGHT Online Tools Training (OTT). STCs should ensure that Test Administrators have made arrangements for students to become familiar with these tools prior to testing.
- ☐ DTCs will add or edit users to allow specific individuals the rights (permissions) they need for accessing their student information in the Portal.
- ☐ During the appropriate timeframe, **DTCs** will order paper testing materials (accommodated materials, etc.) via the Portal.
- ☐ **DTCs must ensure the appropriate implementation of testing accommodations and address any special needs and supplies related to these accommodations. The DTC/STCs must ensure that the appropriate online accommodations are marked within the testing platform for each student requiring an accommodated test.**
- ☐ DTCs must ensure that STCs understand the policy requirements for read-aloud administrations.
- ☐ DTCs must ensure that STCs understand how to print secure online testing rosters and secure test tickets, add or edit a test session, add or edit a student, and mark accommodations for students.

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- ☐ DTCs/STCs must ensure that students **not** included in the registration file have been entered manually and assigned to a test session.
- ☐ DTCs/STCs must ensure that all eligible students have been assigned to a test session.
- ☐ DTCs must ensure that STCs understand how to troubleshoot common online testing issues.
- ☐ DTCs/STCs must ensure proper spacing between workstations is available. If proper spacing is not available then dividers must be used between students.
- ☐ DTCs/STCs must ensure that the COS and student testing devices are properly set up and ready for online testing. For more information on these devices, please refer to the Technology User Guide located in the DRC INSIGHT Portal under My Applications > General Information > Documents.
- ☐ DTCs will distribute test materials to the schools and verify with STCs that each school has received the necessary test materials. Document any missing materials on the packing list.
- ☐ DTCs will notify DRC of any missing materials from the initial shipment.
- ☐ DTCs will order additional materials as necessary.
- ☐ DTCs/STCs will create seating charts for Test Administrators to ensure accurate student placement.
- ☐ STCs will print secure online testing rosters and secure student test tickets in accordance with the procedure described in the school test security plan.
- ☐ DTCs will save the boxes in which materials were received in order to return the materials back to DRC.

During Testing

- ☐ DTCs/STCs will be available during schools' testing sessions to answer questions and help resolve testing incidents as needed.
- ☐ DTCs will provide schools with additional materials as necessary.
- ☐ DTCs/STCs will monitor the test administration by walking from room to room to ensure all TAs, proctors, and hall monitors are in compliance with the school test security plan.
- ☐ DTCs will communicate with the MDE, as required, when reporting high priority test irregularities.
- ☐ DTCs enter test invalidations in accordance with the invalidation guidelines provided by the MDE during DTC training for MAAP Assessments.
- ☐ DTCs/STCs will be prepared to coordinate and monitor adjustments in testing schedules if inclement weather or other unforeseen events threaten or force school closures, network interruptions, etc.
- ☐ DTCs/STCs will ensure that each school has a designated computer technician who can use a cell phone during testing to provide technology support.

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After Testing

- ☐ **DTCs/STCs will verify that all online tests have been submitted.**
- ☐ DTCs/STCs will collect and inventory all secure test materials, and DTCs will ship these materials back to DRC. Ensure ALL Test Booklets and Read-Aloud Scripts are returned to DRC. These barcodes MUST be scanned.
- ☐ DTCs will count and pack all secure test materials according to DRC and MDE regulations and return materials to DRC using the labels provided in the delivery of the secure materials.
- ☐ DTCs/STCs will shred the following materials and the DTC will complete the electronic Test Security Certification form in Caveon Core. Student test tickets, online testing rosters, and scratch paper are all materials that should be shredded upon completion of testing.
- ☐ DTCs will collect and upload to their districts Caveon Core account the district's seating charts and signed principal oaths required after testing concludes.
- ☐ DTCs will notify DRC of any missing materials noted prior to shipping. DRC will notify MDE in the Missing Materials Report. MDE will follow up with the district.

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Test Irregularities

A testing irregularity is an incident that may affect the results of an assessment(s). These incidents can occur before, during, or after the test administration, which can either represent a violation of test security, question the validity of the assessment results, or both. Irregularities are classified broadly into two types of categories, high or medium priority irregularities.

1. High-priority irregularities always represent violations of test security. These testing incidents create conditions in which test results are not valid or reliable measures of student performance. High-priority irregularities include the following incidents: Cheating, educator coaching, and any unauthorized review or mishandling of secure test materials.

The specific measures to address high-priority irregularities are particular to the incident and the procedures outlined in the district/school test security plan addressing the incident, but include the following basic procedures:

a. The STC is made aware and reports the issue to their DTC for investigation.

b. The DTC immediately reports the irregularity and any initial findings to the MDE's Office of Student Assessment (OSA).

c. The district submits electronic irregularity form via Caveon Core application, attaching any relevant documents and statements.

d. The district continues its investigation, if necessary, adding any new documents/ findings.

e. The OSA remains in contact with the district providing guidance as needed, which may include remediating the district's actions.

2. Medium Priority Irregularities are the most common type of irregularity. Medium Priority irregularities are incidents caused by deviations from proper test administration procedures or events that disrupt or interfere with the administration—actions, all of which may cause questions about the reliability/ validity of a test's results.

Medium priority irregularities do not always represent violations of test security, but can, depending on the situation and circumstances of the testing incident. The most common medium priority irregularity instances in terms of frequency are:

a. Sick students or staff;

b. Not providing accommodations to students entitled to receive them;

c. Improper application of testing accommodations;

d. Power or technology issues disrupting or preventing a test administration;

e. Accidental test submission;

f. Student Testing under another student's testing credentials; and

g. Inclement weather conditions which disrupt or prevent a test administration.

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When these medium priority issues occur, it may require the unlocking (a test already in progress) or the regeneration (clearing of answers and restarting the test) of a student's or students' tests by the DTC. Unlocking an assessment is only permissible under certain circumstances. **Unnecessary assessment unlocks may lead to a test security violation. *DRC will provide the MDE weekly reports of all tests unlocked during the testing window by the districts.***

MAAP—Scenarios and Actions for Unlocking Student Tests

The following chart includes scenarios and actions for unlocking student tests:

Scenario	DTC Action	MDE Action
Student Illness during testing which causes the student to not finish on the same day- Student ticket locks and needs unlocking for test completion on a later date.	• DTC may unlock the students test when the student returns to complete their test. • DTC completes a *2025–26 MAAP/ MAAP-A Testing Irregularity/Invalidation* electronic form in the Caveon Core test security application noting the test, start date, the date of completion, and the student's MSIS number.	MDE closes the irregularity case when required information is complete.
Power/ Internet Outage during testing which causes several students or all students to not complete testing on the same day, the student test will lock and require unlocking for test completion on a later date.	• DTC may unlock the students' tests when the students return to complete their tests. • The DTC completes a *2025–26 MAAP/ MAAP-A Testing Irregularity/Invalidation* electronic form in the Caveon Core test security application noting the start date of testing and the date of completion.	MDE closes the irregularity case when required information is complete.
Accidental Submission Student reviewing their answers accidentally submits their test before he/she intended to do so.	• The DTC completes a *2025–26 MAAP/ MAAP-A Testing Irregularity/Invalidation* electronic form in the Caveon Core test security application noting the early submission. • If the student will finish the test on the same day, notify the DTC to unlock the test.	MDE closes the irregularity case if required information is complete.

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Scenario	DTC Action	MDE Action
Multi-Day Test Administration Student has an IEP, 504 Plan, or LSP with a scheduling accommodation specifying testing the student over multiple days.	• DTC may unlock the student's test for each day of testing. • DTC must notify the STC/ TA that the student may not go back to any questions they had previously answered.	No irregularity form required.

Schools must not schedule an interruption to the school day, such as a fire drill, that will affect students in any way during the assessment. If an interruption in testing occurs due to severe weather, a fire alarm, or any other natural or man-made occurrence, the school test security plan MUST be followed (i.e., the Test Administrator must immediately notify the STC and note the circumstances/time of the occurrence). As soon as circumstances allow, the STC must notify the DTC, and the DTC must notify the MDE. Test administration must resume as soon as possible after the interruption, and students must be allowed sufficient time to complete the test. The DTC should fill out the MAAP Testing Irregularity/Invalidation Form from Caveon Core.

Following an interrupted test administration, the MDE staff will review the incident to provide guidance as to whether the students' work will be counted as a valid attempt. The determination of a "valid attempt" will be based on whether the students had a significant opportunity to discuss test content during the interruption.

In a situation where students have strong emotional reactions (such as an actual fire or another situation that creates a real or perceived threat or causes damage to property or injury to a person), the appropriate course of action will be determined following a review of the circumstances.

If any occurrence raises questions or concerns about correct test administration, contact the MDE immediately. The MDE State Board of Education testing irregularity policies, as stated in Appendix F of the *Mississippi Public School Accountability Standards, 2025*, must be followed.

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ONLINE TESTING VIA THE DRC PORTAL

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Sign In

Sign-in information for the Portal has been distributed by DRC for DTCs. For missing sign-in information, please contact DRC Customer Service.

1. Log In

A To log in to the Portal, you must have a username and a password. When an administrator creates a new user account, the user 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: https://www.drcedirect.com/all/eca-portal-ui/welcome/ms.

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Home Tab

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

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

User Accounts

Multiple user roles exist within the Portal—District (for DTCs), District Technology Coordinator (for Technology Coordinators), School (for STCs), and Test Administrator (for TAs).

DTCs can add or edit users as needed to allow specific individuals the rights they need for accessing information. The following chart provides details on what permissions should be assigned for each Portal user role.

Portal Permission Name	Description	MAAP			
		DTC	Tech	STC	TA
Administrator	Allows user to add/edit user accounts and profiles	X	N/A	X	N/A
Documents—View	Allows user to view documents, presentations, and manuals	X	X	X	X
DRC IRS—Access	Allows users access to DRC INSIGHT Interactive Reporting system	X	N/A	N/A	N/A
DRC IRS—District	Allows users District-level access to DRC INSIGHT Interactive Reporting system	X	N/A	N/A	N/A
Edit Student—PreID Data	Allows user to edit PreID student data	X	N/A	X	N/A
Enrollment—Primary Window	Allows user access to enrollments	X	N/A	N/A	N/A
Materials—Additional—Primary Window	Allows user access to additional materials during the primary window	X	N/A	N/A	N/A
Materials—Additional—View/Edit	Allows user to enter, view, and modify Additional Materials orders via the Client Entry screen	X	N/A	N/A	N/A
Online Testing—Secured Resources	Allows user to view secured online testing downloads and tutorials	X	X	N/A	N/A
Reports—View District Files	Allows user to view district reports	X	N/A	N/A	N/A
Reports—View School Files	Allows user to view school reports	X	N/A	N/A	N/A
Status Reports—District Reports	Allows access to district-level status reports as noted in the online testing reports configuration document for Mississippi	X	N/A	N/A	N/A
Students—Add/Edit	Allows user to add/edit students and student data	X	N/A	X	N/A
Students—Download Students	Allows user to download a list of student information for all students in a school	X	N/A	X	N/A

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Portal Permission Name	Description	MAAP			
		DTC	Tech	STC	TA
Students—Search/View (to use any of the other student permissions you MUST also have Students—Search/View)	Allows user to search/view student data and download search results	X	N/A	X	X
Students—Upload	Allows user to upload a list of students and student data	X	N/A	X	N/A
Teachers—Add/Edit	Allows user to add/edit teachers who have students testing	X	N/A	X	N/A
Teachers—Search/View (to use the other teacher permission you MUST also have Teacher – Search/View)	Allows user to search/view teacher data and download search results	X	N/A	X	X
Teachers—Upload	Allows user to upload a list of teachers that have students testing online	X	N/A	X	N/A
Test Monitoring—Access	Allows user to view the test monitoring page and to generate monitoring session codes	X	N/A	X	N/A
Test Session—Add/Edit	Allows user to add, edit, and delete test sessions	X	N/A	X	N/A
Test Session—Search/View (to use any of the other test session permissions you MUST also have Test Session—Search/View)	Allows user to search/view test sessions and download search results	X	N/A	X	N/A
Test Session—Status Summary	Allows user to view testing status summary information	X	N/A	X	X
Test Session—Upload	Allows user to upload a list of test sessions for purposes of adding or editing test sessions	X	N/A	X	N/A
Test Setup—Central Office Services	Allows user to configure a computer or other approved device to use for testing	X	X	X	N/A
Test Setup—Primary Window	Allows user access to Test Setup during the primary window	X	N/A	X	X
Test Setup—View Student Status	Allows user to view test status by student	X	N/A	X	X
Test Tickets—Invalidate/Validate	Allows user to invalidate or validate a student's test for the purposes of flagging the test results as invalid	X	N/A	N/A	N/A

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Portal Permission Name	Description	MAAP			
		DTC	Tech	STC	TA
Test Tickets—Unlock	Allows user to unlock a student test ticket after a student's test status is "Completed" or if the student test ticket is "Locked" **NOTE: ONLY DTCs** are allowed test unlock permissions. It is the responsibility of the DTC to ensure this permission is exclusive to their account only.	X	N/A	N/A	N/A
Test Tickets—View Questions Attempted	Allows user to see hover text over the Status column—the text "x of y Questions Attempted" will be displayed in the hover text	X	N/A	X	N/A
Test Tickets—View/Print	Allows user to print student test tickets and view individual ticket statuses	X	N/A	X	X
View Reports—Download—District/School	Allows user to download all reports for a district or school for an administration	X	N/A	N/A	N/A

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Edit or Add User Permissions

A DTC can add a new user and assign permissions by going to the **User Administration** tab.

1. To **add** a new user,
   - A Select **My Applications** and **User Management**.
   - B Select the **Add Single User** tab. Fill in the form for the new user.
   - C Choose an **Administration** for the new user.
   - D Choose a **Role** for the new user.
   - E Choose the appropriate **District** and **School** (this be may pre-populated based on your permissions).
   - F Select the appropriate permissions from the **Available Permissions** list on the left. Move them to the right to the **Assigned Permissions** list. You may also select the appropriate permission set from the dropdown. This preselects the suggested permissions for that user role. Then select the single arrow to move the selected permissions to the Assigned Permissions list. Be sure to review the permission list to verify you have selected only appropriate permissions for that user. NOTE: Permission Sets are also available for your convenience. Once you select a Role, a new drop-down menu labeled Permission Sets will appear. Select the set to match the role. This will highlight all of the expected permissions for the role. Select the single right arrow to move all highlighted permissions to the Assigned Permissions box. You can still add or remove permissions after applying a set.
   - G Use the single arrow to move one permission at a time or the double arrows to move all permissions together.
   - H You may also clone permissions from another user you have set up. To do this, select this icon . Search for the user you would like to clone, and select the blue circle next to that person's name.
   - I **Save** when you are finished.

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2. To **edit** permissions for an existing user, select **My Applications** and **User Management**.

- **A** Select the **Edit User** tab.
- **B** Find the user who needs edits using the filters available.
- **C** Select the **View/Edit** action icon for the user. Then either select the **View/Edit** icon on an available administration to edit permissions or select the **Add** button to add permissions to a new administration.

Additional Functions

Refer to the *Portal User Guide* for details on how to perform the following additional functions:

- Adding/removing permissions for multiple users
- Inactivating user accounts
- Re-activating user accounts

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Edit or Add a Student

Student records provided in the registration file will be automatically uploaded into the Portal. If student records did not contain complete information or if the information needs to be modified, the record can be edited via the Portal.

1. To search and edit student records, follow these steps:

- **A** Select **Manage Students** under the **Student Management Application**.
- **B** Select the current **Administration**.
- **C** If applicable, select the **District** and/or **School**.
- **D** Find the student record using the filters available. Select **Find Students**.
- **E** Select the **Edit Student** icon in the **Action** column for the student record you wish to edit and make the changes, as needed. Save when you are finished.

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2. To add a new student, follow these steps:
   a. Select **Manage Students** under the **Student Management Application**.
   b. Select the current **Administration**.
   c. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
   d. Select **Add Student** (at the bottom of the page).
   e. Enter the student's information into the fields on all applicable tabs.
   f. Select **Save**.

   NOTE: The student will then need to be added to a test session prior to testing.

Additional Functions

Refer to the *Portal User Guide* for details on how to perform the following additional functions:

- Adding a new student record directly into a test session in one step
- Exporting student records into an Excel spreadsheet
- Uploading multiple student records using a template

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Edit or Add a Teacher

Teacher records provided by the MDE will be automatically uploaded into the Portal. If teacher records do not contain complete information or if the information needs to be modified, the record can be edited via the Portal.

1. To search and edit teacher records, follow these steps:

- **A** Select **Manage Teachers** under the **Teacher Management** application.
- **B** Select the current **Administration**.
- **C** Select the **District** and **School** (these fields may be pre-populated based on your permissions). Enter any additional search criteria.
- **D** Select **Find Teachers**.
- **E** Select the Edit Teacher icon in the **Action** column for the teacher record you wish to edit and make the changes, as needed.

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2. Teachers who were not included in the file provided by the MDE will need to be added. **To add teachers**, follow these steps:
   a. Select **Manage Teachers** under the **Teacher Management Application**.
   b. Select the current **Administration**. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
   c. Select **Add Teacher** (at the bottom of the page).
   d. Enter the information in the fields provided.
   e. Select **Save**, or to add another teacher, select **Save & Add Another**.

   NOTE: Input the teacher's license number in the **Teacher ID** field.

Additional Functions

Refer to the *Portal User Guide* for details on how to perform the following additional functions:

- Exporting teacher records into an Excel spreadsheet
- Deleting teacher records
- Uploading multiple teacher records using a template

Creating Test Sessions

Test sessions are used to assign students to an assessment to generate student test tickets. Students use information on their tickets to sign in to the actual online test. Districts should follow the steps below to create test sessions and assign students to a session.

NOTE: Teacher records should already be in the Portal before creating test sessions. If the teacher is not available when searching, follow the instructions (see #2 above) to add a teacher.

1. To create a test session, follow these steps:
   A. From the **My Applications** menu bar, select **Test Management** and
   B. Click **Manage Test Sessions**.
   C. Select the current **Administration**.
   D. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
   E. At the bottom of the Test Sessions screen, click **Add Session**.

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2. On the Add Test Session page, enter the required information (indicated by an asterisk [*] next to the field). You must populate: Session Name, Content Area, Assessment, and Teacher (this should be the teacher of record for this group of students). The following fields will pre-populate for you: Mode, Begin Date, and End Date.

At this time, also verify your preferred settings for Test Monitoring and Restricted Access. If you do not want to use Test Monitoring, leave the default settings of None and False. For more information on Test Monitoring, please see the *Portal User Guide*.

NOTE: Since a student's teacher might not actually be the individual who administers the test (i.e., Test Administrator), input the Test Administrator's name as part of the Test Session name. For example, if John Smith is going to be a Test Administrator for a first-period Biology class, the session could be named "Biology 1st Period John Smith."

A. Select **Find Students**.

B. Select student from the **Available Students** list (to select more than one student, use Ctrl+Click).

C. Select the **Right Arrow** icon to move the selected student(s) from the **Available Students** list to the **Students in Session** list.

D. To remove students from a session, select students and choose the **Left Arrow** icon to move records from the **Students in Session** list to the **Available Students** list.

E. Select **Save**.

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Helpful Hints

- To quickly update student demographics and accommodations in a test session, double-click on the student name on the Add/Edit Test Session screen.
- Test sessions can be edited at any time, but they cannot be deleted if any of the students within the session have begun testing. The Delete icon is unavailable (grayed) when a test session is either In Progress or Complete.
- When editing a test session, the content area or assessment can be changed ONLY when there are no students in the Students in Session list on the Edit Test Sessions screen.
- Follow the steps in this section to create the test session for the Grade 3 Retest 1. Select the students who did not achieve a "**PASSING**" status in the initial test window. Repeat the steps to create the test session for the Grade 3 Retest 2. Select the students who did not achieve a "**PASSING**" status in the initial or the Retest 1 window.

Test Session Status

- **Not Started:** None of the students in the session have started testing.
- **In Progress:** One (1) or more of the students in the session have started or completed testing.
- **Complete:** All of the students in the session have completed testing.

Additional Functions

Refer to the *Portal User Guide* for details on how to perform the following additional functions:

- Editing test sessions
- Copying test sessions
- Deleting test sessions
- Uploading multiple test sessions using a template

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Printing Student Test Tickets and Roster

Follow these steps to view/print student test tickets for a test session; student test tickets are secure documents:

1. Select **Manage Test Sessions** under the **Test Management** application.
2. Select the current **Administration**.
3. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
4. Enter any additional criteria.
5. Select **Show Sessions**.
6. To print:

   A For an entire test session, select the **Print All Tickets** action icon next to the desired test session.

   B For a subset of tickets from a test session, select the **Edit/Print** action icon next to the desired test session. On the pop-up window, select the check box next to the student(s) for whom you want to print a ticket and then select the Print Selected button.

7. A PDF document opens containing the test ticket instructions, a roster of tickets being printed, and the test tickets.
8. Print the PDF and separate the tickets for distribution to students at testing time.

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9. The student test ticket includes information such as the name of the assessment, test session name, student name, username, and password. Online accommodations, if applicable, are also included.

MAAP Fall 2024 **Test Ticket**

Algebra I

Student Name:	Student, Example
MSIS ID:	777777777
Date of Birth:	11/11/2006
School:	DRC Use Only - eDIRECT Sample School
Test Session:	Example Algebra I Session
Online Accom:	TTS55
Username:	EStudent1
Password:	MILL7309

Test Ticket Status

- **Not Started:** Student has not started the test.
- **In Progress:** Student has begun testing.
- **Complete:** Student has completed testing.
- **Locked:** Test is locked (an in-progress test locked overnight).

Tracking Online Student Test Tickets

MAAP Fall 2024
Student Test Roster

District: DRC Use Only - Sample District
School: DRC Use Only - MS Sample School
Assessment: English II
Test Session: Sample English II

Form	Student Name	MSIS ID	Username	Password	Accommodations	Test Ticket Out	Test Ticket In
1	Sample, Student	272627262	SSample1	[illegible]		_____	_____
1	Sample, Student	008765654	SSample1	[illegible]		_____	_____
1	Sample, Student	787455767	SSample1	[illegible]	TTS55	_____	_____

This is a sample online testing roster, and it should be used to track secure student test tickets at all times. Online testing rosters are secure documents. For each day of testing, the STC and Test Administrator must use the online testing roster or classroom inventory log to sign out and sign in secure test tickets.

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Steps to Unlock a Test Ticket

The DTC will follow these steps to unlock a test ticket from the test session:

1. Select **Manage Test Sessions** under the **Test Management** application.
2. Select the current **Administration**.
3. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
4. Enter any additional criteria.
5. Select **Show Sessions**.
6. Find the test session within the list.

   A Select the **Edit/Print Ticket Status** action icon.

7. Find the student in the list (you can filter the student list by last name and/or ticket status).
8. Select the **Unlock** action icon for the identified student. The student will then be able to log in to their test again using the original test ticket.

9. If unlocking more than one student ticket within a single test session, you may also check the boxes next to the student names and select the **Unlock Selected** button.

   Unlock Selected

10. If unlocking all students within a single test session, you may select the **Unlock All** button.

    Unlock All

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Additional Guidance Regarding Unlocking Student Tests

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

The table on pages 12 and 13 describes actions to take in response to various scenarios that require a student's **Test Ticket** to be unlocked before the student can complete the assessment.

Testing should be scheduled so that students can complete their test in a one-day period unless the student has an IEP/504 Plan specifying administration of a multi-day test.

Only DTCs may unlock tests. The STC must contact the DTC with the details of why the test must be unlocked.

DTCs have the authority to unlock test tickets without filling out a *2025–26 MAAP/MAAP-A Testing Irregularity/Invalidation Form* in Caveon Core for this situation only:

- if a student has an IEP, 504 Plan, or LSP with a multi-day accommodation. **Note: An Extended Time (20) and Multi-Day (25) Stopping Points Guidance Document is available on https://mdek12.org/studentassessment/maap/.**

Additional Functions

Refer to the *Portal User Guide* for details on how to perform the following additional functions:

- Unlocking a test ticket from the student profile

For ACCOMMODATIONS (Medium Priority Irregularities) see the information below.

If a student begins the test without the appropriate accommodation(s), the DTC must contact DRC Customer Service to regenerate the test. There are two categories to consider for the student:

a. student visits/answers ten (10) items or less; and

b. student visits/answers eleven (11) items or more.

Examples A and B are listed in the chart on the next page detailing specific steps for each to be observed by the DTC.

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The following scenarios and actions are required for regenerating a student's test.

Scenario	DTC Action	MDE Action
Missing Accommodation A Student begins testing and answers one or more questions. The student or TA realizes they do not have appropriate accommodation applied for the test and/or the student completes the entire test without appropriate accommodations applied.	**If 10 items or less were visited:** • The DTC calls DRC Customer Service to receive a case number for the regeneration of the test. • The STC marks the appropriate online accommodation(s). • The DTC, using the case number received from DRC's Customer Service, completes the *2025–26 MAAP Regeneration District Request Form* found on Caveon Core attaching supporting documentation. **If 11 items or more are visited including:** • The DTC calls DRC Customer Service to receive a case number for the regeneration of the test. • DTC informs Special Education personnel charged with the student of the accommodation irregularity. • The Special Education personnel convene the respective committee (IEP, 504 plan, or LSP) to consider the three options below, selecting the most appropriate for the student. a. **Regenerate** the student's test with the correct accommodation(s), retesting the student; or b. **Not retest** the student; the existing test will be scored; or c. **Invalidate** the student's test.	OSA will review and approve regeneration requests as they are received. OSA will review Irregularity submissions and close if all information is present. Periodically check back in the ***Discussion*** sections of both forms until resolution is achieved, all correspondence relating to District Requests and Irregularities are done in this section of the forms.

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Scenario	DTC Action	MDE Action
	• **If regenerating**, the DTC, using the case number received from DRC's Customer Service completes the *2025–26 MAAP Regeneration District Request Form* found on Caveon Core attaching supporting documentation including the completed *Statewide Testing Accommodation Violation Template* detailing the decision. • The STC enters the appropriate accommodations in the DRC INSIGHT portal, schedules a makeup date, and prints a new test ticket so the student may receive the computer accommodation. • **If the student will not retest or the test will be invalidated,** the DTC completes the *2025–2026 MAAP/MAAP-A Testing Irregularity/Invalidation Form* found on Caveon Core attaching supporting documentation including the completed *Statewide Testing Accommodation Violation Template* detailing the decision. • DTC will mark the invalidation code in the INSIGHT platform, see page 48 from this document for entering invalidations in the INSIGHT testing platform.	

Note: A NEW test ticket is required if the student's test is regenerated. The student username will be the same, but the password will be different.

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It is especially important that the DTCs and STCs work closely with special education coordinators and teachers within schools to ensure that all accommodations are provided for students with disabilities in accordance with each student's IEP/504 Plan/LSP.

Additional Testing Guidelines

If a student begins the Session 2: Writing portion of the ELA or English II exam prior to taking Session 1: Reading, THE STUDENT SHOULD CONTINUE TESTING AND COMPLETE SESSION 2 since the student has been exposed to the writing prompts. The STC should allow the student to take Session 1 at the next available makeup opportunity.

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 first 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 one writing prompt, they are able to **complete only the second prompt that was not already viewed** in a make-up session. Calling the MDE is not necessary for a student taking a quick restroom break.

For all other MAAP assessments, if a student must leave the testing area for any reason before completing the test, the TA must ensure the student clicks the **PAUSE** button. Note the testing system is designed to EXIT a student out of a test after 20 minutes of inactivity. The TA should collect the student's testing materials and document the time the student exits/returns. 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, and 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 login credentials.

If a student does not complete the test, he/she MAY be eligible to retake or finish the test during a make-up session. Make-up testing is ONLY for those students who were not present or had an emergency during the original testing session. The DTC will need to be notified so an irregularity form can be completed for student illness or emergency. See **Student Illness** in the chart on page 12.

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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.
	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.

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Accommodations

The following online, print, and testing accommodations are available to students according to their IEP/504 Plan/LSP. Please refer to the new Mississippi Accommodations Testing Manual for more information.

Important note: The student will receive the appropriate online accommodation if it is marked on the student's respective document (IEP/504 Plan/LSP) 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. See pages 36 and 37 for guidance.

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; American sign language is another way 55 is provided. ASL, TTS, and HR are the options and independent from one another	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

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NOTE: Extra time (code 20) allows students additional time to complete a MAAP assessment, up to the full instructional school day. Students receiving extra time should not start testing halfway through the school day unless a delayed start is specified in the student's IEP, 504 Plan, or LSP to ensure enough time is available to provide the extra test time. For additional guidance, see MDE's current Accommodation (A20) Extra Time and Accommodation (A25) Multi-Day Stopping Points Guidance on the MAAP web page.

NOTE: There are 2 Online options for Accommodation Code 55.

- **Text-to-Speech (55 – TTS):** Student uses headphones with the computer voice reading the test questions and answer choices to the student.
- **Human Reader (55 – HR):** Student has the Test Administrator reading the test questions and answer choices aloud to the student. This accommodation requires a paper Read Aloud script.

  Each delivery method of accommodation 55 must be assessed in separate test sessions. Simply, students receiving TTS cannot test in the same testing session as students receiving HR.

  Note: Due to the Literacy-Based Promotion Act, TTS and Human Reader accommodations will not be available for students taking the 3rd Grade Reading Assessment or either retest. All directions to be read to students taking this assessment are contained in the *Test Administrator Manual*.

The 55-TTS Reading Guide

Grade and Subject	ELA Passages	Test Questions	Answer Choices	Writing Prompts (ELA Session 2)
Science (All Grades)	N/A	Yes	Yes	N/A
Math (All Grades)	N/A	Yes	Yes	N/A
U.S. History	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.

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Adding Accommodations

Prior to the beginning of testing, accommodations must be added to the students' record(s). Accommodations are available to students with documented needs. Please refer to the July 2022 edition of the Mississippi Accommodations Testing Manual for more information. The following instructions provide the steps for adding accommodations to student record(s) in the Portal.

There are two ways to complete this task.

1. Add an accommodation to a single student record.
2. Add accommodations to multiple student records.

Follow the steps below to add an accommodation to a single student record.

1. Select **Manage Students** under the **Student Management Application**.
2. Select the **Administration** you would like to view.
3. If applicable, select the **District** and/or **School**.
4. Find the student record using the filters available.
5. Select **Find Students**.
6. Select the Edit Student icon in the **Action** column for the student record.

   A Select the **Accommodations** tab and check (or uncheck) the appropriate accommodations for the student record.

7. Select **Save**.

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Follow these steps to add accommodations to multiple student records.

1. Select **Manage Students** under the **Student Management** application.
2. Select the current **Administration**.
3. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
4. Perform a search to find the students.
5. Check the box next to each student who needs the same accommodation change.
6. Select the **Update Accommodations** button at the bottom of the screen.
7. In the **Update Accommodations for Multiple Students** box, first choose the update mode.

   A Select **Assign Accommodations** or **Remove Accommodations**.

   NOTE: You may only add or remove within a single update.

8. Check the box for the accommodation(s) that you would like to add or remove for the selected students.
9. Select **Save** to apply the accommodations change.

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To ensure that accommodations are appropriately marked for students, information can be exported into Excel for all students at the school level (students must first be added to test sessions since student accommodations may vary by assessment). Follow these steps to export student details:

1. Select **Manage Test Sessions** under the **Test Management** application.
2. Select the current **Administration**.
3. Select the **District** and **School** (these fields may be pre-populated based on your permissions).
4. Select the **Show Sessions** button.
5. Select the **Export Student Details** button to export information into Excel. Accommodations are indicated in column T of the export.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Administr	District Co	District Na	School Co	School Na	Session N	Content A	Assessme	Begin Date	End Date	Student La	Student Fi	MSIS ID	Grade	User Nam	Password	Status	Date Start	Date Com	Accommo	Testing Codes		
95	MAAP Spr	9999	DRC Use C	999	DRC Use C	MDE Revie	Science	Science Gi	1/13/2021	12/31/2021	STANDARI	MDEREVIE	444444822	5	MSTANDA	WIDE3576	Not Started						
96	MAAP Spr	9999	DRC Use C	999	DRC Use C	MDE Revie	Science	Science Gi	1/13/2021	12/31/2021	STANDARI	MDEREVIE	444444823	5	MSTANDA	FLAT7094	Not Started						
97	MAAP Spr	9999	DRC Use C	999	DRC Use C	MDE Revie	Science	Science Gi	1/13/2021	12/31/2021	TTS	MDEREVIE	444444774	5	MTTS1	LIKE6504	Not Started			Online: Text-to-Speech (TTS) [55 only			
98	MAAP Spr	9999	DRC Use C	999	DRC Use C	MDE Revie	Science	Science Gi	1/13/2021	12/31/2021	TTS	MDEREVIE	444444775	5	MTTS2	NOTE8079	Not Started			Online: Text-to-Speech (TTS) [55 only			
99	MAAP Spr	9999	DRC Use C	999	DRC Use C	MDE Revie	Science	Science Gi	1/13/2021	12/31/2021	TTS	MDEREVIE	444444776	5	MTTS3	STAR9494	Not Started			Online: Text-to-Speech (TTS) [55 only			
100	MAAP Spr	9999	DRC Use C	999	DRC Use C	MDE Revie	Science	Science Gi	1/13/2021	12/31/2021	TTS	MDEREVIE	444444777	5	MTTS4	KNOW547	Not Started			Online: Text-to-Speech (TTS) [55 only			
101	MAAP Spr	9999	DRC Use C	999	DRC Use C	MDE Revie	Science	Science Gi	1/13/2021	12/31/2021	TTS	MDEREVIE	444444778	5	MTTS5	READ6185	Not Started			Online: Text-to-Speech (TTS) [55 only			
111	MAAP Spr	9999	DRC Use C	999	DRC Use C	MDE Revie	Science	Science Gi	1/13/2021	12/31/2021	STANDARI	MDEREVIE	444444838	8	MSTANDA	SLOW6083	Not Started						
112	MAAP Spr	9999	DRC Use C	999	DRC Use C	MDE Revie	Science	Science Gi	1/13/2021	12/31/2021	STANDARI	MDEREVIE	444444839	8	MSTANDA	GROW263	Not Started						

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Marking Retesters

MAAP-EOC administrations will include Biology, English II, and Algebra I first-time testers and retesters. If a student has taken the MAAP-EOC assessment previously, he/she must be marked as a retester.

To mark a student as a retester, follow these steps:

1. Select **Manage Students** under the **Student Management Application**.
2. Select the current **Administration**.
3. If applicable, select the **District** and/or **School**.
4. Find the student record using the filters available.
5. Select **Find Students**.
6. Select the **Edit Student** icon in the **Action** column for the student record.
7. Select the Demographics tab (A) and check the retester checkbox for the appropriate subject.

8. Select **Save**.

NOTE: Students who are re-testing will not be included as part of the registration file and will need to be added manually in the Portal. See the **Edit or Add a Student** section for instructions about manually adding these students.

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Moving Students

1. Students can be transferred to another school within the same district as long as they have not started testing.
2. If a student has already been placed into a test session, they must be removed from the session before they can be moved to another school.
3. Only DTCs should complete this task.
4. Students who transfer to a new district must be added manually as a new student for the new district.

If a student record needs to be transferred from one school to another school within the same district, complete the following steps:

1. Select **Manage Students** under the **Student Management Application**.
2. Select the current **Administration**.
3. If applicable, select the **District** and/or **School**.
4. Find the student record using the filters available. Select **Find Students**.
5. Select the **Edit Student** icon in the **Action** column for the student record.
6. On the **Student Detail** tab (A), select the new school (B) from the drop-down list.
7. Select **Save**.

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Invalidations

If a student's test needs to be invalidated, the Test Administrator must immediately notify the STC. Complete the following steps to invalidate a test:

1. The STC must notify the DTC.
2. The DTC must then
   - **a.** complete the *2025-26 MAAP/MAAP-A Testing Irregularity/Invalidation Form* in Caveon Core and upload supporting documents to the form in Caveon Core.
   - **b. enter the invalidation code in the INSIGHT Portal (see step 7 below).**
   - **c.** invalidate the test via the INSIGHT Portal (see step 8 below) before the test window closes. Please note that invalidations must be marked in the INSIGHT Portal by the last day of the test window.

To invalidate a test, follow these steps.

1. Select **Manage Students** under the **Student Management Application**.
2. Select the current **Administration**.
3. If applicable, select the **District** and/or **School**.
4. Find the student record using the filters available.
5. Select **Find Students**.
6. Select the **Edit Student** icon in the **Action** column for the student record.
7. Select the **Testing Codes** tab (A) and select the appropriate reason for invalidation for the subject tested from the drop-down menu. (A list of invalidation codes are detailed in the chart on page 48.)
8. Select the **Test Sessions** tab (B) and select the Invalidate button ( ) for the appropriate subject.
9. Then, select **Save**.

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Invalidation Codes

Code	Description
1	Student not given accommodations per IEP/504 Plan/LSP
2	Sudden illness (must document with OSA Medical Emergency Form)
3	Extreme emotional reaction
4	Student/parent refusal
5	Student tested with non-allowable accommodation
6	Student cheated
7	Student tested beyond unit testing time allowed or other testing-time issues
8	Possession of electronic device
9	Staff testing violation (i.e., inappropriate manipulatives [unauthorized calculator, supplemental aids], coaching)
10	Other (i.e., Student tested under wrong credentials)
11	Tested off grade
12	Student Not Tested

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Transcribing Print Accommodations

For students requiring accommodated materials such as Large Print, Braille, or Paper/Pencil test books, all responses for all assessments must be transcribed into the online system.

After a student completes testing, the transcriber will copy the student responses from the accommodated edition of the test book into DRC INSIGHT. **All responses must be transcribed into the online system.** Ensure that all accommodated materials are collected and returned to DRC (see the Handling Secure Print Materials section).

Transcription Instructions

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 book 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 book. Do not modify the student's response in any way other than what the student provides. For writing, the student must be given the opportunity to review their response in the portal to access the new writing tools for each writing prompt. Students can receive up to 20 minutes per prompt to access and use these tools.

Changes should be made simultaneously in the portal and the test booklet. Student books should reflect changes made in the system.

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

If you have any questions, please contact DRC Customer Service via phone at 1-888-476-0264 or email at MSHelpDesk@datarecognitioncorp.com.

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Reviewing Student Information

District and School Test Coordinators should review student information (demographics, accommodations, etc) as entered into the DRC INSIGHT Portal to verify it is correct. Portal users with the appropriate Portal permissions can edit student information, as needed until the end of the testing window. Once the testing window closes, this information will be used for final reporting.

To quickly review information for a group of students, export student details into an Excel spreadsheet. The steps below walk through searching students and exporting to Excel. If changes are needed for any students, find the student in Manage Students and select the View/Edit action icon to make changes and save.

Search Students

To search for students, follow these steps:

1. Select **Manage Students** under the Student Management Application.
2. Select the current **Administration**.
3. Select the **District** and/or **School**.
4. Enter any other desired search criteria.
5. Select **Find Students**.

To clear your search and start over, select **Clear**.

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Export Student Records

To export search results, follow these steps:

1. Search for students following the previous steps.
2. Select **Export to Excel**.

Note: Only the search results will be exported to Excel.

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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.

General Information for Using Tablet Devices

If you are administering the test using an iPad:

- 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.

If you are administering the test using a Chromebook:

- 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 Kiosk Mode, which means that the student cannot access any other application until they exit the online testing engine.

Other Considerations for Tablet Devices

- STCs or Test Administrators should ensure each device is fully charged or plugged in before beginning testing.
- DRC INSIGHT will be displayed in landscape mode only.
- Students should be taught 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).

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Text-to-Speech (TTS) Accommodation

Text-to-speech is an accommodation where a computer-voice screen reader reads text aloud to the student during the online test session. The technology requirements for students testing with TTS may differ from a standard administration. Please note the following:

- Schools are responsible for supplying headphones needed for TTS.
- TTS does not operate with remote or virtual configurations.
- TTS requires a COS service device with content management to download the test content before testing.

For students who will be testing with the text-to-speech accommodation, the following tasks should be completed 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 III: 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.

NOTE: Students can use the OTTs to familiarize themselves with the TTS functionality.

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HANDLING SECURE PRINT MATERIALS

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Receiving Materials

Accommodated materials will be packed in boxes by school and shipped to the District Test Coordinator. The DTC **must** store materials in a secure location until distributing them to schools. It is recommended that secure materials leave the district office no more than three school days before the start of testing. In the shipment, DTCs will receive district return materials to use after testing, which include box labels, and UPS return labels. Upon receiving materials from the DTC, STCs must inventory the materials using the packing list. If the contents do not match the packing list, the DTC must contact DRC Customer Service. STCs must store materials in a secure location at all times, except when they are being used for testing. If additional materials are needed, the DTC must place the order.

Ordering Additional Materials

Additional Materials

After the initial materials shipment has been inventoried:

1. The **Additional Materials** tab under the **Materials** menu allows the DTC to place an additional material order or to review an existing order. Only DTCs should place an order for additional materials.
2. On the **Additional Materials** page, select the **Add Order** button, complete the form, and submit the order.

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Tracking Materials

Material Description	Security Code	Received from DRC	Checked Out To School	Checked In From School	Returned To DRC	Notes
Grade 4 ELA Standard Test Booklet	14100001					
Grade 6 Math Standard Test Booklet	36100001					
Algebra I Standard Test Book	22100002					
Algebra I Online Read-Aloud Script	22600001					
Biology Read-Aloud Script	23900007					
English II Standard Test Book	25100009					

Electronic security checklists are posted to the DRC INSIGHT Portal to assist DTCs with inventory and tracking of secure paper test materials. These initial checklists are created and include only materials in the initial material order shipment. Any materials received as a result of an additional material order should be added manually to this form.

Security checklists can be downloaded from the Portal by completing the following steps:

1. Select **My Applications—Reporting Services**
2. Select **Published Reports**
3. Select **District**
4. Select **School** as **All Sites**
5. Select the **Administration**
6. Select **Display Reports**
7. Select the **Electronic Security Checklist** to download
8. You may either work with the electronic file to manage materials or print the file and work with a paper copy of the checklist.
9. Add column headers to allow for tracking the movement of secure materials (i.e., receipt, distribution, and return to DRC). An example of a security checklist with added column headers is shown above.

Day of Testing

STCs must distribute materials the morning of testing and collect them at the end of each testing block/day. For all tests, the following materials are needed:

- Student test tickets printed from the INSIGHT Portal
- Accommodated materials, if applicable

After testing is complete, all secure materials designated for return by the vendor (Read-Aloud Scripts and Paper/Pencil, Large Print, and Braille Test Books) must be provided to the DTC for accountability and returned to DRC.

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Returning Secure Materials

After testing, all secure materials must be returned to DRC. Complete the following steps to organize materials for return.

For School Test Coordinators

- ☐ Collect all secure materials from Test Administrators.
- ☐ Place secure materials (Read-Aloud Scripts; Paper/Pencil, Large Print, and Braille Test Books) in a DRC box, unsealed, and return them to the District Test Coordinator for required verification checks.

For District Test Coordinators (see graphics on next page)

- ☐ Use the security checklist to confirm that the materials originally received match what is being returned. Keep a copy of the security checklist for your records in case there are questions from DRC or MDE after materials are returned.
- ☐ Seal all boxes with shipping tape.
- ☐ Place a white DRC return label on top of each box (Flap A).
- ☐ Indicate Box _ of _ for entire district on each box.
- ☐ Place a UPS shipping label on the top of each box (Flap B).
- ☐ Arrange for UPS pick-up. If a daily pick-up or regular deliveries from UPS are available, simply give the package(s) to the UPS driver. If UPS does not come on a daily basis, call 866-857-1501 to schedule a customer pick-up.

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At the District Level

Secure Materials Return at the District Level	
☐ Once the secure materials are included in the boxes, fill any empty space in the boxes with crumpled paper or bubble wrap, ensuring that testing material does not shift during transit. Make sure you fill voids to the top of the box.	
☐ Fold the outer flaps (with old shipping labels) in, exposing the A and B flaps.	
☐ Affix the white DRC label on Flap A of the return box.	
☐ Affix the UPS label on Flap B of the return box.	
☐ Tape boxes securely by using three (3) pieces of packing tape on BOTH the top and bottom of the box. Overlap the tape and make sure it wraps around the sides at least two (2) inches.	

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VIEWING TEST RESULTS

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At the District Level

Test results will be available on the INSIGHT Portal after testing for DTC access.

To access your reports on the DRC INSIGHT Portal, go to **My Applications—Reporting Services**.

Then, you can select the report option from the side navigation to view the available reports.

For guidance on interpreting the reports, Description of Reports will be posted to the **General Information—Documents** tab of the DRC INSIGHT Portal after the Spring administration.

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APPENDIX A
TEST MONITORING APPLICATION

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APPENDIX A TEST MONITORING APPLICATION

The Test Monitoring Application in the DRC INSIGHT Portal allows the ability to monitor testing activity throughout the duration of student testing by using secure Monitoring Codes. To do this, the School Test Coordinator (STC) will open the Test Monitoring application where a unique monitoring code will be assigned. The Test Administrator will share this code with the students the STC will be monitoring. This code can be shared at the same time as test tickets are distributed to students. The secure Monitoring Code should not be shared via email. After logging in to a test, students will enter the Monitoring Code and they will then show up on the Test Monitoring Dashboard. This is an optional feature within the DRC Portal to be used at the district and school coordinator's discretion.

Test Monitors have the flexibility to track students across different test administrations and across different locations, if needed. Test Monitors can only see participants using their Monitoring Code and cannot share their Monitoring Code with other DRC INSIGHT Portal users. There is also an optional ability to control when students start a test by configuring the "Restricted Access" option. Test Monitoring and Restricted Access options are configurable on the test session level. The Add/Edit Test Session screen will allow the user to select how to configure the test session as it relates to Test Monitoring. The Test Monitoring application includes online help that is launched directly from the DRC INSIGHT Portal. The Test Monitoring Online Help covers all aspects of the Test Monitoring functionality.

In addition to the guidance below, there is also a brief instructional video about using the Test Monitoring Application. To view this video, visit the Portal Documents page, open the PDF named "INSIGHT Portal Admin Training Videos", and select the link for the Test Monitoring Application video. The *Test Administrator's Manual* (TAM) includes information and a test administration script that should be used if the school has chosen to use the Test Monitoring Application for a test session.

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Test Monitoring Application for School Test Coordinators

Preparing Test Administrators

Training for the use of Monitoring Codes should be conducted by the School Test Coordinator prior to the beginning of testing.

Distribute the Monitoring Code to Test Administrators if using the Test Monitoring Application. Direct Test Administrators to follow the Test Monitoring Administration Directions found within the Test Administration Manual. NOTE: Monitoring Codes are valid for 5 days by default, but may also be regenerated any time. Please be sure to distribute the correct code each day of testing.

The School Test Coordinator should be available to allow students access to their assessments via the Test Monitoring Application if test sessions are using "Restricted Access."

Utilizing the Test Monitoring Application

For School Test Coordinators utilizing the Test Monitoring Application, student status, navigation, and progress are available via the Test Monitoring dashboard. The All tab contains all participants who are registered to the Monitoring Code. The tab label will show the number of participants registered to the Monitoring Code. Progress is the number of answers the participant has submitted out of the expected number of answers for that part of the test. N/A will appear when the participant has not yet begun testing. Navigation is the part of the test and screen that the participant is currently viewing in the Test Engine.

Test Monitoring Application – Status Definitions

- **Active:** Participant is registered to the Monitoring Code and may be actively testing; is not in one of the other statuses
- **Waiting:** Participant is in the Waiting Room and needs to be allowed into the test
- **Inactive** Participant has done no navigation within the Test Engine for at least 5 minutes
- **Paused:** Participant has Paused the test
- **Exited:** Participant has exited the Test Engine either from using the Exit button, closing the Test Engine or from timing out on the Pause Test screen
- **Completed:** Participant has submitted that part of the test

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