



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Mississippi Academic Assessment Program Alternate  
(MAAP-A)

# TEST COORDINATOR'S MANUAL (TCM)

MAAP-A GRADES 3–8 AND END-OF-COURSE

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**Spring 2026**



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# INTRODUCTION AND OVERVIEW



# 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 Mississippi Academic Assessment Program Alternate Grades 3–8 Alternate ELA and Alternate Math, Grades 5 and 8 Alternate Science, and EOC Alternate Algebra I, Alternate Biology, Alternate 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.drccdirect.com/all/eca-portal-ui/welcome/ms>):

- *DRC INSIGHT Technology User Guide*—technical document for online testing
- *DRC INSIGHT Portal User Guide*—detailed information on DRC INSIGHT Portal navigation
- *MAAP-A Test Administrator's Manual (TAM)*—instructions for test administration in the classroom
- Student Response Score Sheets—used by the Test Administrator and Second Scorer to record student responses
- Learner Characteristics Inventory (LCI)—paper version of LCI to assist with completion

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](mailto:MSHelpDesk@datarecognitioncorp.com)
- 888-476-0264

## MAAP-A Grades 3–8 and EOC

The MAAP-A is used to evaluate student performance relative to the Mississippi College- and Career-Readiness Standards. The MAAP-A is a one-on-one assessment administered individually to students with the most significant cognitive disabilities.

The MAAP-A is the statewide assessment created to ensure compliance under the Elementary and Secondary Education Act (ESEA) [as amended by the Every Student Succeeds Act of 2015 (ESSA)] and the Individuals with Disabilities Education Act of 2004 (IDEA). The MAAP-A English Language Arts and Mathematics assessments are based on the 2019 Mississippi Alternate Academic Achievement Standards for English Language Arts and Mathematics (MS AAAS-ELA, MS AAAS-Mathematics). Similarly, the Science assessments are based on the 2019 Mississippi Alternate Academic Achievement Standards for Science (MS AAAS-SCI).

More information on each assessment can be found on the Mississippi Department of Education (MDE) website at <https://mdek12.org/studentassessment/maap-a/>.

<p><b>Resources</b></p> <ul style="list-style-type: none"><li>• <a href="#">MAAP-A Spring 2025 Parent Report Interpretation Guide</a></li></ul> <p><b>MAAP-A Practice Books</b></p> <p><b>Sample released items:</b></p> <p><b>Grade 3</b></p> <p>2025</p> <ul style="list-style-type: none"><li>• <a href="#">Test Administration Booklet</a></li><li>• <a href="#">Stimulus Cards</a></li></ul> <p>2024</p> <ul style="list-style-type: none"><li>• <a href="#">Test Administration Booklet</a></li><li>• <a href="#">Stimulus Cards</a></li></ul> <p><b>Grade 4</b></p> <p>2025</p> <ul style="list-style-type: none"><li>• <a href="#">Test Administration Booklet</a></li><li>• <a href="#">Stimulus Cards</a></li><li>• <a href="#">Business Cards</a></li></ul> <p>2024</p> <ul style="list-style-type: none"><li>• <a href="#">Test Administration Booklet</a></li><li>• <a href="#">Stimulus Cards</a></li><li>• <a href="#">Business Cards</a></li></ul>	<p><b>Tools and Applications</b></p> <ul style="list-style-type: none"><li>• <a href="#">MAAP-A District and School Report Interpretation Guide</a></li><li>• <a href="#">Test Administrator Manual</a></li><li>• <a href="#">Test Coordinator Manual</a></li><li>• <a href="#">Mississippi Testing Accommodations Manual, July 2022</a></li></ul> <p><b>MAAP-A Resources</b></p> <ul style="list-style-type: none"><li>• <a href="#">MAAP-A Spring 2025 Test Administration Manual</a></li><li>• <a href="#">MAAP-A Spring 2025 Test Coordinator's Manual</a></li><li>• <a href="#">MAAP Flyer 2023-2024 Data Results</a></li><li>• <a href="#">MAAP-A Parent Report Interpretation Guide</a></li><li>• <a href="#">SCD Determination Guidance</a></li><li>• <a href="#">A Family Guide to Special Education Services: Significant Cognitive Disability</a></li><li>• <a href="#">MAAP-A Parent Flyer</a></li></ul>
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## INTRODUCTION AND OVERVIEW

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### Important Dates

Event	Description	Date
<b>Prior to Testing</b>	Districts Order Paper Materials via Online Enrollment	January 12–January 16, 2026
	DRC INSIGHT Portal Test Management Opens for Districts	February 23, 2026
	Paper Materials Delivered to Districts	February 23, 2026
	Additional Materials Order Window	February 23–April 28, 2026
<b>Testing Window</b>	March 9–May 1, 2026 <b>All scores must be transcribed into the DRC INSIGHT Application no later than May 1, 2026 by 5 PM CST.</b>	
<b>After Testing</b>	Secure Materials Shipping Deadline	May 8, 2026
	Secure Materials Receipt at DRC Deadline	May 15, 2026

# ROLES AND RESPONSIBILITIES



## **ROLES AND RESPONSIBILITIES**

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### **District Test Coordinator (DTC)**

- Serves as the primary point of contact with the Office of Student Assessment (OSA) and DRC and leads the implementation and administration of statewide assessments for the district
- Adds School Test Coordinators (STCs) to the DRC INSIGHT Portal and assigns them the appropriate permissions for the entry of new students and/or updates student information
- Adds Technology Coordinators to the DRC INSIGHT Portal who require access
- Orders, receives, and distributes printed materials to schools
- Serves as a backup to the STC to assign licensed Teachers and Second Scorers
- Serves as a backup to enter the Learner Characteristics Inventory (LCI) information and to ensure it is entered into the DRC INSIGHT Portal
- Applies testing codes to the student's testing profile, as appropriate. (Not testing, stopping rule codes, and test invalidation codes)
- Ensures the Test Administrator and Second Scorer have student responses recorded into the DRC INSIGHT Application prior to the close of the MAAP-A window
- Collects and returns all MAAP-A secure materials to DRC after testing is complete
- Views district-level information and reports

### **District Special Education Director**

- Collaborates with the DTC, STC, Test Administrator, and Second Scorer on testing schedules
- Assists and provides LCI support to the Test Administrator as needed
- Enters LCI information into the student's profile on the DRC INSIGHT Portal

### **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 online testing software

### **School Test Coordinator (STC)**

- Leads the implementation and administration of statewide assessments at the school
- Coordinates between the DTC, the District Special Education Director, DRC, and Test Administrators within the school
- Collaborates with the DTC, Test Administrators, and Second Scorers on developing testing schedules and student test sessions
- Adds Test Administrators and Second Scorers to the DRC INSIGHT Portal and assigns them the appropriate permissions

- Receives and inventories the school's paper-based secure testing materials, storing them within the school's secure material location while not in use for testing or preparation
- Locally prints and securely stores student response score sheets and LCIs, storing them within the school's secure material location while not in use for testing or preparation
- Enters new student information and updates existing student information in the DRC INSIGHT Portal
- Adds braille and/or large print accommodations to student records
- Distributes the LCI to the Test Administrator to fill out for each student being assessed
- Ensures all student data is correct within the DRC INSIGHT Portal, including accommodation and demographic information
- Serves as a backup to the District Special Education Director to enter the LCI in DRC INSIGHT Portal
- Creates two test sessions per student and assigns student records to the test sessions
- Prints and securely stores testing tickets in the school's designated secure material location while they are 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
- Monitors test statuses to ensure testing is completed
- Ensures Test Administrators and Second Scorers have entered all student responses prior to the close of the MAAP-A test window
- Ensures all returnable secure test materials are inventoried and returned to the DTC for shipment back to DRC

### **Test Administrator**

- Holds a current Mississippi Educator License
- Works regularly with, and is most familiar with, the student being assessed
- Reads the *Test Administrator's Manual*
- Collaborates with the STC and Second Scorer on testing schedules
- Completes a paper version of the LCI and submits it to the Special Education Director, or meets with and provides LCI details to the Special Educator Director
- Reviews the Test Administration Booklet (TAB) and prepares stimulus material in accordance with the procedure outlined in the School Test Security Plan (done at least one week prior to testing and based on student needs)
- Leads test administration using the TAB and stimulus material
- Documents the student's score, based on the scripted "Expect" statements in the TAB, by indicating the scores on their own paper copy of the Student Response Score Sheet
- Alerts the STC if student information, test ticket information, or testing rosters are incorrect
- After testing is complete, enters/transcribes student scores into the DRC INSIGHT Application prior to the close of the MAAP-A test window

## **ROLES AND RESPONSIBILITIES**

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### **Second Scorer**

- Holds a current Mississippi Educator License
- Silently observes the student's responses
- Independently scores student responses based on the scripted "Expect" statements in the TAB and documents the student's score on a separate copy of the Student Response Score Sheet
- Does not compare response records with the Test Administrator
- After testing is complete, enters/transcribes student scores into the DRC INSIGHT Application prior to the close of the MAAP-A test window

### Before Testing

#### DRC INSIGHT Activities

- 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 DRC INSIGHT 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/STCs will attend trainings regarding the DRC INSIGHT Portal and technology use. They will watch posted recordings as needed.
- DTCs will add or edit users to allow specific individuals the permissions they need to access student information in the DRC INSIGHT Portal.
- During the appropriate timeframe, **DTCs** will order paper testing materials via the DRC INSIGHT Portal.
- 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.
- DTCs/STCs will locally print and securely store student response score sheets and LCIs, storing them within the school's secure material location while not in use for testing or preparation.
- 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 will notify DRC of any missing materials from the initial shipment.
- DTCs will order additional materials as necessary.
- DTCs/STCs will ensure that student data is accurate and current in the DRC INSIGHT Portal.
- STCs will print secure online testing rosters and secure test tickets in accordance with the procedure described in the school test security plan.

#### Non-DRC INSIGHT Activities

- DTCs will communicate the dates of the testing window to all STCs within the district and will assist schools with providing test training and preparation activities for students.
- 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 assessments, including the district's testing schedule and testing locations.
- DTCs may want to attend, assist, or monitor the Test Administrator training at each school.

## ROLES AND RESPONSIBILITIES

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- DTCs must ensure that STCs understand how to troubleshoot common online testing issues.
- 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 save the boxes in which materials were received in order to return the materials to DRC.
- DTCs/STCs will ensure each Test Administrator is given access to the testing material at least one week PRIOR to the scheduled day of testing. This will provide the Test Administrator sufficient time to review the assessment, prepare the necessary material, and familiarize themselves with the assessment. Please ensure the Test Administrator follows all test security protocols.
- DTCs/STCs will ensure each Test Administrator has read and reviewed the Test Administration Booklet (TAB) and prepared stimulus material.

### During Testing

#### DRC INSIGHT Activities

- DTCs enter test invalidations in accordance with the invalidation guidelines provided by the MDE during DTC training for MAAP-A Assessments.
- DTCs must enter Stopping Rule in accordance with the Stopping Rule guidelines provided on pages 14–16 of the TCM.
- DTCs monitor the DRC INSIGHT Portal to confirm completion of score transcription.

#### Non-DRC INSIGHT Activities

- 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 (or arrange monitoring of) test administration sessions to ensure consistency with established MDE policies.
- DTCs will communicate with the MDE, as required, when reporting high priority test irregularities.
- 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.

### After Testing

#### DRC INSIGHT Activities

- DTCs/STCs will verify that all student responses recorded by the Test Administrator and Second Scorer have been entered into the DRC INSIGHT Application for the respective student prior to the close of the MAAP-A test window.**

## Non-DRC INSIGHT Activities

- DTCs/STCs will collect and inventory all secure test materials, and DTCs will return these materials back to DRC. Ensure ALL Test Booklets 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.
- DTCs/STCs will shred the following materials and complete the electronic Test Security Certification Form in the Caveon Core application. Test tickets, online testing rosters, and scratch paper are all materials that must be shredded upon completion of testing.
- DTCs/STCs will locally destroy stimulus materials and LCIs upon completion of the MAAP-A testing window.
- DTCs must collect the signed principal oaths and upload them to their district’s Caveon Core account.
- 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.

## Tracking Online Student Test Tickets

MAAP-A <span style="background-color: #ccc; display: inline-block; width: 20px; height: 10px;"></span>								Test Ticket	
Student Test Roster								Out	In
Form	Student Name	MSIS ID	Username	Password	Accommodations				
1	STUDENT, SAMPLE	999999991	SSAMPLE1	REST3769		_____	_____		

District: DRC Use Only - Sample District  
 School: DRC Use Only - EIS Sample School  
 Assessment: Algebra I  
 Test Session: SESSION ALGEBRA I

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



# MAAP-A ADMINISTRATION POLICIES



# MAAP-A ADMINISTRATION POLICIES

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## Home-bound Students

For a home-bound student being assessed, both a Test Administrator and a Second Scorer are required. All test security policies and procedures must be adhered to at all times when testing home-bound students.

If the student's IEP states that the student's aide needs to be present during testing, then the student's aide must participate in test security training and have a signed test security confidentiality agreement.

If you have additional questions regarding assessing home-bound students, please contact the MDE/OSA.

## Pausing and Resuming Administration of the MAAP-A

The Test Administrator may pause the administration of the assessment, following the award of a score point within a task or for an item, if the student's behavior, medical needs, or characteristics prohibit the student from demonstrating optimal performance in one sitting.

If the testing session is paused, the Test Administrator records the student's response to the last administered task/item prior to pausing the test session.

Familiarity with the task sequence will aid the Test Administrator in the determination of where to pause the testing session if all tasks/items have not been administered.

If the testing session is paused, the Test Administrator must complete the administration as soon as possible within the testing window.

If any occurrence raises questions or concerns about correct test administration, contact MDE immediately. The MDE State Board of Education testing irregularity policies, as stated in MS Public Schools Accountability Standards 2020, must be followed.

## Stopping Rule

Each Test Administrator is expected to follow the script in the TAB. It is important that each student has an opportunity to participate in the MAAP-A, even if the Test Administrator believes the student will not respond. To participate meaningfully in the MAAP-A, each student must be able to clearly communicate through a **consistent, intentional, and observable** response mode. Careful consideration should be given to using the most accessible presentation and response modes for the student.

The stopping rule applies to students who do not respond to the **first** scorable item because of deficits in communication skills. The purpose of the stopping rule is to prevent students who do not have a **consistent, intentional, and observable** mode of communication from sitting through the entire assessment. For information on how to apply the “Stopping Rule” in the DRC INSIGHT Portal, please refer to page 16.

Please ensure the student meets the following criteria before applying the stopping rule:

- No consistent, intentional, observable mode of communication;
- No response to test items; and
- Documented communication deficits identified in the student’s Individualized Education Plan (IEP).

The District Test Coordinator must not enter “Stopping Rule” until the Test Administrator and the Second Scorer have entered the scores into the DRC INSIGHT Application and returned the signed Student Response Score Sheet to the Test Coordinator. If a student, who does not have a consistent, intentional, and observable mode of communication, does not respond after administering all parts of the **first task in each content area**, then the Test Administrator may stop testing. Please adhere to the following:

1. On the Student Response Score Sheet, make sure a zero (0) for all tasks is indicated by the Test Administrator and Second Scorer.
2. Transcribe the scores of zero (0) for all tasks in the DRC INSIGHT Application, then submit the assessment.
3. Report the situation to the School Test Coordinator (STC).
4. The STC must notify the DTC.
5. The DTC must enter the Stopping Rule in the DRC INSIGHT Portal under the Student(s). This must be completed prior to the closing of the test window. For instructions on how to enter in the “Stopping Rule,” please see below.

If the student’s behavior, medical needs, and/or characteristics prohibit him/her from completing the assessment, this does not warrant the option to use the Stopping Rule. If a student has an observable response mode but is not engaged with the assessment task, please pause and resume testing based on the student’s needs.

## MAAP-A ADMINISTRATION POLICIES

### DTC Entering the Stopping Rule in the DRC INSIGHT Portal

To mark the Stopping Rule for applicable student(s):

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.

**Edit Student**

[+ Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial

Student Detail Accommodations Demographics Testing Codes Test Sessions

7. Select **Save**.

# **ONLINE TESTING VIA THE DRC INSIGHT PORTAL**



# ONLINE TESTING VIA THE DRC INSIGHT PORTAL

## Sign In

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

### 1. Log In

The screenshot shows the DRC INSIGHT Portal sign-in interface. On the left, there is a white sign-in form with the DRC INSIGHT logo and the text 'Sign In'. The form contains two input fields: 'Username\*' and 'Password\*'. A red circle with the letter 'A' is positioned to the left of the Username field. Below the Password field is a 'Show Text' checkbox. At the bottom of the form is a 'Sign in' button and a link for 'Forgot your password?'. On the right, a dark blue sidebar contains the following text: 'Welcome to the DRC INSIGHT Portal', 'Data Recognition Corporation (DRC) welcomes educators to the DRC INSIGHT Portal!', a paragraph describing the portal's purpose, instructions on how to log in, a section titled 'Access Video Tutorial and Online Tools Training with Google Chrome' with a link to a video tutorial, and a link for the 'WBTE Portal'. The footer of the page includes '© DRC Insight 2024', links for 'Contact Us', 'Terms of Use', 'Privacy Policy', and 'Browser Requirements', and the DRC logo.

- A** To log in to the DRC INSIGHT 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 DRC INSIGHT Portal password.

**NOTE:** Within **24 hours** of receiving the email, you must activate your account. After 24 hours, the account must be reset.

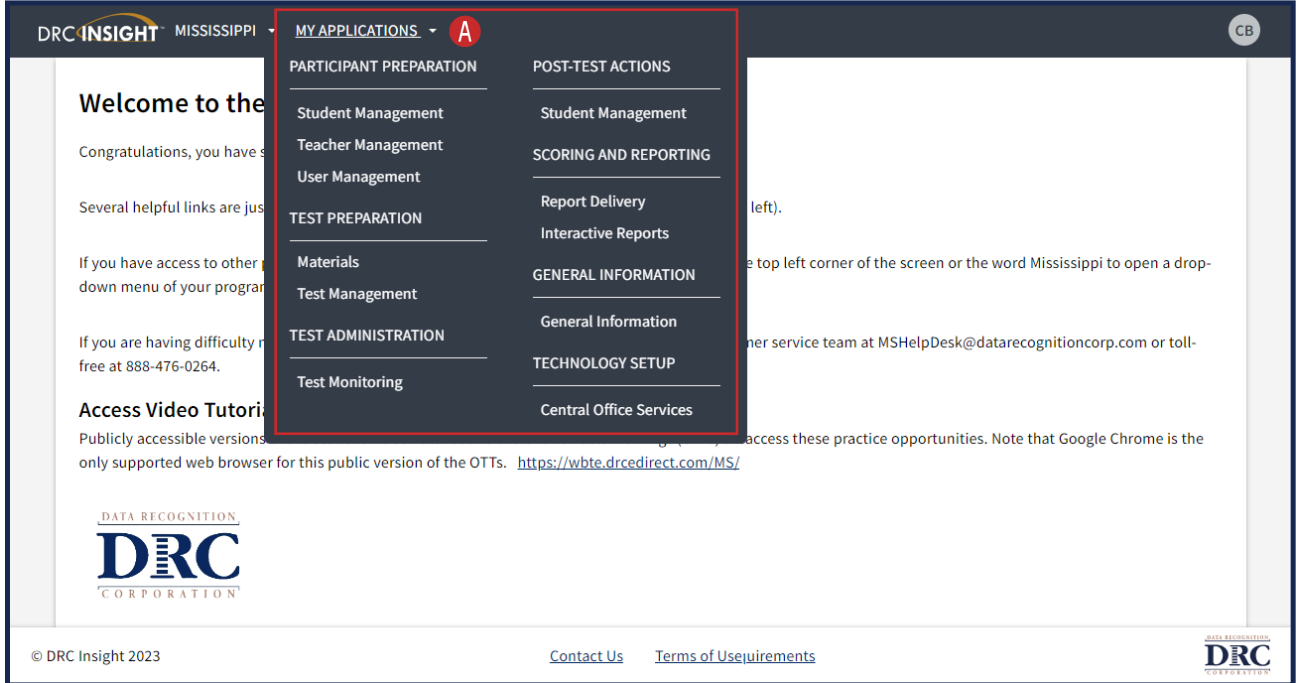
Use the following website link to access the DRC INSIGHT Portal:

<https://www.drctdirect.com/all/eca-portal-ui/welcome/ms>.

## 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**.



## ONLINE TESTING VIA THE DRC INSIGHT PORTAL

### User Account Permissions

Multiple user roles exist within the DRC INSIGHT Portal—District (for DTCs), District Technology Coordinator (for Technology Coordinators), School (for STCs), and Test Administrator (for Test Administrators and Second Scorers).

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 DRC INSIGHT Portal user role.

DRC INSIGHT Portal Permission Name	Description	MAAP-A EOC			
		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

## ONLINE TESTING VIA THE DRC INSIGHT PORTAL


DRC INSIGHT Portal Permission Name	Description	MAAP-A EOC			
		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 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
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"	X	N/A	N/A	N/A

## ONLINE TESTING VIA THE DRC INSIGHT PORTAL

DRC INSIGHT Portal Permission Name	Description	MAAP-A EOC			
		DTC	Tech	STC	TA
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

### Edit or Add User Permissions

A DTC can add a new user and assign permissions by going to the **User Management** 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 may be 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.

# ONLINE TESTING VIA THE DRC INSIGHT PORTAL

**DRC INSIGHT** MISSISSIPPI A USER MANAGEMENT

## User Administration

B Edit User Add Single User Upload Multiple Users

\* Indicates required fields

First Name  \* Middle Initial  Last Name  \*

Email Address  \*

C Administration  MAAP Fall 2019 D User Role  (Select) \*

E District  School


**Tip:** When you select a permission, its description will display below the list

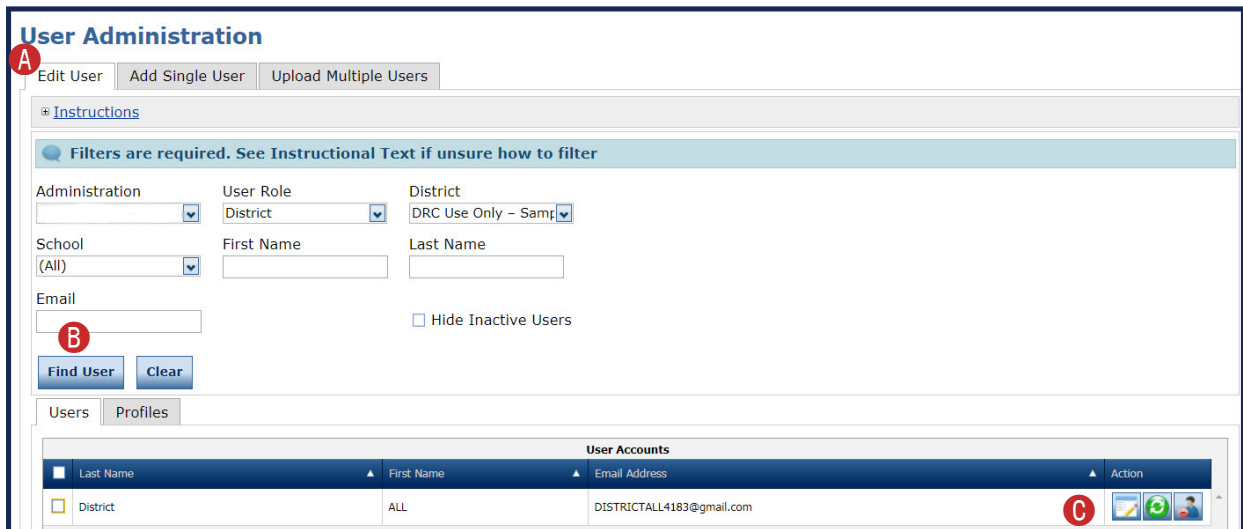
Available Permissions <span>F</span>	Assigned Permissions
Administrator <span>H</span>	
Administrator - Mass Assign Role	
Documents - Delete	
Documents - Upload	
Documents - View	
DRC IRS - Access	
DRC IRS - District	
DRC IRS - EPM	
DRC IRS - School	
DRC IRS - State	
eDIRECT Setup - Document and Report	

To see the description, select a permission

I Save

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 *DRC INSIGHT 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

# ONLINE TESTING VIA THE DRC INSIGHT PORTAL

## Edit or Add a Student

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

**Manage Students**

Manage Students | Upload Multiple Students

⚠ Test Setup is unavailable for selected Administration.

[Instructions](#)

\* Indicates required fields

Administration **B** | District **C** | School **C**

Last Name | First Name | Student ID

Accommodation Content Area | Accommodation Type | Accommodation

Grade | Demographic | Teacher

Content Area | Session | Online Test Status

Session Assignment **D**

Find Students | Clear

Last Name	First Name	Student State ID	Date Of Birth	Grade	Action <b>E</b>

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 *DRC INSIGHT 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

# ONLINE TESTING VIA THE DRC INSIGHT PORTAL

## Edit or Add a Teacher

Teacher records will need to be added to the DRC INSIGHT Portal in order to be associated with the test session for MAAP-A.

1. 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.

2. 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.)
  - 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.

**Manage Teachers** A

Instructions B  
Indicates required fields

Administration Administration  
District DRC Use Only - Sample Dist C  
School (All)  
Last Name First Name Email  
D  
Find Teachers Clear

Teachers E					
District	School	Last Name	First Name	Email	Action
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	ferrari	monk	fmonk@drc-mn.com	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	Hut	Dominos	Dhut@drc-mn.com	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	simple	tank	stank@drc-mn.com	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	TeacherC	Jones	TeacherC@sample.co	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - EIS Sample School	Sample	Teacher	teacher@drc-mn.com	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - EIS Sample School	TeacherA	Jones	TeacherA@sample.co	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - EIS Sample School	TeacherB	Jones	TeacherB@sample.co	
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - EIS Sample School	TeacherC	Jones	TeacherC@sample.co	

Add Teacher Delete Teacher Export to Excel

## Additional Functions

Refer to the *DRC INSIGHT 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 test tickets for the Test Administrator and Second Scorer. The Test Administrator and Second Scorer will use information on the tickets to sign in to transcribe and submit student scores. Districts should follow the steps below to create test sessions and assign students to a session. **Please note that a student will need to be assigned to two test sessions per content area being administered.**

**NOTE:** Teacher records should already be in the DRC INSIGHT Portal before creating test sessions. If the teacher is not available when searching, follow the instructions (see #1 above) to add a teacher.

1. To create a test session, follow these steps:
  - A From the **My Applications** menu bar, select **Test Management**.
  - 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**.

# ONLINE TESTING VIA THE DRC INSIGHT PORTAL

**DRC INSIGHT** MISSISSIPPI TEST MANAGEMENT CB

**A** Test Management **B** Manage Test Sessions

### Test Sessions

Manage Test Sessions

[Instructions](#)

\* Indicates required fields

Administration **C** District **D** School

\*

Last Name  First Name  PowerSchool Number

Session  Teacher  SIS Code

Content Area  Assessment

**Show Sessions** **Print All Tickets**

Sessions **Status Summary**

[Instructions](#)

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
Choose from the above filters and click on 'Find Sessions' to view matching 'Sessions'								

**E** **Add Session** **Export to Excel** **Unlock Selected** **Unlock All** **Export Student Details**

## ONLINE TESTING VIA THE DRC INSIGHT PORTAL

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 (for one of the test sessions, the teacher selected should be the Test Administrator administering the test to the student(s) and for the other test session, the teacher selected should be the Second Scorer observing the administration of the test to the student(s)). The following fields will pre-populate for you: Mode, Begin Date, and End Date.
- 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**.

### Add Test Session

[+ Instructions](#)

**\* Indicates required fields**

Session Name <input type="text"/> *	Content Area <input type="text" value="(Select)"/> *	Assessment <input type="text" value="(Select)"/> *	Teacher <input type="text" value="(Select)"/> *
Mode <input type="text" value="(Select)"/> *	Begin Date <input type="text" value="(Select)"/> *	End Date <input type="text" value="(Select)"/> *	

Search for Available Students

Student Last Name <input type="text"/>	Student First Name <input type="text"/>	MSIS ID <input type="text"/>	Grade <input type="text" value="(All)"/>
Demographic <input type="text" value="(All)"/>	Accommodation <input type="text" value="(All)"/>		

**A**

Available Students: <div style="border: 1px solid gray; height: 150px; width: 100%;"></div>	Students in Session: <div style="border: 1px solid gray; height: 150px; width: 100%;"></div>
---	--

**B** **C** **D**

Double-click to edit Student

**E**

## ONLINE TESTING VIA THE DRC INSIGHT PORTAL

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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.

### Test Session Status

- **Not Started:** The test has not yet been transcribed.
- **In Progress:** Transcription of the student's scores has begun.
- **Complete:** Responses have been transcribed and the test is submitted.

### Additional Functions

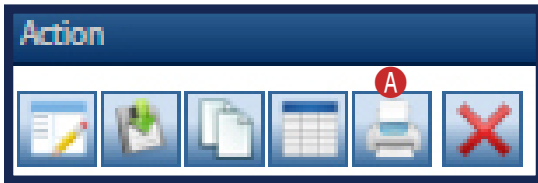
Refer to the *DRC INSIGHT Portal User Guide* for details on how to perform the following additional functions:

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

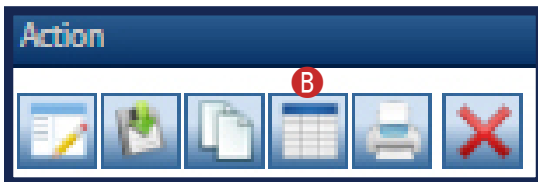
## Printing Student Test Tickets and Roster

Follow these steps to view/print test tickets for a test session; 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.

## ONLINE TESTING VIA THE DRC INSIGHT PORTAL

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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. Large print or Braille accommodations, if applicable, are also included on the ticket.

MAAP-A [REDACTED] Test Ticket	
Alternate Algebra I	
Student Name:	SAMPLE, SAMPLE
MSIS ID:	999999991
Date of Birth:	1/1/2001
School:	DRC Use Only - Sample School
Test Session:	SESSION ALGEBRA I
Online Accom:	
Username:	SSAMPLE1
Password:	REST3769

### Test Ticket Status

- **Not Started:** The test has not yet been transcribed.
- **In Progress:** Transcription of the student's scores has begun.
- **Complete:** Responses have been transcribed and the test is submitted.

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 and can represent a violation of test security, question the validity of the assessment results, or both. Irregularities are classified broadly into two categories, high- or medium-priority irregularities.

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 they include the following basic procedures:

1. The STC is made aware and reports the issue to their DTC for investigation.
2. The DTC immediately reports the irregularity and any initial findings to the MDE's Office of Student Assessment (OSA).
3. The DTC completes and submits the electronic Irregularity form found in the Caveon Core application, attaching any relevant documents and statements.
4. The district continues its investigation, if necessary, adding any new documents/findings.
5. The OSA remains in contact with the district, providing guidance as needed, which may include remediating the district's actions.

### **MAAP-A—Scenarios and Actions for Unlocking Student Tests**

If a test needs to be unlocked for any reason, the DTC must complete a *2025–26 MAAP/MAAP-A Testing Irregularity/Invalidation* electronic form in the Caveon Core test security application.

**MDE approval will be required before a test can be unlocked.**

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

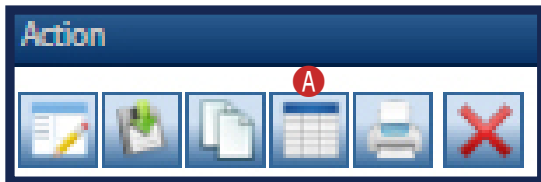
## ONLINE TESTING VIA THE DRC INSIGHT PORTAL

### Steps to Unlock a Test Ticket

**MDE approval is required before a test can be unlocked.**

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**

### Additional Functions

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

- Unlocking a test ticket from the student profile

### Accommodations

The following accommodations are available to students according to their IEP/504 Plan. Please refer to the *Mississippi Testing Accommodations Manual*, July 2022, for more information.

Type	Accommodation	Code
Online	Large print	40
Online	Braille	41
Testing	(MAAP-A ONLY) Stopping Rule—No observable mode of communication	N/A

## ONLINE TESTING VIA THE DRC INSIGHT PORTAL

### Adding Accommodations – Braille or Large Print

The DTC or STC must mark any Braille or Large Print accommodations on the student profile prior to transcribing the student responses into the DRC INSIGHT Application. It is best practice to mark the applicable accommodation(s) while entering the LCI information, which must be completed prior to testing occurring.

The following instructions provide the steps for adding accommodations to student record(s) in the DRC INSIGHT 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.

**Edit Student**

[+ Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial

Student Detail **Accommodations** Demographics Testing Codes Test Sessions

7. Select **Save**.

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**.

### Update Accommodations for Multiple Students

The Accommodations selected (checked) below can be either Assigned or Removed from the Students selected on the previous screen.

[Instructions](#)

Update Mode

Assign Accommodations ] A

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.

# ONLINE TESTING VIA THE DRC INSIGHT PORTAL

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.

## Export Student Details

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Administratio	District Cc	District Nc	School Co	School Na	Session N	Content A	Assessme	Begin Dat	End Date	Student La	Student Fi	MSIS ID	Grade	User Nam	Password	Status	Date Start	Date Com	Accommo	Testing Codes	
MAAP-A Fall 2	9999	DRC Use C	999	DRC Use C	Algebra I	Algebra I	Algebra I	-10/1/2024	#####							Not Started					
MAAP-A Fall 2	9999	DRC Use C	999	DRC Use C	Algebra I	Algebra I	Algebra I	-10/1/2024	#####							Not Started					
MAAP-A Fall 2	9999	DRC Use C	999	DRC Use C	Algebra I	Algebra I	Algebra I	-10/1/2024	#####							Not Started					
MAAP-A Fall 2	9999	DRC Use C	999	DRC Use C	Algebra I	Algebra I	Algebra I	-10/1/2024	#####							Not Started					
MAAP-A Fall 2	9999	DRC Use C	999	DRC Use C	Algebra I	Algebra I	Algebra I	-10/1/2024	#####							Not Started					
MAAP-A Fall 2	9999	DRC Use C	999	DRC Use C	Algebra I	Algebra I	Algebra I	-10/1/2024	#####							Not Started					
MAAP-A Fall 2	9999	DRC Use C	999	DRC Use C	Algebra I	Algebra I	Algebra I	-10/1/2024	#####							Not Started					Online: Large print (paper test)
MAAP-A Fall 2	9999	DRC Use C	999	DRC Use C	Algebra I	Algebra I	Algebra I	-10/1/2024	#####							Not Started					Online: Braille [41]
MAAP-A Fall 2	9999	DRC Use C	999	DRC Use C	Algebra I	Algebra I	Algebra I	-10/1/2024	#####							Not Started					Online: Braille [41]
MAAP-A Fall 2	9999	DRC Use C	999	DRC Use C	Algebra I	Algebra I	Algebra I	-10/1/2024	#####							Not Started					Online: Braille [41]
MAAP-A Fall 2	9999	DRC Use C	999	DRC Use C	Algebra I	Algebra I	Algebra I	-10/1/2024	#####							Not Started					Online: Braille [41]

## Learner Characteristics Inventory (LCI)

The LCI is an important part of the student’s demographic information. **The LCI MUST be completed and entered in DRC INSIGHT Portal for each student before the beginning of the test administration.**

The District Special Education Director is responsible for entering the completed LCI information on behalf of teachers. The DTC and STC also have the ability to enter and complete LCI information, if needed.

To assist with completion, a “paper” version of the LCI is posted on the DRC INSIGHT Portal under My Applications > General Information > Documents. This form can be printed and provided to the teachers to complete and return to the District Special Education Director. The District Special Education Director should enter student Learner Characteristic Inventory (LCI) information under the student’s profile in the DRC INSIGHT Portal. For additional guidance on entering LCI information, please refer to the *DRC INSIGHT Portal User Guide* in the DRC INSIGHT Portal under My Applications > General Information > Documents.

### Completing the Learner Characteristic Inventory

To complete the Learner Characteristic Inventory for a student, 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 complete the Learner Characteristic Inventory information for that student.

**Edit Student**

[+ Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial

Student Detail Accommodations **A** Demographics Testing Codes Test Sessions

8. Select **Save**.

## ONLINE TESTING VIA THE DRC INSIGHT PORTAL

### Marking Retesters for EOC

MAAP-A EOC administrations will include Alternate Biology, Alternate English II, and Alternate Algebra I first-time testers and retesters. If a student has taken a MAAP-A 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.

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial

Student Detail Accommodations **Demographics** Testing Codes Test Sessions

8. Select **Save**.

## 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**.

**Edit Student**

[+ Instructions](#)

\* Indicates required fields

Last Name \* First Name \* Middle Initial

Student Detail Accommodations Demographics Testing Codes Test Sessions

Administration \* District \* School B \*


# ONLINE TESTING VIA THE DRC INSIGHT PORTAL

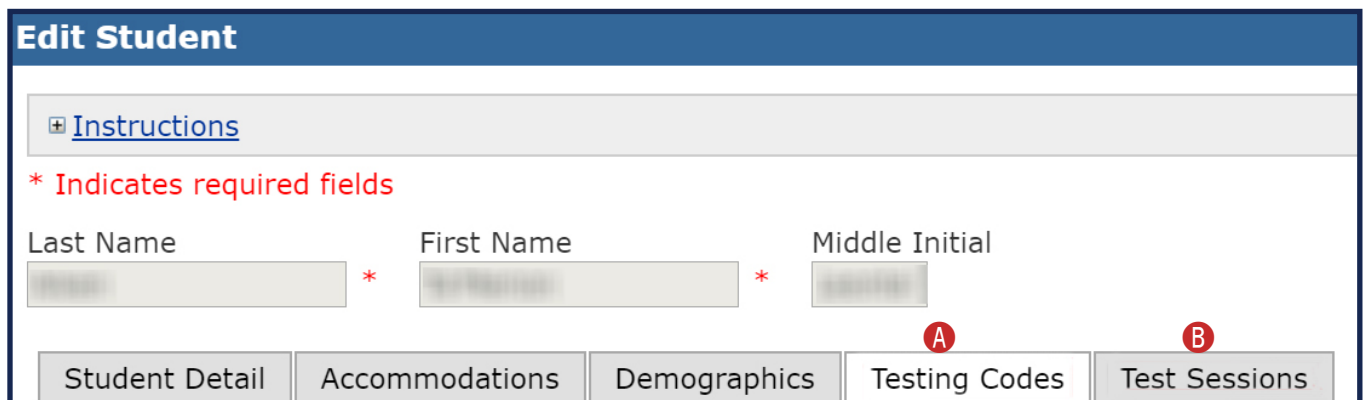
## Invalidations

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 Test Administrator must notify the STC.
2. The STC must notify the DTC.
3. 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 DRC INSIGHT Portal (see step 7 below).**
  - c. invalidate the test via the DRC INSIGHT Portal (see step 8 below) before the test window closes. Please note that invalidations must be marked in the DRC 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 45.)
8. Then, select the **Test Sessions** tab (B) and select the Invalidate button (  ) for the appropriate subject.



**Edit Student**

+ Instructions

\* Indicates required fields

Last Name \* First Name \* Middle Initial

Student Detail Accommodations Demographics Testing Codes Test Sessions

**Invalidation Codes**

<b>Code</b>	<b>Description</b>
<b>1</b>	Absent during the entire testing window
<b>2</b>	Sudden illness (must document with OSA Medical Emergency Form)
<b>3</b>	Extreme emotional reaction
<b>4</b>	Student refusal
<b>5</b>	Student moved out of district during testing window
<b>6</b>	High school student previously tested and reported
<b>7</b>	Student/parent refusal
<b>8</b>	Student assessed outside of testing window
<b>9</b>	Student tested with non-allowable device
<b>10</b>	Staff testing violation (i.e., inappropriate manipulatives [unauthorized calculator, supplemental aids], coaching)
<b>11</b>	Other
<b>12</b>	Tested off grade

## ONLINE TESTING VIA THE DRC INSIGHT PORTAL

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### Transcribing Scores into DRC INSIGHT Application

The Test Administrator and Second Scorer are responsible for entering student scores into the DRC INSIGHT Application prior to the close of the MAAP-A test window. Both roles follow the same steps to transcribe and submit student scores. Scores can be saved for each student as needed. LCI must be completed prior to submitting student scores. The Test Administrator and Second Scorer must independently record and enter scores into DRC INSIGHT Application. The Test Administrator and Second Scorer should not compare their response records. Please note that the Test Administrator and Second Scorer cannot enter scores for the same student concurrently. **If this is attempted, an error message will appear.**

#### Transcription Instructions

Test Administrators and Second Scorers should follow the steps below to transcribe a student's responses.

- Step 1** Log in to the DRC INSIGHT Portal. Ensure the appropriate LCI information is marked on the student's record. See the Demographic section for further details.
- Step 2** Ensure the appropriate print accommodations are marked on the student's record. See the Accommodations section for further details.
- Step 3** Obtain the student's online test ticket from the DRC INSIGHT Portal. **Note:** If the student does not have a test ticket, the STC can add the student record to the DRC INSIGHT Portal and assign them to a test session.
- Step 4** Using the information on the student's test ticket, sign in to the online testing system as the student.
- Step 5** Transcribe all student responses from the Student Score Sheet into the DRC INSIGHT Application. Second Scorers ONLY: If the Test Administrator moves on to the next task before the Second Scorer observes a correct student response, the Second Scorer will then select **Not Observed** for the specific task.
- Step 6** 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](mailto:MSHelpDesk@datarecognitioncorp.com).

## Reviewing Student Information

District and School Test Coordinators should review student information (demographics, accommodations, etc.) in the DRC INSIGHT Portal to verify it is correct. DRC INSIGHT Portal users with the appropriate DRC INSIGHT 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.

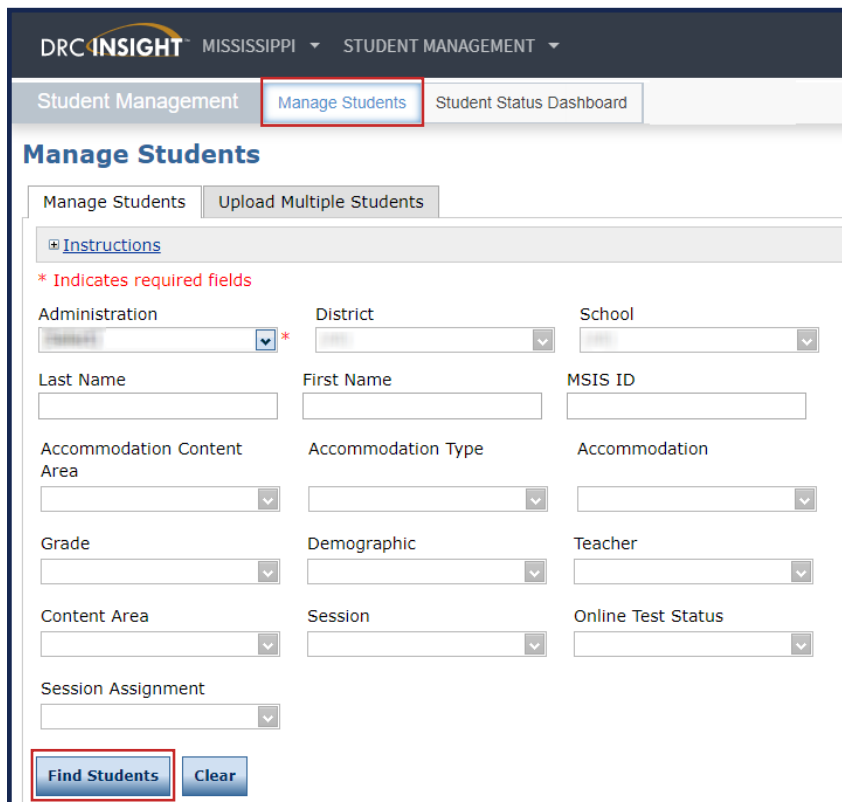
To quickly review information for a group of students, export student details into an Excel spreadsheet. The steps below walk through searching students and exporting to Excel. If changes are needed for any students, find the student in Manage Students and select the View/Edit action icon to make changes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



The screenshot shows the 'Manage Students' interface in the DRC INSIGHT portal. At the top, there is a navigation bar with 'DRC INSIGHT MISSISSIPPI' and 'STUDENT MANAGEMENT'. Below this, there are three tabs: 'Student Management', 'Manage Students' (which is highlighted with a red box), and 'Student Status Dashboard'. The main heading is 'Manage Students'. There are two sub-tabs: 'Manage Students' and 'Upload Multiple Students'. Below the sub-tabs, there is a section for 'Instructions' with a red asterisk indicating required fields. The form contains several dropdown menus and text input fields: Administration (with a red asterisk), District, School, Last Name, First Name, MSIS ID, Accommodation Content Area, Accommodation Type, Accommodation, Grade, Demographic, Teacher, Content Area, Session, Online Test Status, and Session Assignment. At the bottom of the form, there are two buttons: 'Find Students' (highlighted with a red box) and 'Clear'.

## ONLINE TESTING VIA THE DRC INSIGHT PORTAL

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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.



## Monitor Online Testing Status

Operational Dashboard allows sites to monitor progress for online tests at the district and school level. To verify all tests have been properly transcribed by the Test Administrators and Second Scorers, the DTC/STCs should follow these steps prior the end of the testing window:

- A** Log in to the DRC INSIGHT Portal:  
<https://www.drccdirect.com/all/eca-portal-ui/welcome/ms>.
- B** Select Reporting Services from the My Applications menu.
- C** Select the Operational Dashboard menu under Reporting Services Home.  
The dashboard is divided into two reports, the Test Status report and the Student Status report. You can use the menu on the left to switch between the two reports.
- D** Once the report is selected, select the administration, District, and School\*.  
\*School is not required to be selected for District level users.
- E** Select Submit.

For further information on the Operational Dashboard, please refer to the *DRC INSIGHT Portal User Guide*.

DRC INSIGHT  
Sign In

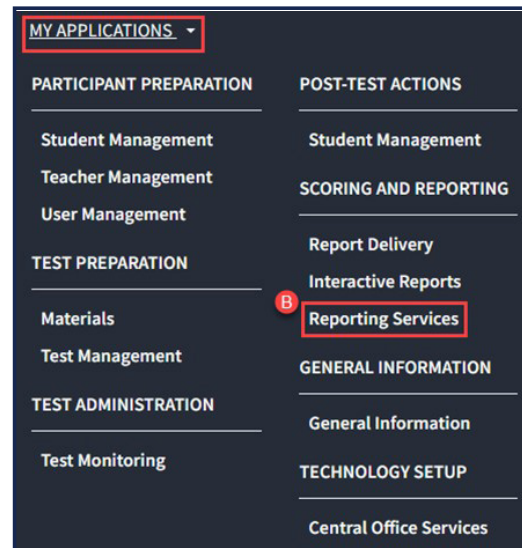
**A** Username\*

Password\*

Show Text

Sign in

[Forgot your password?](#)



# ONLINE TESTING VIA THE DRC INSIGHT PORTAL

## Welcome to Reporting Services

Reporting Services Home

- Operational Dashboard C ^
- Test Status
- Student Status

Published Reports

DRC INSIGHT Home

### Overview

The Reporting Services application allows you to access the Operational Dashboard and Mississippi Score Reports. Use the menu in the upper left to select a type of report.

The Operational Dashboard allows you to monitor progress for online tests at the district and school levels. The dashboard does not include progress for paper tests. The dashboard is divided into two reports, the Test Status report and the Student Status report. You can use the menu on the left to switch between the two reports.

- Test Status - provides the current state of online testing within an administration. You can compare what online testing has been completed, is in progress, and has not been started. The data is refreshed every three hours.
- Student Status - provides the test status for each registered student, along with other related testing information, including student demographics, accommodations, and test start and end dates/times.

MAAP score results prior to Fall 2025 can be found under My Applications > Interactive Reports.

To exit this application and return to the DRC INSIGHT portal, select DRC INSIGHT Home from the menu at the upper left.

Administration \* : D

District \* :

School :

E

# TECHNOLOGY HELPFUL HINTS



## TECHNOLOGY HELPFUL HINTS

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### Testing Platforms

The Test Administrator and/or Second Scorer may use different platforms for different subjects. For example, the Test Administrator and/or Second Scorer may transcribe the responses from an Alternate Biology test on a Chromebook and the Alternate English II test on a desktop.

### General Information for Using Tablet Devices

If you are transcribing 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, the Test Administrator and/or Second Scorer may be prompted to turn on Assessment Mode, depending on how the software was configured by your technology personnel. If prompted, have the Test Administrator and/or Second Scorer select Yes to allow Assessment Mode. Assessment Mode will be turned off automatically when the Test Administrator and/or Second Scorer exits the test.

If you are transcribing the test using a Chromebook:

- Test Administrators and/or Second Scorers transcribing the test with Chromebooks should NOT be logged in to a Google account. If the Test Administrator and/or Second Scorer 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 Test Administrator and/or Second Scorer 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.
- Use only the tip of one finger to touch the screen. A hand resting on the edge of the 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 Test Administrator and/or Second Scorer can touch any key to re-activate it or press the home key (and if applicable, may need to type in the device password).

# HANDLING SECURE MATERIALS



# HANDLING SECURE MATERIALS

## Receiving Materials

Material will be packed in boxes organized by school and shipped to the district, to the attention of the DTC. Upon receiving the boxed material, the DTC **MUST** inventory the material using the content list. If the contents do not match the box content list, the DTC must contact DRC Customer Support to note the discrepancy and order additional material.

The DTC and STC **MUST** store material in a secure location at all times, except when it is being prepared/reviewed/used for administration by the Test Administrator. The following materials are considered secure:

- Test Administration Booklet
- Stimulus Material (Stimulus Cards and Business-sized Stimulus Cards)
- Learner Characteristics Inventory

Ensure each Test Administrator is given access to the testing material **at least one week PRIOR to the scheduled day of testing**. This will provide the Test Administrator sufficient time to review the assessment, prepare the necessary material, and familiarize themselves with the assessment. Please ensure the Test Administrator follows all test security protocols.

If additional materials are needed, the DTC must place the order.

## Ordering Additional Materials

The screenshot shows a web interface for searching additional materials. At the top, there are two tabs: 'Materials' and 'Additional Materials'. Below the tabs is the heading 'Search Additional Materials'. Underneath the heading is a link for 'Instructions'. A red asterisk indicates required fields. The form contains several input fields: 'Administration', 'District', and 'School' are dropdown menus; 'Status' is a dropdown menu with 'Submitted' selected; 'Order #' and 'Request #' are text input fields. At the bottom of the form are three buttons: 'Find Orders', 'Add Order', and 'Export Orders'.

## 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.

## Tracking Materials

Material Description	Security Code	Received from DRC	Checked Out to School	Checked in From School	Returned to DRC	Notes
Biology Test Booklet	2450002					
Biology Stimulus Material	2450003					
English II Test Booklet	2450004					
English II Stimulus Material	2450005					
Biology Large Print Booklet	2450006					

Electronic security checklists are posted to the DRC INSIGHT Portal to assist DTCs with inventory and tracking of secure paper test materials. These checklists are created for the initial shipment and do not include materials requested later. 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 DRC INSIGHT Portal by completing the following steps:

1. Select **My Applications > Reporting Services**
2. Select **Published Reports**
3. Select **District**
4. Select **All Sites** under **School**
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 help you track 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.

# HANDLING SECURE MATERIALS

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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.

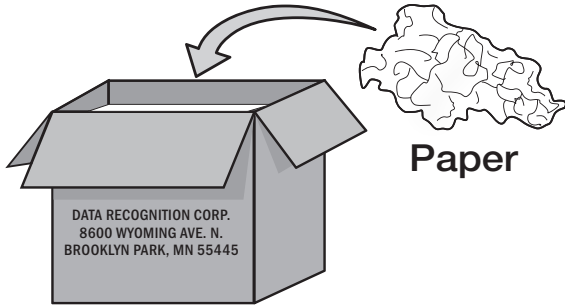
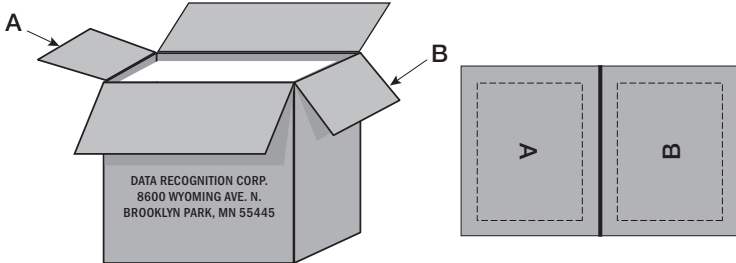
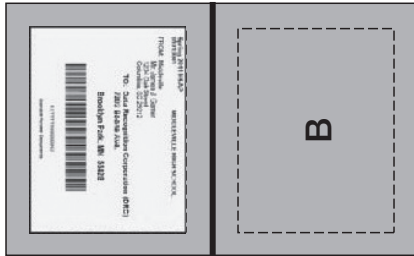

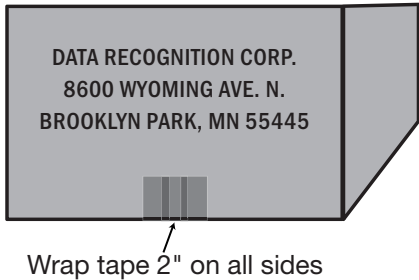
### For School Test Coordinators

- Collect all material from each Test Administrator.
- Assemble and place all Test Administration Booklets (TABs) in the boxes with the Student Response Score Sheets.
  - The stimulus materials and LCI forms do NOT need to be returned to DRC. They can be securely destroyed locally.
- Place a white return label on each box of material being returned, indicating “Box X of X” for the entire school.
- Return your boxes, unsealed, to your DTC 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 the 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.

**At the District Level**

<b>Secure Materials Return at the District Level</b>	
<p><input type="checkbox"/> 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.</p>	
<p><input type="checkbox"/> Fold the outer flaps (with old shipping labels) in, exposing the A and B flaps.</p>	
<p><input type="checkbox"/> Affix the white DRC label on Flap A of the return box.</p>	
<p><input type="checkbox"/> Affix the UPS label on Flap B of the return box.</p>	
<p><input type="checkbox"/> 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.</p>	



# VIEWING TEST RESULTS



## VIEWING TEST RESULTS

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### At the District Level

Test results will be available to DTCs on the DRC INSIGHT Portal after testing is completed. For guidance on interpreting the reports, an Interpretive Guide will be posted to the **General Information—Documents** tab of the DRC INSIGHT Portal after the Spring administration.





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