

# Testing Directions: Paper

*Spring 2024*

These directions provide the information you need while administering the Reading, Mathematics, and Science Minnesota Comprehensive Assessments (MCAs) with paper test materials; the following sections are included:

- A script you will read aloud to students throughout testing.
- Information about what assistance you may provide and how to address student questions during testing.
- A checklist to verify and confirm important tasks during testing.
- Detailed information about testing policies and procedures.
- Information about entering student responses online after testing.

Using these directions ensures that tests are administered the same way for all students across the state, and that all students receive a score that accurately reflects what they know without any support, guidance, or unauthorized interference.

<b>Script to Read to Students .....</b>	<b>2</b>
<i>First Day of Testing for a Subject.....</i>	<i>2</i>
<i>Following Days of Testing for a Subject.....</i>	<i>5</i>
<b>Answering Questions and Providing Assistance.....</b>	<b>7</b>
<i>Test-Related Scenarios .....</i>	<i>7</i>
<i>Student or Classroom Management Scenarios .....</i>	<i>8</i>
<b>Test Monitor Checklist .....</b>	<b>9</b>
<b>Detailed Information.....</b>	<b>11</b>
<i>Overview.....</i>	<i>11</i>
<i>Prepare for Testing.....</i>	<i>13</i>
<i>Start/Resume and Monitor Testing.....</i>	<i>15</i>
<i>End Testing .....</i>	<i>18</i>
<b>Enter Student Responses Online .....</b>	<b>20</b>

# Script to Read to Students

Review this script before testing so you are comfortable with the instructions you must read aloud. There are separate instructions for the first day of testing and any following days.

- All instructions that must be read to students are in shaded boxes and start with the word SAY.
- The text in brackets [ ] should be read only if applicable.
- If you see a blank line, fill in the appropriate information. Your District or School Assessment Coordinator may also provide this information to you.

## First Day of Testing for a Subject

### Starting Testing

Provide information to students based on how testing is scheduled (for example, students will stop after completing a certain number of segments or after a certain period of time).

**SAY:** We have scheduled about \_\_\_\_\_ minutes for testing.

You will stop testing \_\_\_\_\_. It is important that you do your best. The test is not timed so you can have more time later if you need it.

When you are done, raise your hand and then you will \_\_\_\_\_.  
[for example, read a book.]

Follow your school policy for collecting cell phones/wearable technology/devices, or ensure students have put them away. Depending on your school policies, students may have water/gum/snacks out during testing.

**SAY:** During testing, the only items you may have out are your test book, something to write with, and any materials I will give to you.

[For mathematics and science: You may also have a calculator.]

If you have anything else out, put it away now.

You cannot use your cell phone or other devices during testing. Take off any smartwatches or other technology that you are wearing. If you use your cell phone, smartwatch, or any other devices, your test will not be scored.

Distribute regular print, large print, or braille test books. If providing any other materials (for example, scratch paper or translated word lists), distribute them as well.

**SAY:** Write your name on the cover of the test book.

[If providing other materials: Write your name on the top of the other materials I gave to you. When you are done testing, I will collect these materials.]

Provide the following instructions for the applicable subject. Assist students as needed.

Subject	Scripted Instructions
Reading	<b>SAY:</b> We are now going to break the seal on the test book. Break the seal by pulling the tab. Then, open your test book.
Mathematics	<b>SAY:</b> We are now going to break the seal on the test book. Break the seal by pulling the tab.  <i>[Grades 3–4: Then, open your test book. You will find grid paper at the back of the test book. You may tear it out of your test book to use while taking the test. Write your name on the grid paper.]</i>  <i>[Grades 5–8 and 11: Then, open your test book. You will find a formula sheet at the front of the test book and grid paper at the back. You may tear them out of your test book to use while taking the test. Write your name on the formula sheet and/or grid paper.]</i>
Science	<b>SAY:</b> We are now going to break the seal on the text book. Break the seal by pulling the tab. Then, open your test book.

Read the directions from the student test books.

**SAY:** Go to the Directions page.

- *[Reading and Mathematics]* For each question, choose the answer you think is best.
- *[Science]* For each question, choose the answer or answers you think are best.
- You must answer each question in your test book.
- You can use scratch paper or write in your test book to help you answer the questions.
- When you finish a segment, review your answers. Then raise your hand for a sticker to seal the segment. Once you seal it, you cannot go back.
- On this test, do your own best work to show what you know and can do.
  - Do not accept help finding answers to test questions.
  - Do not give answers to other students.
  - Do not tell others what is on the test.
  - There may be consequences if you do not follow directions or if you behave dishonestly.

For mathematics and science only, provide information about calculators. For reading, go to the next SAY box on the next page. Ensure students are using the correct handheld calculator; refer to the *Detailed Information* section for requirements. For graphing calculators, ensure students have cleared the memory or disabled applications for testing. You will verify whether calculators may be used as students move between segments for mathematics or as needed for science.

**SAY:** *[Mathematics grades 3–8: You may not use a calculator in Segment 1. You may use a calculator in all other segments.]*

*[Mathematics grade 11: You may use a calculator in all segments.]*

*[Science: You may use a calculator, as needed.]*

Instruct students to begin testing.

**SAY:** Now turn the page(s) and start with Segment 1.

Actively monitor students throughout the entire test administration. If students have questions during testing, refer to the *Answering Questions and Providing Assistance* section for instructions you may provide.

## Breaks

If students will take a break during testing, instruct them to close their test books. Make sure students do not talk about the test during the break.

## End of Segments

As students finish a segment, read these instructions and provide them a sticker to seal it. If you run out of stickers, tape can be used instead.

**SAY:** Before you seal the segment, review your answers and make sure you have answered all of the questions. You will not be able to go back to any of those questions.

## Ending Testing

When getting to the end of the time scheduled for that day's testing, read these instructions to students. Students must seal the pages that were completed in the test book at the end of the test session.

**SAY:** We will stop testing in \_\_\_\_\_ minutes.

Review the segment you are working on, as needed, and make sure you have answered all of the questions.

You will not be able to go back to any of those questions.

If students will not finish a segment during the time scheduled for testing, use the following guidelines and script below. Otherwise, go to the next SAY box following the table.

**SAY:** If you will not finish the segment you are working on, I will help you seal the pages you have completed so far.

Subject	Guidelines	Scripted Instructions
Reading	Students must complete all items associated with a passage. Seal the pages so that the next passage is visible.	<b>SAY:</b> You must complete all of the questions for the reading passage that you are working on.
Mathematics	The last item completed must be the last item on the right-hand page so that the next item is not visible.	<b>SAY:</b> You must complete all of the questions on the pages you are working on.
Science	Students must complete all items associated with a scenario. A title page will indicate the beginning of the next scenario. Seal the pages so that the title page for the next scenario is visible.	<b>SAY:</b> You must complete all of the questions for the scenario you are working on.

To end testing, read the following script to students.

**SAY:** We are done testing. I will now collect your test book and any other materials.

Collect test materials from students. For graphing calculators, ensure students have cleared the memory.

## Following Days of Testing for a Subject

### Resuming Testing

Provide information to students based on how testing is scheduled (for example, students will stop after completing a certain number of segments; completing the test; or a after certain period of time).

**SAY:** We have scheduled about \_\_\_\_\_ minutes for testing.

You will stop testing \_\_\_\_\_. It is important that you do your best. The test is not timed so you can have more time later if you need it.

When you are done, raise your hand and then you will \_\_\_\_\_.  
[for example, read a book.]

Follow your school policy for collecting cell phones/wearable technology/devices, or ensure students have put them away. Depending on your school policies, students may have water/gum/snacks out during testing.

**SAY:** During testing, the only items you may have out are your test book, something to write with, and any materials I will give to you.

[For math and science: You may also have a calculator.]

If you have anything else out, put it away now.

You cannot use your cell phone or other devices during testing. Take off any smartwatches or other technology that you are wearing. If you use your cell phone, smartwatch, or any other devices, your test will not be scored.

For mathematics and science only, provide information about calculators. Ensure students are using the correct handheld calculator; refer to the *Detailed Information* section for requirements. For reading, go to the next SAY box. For graphing calculators, ensure students have cleared the memory or disabled applications for testing. You will verify whether calculators may be used as students move between segments for mathematics or as needed for science.

**SAY:** [Mathematics grades 3–8: You can use a calculator in Segments 2, 3, and 4.]

[Mathematics grade 11: You may use a calculator in all segments.]

[Science: You may use a calculator, as needed.]

Distribute test books and any other test materials (for example, grid paper or formula sheets removed from the test book, scratch paper, translated word lists).

**SAY:** Check that your name is on the materials I provided to you.

Remember to review your answers when you finish a segment of the test. Then you will raise your hand for a sticker to seal that segment.

Students will begin with the next unsealed part of test.

**SAY:** Open your test book. You may now continue your test.

Actively monitor students throughout the entire test administration. If students have questions during testing, refer to the *Answering Questions and Providing Assistance* section for instructions you may provide.

### Breaks

If students will take a break during testing, instruct them to close their test books. Make sure students do not talk about the test during the break.

## End of Segments

As students finish a segment, read these instructions and provide them a sticker to seal it. If you run out of stickers, tape can be used instead.

**SAY:** Before you seal the segment, review your answers and make sure you have answered all of the questions. You will not be able to go back to any of those questions.

## Ending Testing

When getting to the end of the time scheduled for that day's testing, read these instructions to students. Students must seal the pages that were completed in the test book at the end of the test session.

**SAY:** We will stop testing in \_\_\_\_\_ minutes.

Review the segment you are working on, as needed, and make sure you have answered all the questions.

You will not be able to go back to any of those questions.

If students will not finish a segment during the time scheduled for testing, use the following guidelines and script below. Otherwise, go to the next SAY box following the table.

**SAY:** If you will not finish the segment you are working on, I will help you seal the pages you have completed so far.

Subject	Guidelines	Scripted Instructions
Reading	Students must complete all items associated with a passage. Seal the pages so that the next passage is visible.	<b>SAY:</b> You must complete all of the questions for the reading passage that you are working on.
Mathematics	The last item completed must be the last item on the right-hand page so that the next item is not visible.	<b>SAY:</b> You must complete all of the questions on the pages you are working on.
Science	Students must complete all items associated with a scenario. A title page will indicate the beginning of the next scenario. Seal the pages so that the title page for the next scenario is visible.	<b>SAY:</b> You must complete all of the questions for the scenario you are working on.

To end testing, read the following script to students.

**SAY:** We are done testing. I will now collect your test book and any other materials.

Collect test materials from students. For graphing calculators, ensure students have cleared the memory.

# Answering Questions and Providing Assistance

To ensure that all students receive a score that accurately reflects what they know, you cannot provide guidance on test content or test-taking strategies when answering questions or providing assistance during testing. This section includes information and guidance on what assistance may be provided and how to address student questions during testing.

## Test-Related Scenarios

Students must be familiar with how to answer different types of items. Use the following scripted instructions for test-related scenarios.

Scenario	Scripted Instructions
A student has a question on test content (for example, how do I add fractions?) or how to answer an item.	<b>SAY:</b> I cannot help you with test questions. Do your best.
A student does not think there is a correct answer or reports an issue with the test content.	<b>SAY:</b> Tell me what question you are on, and I will take note of it. [ <i>Reading and Mathematics</i> , <b>SAY:</b> Select the answer you think is best. <i>Science</i> , <b>SAY:</b> Select the answer or answers you think are best. Refer to <i>Documenting Suspected Issues</i> on page 17 for the information you need to take note of if this occurs.]
A student does not know how to answer an item type that is not multiple-choice (for mathematics or science).	<b>SAY:</b> Look at the instructions at the top of the question for help with answering the question. [You may verbally describe how to answer the type of item in general but cannot show the student how to answer the item in the test or provide assistance on the test content.]

## Student or Classroom Management Scenarios

While not an exhaustive list, these scenarios may help you evaluate what is appropriate to say and do for similar situations while ensuring that students are able to demonstrate what they know independently.

If you are unsure how to assist in a situation that arises, follow your school procedures for asking for assistance from others (like your School Assessment Coordinator) before proceeding if possible.

Scenario	Guidance
A student is off task or being disruptive.	Redirect the student's attention to the test without assisting the student on the test in any way. Examples may include verbal reminders or visual cues to stay on task (for example, <b>SAY:</b> It is important that you do your best, or <b>SAY:</b> Focus on taking your test).
A student needs to leave and will not return (for example, illness or emergency).	Instruct the student to close the test book and turn in test materials. The segment the student was working on should not be sealed.  Note: For reading and science, when the student resumes testing, they may need to go back to access the passage or scene; however, the student cannot change answers to previously completed items.
A student needs to use the restroom.	Follow school procedures regarding restroom breaks during testing (for example, only one student can leave at a time or hallway monitors ensure students are not talking during breaks). Ensure the test book is closed.
A student is discouraged and not making progress.	Encourage the student without assisting the student on the test in any way. Examples may include verbal reminders or visual cues (for example, <b>SAY:</b> Do your best, or <b>SAY:</b> You can do this). If the student is not making progress after encouragement, instruct the student to stop testing using scripted instructions and contact your District or School Assessment Coordinator for appropriate next steps.
A student is not using a strategy or material that is used during instruction.	You cannot remind students of test-taking or academic strategies (for example, using their scratch paper or re-reading the passage).
A student is rushing through the test.	You cannot control the pace a student is testing or instruct a student to slow down. Follow your school procedures for what to do when students finish early.



# Test Monitor Checklist

Use this checklist to ensure you have verified or completed the following tasks for testing. The “Section to Reference” column indicates where more information can be found in the *Detailed Information* section that follows.

Overview	Section to Reference
<input type="checkbox"/> Confirm the days and times scheduled for test administration.	Testing Schedules (pp. 11–12)
<input type="checkbox"/> Confirm what plans have been made for students who finish early or need extra time during the testing session.	Testing Schedules (pp. 11–12)
<input type="checkbox"/> Confirm what plans have been made for students who finished testing in an earlier testing session as they are not allowed to be in the testing room on subsequent days of testing.	What Students May Do (p. 18)
<input type="checkbox"/> Confirm if additional resources are needed to administer any accommodations and/or universal supports.	Materials Allowed and Not Allowed During Testing (p. 13)
Prepare for Testing	Section to Reference
<input type="checkbox"/> Remove or cover academic or instructional posters and graphics on testing room walls and desks.	Prepare the Testing Room (p. 13)
<input type="checkbox"/> Confirm which allowable materials will be provided to students (for example, scratch paper) during testing.	Materials Allowed and Not Allowed During Testing (p. 13)
<input type="checkbox"/> Review materials not allowed during testing, and verify school procedures for ensuring students do not access them.	Materials Allowed and Not Allowed During Testing (p. 13)
Start/Resume and Monitor Testing	Section to Reference
<input type="checkbox"/> Provide materials to students and have students start testing using scripted instructions.	Provide Test Materials to Students (p. 15)
<input type="checkbox"/> Actively monitor student testing.	Active Monitoring (p. 16)
<input type="checkbox"/> Answer student questions, following the guidance in these directions.	Policies on Providing Assistance (pp. 16–17)
<input type="checkbox"/> As needed, follow school procedures to request assistance from other staff.	Requesting Assistance from Others (p. 17)
<input type="checkbox"/> Document any suspected item or translation errors.	Documenting Suspected Issues (p. 17)
<input type="checkbox"/> If applicable, provide breaks to students.	Breaks and Leaving During Testing (p. 17)

End Testing		Section to Reference
<input type="checkbox"/>	Remind students that testing is almost over using scripted instructions and help students seal completed pages, as needed.	End Testing (p. 18)
<input type="checkbox"/>	If students finish testing at different times during the testing session, direct students on what to do (for example, read a book).	What Students May Do (p. 18)
<input type="checkbox"/>	Collect test books and any other materials provided.	Collecting Secure Test Materials (p. 18)
<input type="checkbox"/>	Return test materials, or keep them secure, as instructed.	Collecting Secure Test Materials (p. 18)
<input type="checkbox"/>	Know how to answer student questions about the testing experience.	Discussing the Testing Experience (p. 18)
<input type="checkbox"/>	Report any suspected item or translation errors.	Reporting Suspected Issues (p. 19)
<input type="checkbox"/>	Report any misadministrations or test security issues.	Reporting Misadministrations and Test Security Violations (p.19)
Enter Student Responses Online		Section to Reference
<input type="checkbox"/>	Enter student responses online for scoring, if applicable.	Enter Student Responses Online (p. 20)

# Detailed Information

This section provides additional details about testing. Review this information before testing and refer to it as needed during and after testing.

## Overview

This section contains information about the administration of the MCA with paper test materials.

## Resource for Script, Signed Interpretation, and Scribe

If you are administering the test with a script, signed interpretation, or a scribe, refer to the [Guidance for Universal Supports and Accommodations for Minnesota Statewide Assessments](#) before testing. This resource is available on the MDE website (education.mn.gov) under Districts, Schools and Educators > Teaching and Learning > Statewide Testing > District Resources (under the Universal Supports and Accommodations Resources expandable heading).

## Administration of the Script

Administering the Mathematics or Science MCA with a script requires an individual setting or a small group setting with other students who require the script accommodation. The Test Monitor reads each question from the script while the student answers in the test book. Additional guidelines for the administration of a script are provided in the script.

## Braille Administrations and Test Monitor Notes for Braille

The method the student will use to record answers to the questions (for example, dictated to a scribe or with a braille writer) should be discussed with the student prior to testing.

*Test Monitor Notes for Braille* are included with each braille test and must be used in addition to these directions to administer the braille test. If you are administering a braille test, use the *Script to Read to Students* section that is included in the *Test Monitor Notes for Braille*; that version of the script is tailored to the braille administration.

## Testing Schedules

Verify how testing is scheduled and the scheduled testing time for each day with your District and School Assessment Coordinator.

Each table includes different information to help Test Monitors if testing is scheduled over multiple days. If a student will not complete a segment during the testing session, use the applicable scripted instructions to end testing. Know what plans have been made for students who finish early or need extra time during the testing session, based on how testing is scheduled.

### Number of Items for Paper Reading MCA

Grade and Test	Number of Items in Segment 1	Number of Items in Segment 2	Number of Items in Segment 3	Number of Items in Segment 4	Total Number of Items
Grade 3 Reading MCA	8	14	15	11	48
Grade 4 Reading MCA	17	16	6	9	48
Grade 5 Reading MCA	15	9	18	6	48
Grade 6 Reading MCA	21	10	13	10	54
Grade 7 Reading MCA	17	16	8	13	54
Grade 8 Reading MCA	18	17	8	11	54
Grade 10 Reading MCA	19	7	13	21	60

### Number of Items for Paper Mathematics MCA

Grade and Test	Number of Items in Segment 1	Number of Items in Segment 2	Number of Items in Segment 3	Number of Items in Segment 4	Total Number of Items
Grade 3 Mathematics MCA	10	16	12	12	50
Grade 4 Mathematics MCA	9	13	14	14	50
Grade 5 Mathematics MCA	12	12	14	12	50
Grade 6 Mathematics MCA	9	14	14	13	50
Grade 7 Mathematics MCA	10	14	13	13	50
Grade 8 Mathematics MCA	12	14	16	8	50
Grade 11 Mathematics MCA	14	14	14	14	56

### Number of Items for Paper Science MCA

Grade and Test	Number of Items in Segment 1	Number of Items in Segment 2	Total Number of Items
Grade 5 Science MCA	18	23	41
Grade 8 Science MCA	27	24	51
High School Science MCA	37	31	68

## Prepare for Testing

### Prepare the Testing Room

Ensure all academic or instructional posters and graphics, including strategy techniques or methods, in the testing room or on desks are covered or removed during test administration. This also includes academic or instructional information not related to the subject being tested (for example, mathematics information must be covered during a reading test). This policy is required to ensure that students are answering items independently, without extra support or guidance that could be present in academic or instructional materials. For example, information in a historical poster about a scientist may provide an advantage for a reading passage or science scene, or information on a mathematics concept may provide information that could be used to answer a science item.

If you choose, you may write information specific to test administration on the board or in the room. Examples of allowable information include information about scheduling (for example, We will stop after completing two segments, or we will stop testing at the end of the class period) and what students may do when they are done with testing (Read a book when you are done testing).

### Materials Allowed and Not Allowed During Testing

#### Materials Allowed

- A pencil or pen
- Stickers
- Handheld calculators (only in specified tests and segments; see below)
- Paper copy of translated word list (mathematics and science only; see below)
- Paper copy of mathematics multiplication or hundreds tables (mathematics only; see below)
- Scratch paper (if providing; see below)

#### Materials Not Allowed

- Dictionaries, thesauruses, and other reference materials
- Calculator manuals
- Cell phones (see below)
- Wearable technology or other devices (see below)

#### Cell Phones, Wearable Technology, and Other Devices

Students may NOT use cell phones or any other devices (for example, Chromebook, laptop), including wearable technology (for example, smart watch, fitness tracker), at any time during testing, including during breaks, or when testing is completed (if students remain in the testing room). If applicable, follow your school procedure for collecting all devices or ensuring that students leave devices outside the testing room. If students are allowed to bring devices inside the testing room, they must remove them (for wearable technology) and/or put them away before testing begins. Note: For the rare situation where a student may need to use a cell phone or device as a support or accommodation (for example, as a medical monitor, personal hearing aid, amplification system, or assistive technology), contact your District or School Assessment Coordinator to confirm if the use is an allowable exception to the policy.

#### Calculators

Students must be familiar with the functionality of the handheld calculator prior to test administration. The following table specifies which type of handheld calculator may be used by grade for Mathematics MCA. Using a more technologically advanced calculator than the one specified provides assistance that invalidates what is being assessed (for example, using a scientific calculator instead of a four-function calculator for grade 5). Using a less technologically advanced calculator than the type specified (for example, using a four-function calculator instead

of a graphing calculator for grade 8) is allowed but not recommended as students do not have the same access to additional functions the calculator provides.

For the Science MCA, any type of handheld calculator that meets the allowable requirements may be used. Because these items require only simple mathematical computations, using a more or less technologically advanced calculator does not invalidate what is being assessed.

### Calculator Type Required for Paper MCAs

Test	Type of Calculator Required
Grade 3–5 Mathematics MCA	Standard or four function
Grades 6–7 Mathematics MCA	Scientific
Grades 8 and 11 Mathematics MCA	Graphing
Science MCA	Any (standard or four function calculators are all that is required; however, scientific or graphing calculators are also allowed)

Contact your District or School Assessment Coordinator with questions on the types of handheld calculators that may be used. Note: Web-based calculators or calculator apps accessed from another device (for example, Chromebook) are not allowed.

- For grades 3–8 Mathematics MCA, calculators are not allowed during Segment 1 of the test.
- For grade 11 Mathematics MCA, calculators are allowed on all segments of the test.
- For Science MCA, a calculator may be used on any items as needed.

Graphing calculators must either have the memory cleared before and after each testing session, or have a feature that temporarily disables Flash applications and calculator files (for example, TI-NSpire has “Press to Test” mode).

### Translated Word Lists and Mathematics Tables

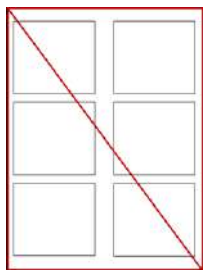
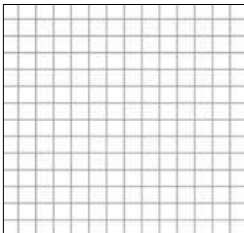
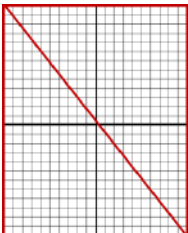
If providing a paper copy of a translated word list or mathematics multiplication or hundreds table, it must be a printed version of the documents posted to PearsonAccess Next under Preparing for Testing. Verify with your District or School Assessment Coordinator which students may be provided translated word lists as a universal support or the mathematics tables as an accommodation.

Note: For the mathematics table accommodations, the student must test in an individual setting, and for grades 3–8, only use the tables on the segments where calculators are allowed (Segments 2, 3, and 4; calculators are allowed on all segments for grade 11). Contact your District or School Assessment Coordinator for more information.

## Scratch Paper

Students can use blank spaces in the test book to work on items and make notes; for mathematics, students may also use the grid paper and formula sheets provided inside the test books. If students remove the grid paper or formula sheets from inside the test book, they must write their names on the sheets. Note: Ensure students do not tear off the back page of the test book for scratch paper; the back page contains the secure barcode number for the test book, which is needed to confirm secure materials are returned.

If other scratch paper will be provided, the following materials outlined below may be used. Students may draw lattices, diagrams (for example, number lines), or charts (for example, multiplication table or hundreds chart) on scratch paper if they choose, but examples cannot be displayed in the classroom or handed out during testing.

Scratch Paper	Guidelines	Examples
Blank paper	Lined notebook paper is acceptable but the paper must be blank; no boxes or numbers may be added to guide students to show their work, and paper may not be pre-folded into sections. Sticky notes are also allowed, but they must be provided as a pad and not strategically pre-arranged by the Test Monitor.	Not allowed: 
Individual whiteboards	Must be blank before and after administration.	N/A
Commercially-produced graph paper	Must not contain numbers, coordinates, or numbered boxes. Must not contain pre-printed numbers, coordinates, or numbered boxes.	Allowed:  Not Allowed: 

## Start/Resume and Monitor Testing

### Provide Test Materials to Students

- Provide students with the correct test book according to the security number assigned to them on the *Test Materials Assigned to Students Checklist* or other checklist provided in the school. The security number is located on the back cover.
- On the first day of testing, the student should write their name on all materials provided: test book, scratch paper, grid paper (if removed from inside the test book), mathematics formula sheets (if removed from inside the test book), translated word lists (if provided), and mathematics table accommodations (if provided). All materials must be turned in at the end of the test session.
- Mathematics and science scripts are not provided to students; they are used by the Test Monitor to administer the test to students who require a script accommodation.

Active Monitoring

Actively monitor students throughout the entire test administration to carefully observe student behavior and ensure that all students are working independently and making progress in their tests. You cannot complete other tasks, including lesson planning, grading papers, or talking casually with other staff. Note: If your school procedures allow you to access these directions electronically, ensure your primary focus is still on active monitoring.

If space is limited and students can potentially see other test materials, ensure through your active monitoring that students are working independently.

Student Responses and Sealing Segments

Students respond directly in the regular or large print test book, unless they require the scribe accommodation. As students finish each segment, you will provide a sticker and may assist them in applying the sticker to seal the appropriate pages, if needed. If you run out of stickers, tape may be used instead.

Policies on Providing Assistance

The *Answering Questions and Providing Assistance* section of this document gives specific guidance regarding the type of help that may be provided during testing. Keep the following requirements in mind:

Type of Assistance	Requirements
Repeating directions	<ul style="list-style-type: none"><li>You may repeat—but may not paraphrase—the scripted instructions in this document. You may not read directions from the student’s test book.</li><li>If you believe a student missed any item(s), you may remind them to make sure they have answered all items using only scripted instructions from this document. You may not point out specific items or provide any other instructions that may lead the student to change or reconsider their answers.</li></ul>
Assistance with the test	<ul style="list-style-type: none"><li>You may not define or pronounce a word on a test item, discuss a test item, or give an opinion regarding a test item.</li><li>Do not give any indication that there may be a different approach or answer; do not help students with answers to items in any way.</li><li>You cannot remind students of any test-taking strategies or academic strategies (for example, to use scratch paper). Help of this sort should be provided prior to test administration, such as when the Student Readiness Tools (SRTs) are used.</li><li>For mathematics and science, students must be familiar with the functionality of the calculator prior to the start of testing, and you cannot provide assistance. The only exception is if a calculator is broken (for example, dead batteries).</li></ul>

Detailed Information



Type of Assistance	Requirements
Pacing and monitoring student progress	<ul style="list-style-type: none"> <li>You may not control the pace at which a student tests, as the tests are not timed and students should be allowed to continue if they are making progress. For example, if you notice a student is moving quickly through the test, you can re-read any scripted instructions from this document, but it is not permissible to say, “Slow down” or “Take your time.”</li> <li>You may monitor student tests to verify where students are at in terms of how testing is scheduled (for example, verifying how many items students have completed or verifying which segment they are in). However, you need to make sure that you are not viewing secure test content. Unauthorized viewing of secure test content is when you view the content long enough to determine the essence of it.</li> </ul>

## Requesting Assistance from Others

During testing, you will follow your school procedures for alerting others if assistance is needed (for example, sick student in the room) so that you can continue actively monitoring. Your primary focus must remain on the students who are testing, even when an unexpected issue arises.

Your school procedure may require you to use a cell phone, computer, or other device to alert others if assistance is needed; however, these devices may be used for that purpose only. You cannot check email or work on your computer/device, and cell phones should be silenced to reduce disruptions.

## Documenting Suspected Issues

All items on statewide assessments go through numerous educator reviews, as well as reviews at MDE and at the service providers, before being placed on a test. However, there may be times when a student feels that there is no correct answer or has a technology issue with an item. In order to maintain test security, MDE requires that a specific process be followed to report this to MDE.

If a student does not think there is a correct answer or points out a test item that appears to have an error, note the following information:

- Grade
- Subject
- Student’s MARSS/SSID number
- Item number

The student should select the answer they think is best and continue testing. This same process is used if a student points out a translation that appears to be incorrect in a translated word list. You will report these issues when the testing session is over.

## Breaks and Leaving During Testing

Depending on your school’s testing schedule and procedures for testing, students may be allowed a short break. Whenever leaving the testing room (for example, bathroom break) or when there is a break in testing, students should close their test books unless an emergency prevents them from doing so. Ensure that students do not discuss test items and answers.

In the case of an emergency, such as a fire alarm or a severe weather warning, it is important to follow all safety procedures and exit as quickly as possible. To maintain test security when all students must leave the room, you should close the door and secure the room, if possible.

## End Testing

You must use the scripted instructions to alert students prior to the end of the day's testing so that they have time to review their answers.

### What Students May Do

If students finish testing early and stay in the testing room, students may read a paper book, complete activities on paper that are not related to the subject(s) being tested (such as word searches, drawings, or coloring sheets), or sit quietly. Disruptions for other students must be kept to a minimum.

- Students may read a paper book, even if reading is being tested, but textbooks for any subject(s) being tested are not allowed.
- If multiple subjects are being tested (such as during a make-up session), this must be taken into consideration for the materials students can use.
- Cell phones or other devices (including wearable technology) cannot be used at any time, even if the student has completed testing or is working on something unrelated.

Note: Students who have finished testing in a previous test session are not allowed to be in the testing room on subsequent days of testing. Follow your school procedures to ensure students who have finished testing in a previous test session are not in the room during future testing sessions. This policy is required in order to reduce distractions for students who are still testing and to ensure test security is maintained.

### Collecting Secure Test Materials

At the end of each testing session, **all materials must be collected** before students leave the testing room.

- Verify that all regular print, large print, and braille test books have been collected, using the *Test Materials Assigned to Students Checklist*.
- Verify that additional materials provided (scratch paper, translated word lists, and/or mathematics table accommodations) have been collected. For mathematics, any formula sheets or grid paper removed by students from inside the test book must also be collected.
- Verify you have all scripts, using the *Test Materials Assigned to Students Checklist*.
- Immediately report any missing test materials to your District or School Assessment Coordinator.

These materials must be kept secure between testing sessions following your school procedures (for example, you will secure test materials or return them to the District or School Assessment Coordinator between testing sessions).

Once testing is completed, the scratch paper must be securely disposed of or returned to the District or School Assessment Coordinator for secure disposal (following school procedures). The secure disposal must be completed no more than 2 business days after the close of the testing window. This also applies to any formula sheets or grid paper, if removed from inside the test book, and any translated word lists or mathematics table accommodations, if provided to students.

### Discussing the Testing Experience

Remember that you cannot ask students about specific test items, even after testing is over. If students ask about a specific item following testing, you may provide instruction on the general concept **ONLY** if all testing is completed for that grade and subject in the school. However, targeted instruction as a result of student questions on the general concept is not allowed if any students still need to complete testing. In any case, you must not address or solve the specific test item.

## Reporting Suspected Issues

If a student reported a suspected issue during testing, provide the information you documented to the District or School Assessment Coordinator or other designated contact, following your school procedures.



The content of the item itself should never be referenced, captured as an image, or emailed within the school or district or in a communication with MDE or Pearson. Doing any of these actions is a security violation.

## Reporting Misadministrations and Test Security Violations

If a misadministration (a non-standard situation) or security violation occurs during testing, contact your District or School Assessment Coordinator as soon as possible for next steps.

Specifically for test security, while you are encouraged to raise your concerns within the district, you can report suspected incidents of cheating or other improper or unethical behavior on statewide assessments to MDE using an online [test security tip line](https://education.mn.gov/Districts/Schools-and-Educators/Teaching-Learning/Statewide-Testing/test-security-tip-line) (education.mn.gov > Districts, Schools and Educators > Teaching & Learning > Statewide Testing).

# Enter Student Responses Online

In order for a paper test to be scored, district or school staff **must enter** student responses from the test book **into a Data Entry form in TestNav** during the testing window. Student responses in MCA paper test books will NOT be scanned and scored when they are returned to Pearson; **only student responses entered online are scored.**



Designated staff are responsible for entering student responses from the test book into TestNav. **Students cannot enter their own responses into TestNav, and student test books cannot be mailed to Pearson for scoring.** If student scores are not entered online by the end of testing, there is a \$200 fee for late score entry.

After testing, staff must break the test book stickers to enter student responses online. Test books must remain secure before being returned to Pearson, but do not need to be resealed.

Student responses must be entered exactly as the student responded, without edits or changes. The test items include specific instructions for students on how the item should be answered, and the student answers cannot be modified if they did not follow these instructions. If the student missed an item and it is not discovered until responses are entered, the student may not go back to complete the item.

For more information on how to enter student responses online, refer to the [MCA Data Entry User Guide](#) on PearsonAccess Next under Resources & Training > User Guides.