

## Pages 61 and 62 from the 2009 MDE Procedures Manual

### Estimated Test Administration Times

The estimated times in the tables below are for general education students. New District Assessment Coordinators can check with teachers to find out which times work best in their district. Students should be allowed to continue working on a test as long as they are making progress. The timed TEAE is an exception.

Table 10 lists the estimated times for each subject and segment for the Mathematics and Reading MCA-IIs.

- Each of the four segments of the Mathematics and Reading MCA-II test book should be sealed by the student or Test Monitor after it is completed. The only exception is the **grade 3 MCA-II test/answer book**, which **should never be sealed** because Pearson will need to scan it.
- Segments are created primarily for ease of administration. Administration of the four segments can be done in any number of ways (one segment per day, two segments per day, all four segments at one time, etc.) that fit the needs of the students, except for the MCA-II/GRAD, which has specific dates.
- There have been no changes for 2008–09 in the length of the MCA-IIs.

**Table 10.** Estimated Times for Mathematics and Reading MCA-IIs

Grade	Subject	Minutes per Segment (student work only)	Minutes per Segment (total test administration)
3–8	Mathematics	35–45	50–65
	Reading	35–45	50–65
10	Reading	45–60	60–80
11	Mathematics	45–60	60–80

Table 11 lists the suggested amount of time to allow per session for the Science MCA-IIs.

- In the table, student work time does not include time for students to view a short tutorial, time to set up a lab for testing or time to install software for testing.
- The science tests have between 8 and 11 scenarios divided into two sections. Sections are electronically “sealed” so that students cannot move from section one to section two without the proper seal code, which is provided by the Test Monitor. Once students move into section two, they cannot return to section one.

**Table 11.** Estimated Times for Science MCA-IIs

Grade	Number of Sections	Minutes per Section (student work only)	Minutes per Section (total test administration)
5	2	45	60
8	2	45	60
High School	2	60	75

Table 12 lists the estimated times for the accommodated versions of the MCA-II.

- The MTELL, which has two sections, is for LEP students with limited English skills. The time for the MTELL is an estimate.
- The MTAS is for students with the most significant cognitive disabilities, and test administration times will vary for each student.

**Table 12.** Estimated Times for Accommodated Versions of the MCA-II

Test	Grades	Student Work Time (minutes)
MTELL	3–8, 11	60–90
MTAS (Reading)	3–8, 10	Varies with the student. Test administrators have the entire testing window to administer the test and enter scores.
MTAS (Mathematics)	3–8, 11	
MTAS (Science)	5, 8, HS	

Table 13 provides the estimated times for the diploma tests.

**Table 13.** Estimated Times for the BST and GRAD

Grades	Subject	Time per Test (student work only)	Time per Test (total test administration )
12 - Retests	Reading BST	1.5 hours	2 hours
	Mathematics BST	2 hours	2.5 hours
	Writing BST	2 hours	2.5 hours
9 - All students 10–11 - Retests	Writing GRAD	2 hours	2.5 hours
11 - Retests	Reading GRAD	1.5 hours	1.5+ hours

Table 14 provides the time limits for the timed Title III tests.

- The TEAE tests are timed.
- Time limits in the table do not include 10–20 minutes of introduction before the first subject for each test or the few minutes before subsequent subjects in the test.
- Districts may administer the entire Reading portion of the TEAE in one day and all of the writing in another day. However, MDE recommends the following:
  - Reading - Administer over two days, doing 2–3 sections during each testing period each day. Each testing period would be approximately one hour. Grades 9–12 will have an additional testing period of about 40 minutes (10 minutes for administration plus 30 minutes testing time).
  - Writing - Administer over two days, doing one section each day. Each testing period would be about 35 minutes each (10 minutes for administration plus 25 minutes testing time).

**Table 14.** Time Limits for Title III Tests

Grades	Test	Subject	Time Limit (minutes)
3–12	Reading TEAE	Graphic	10
		Short Narrative	10
		Long Narrative	15
		Expository	30
9–12	Reading TEAE	Additional Expository	30
3–12	Writing TEAE	Graphic Prompt	25
		Text Prompt	25
K–2	Reading and Writing Observation Matrix	Reading and Writing	Not Applicable. Assessments are filled out by the teacher and each take about 5–10 minutes per student.
K–12	MN SOLOM	Listening and Speaking	