



**FALL 2009 FIELD TEST FOR THE MATHEMATICS
MINNESOTA COMPREHENSIVE ASSESSMENTS SERIES-III (MCA-III)
GRADES 4–9**

INSTRUCTIONS FOR TEST MONITORS

The new Mathematics MCA-III for grades 3–8, which will be aligned with the 2007 Mathematics Academic Standards, arrives in the spring of 2011. To prepare questions for a new test, Minnesota conducts field tests, such as this Fall 2009 Field Test for the Mathematics MCA-III. Most of the questions that will be field-tested are multiple choice; however, a few feature innovative formats enabling students to demonstrate their knowledge and skills in greater depth. The computer will score student responses to all test items, not just those that are multiple choice. To make sure that the students taking the field tests have been exposed to the academic mathematics content of the grades 3–8, the field test is being given to students in grades 4–9. Since MDE is field testing test questions rather than testing the students and because students are answering questions for their previous grade, student-level results will not be produced.

It is very important to consistently administer the test to ensure fair and equitable test conditions. Review these directions before test day, and follow them exactly during test administration.

These directions accompany the *Test Monitor Directions* PowerPoint presentation that includes instructions to the student for how to login, take, and submit the test. Test Monitors should read the directions in the PowerPoint aloud to the students. Test Monitors will use these instructions (this document) as they prepare to present the *Test Monitor Directions* PowerPoint.

Test Monitors should receive training about test monitor responsibilities and test security, as well as district policies and procedures related to proper test administration.

GENERAL DIRECTIONS

Materials Allowed During Testing

- A pencil to use with scratch paper
- Scratch paper
- Student Authorization Ticket
- Calculators (Use of hand-held calculators is optional because there is a calculator included in the test. Your District or School Assessment Coordinator will let you know if your district will be using hand-held calculators.)

Materials NOT Allowed During Testing

- Dictionaries, thesauruses, and other reference materials
- Note cards or sticky notes
- Cell phones (must be turned off)
- Other electronic devices (must be turned off)

Note: Scratch paper and Student Authorization Tickets are secure test material that must be turned in to the Test Monitor once testing is complete.

► PREPARING FOR ONLINE TEST ADMINISTRATION

Check with your School Assessment Coordinator

- Find out what day you will administer the test.
- Make sure you have logged in to the PearsonAccess Website and confirmed your account status on a day prior to the test administration date.
- This test is **UNTIMED**. After the *Test Monitor Directions* PowerPoint is complete, each student participating in the computer-delivered field test will answer 24 questions that can be completed in a 50-minute class period. Every student should be given enough time to attempt every question. As long as a student is making progress, he or she may continue working. Determine what provisions have been made for students who finish early or need extra time.

Before testing, your School Assessment Coordinator will provide:

- *Instructions for Test Monitors* (this document).
- *Test Monitor Directions* (PowerPoint format).
- *PearsonAccess Minnesota User's Guide*.
- Student Authorization Tickets. See directions below in "Before students arrive."
- Session roster. (Available electronically in PearsonAccess on the "Session Details" screen of the Test Management section. See viewing directions below. This roster can be printed; therefore, your School Assessment Coordinator may provide the roster to you as a hard copy.)
- Scratch paper. You will provide the scratch paper to the students. Students must write their name on their scratch paper.

Before students arrive:

1. View session rosters in PearsonAccess. Make sure each student in the session has been assigned a Student Authorization Ticket.
 - If you are not already on the "Session Details" screen in PearsonAccess, go to <http://www.pearsonaccess.com/mn>.
 - Select the *Login to PearsonAccess* button.
 - Login with your User Name and Password.
 - Select the *Test Management* tab to open the "Test Management Overview" screen.
 - Select the "Manage Test Sessions" link.
 - In the "Session Name" column, select the session you are administering to open the "Session Details" screen.
 - Select the *Session Roster* button to view a PDF file of the roster of students in the session you are administering.
 - Select the *Authorizations* drop-down menu and select the "Student Authorizations" link to view a PDF file of Student Authorization Tickets for students in the session you are administering.
2. Pre-cache Test Content (Proctor Caching): Before starting the test session, make sure the test content has been pre-cached. If "Main" is listed under the "Form" or "Form Group Type" column for any student in the session roster, content must be pre-cached. If you have not received training in pre-caching test content, notify your School Assessment Coordinator or technology staff that the test session needs to be pre-cached.
3. Launch TestNav: Open the TestNav application on each student computer.
 - You may use Student Authorization Tickets to login students before they arrive to take the test. Or, you can leave the login screen displayed on each monitor and instruct students to enter their test ticket information themselves. If someone other than the student enters the test ticket information, be sure to confirm that the correct student is assigned to the correct computer by looking at the student's name on the screen.

► STARTING THE ONLINE TEST SESSION (if your District Assessment Coordinator or School Assessment Coordinator has not done this for you)

A test session must be manually started before students in the session can log in and begin taking the test online.

1. Start the test session by choosing *Start* on the “Session Details” screen.
2. The “Session Start Confirmation” message will alert you that you have requested the session be started. Choose *Yes–Start Session* to start the session.
3. The “Session Started” message will alert you that the session has been started. You are given a choice of links to return either to the “Session Details” screen or the “Manage Test Sessions” screen.
4. After a session is started, students can login and begin testing.
 - A session does not stop until you choose *Stop*.
 - **Do not** choose *Stop* until you are told to do so by your School Assessment Coordinator. Selecting *Stop* too soon will cancel the session and the Student Authorization Tickets will no longer function.

► PRESENTING THE 2009 FIELD TEST FOR THE MATHEMATICS MCA-III TEST MONITOR DIRECTIONS POWERPOINT TO THE STUDENTS

Test Monitors should instruct students **not** to select the *Next* button and begin testing before they are directed to do so.

Project the *Test Monitor Directions* PowerPoint overhead so that students can view it while the Test Monitor reads the directions aloud. The PowerPoint includes information on materials needed, test navigation, tools available, question types, reviewing items, logging in and beginning the test, and ending the test.

► MONITORING THE ONLINE TEST SESSION

After a session is started, you can monitor the real-time status of students by watching the “Status” column in the session roster on the “Session Details” screen. The chart below provides an explanation of the possible statuses.

Ready	Student has not yet started the test.
Active	Student has logged in and started the test.
Exited	Student has exited TestNav but has not submitted the answers. (Student cannot resume test unless authorized by test monitor.)
Resumed	The student has been authorized to resume the test.
Resumed-Upload	The student has been authorized to resume the test and any responses saved locally have been uploaded.
Submitted	The student has finished testing and submitted the answers to be scored.
Processing	The test has been submitted and the system has begun processing the data.
Completed	The submitted test data has been processed.

► MONITORING THE ONLINE TEST SESSION (Continued)

- The entries in the “Status” column are **not** updated automatically.
- Refresh your browser window to update the real-time testing status of students. The refresh button is found on your browser menu bar.
- Entries in the “Status” column will turn **green** as students begin to login and start the test.
- Entries in the “Status” column will turn **red** as students complete their tests.
- If a *Resume* button appears in the “Resume” column, please check with the student. Note irregularities (if any), then select *Resume* so the student can continue working.
- Test Monitors need to walk around the room during the test to make sure that students are progressing through the test. Test Monitors can answer any procedural questions students may have.

► ENDING ONLINE TEST ADMINISTRATION/SECURITY

Assist students as they finish the test to ensure their answers will be properly saved. Remind students that they must:

1. Select *Submit*.
2. Select *Yes, submit my test*.
3. Select *Yes*.

Be sure students **do not** choose the red “X” in the upper right hand corner of the window prior to or during the test. This will close the student’s test and the Test Monitor will need to resume the student’s test as described above.

After the end of each test session, all test materials must be collected including:

- Student Authorization Tickets.
- Scratch paper.

Return Student Authorization Tickets and scratch paper to the School Assessment Coordinator so that these test materials can be securely disposed.