CHS Proctoring Infrastructure Trial with Computer Based Testing

This is not a substitute for **READING** and **FOLLOWING** the MCAS Test Administrator Manual for the real MCAS.

This is a quick run through of Proctoring the Infrastructure Trial.

Before the test:

1. Ensure the gym/classrooms are properly set up for testing and have computers.

2. Get your test tickets, session lists

3. Go to your school's website and sign in. Under the teacher resources for Staff, find the MCAS Tab Sign In and sign in to the **BROWN** training site with your username & password. Your username is your school email.

    a. Make sure you see the name of your school in the top right corner.
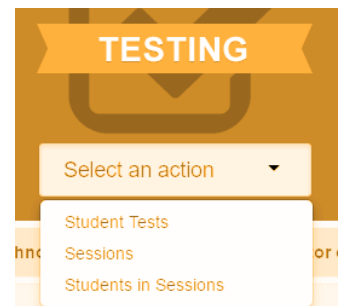
4. Click on **Students in Sessions** under the center **Testing** menu.

5. On the left side under **Session List** select "**Add a Session**."

6. Type in your last name

7. Check the box next to your name. Make sure you have the correct session- Which grade? Math or ELA today? (Math for a Trial)

8. Click "**Add Selected**"

9. You can now view the whole class. Each student should have a grey "Ready" under "Student Test Status" with an image of a lock next to it.
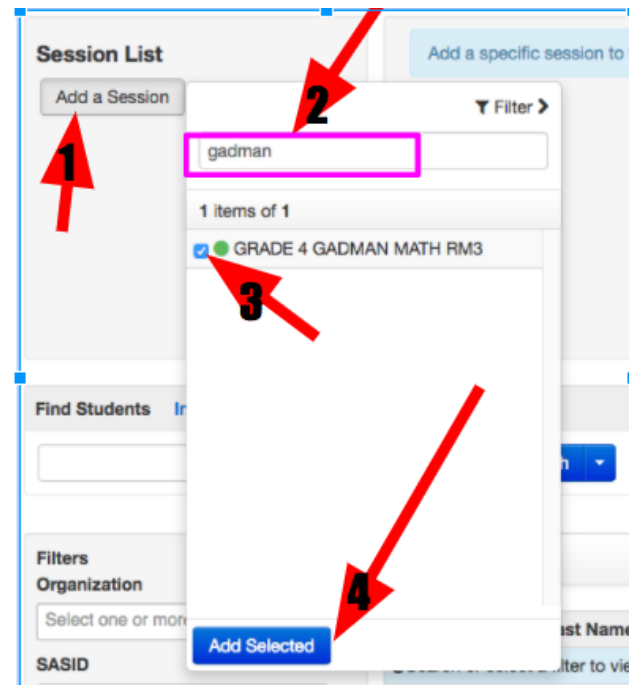
10.   If you want, at the top right of the student list you can click on "**Manage Columns**" and remove extra columns like the SASID, student code, middle name, form type, etc.

11.   Unlock the correct session for the whole class:

To Administer the Infrastructure Trial:

1. Take attendance and record any students that are absent.

2. Remind students that they should raise their hand when they reach the end of the session to get permission to Submit Final Answers.

3. Read to the students the following blurb:

    a. "***Today we are going to do a practice MCAS test. You are not being tested today. You will not get a score. We are actually testing the TEACHERS! We are checking to see if the teachers can sign into their accounts, if we can get you all started in TestNav, if the computers and WIFI work, and if you can use the tools. You still have almost two months before you take the real MCAS! We do not expect you to know all the answers right now. If you come across a question you do not know the answer to, do not worry! Your teacher can review questions with the class after we finish the practice test. Please do your best work though, as these are similar***

questions to what you will see during the MCAS so it is like a sneak peek!"

4. Hand out the **Student Testing Tickets**

    a. Have the students write the ID number of the computer they are using on the testing ticket

    b. **<u>PLEASE CHECK THE ID NUMBER</u>** - some students wrote incorrect numbers last year.

5. Have the students log into TestNav by opening up the app on their device and using the information on their Test Ticket.

    i.   *If a student has an issue logging into TestNav <u>call the office, Tara, Brian or reach out to Ed Leary</u> and a technology team member will come to your room to assist.*

    ii. Collect the **Student Testing Tickets**

6. Have the students press start two times until they reach the directions. Then read the following blurb:

    a. **Directions:** Read each question carefully and then answer it as well as you can. If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided by your screen. Only responses entered in the response box will be scored. If you do not know the answer to a question, you may bookmark it and go to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked.

7. Allow students to start the test and monitor Student Progress. <u>Refresh your view </u>as needed. If you let your computer fall asleep you will need to log back onto the Pearson website.
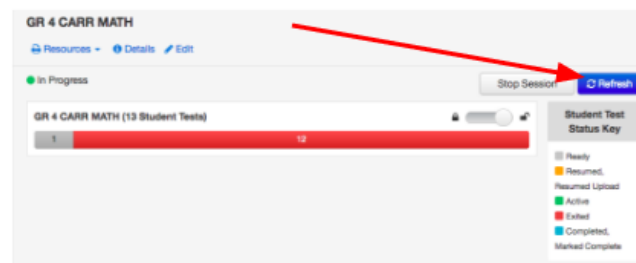
a. If you click on the word "Active" next to each student it will show you which questions the student has answered.

8. If a student receives an error, is bumped from TestNav, or needs to log out to take a break, you will need to **RESUME** their test session.

   a. Find the exited student on the list, click the arrow by "**Exited**" and select "**Resume**"

   b. Then return their **Testing Ticket** so they can log back in

   c. *If there is an issue call the office and a tech team member will come to assist*

As Students Finish:

1. Students who finish should raise their hand and ask if they can submit their final answers . **For the real testing you will need to read a paragraph from the testing manual.**

2. **The proctor should lock individual student tests as they finish.**

3. The students should **LOG OUT** of TestNav. Supervise each student to make sure they are logged out BEFORE they close the computer screen.

4. The students should turn off the computers.

5. Make the following piles of materials

   a. Student testing tickets

   b. Used Scratch Paper

   c. Unused Scratch paper

   d. Proctor testing tickets - *if you did a read aloud or text to speech you will have to return your test ticket too.*

When the Session Time is Over:

6. Students who are finished should submit their final answers and LOG OUT of TestNav. You should supervise each student to make sure they are logged out BEFORE they close the computer screen.

7. Turn off computers - by pressing the power button.

8. Sign out of Pearson online

9. Immediately return all materials according to your school's procedures.