

**Colorado Measures of Academic Success**

# **Test Administrator Manual**



## **High School Science**

**Spring  
2016**



**COLORADO**  
Department of Education

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## Telephone Assistance

For questions about	Contact Pearson Customer Service
<ul style="list-style-type: none"> <li>• TestNav and online testing</li> <li>• Test session management in PearsonAccess<sup>next</sup></li> <li>• Test form assignments</li> </ul>	<p>Telephone: 1-888-687-4759                      (Monday through Friday, 7:00 a.m. to 6:00 p.m. MT)                      Live Chat: <a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> &gt; Science and Social Studies                      (Monday through Friday, 7:00 a.m. to 6:00 p.m. MT)                      Email: COHelp@support.pearson.com                      Website: <a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a></p>

## Resources Available Online

Reference materials available online	Located at
Recorded Trainings	<a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> > Support > Documentation > Training
Important Dates	<a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> > Support > Documentation
<i>CMAS Test Administrator Manuals</i>	<a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> > Support > Documentation > Manuals and Documents
ePATs (practice testing environments)	<a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> > Science and Social Studies > Practice Tests
ePAT Guides	<a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> > Science and Social Studies > Practice Tests
Memos	<a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> > Support > Documentation
<i>PearsonAccess<sup>next</sup> User Guide</i>	<a href="https://co.pearsonaccessnext.com">https://co.pearsonaccessnext.com</a> > Support > Documentation
<i>CMAS Procedures Manual</i>	<a href="http://www.cde.state.co.us/assessment/newassess-sum">http://www.cde.state.co.us/assessment/newassess-sum</a>
<i>Accommodations Supplement</i>	<a href="http://www.cde.state.co.us/assessment/newassess-sum">http://www.cde.state.co.us/assessment/newassess-sum</a>

All assessment resources are posted on Avocet, an online searchable master index available at <http://avocet.pearson.com/CO/Home>.



# Overview for the Spring 2016 Administration of the Colorado Measures of Academic Success: Science and Social Studies Assessments

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## Background

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All public school students enrolled in Colorado are required by state law to take the standards-based summative assessment that corresponds to their grade level. Every student, regardless of language background or ability, must be provided with the opportunity to demonstrate their content knowledge. The Colorado Measures of Academic Success (CMAS): Science and Social Studies is Colorado’s standards-based assessment designed to measure the Colorado Academic Standards in the content areas of science and social studies. A small number of students with significant cognitive disabilities who meet specific criteria may demonstrate their content knowledge on the Colorado Alternate Assessment (CoAlt). CMAS and CoAlt assessments must be administered under standardized conditions to ensure the reliability and validity of results.

The science and social studies state assessments are intended to provide students and parents with unbiased, objective feedback about whether students are on track to meet the expectations of college and careers. Districts use data from the assessments to improve their work throughout their classrooms, programs, and schools. For the broader community, accurate test results, which measure Colorado’s expectations for students, are critical indicators of the health of the overall school and district. Statewide assessment is an important way in which taxpayers can gauge the results of their public investment.

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## Using the CMAS Test Administrator Manual

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This manual describes the procedures for Test Administrators to follow when administering the online and paper CMAS assessments. Test Administrators must carefully read this manual prior to administering any CMAS assessment. Test administration policies and procedures must be followed as written so that all testing conditions are uniform statewide. The guidelines and test administration scripts provided in this manual ensure that every student in Colorado receives the same standard directions during the administration of the test.

The Administration Overview covered in Part 1 includes information about:

- Practice Testing Environments (ePATs)
- Standard Conditions for a Standardized Test (Prohibited Materials, Test Security, and Ethical Practices)
- Accommodations
- Administering the Assessment (Testing Environment; Time Limits, Policies, and Procedures)

## Practice Testing Environments (ePATs)

Schools are strongly encouraged to provide students with time to experience the practice testing environment (ePAT), featuring released items from previous administrations, before actual testing. The ePATs will help students navigate through the online testing environment and use the embedded supports on the day of testing. Exposure to ePATs in advance of testing is especially important for students planning to use the text-to-speech tool.

In addition to ePATs, ePAT Guides are available to familiarize Test Administrators with the computer-based tests and include a script to guide students through the ePATs. The 2015 – 2016 ePAT Guides include student performance data for each item and sample student responses to constructed response items, scoring guides, and scoring rubrics.

Software for the ePAT does not need to be installed or downloaded. The ePATs and the corresponding guides are available as links on PearsonAccess<sup>next</sup> > Practice Tests. ePATs will open in the browser-based test environment, TestNav 8. For a list of hardware and software requirements to run TestNav, consult <https://support.assessment.pearson.com/display/TN/TestNav>.

ePATs can also be accessed via TestNav through the PearsonAccess<sup>next</sup> Training Center. The PearsonAccess<sup>next</sup> Training Center allows Test Administrators to practice managing and monitoring online test sessions in conjunction with the ePATs.

## Standard Conditions for a Standardized Test

The CMAS: Science and Social Studies assessments must be administered to all students in Colorado in a standardized manner. The Test Administrator must prepare and maintain a secure testing environment that provides equitable testing conditions for all students taking the assessments.

All students in the testing room must be read the Administrator “SAY” instructions at the same time. Depending on the district, exceptions may be made for late-arriving students. Refer to section “Late-Arriving Students” on page 8 of this manual.

If test security has been violated, the test may be invalidated. Test incidents that violate test security must be reported to the School Assessment Coordinator (SAC) and the District Assessment Coordinator (DAC). Reasons for reporting test incidents include, but are not limited to, the following:

- if a student cheats,
- if test security is violated,
- if improper test administration occurs, or
- if students are tested outside the testing window.

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## Prohibited Materials

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Prohibited materials can compromise test security and can violate the construct being measured by the assessment, thus producing invalid results. Prohibited materials include materials that must be covered or removed from the testing room.

Examples of materials that must be covered or removed include, but are not limited to, posters, maps, charts, models, and displays that define, explain, or illustrate terms or concepts in the content area being assessed.

The table below lists materials that may not be used at any time during testing, including after a student has completed testing (i.e., after answers have been submitted for a section). Ensure that these, and any related materials, are not in the possession of students, Test Administrators, or any other authorized persons or places in the test area, including inside students’ desks.



Materials Prohibited During All Sections
All cell phones, including camera phones and smartphones (Test Administrators are exempted if no land line is available to provide access to technical assistance.)
Other non-test-related personal electronic equipment (e.g., personal document scanners, eBooks, electronic pens)
Any electronic equipment capable of performing computations or providing other assistance in either content area
Instructional aids related to the content being assessed
Reference books (exception: word-to-word dictionary for English learners)

**NOTE:** Test Administrators and technology staff, such as the District Technology Coordinators (DTCs), may use cell phones to contact technical support to troubleshoot TestNav issues. They may also use tablet devices to administer the assessment session in PearsonAccess<sup>next</sup>. Technology Coordinators, Assessment Coordinators, and Test Administrators may NOT photograph TestNav screens.

A student with a disability or who has been identified as an English learner (EL) may be allowed, under certain circumstances, the use of certain tools and materials as test accommodations that are otherwise prohibited. However, under no circumstance may any student be allowed access to the Internet (outside of the secure TestNav environment), a cell phone, or a visual recording device. Test accommodations must be listed in or recommended by the student’s Individualized Education Program (IEP), 504 Plan, or English Language (EL) Plan and documented as a demographic update in PearsonAccess<sup>next</sup>, as appropriate, by the SAC.

Prior to testing, Test Administrators should instruct students to place prohibited materials in their lockers or backpacks. If a student is found to have any prohibited material in his or her possession *upon arrival* for testing, students should be instructed to hand it to the Test Administrator or store it in a backpack. If the prohibited material is an electronic device, instruct the student to turn off the device.

If a student is observed with any of the listed items *during* the scheduled testing time, collect the student’s test materials. The student will then be dismissed from the testing environment and the test will be invalidated.

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## Test Security

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### Security Requirements

Test security must be maintained before, during, and after test administration. Security requirements include making sure that:

- all individuals involved in the administration have been trained and have signed security agreements,
- a documented chain of custody is maintained, and
- all students take the assessments in a standardized manner following state requirements and instructions in this manual.

Test Administrators are expected to ensure that Student Testing Tickets and paper-based test materials are not left in open or unattended areas. No Student Testing Tickets or paper-based test materials are to leave the school building or be removed from locked storage for any purpose other than administering the test.

Online and paper-based tests are not to be viewed by anyone before or after tests have been administered. This includes handling the test material for a purpose other than test administration, such as a Test

Administrator signing into a test after school. Test Administrators must not actively read test content or test items while students are testing. Only students being tested are allowed to access the test at the time of testing. Students must not have access to secure test content, including printed Student Testing Tickets, before the scheduled test session begins. Students are not to disclose test contents to teachers, Test Administrators, or any school personnel. Test Administrators are not allowed to answer questions about the test items at any time (during or after testing). Test Administrators may, however, answer questions about test directions or procedures.

Using **secure** test items as instructional tools or for student practice, either verbatim as written or in reworded form, is prohibited.

## Chain of Custody

A documented chain of custody must be maintained for all Student Testing Tickets and paper-based test materials before, during, and after test administration. The following chain of custody requirements apply to assessment administration:

- All secure CMAS: Science materials must be accounted for and stored in a secure and locked location before and after testing.
- The SAC is responsible for the distribution and collection of CMAS: Science materials to and from Test Administrators each day of administration, preferably within 15 minutes of the start and end of test section administration. Test Administrators are not to have extended access to materials before or after administration, with the following exceptions:
  - Test Administrators providing an oral presentation accommodation in English or Spanish for paper-based testing may have supervised access to oral scripts 24 hours prior to administration.
  - Test Administrators/translators administering the assessment in a language other than English or Spanish (including sign language) for computer or paper-based testing may have supervised access to oral scripts for translation up to five working days prior to administration.
  - Test Administrators administering a braille form may have access to the Teacher Notes for braille prior to administration to ensure that all needed materials are procured.
- All test books and other state materials must be secured while in the Test Administrator's possession and test materials must not be stored in classrooms in advance of, or following, the administration.
- Test Administrators who are involved with administration of the paper-based assessments may have access to test books only on the day the grade level content area is assessed.
- Test materials must be documented on the School Security Checklist and secured while in the Test Administrator's possession.
- Test Administrators must document the return of all secure test materials (used and unused) on the School Security Checklist, and must return all materials to the SAC.
  - If any secure materials are unaccounted for, additional documentation will be required.

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## Ethical Practices

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All licensed Colorado educators and Test Administrators must conform to ethical practice when administering the CMAS: Science assessment.

Quality instruction will produce quality student performance on state tests. While familiarizing students with the online testing environment and providing some regular instruction using formats similar to

those found on standardized tests is appropriate, instruction that is explicitly designed as practice for the assessment (i.e., “teaching to the test”) provides students with negative messages about what is important to their education and performance. This is not considered an ethical practice. Further clarification regarding appropriate test preparation is provided in the table below.

CMAS Test Preparation and Administration	Is This an Ethical Practice?	
	Yes	No
Developing instructional objectives based on the Colorado Academic Standards.	■	
Making changes in instruction that enhance student skills, learning, and achievement.	■	
Using released test items for <b>professional development purposes</b> and as examples in the classroom.	■	
Using released test items and ePATs to <b>familiarize</b> students with the different item formats, TestNav tools, and how to indicate responses.	■	
Motivating students to perform well on the assessment by talking to students and their parents about the purposes (from the individual to the community as a whole) of assessments.	■	
Developing curriculum based on specific test items.		■
Preparing instructional objectives based on specific test items and teaching accordingly, rather than developing instructional objectives based on the Colorado Academic Standards.		■
Using released test items as the sole basis for curriculum and instruction.		■
Sharing an actual secure CMAS: Science and Social Studies test instrument in a public forum (which is a violation of test security and could invalidate student results).		■
Copying test passages, test items, writing prompts, and/or student responses from an actual CMAS: Science and Social Studies assessment for use in instructional planning, classroom instruction, or assessment.		■
Making a copy of the CMAS: Science and Social Studies assessment and/or preparing a student study guide based on the items on a particular assessment.		■
Presenting items verbatim or paraphrased from the assessment to be given.		■
Deviating from the prescribed administration procedures in the <i>CMAS Test Administrator Manual</i> in order to assist student performance.		■
Leaving visible aids that could artificially inflate student scores or aids that are expressly forbidden in <i>CMAS Test Administrator Manuals</i> .		■
Telling students the correct responses or allowing them to discuss answers among themselves.		■
Hinting to a student to reconsider an answer he or she has marked for any item.		■

CMAS Test Preparation and Administration	Is This an Ethical Practice?	
	Yes	No
Allowing the use of notes or other materials that may give students an unfair advantage.		■
Excluding eligible, but lower-performing, students from CMAS: Science and Social Studies assessments.		■

## Accommodations

You may have students in your test environment who will receive approved testing accommodations that are documented in their IEP, 504, or EL Plan. Accommodations are changes to instructional materials, procedures, or techniques that allow students with a disability and ELs to participate meaningfully in classroom instruction and assessment activities. These include linguistic accommodations and accommodations for students with disabilities. Computer-based and paper-based accommodations are available for CMAS: Science and Social Studies assessments; however, some accommodations, such as large print and braille, are only available through paper-based forms.

Under certain circumstances, a student with a disability may be allowed to use certain tools and materials as test accommodations that are otherwise prohibited. However, under no circumstances may any student be allowed access to the Internet (outside of the secure TestNav environment) or a cell phone. Test accommodations must be listed in or recommended by the student’s IEP, 504, or EL Plan. **It is the SAC’s responsibility to provide Test Administrators with information and training about the accommodations that a student is to receive on the testing day.**

## Administering the High School Science Test in Grade 11

### Preparing the Testing Environment

- Testing rooms should be well lit, well ventilated, quiet, and comfortable.
- Each student must have enough space in which to work, and no characteristic of the room’s environment should hinder any student’s test performance.
- Appropriate actions should be taken to reduce noise, such as turning off alarms or bells.
- Music (of any kind) is not to be played during testing.
- Each student should be sufficiently separated from other students in order to work without distraction.
- A “Testing—Do Not Disturb/Only Authorized Personnel Allowed” sign should be posted outside the testing room.
- Bulletin boards and instructional displays that might be a source of direct answers must be covered or removed during testing. Examples of content-related materials that must be covered or removed include, but are not limited to, posters, maps, charts, and graphic organizers. It is not necessary to cover or remove calendars. Any rooms to which students may be relocated during active testing time must also be prepared.
- Ensure that nothing is taped or placed on the students’ desks that could be a source of direct answers.
- A clock or stop watch must be available to monitor the test period.

Students must not be able to see each other's work from a normal testing position. If students cannot be placed far enough away from each other to prevent this, dividing screens may be used.

To maintain security in the testing environment, the following configurations for seating students for the computer-based administrations may be considered:

- Seat students in every other seat (useful in a computer lab setup)
- Arrange monitors back-to-back
- Seat students back-to-back
- Seat students in a semicircle (useful for schools using laptops)
- Seat students in widely spaced rows or in every other row (appropriate for a classroom setup)

If an appropriate seating configuration is not possible, cardboard, plastic, or other types of partitions may be used as physical and visual barriers between computers to prevent students from viewing other monitors. Schools may already have one or more of the following materials available that can be adapted for this purpose:

- Vertical cloth or paper "curtains" that isolate each computer
- Card stock (e.g., manila folders) that can be taped to the sides of computer monitors
- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between computers
- Tri-fold display boards (such as those used for science project exhibits) that can stand freely between computers
- Cardboard carrels
- Privacy screens (These screens narrow the viewing angle of a computer monitor so that it is visible only to someone sitting directly in front of it. When viewed from the side at more than a 30-degree angle, the screen appears dark or blank. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them.)

In the event that laptops or other modular devices are used, they must be monitored and may not be removed from the test environment during test administration unless TestNav has been shut down and is no longer running on the device. This includes removal for technical purposes.

The student's monitor or screen may be turned off or a sheet of paper, a folder, or other material may be used to cover the monitor or screen during a temporary stop in testing, such as for a bathroom break. For more details, refer to "Stops in Testing" on pages 8–10.

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## **Time Limits, Policies, and Procedures**

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Each high school CMAS: Science test section includes a maximum testing time. For Grade 11, the maximum section testing time is 60 minutes. This maximum time meets the timing requirements for students needing the time-and-a-half accommodation; however, the full amount of time is available to all students as an accessibility feature.

The scheduled test administration time for each section should include an additional 10 minutes (estimated) for set up and transition. Time for set up and transition includes distributing materials, reading directions, and signing in to the test. The section testing time begins when the Test Administrator tells students to begin working on their tests.

Students must complete any started test section within the same school day. Districts establish starting days and times for testing within the administration's state testing window.

For each section, students must remain in the test environment according to the district's policy. Students who have completed the test section must turn in their test materials and then sit quietly or read (as determined by the district) for the remainder of the testing time. Districts may also determine if students are to be released from the testing environment once they have completed the section being assessed. Once the maximum section testing time has been reached, Test Administrators must instruct any students who are still testing to submit their answers for the current online test section or, if testing on paper, to put their pencils down and close their test books.

Each student must be allowed to work at his or her individual speed. Students must not be directed to speed up or slow down. A student may be allowed extended time beyond the section testing time as an accommodation only if it is recorded in his or her IEP or 504 Plan. Students requiring additional extended time beyond time-and-a-half (e.g., double time) must be placed in a separate test session.

### Late-Arriving Students

A student who arrives after testing has begun may be tested if sufficient time remains. Each student must be allowed time in which to take the test. Students who begin testing after others have started will have a later stop time.

SACs will need to determine how the student will complete testing.

### Stops in Testing

There are two types of breaks. Each requires a different procedure to follow.

- **Bathroom breaks for an individual student.** During testing, only one student should be allowed to leave the room at a time. Talking among students is not allowed at any time. Students should not have access to cell phones or other prohibited electronic devices during breaks. If a student leaves the testing room for an extended period of time and returns, the Test Administrator must decide whether confidentiality has been breached and if it is appropriate for the student to continue testing.
- **Short breaks for students.** At the discretion of the Test Administrator, one stretch break of up to three minutes is allowed for all students in the testing group (at the same time) during each section of the assessment. Students are not allowed to talk and must not exit from the test. It is recommended that visual blocks be applied to students' device screens (e.g., monitors turned off, folders taped to screens). Students testing on paper must close their test books. The end of section stop time must be adjusted by three minutes at the end of the stretch break.

Interruptions to the test section are not considered breaks. Follow the procedures outlined below for interruptions in testing.

- **Emergency situations that significantly interrupt testing.** In the event of a school-wide emergency that causes a disruption in testing, **ensuring the safety of students and staff is top priority**. Test Administrators should not instruct students to exit their test sessions unless time permits. Note the time of the disruption so that the remaining time for the test section can be calculated. When possible and feasible, record this information in writing.
  - If administering the computer-based form of the assessment, leave Student Testing Tickets and other materials in the assessment room. Collect Student Testing Tickets only if time permits prior to leaving the testing environment.
  - If administering the paper-based form of the assessment, leave test books and periodic tables in the assessment room. If time permits, have students close their test books and collect the test books.

Follow the school procedures for the emergency situation.

Upon resuming the section, prepare students for the continuation of testing.

- Ask students, “Are there any questions about the instructions for this section?”
- Test Administrators must inform students of how many minutes remain in the test section and write the start and stop times of the resumed section on a space that is visible to the students.

After the resumed testing has ended, meet with the SAC to determine next steps.

- **Medical situations and ill students**

- **Online.** If a student becomes ill or experiences a medical or family emergency during an **online test**, the student must exit his or her test before leaving. To exit the test, the student will:
  1. Select the button next to his or her name displayed in the top right corner of the screen.
  2. Choose the option **Sign out of TestNav**.
  3. Select **Save and Return Later** on the **Exit Test** screen.
    - Answers can only be submitted from the **End of Section** screen. If students access this screen, they must **not** choose the option to submit final answers unless they have answered all questions in the section and do not need to return to the test section.
  4. The Test Administrator must assist a student who needs help exiting his or her test.
  5. The student may make up any incomplete or missed sections at a later time. When the student returns, the Test Administrator must resume the test section before the student can continue testing. For instructions on how to resume a test section, refer to pages 18 and 19 of this manual.
- **Paper.** If a student becomes ill or experiences a medical or family emergency during a **paper test**, the Test Administrator must note the exact place in the test where the student stopped and the amount of time remaining in the test section. The Test Administrator must collect the student’s test materials and return them to the SAC. The student must finish his/her test during make-up testing.

- **Technology Interruptions.** These interruptions include, but are not limited to, device malfunctions and error messages that could not be resolved by the Test Administrator.

- **Single student.** If a single student experiences a technology disruption, take the following steps:
  1. Note the time of the interruption in order to calculate the remaining section testing time.
  2. Follow your school’s procedures as to who should be contacted to provide troubleshooting guidance.
    - Refer to the Appendix for common error codes and actions.
    - Technology Coordinators and Test Administrators must **NOT** take photos of error screens.
  3. Provide the student with the remaining section testing time once his/her test has been resumed.
- **Multiple students.** If multiple students experience a technology disruption, take the following steps:
  1. Pause testing until the problem has been resolved.
  2. Note the time of the interruption in order to calculate the remaining section testing time.

3. Follow your school's procedures as to who should be contacted to provide troubleshooting guidance.
4. Once the issues are resolved, resume students' tests in PearsonAccess<sup>next</sup> before instructing students to sign back in to TestNav. Students should continue testing on the devices they were previously using.
5. Provide students with the remaining section testing time to complete testing.



## Part 2 – Online Test Administration

This part of the Test Administrator Manual includes information about Online Test Administration for when computer-based testing is being utilized. Information includes:

- Responsibilities of the Test Administrator
- Student Test Materials
- Activities on the Testing Day
- Administrator “SAY” Directions
- Completing Online Administration

### Responsibilities of the Test Administrator

The primary responsibility of the Test Administrator is to provide a standardized, ethical administration of the assessment. This will ensure that every student has an equal opportunity to demonstrate, within the standard conditions provided to all students in Colorado, his or her knowledge and skills.

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#### Test Administrator Responsibilities Checklist

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##### During All Stages:

- Ensure that all test materials are secured at all times following state requirements. Test materials must be kept in a secure, locked location at all times when not being used for testing. Test materials must not be stored in classrooms.
- Maintain test security and the chain of custody for secure materials.

##### Before Testing:

###### *Training*

- Verify that you have access to PearsonAccess<sup>next</sup>.
  - If you do not have an existing PearsonAccess<sup>next</sup> account — You will receive an automated email from [cohlp@support.pearson.com](mailto:cohlp@support.pearson.com) once the SAC or DAC has created user accounts for your school or district. The email will provide directions for creating a password for your PearsonAccess<sup>next</sup> account. Your PearsonAccess<sup>next</sup> account must be set up before testing. If you have not received this email, contact your SAC.
  - If you have an existing PearsonAccess<sup>next</sup> account — You may need to reset your password if you are unable to sign in to PearsonAccess<sup>next</sup>. Contact Customer Support at 1-888-687-4759 for assistance.
- Attend the trainings provided by your district or school. For additional information regarding proper testing procedures and training, go to: <https://co.pearsonaccessnext.com> > Support > Documentation.
- Sign the Security Agreement and return it to the SAC.
- Review the *CMAS Test Administrator Manual*, the *Procedures Manual*, and the *Accommodations Supplement* (if administering an accommodated form of the assessment).

## Preparing Students

- ❑ Access and administer practice tests (ePATs) prior to testing. ePAT Guides are provided to walk students through TestNav 8 navigation and the practice questions. ePATs and ePAT Guides are available through PearsonAccess<sup>next</sup> > Practice Tests. ePATs are also available through the PearsonAccess<sup>next</sup> Training Center.
- ❑ Discuss accommodations with students prior to testing to explain what materials or types of assistance will be available to them during the assessment. This includes explaining to students the level of reading support the Test Administrator is allowed to provide to students during the test.

## Online Test Setup

- ❑ Depending on district or school practices, the DAC or SAC will assign online accommodations for any student who is testing with accommodations, as well as any accessibility features (i.e., color contrast, text-to-speech) for any student, as appropriate.
- ❑ Verify that students have been assigned to the appropriate test form on the **Students in Sessions** screen in PearsonAccess<sup>next</sup>. The name of the test form will be displayed in the **Form** column (e.g., the words **“Text to Speech”** will be displayed in this column if the student has been assigned to a text-to-speech form).
- ❑ Depending on district or school practices, the DAC, SAC, or DTC must download test content (proctor cache) prior to testing.
- ❑ Proctor caching is recommended no later than the day before starting the test session. Instructions on proctor caching can be found online at <https://support.assessment.pearson.com/display/TN/Set+Up+and+Use+ProctorCache>.
- ❑ Receive Student Testing Tickets from the SAC. On each testing day, the SAC will provide the Student Testing Tickets. If you are a Test Administrator for multiple PearsonAccess<sup>next</sup> test sessions, keep the tickets grouped by test session.
- ❑ Just before testing Section 1, Test Administrators must **“Start”** the test session in PearsonAccess<sup>next</sup> and **“Unlock”** Section 1 (refer to directions on pages 15–17 of this manual).
  - Students cannot sign into a test section if it is locked.
  - Sections cannot be unlocked if the test session is not started.
  - Only one section can be unlocked at any given time, but different test sections can be unlocked for individual students. The Test Administrator will receive an error from PearsonAccess<sup>next</sup> if they attempt to unlock more than one section at once, at either the session or student level.

## During Testing:

- ❑ Open and manage all relevant PearsonAccess<sup>next</sup> test sessions on each testing day for each testing group. Managing test sessions includes:
  - Starting the session
  - Unlocking the section being tested
  - Locking the section for absent students
  - Resuming a student’s test after a temporary stop in testing
  - Ensuring students have submitted completed test sections
  - Locking a section upon completion
  - **Stopping the test session only after all students have completed all three sections and each test section is in a “Completed” status**

- ❑ Distribute Student Testing Tickets and have students sign in to TestNav. Ensure that every student has a Student Testing Ticket with his/her name on it and that each student signs in to his/her online test. The student's name will appear in the top right corner of the screen once he/she has signed in to TestNav. **NOTE:** If a student begins testing on another student's online test, this may result in a misadministration.
- ❑ Account for all students enrolled in the test session.
  - If a student is absent, notify your SAC.
  - On absent students' Student Testing Tickets, write the missed section(s) that must be completed in make-up sessions upon their return.
- ❑ Keep track of make-up students who may be taking a different section of the test from other students in the same room.
  - Individually lock and unlock the appropriate test sections for these students.
    - Select the drop-down arrow next to the individual section status for the student to set the lock/unlock to the appropriate status.
    - Remember, only one test section can be unlocked for an individual student at any given time.
  - Make-up students testing online may require a different Student Testing Ticket.
  - Depending on the school's make-up testing arrangement, multiple test sessions may be viewed through the "Combined View" in PearsonAccess<sup>next</sup>.
  - If a student is making up a previously started section, monitor and ensure the student does not alter any previously entered responses.
  - Contact the SAC for further instructions on make-up testing.
- ❑ Read aloud the Administrator "SAY" directions exactly as printed in the *CMAS Test Administrator Manual*.
  - **Test Administrators providing the accommodation of Oral Presentation: Oral Script for Translation into Languages other than English or Spanish or Oral Presentation: Human Signer must follow the guidelines in the *Oral Script for Translation, CBT* document that is provided separately.**
  - Clarify only general administration instructions (i.e., questions regarding test procedures) after reading the "SAY" directions word-for-word. TestNav assistance may only be provided if a student receives an error message or if the technology is not functioning correctly. Do not answer any questions related to test content.
- ❑ Administer the test.
  - Refresh the **Students in Sessions** screen in PearsonAccess<sup>next</sup> frequently to monitor student status, ensuring that all testing students remain in "Active" status during online testing.
- ❑ Resume tests as needed.
- ❑ Maintain the security of:
  - Student Testing Tickets, from receipt before testing to collection after each test section (collect the tickets after each test section only if your school is taking extended breaks between sections).
  - Any accommodated materials.

- ❑ At the end of each test section:
  - Verify that the tested section status for each student appears as “Completed”.
  - Place Student Testing Tickets in an unsealed secure return envelope and return it to the SAC at the end of the active section testing time.
  - Document the return of all secure test materials (used and unused) on your school’s chain of custody form.
- ❑ It is highly recommended that students testing online use the same device for each day of testing. This can be tracked on students’ Student Testing Tickets by identifying the device that was used (e.g., iPad #7, laptop #26). This will help in recovering response data, if necessary.
- ❑ Document any unusual circumstances or breaches of test security regulations.

### After Testing:

- ❑ Report any unusual circumstances or breaches of test security regulations to the SAC, who must then notify the DAC.
- ❑ Verify that all students in the test session have completed all three sections of the test in PearsonAccess<sup>next</sup>. The session level section progress bars will be solid blue and display “Completed” if all test sections have been submitted.
- ❑ Stop the test session in PearsonAccess<sup>next</sup>. The session cannot be stopped until all tests for all students within the session are in “Completed” or “Marked Complete” status. If any students need to be “Marked Complete”, notify the SAC, who will perform that action and stop the test session.

## Student Test Materials

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### Required Test Materials

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Students may have only the following materials at their work space during testing:

- Testing devices that meet the minimum technology specifications (i.e., desktop or laptop computer, iPad, Chromebook, Android tablet).
- Student Testing Tickets, which contain the unique username and password needed to sign in to take the test. Student Testing Tickets must be stored in a secure location prior to testing, in between test sections, and after the test administration. Depending on district or school procedures, one ticket will be printed per student; the same ticket may be used for each testing day. Make-up students may require a different Student Testing Ticket for make-up test sessions. Consult your SAC for details on your school’s make-up testing procedures.
- Materials necessary for the administration of accommodations or accessibility features.
- Headphones, if students are using the text-to-speech accessibility feature or the Spanish text-to-speech accommodation. (Videos that may appear on science assessments do not contain audio.)
- Scratch paper (blank, lined, or graph), as indicated in a student’s IEP and/or 504 Plan.\*
  - If scratch paper is distributed, a writing utensil must also be provided.

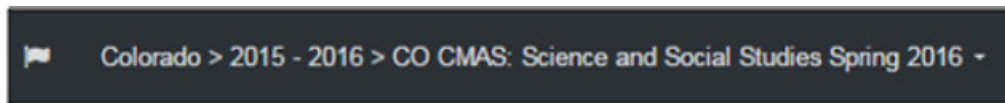
\* Districts determine the scratch paper policy that is to be followed by schools. If the district allows scratch paper for **all** students, each student may be provided with scratch paper for each test section. Students may exchange used scratch paper for a new piece of scratch paper, but may only have one piece at a time. All scratch paper must be inspected before use to verify that it is free of any writing. All used scratch paper must be collected at the end of the section and returned to the SAC in an unsealed secure return envelope.

## Activities on the Testing Day

### Sign in to PearsonAccess<sup>next</sup>

Sign in to PearsonAccess<sup>next</sup> by going to <https://co.pearsonaccessnext.com>.

1. Select Sign In.
2. Enter the username and password you created prior to administration.  
Verify that CO CMAS: Science and Social Studies Spring 2016 is the selected administration.

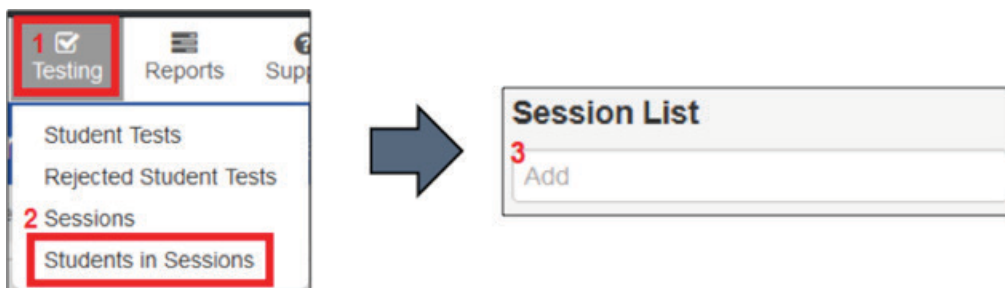


### Start the Test and Unlock the Section in PearsonAccess<sup>next</sup>

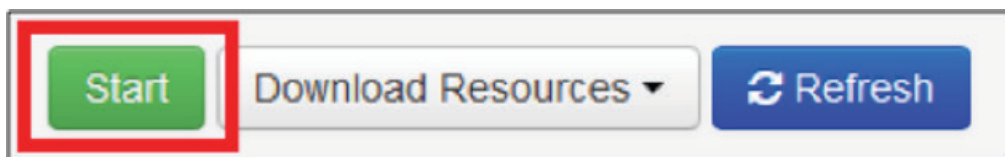
#### Before Test Section 1

A test session must be started before students in the test session can sign in and begin taking a test online. To start a test session:

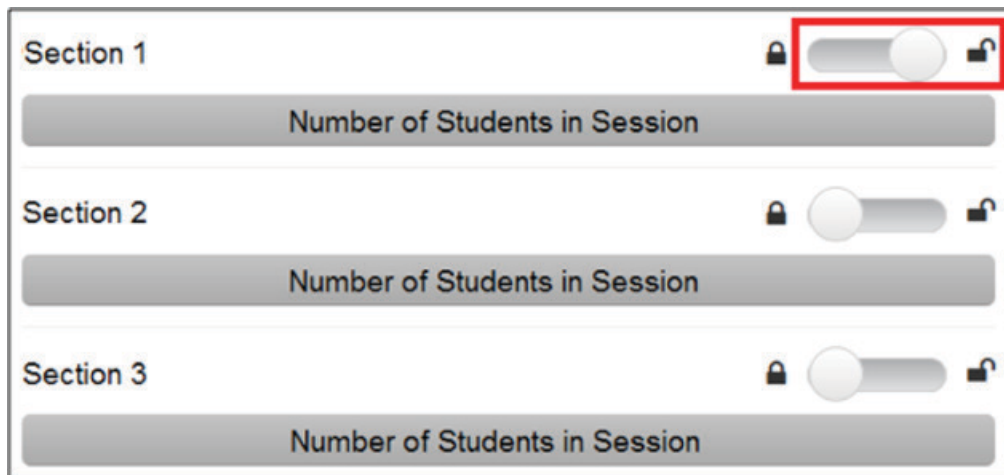
1. Go to **Testing (1)** > **Students in Sessions (2)**, and add the test session to the **Session List (3)** on the left of the page by typing the name of the appropriate test session.



2. Click a session name to select it from the list.
  - Repeat Steps 1 and 2 for additional test sessions if student tests from multiple test sessions will be managed at once.
  - Select **Combined View** to view students from multiple sessions.
3. Click **Start**, or **Start All Sessions** if you selected the **Combined View**.



4. Select the **unlock** icon next to the Section 1 progress bar at the session level.



- Only one section can be unlocked at once.
- If a student is making up a different section than the rest of the class, an individual section can be unlocked for an individual student, but only one section can be unlocked for an individual student at once. Select the drop-down arrow next to the individual section status for the student to set the lock/unlock icon to the appropriate status.

Immediately prior to testing, Test Administrators must provide each student with his or her own Student Testing Ticket.

Once the test session is started, the student will launch the TestNav app or a browser, in which they will enter the TestNav URL, and sign in using the username and password provided on the Student Testing Ticket. Ensure that every student has a Student Testing Ticket with his/her name on it and that each student signs in to his/her online test.

- If a student begins testing on another student's online test, this may result in a misadministration.
- If students receive a message with code "MSG 9058: The username or password you entered is incorrect, or the test session has not been started", make sure they are on the **Colorado Sign In** screen.




Test Administrators will guide students through signing in to TestNav, answering sample questions (in Section 1 only), and beginning the test.

### Before Test Section 2 and 3

The test section must be unlocked at the test session level in PearsonAccess<sup>next</sup> before administering Section 2 or 3.

To unlock tests:

1. Go to **Testing > Students in Sessions**.
2. Locate the test session(s).
3. Select the **unlock** icon next to the Section 2 or 3 progress bar at the session level. 
  - Only one section can be unlocked at once. If a previous section is not locked, it must be locked before the next section can be unlocked.
  - If a student is making up a different section than the rest of the class, an individual section can be unlocked for an individual student, but only one section can be unlocked for an individual student at once. Select the drop-down arrow next to the individual section status for the student to set the lock/unlock icon to the appropriate status.

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### Monitor the Online Test Session

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Test Administrators engage in active proctoring by walking around the testing environment during testing.

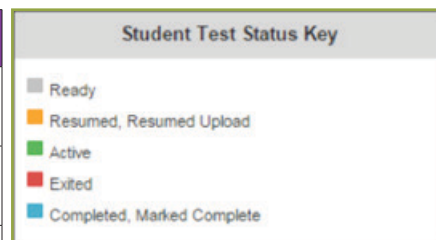
Clarify only general administration instructions for students (i.e., questions regarding test procedures) after reading the script word-for-word. TestNav assistance may only be provided if a student receives an error message or if the technology is not functioning correctly.

Test Administrators must not read the test content appearing on the students' device screens.

Test Administrators should monitor student progress by watching the section progress bar at the session level and the status of individual test sections for individual students. Click the **Refresh** button to update the data displayed. Click on a student's section status to view more detailed information about the student's test section and item progress.

As students begin to sign in and start the test, the section status field next to the student's name will show one of the following for the unlocked section:

Status	Explanation
<b>Ready (with lock icon)</b>  Ready	The test session has been started but the section is locked.
<b>Ready (no lock icon)</b>	The section has been unlocked. The student has not yet started the section.
<b>Active</b>	The student has signed in and started the section.
<b>Exited</b>	The student has saved and exited the test section but has not submitted his/her final answers for the section.



Status	Explanation
<b>Resumed</b>	The section can be re-entered by the student. This status uses only the test data last sent to the Pearson server rather than data saved on a specific machine. If the section is not set to "Resumed" status by a Test Administrator after the student has exited the section, the section cannot be re-entered.
<b>Resumed-Upload</b>	The section can be re-entered by the student. This status forces TestNav to check for a saved response file (SRF) on the testing machine when the student signs back into the machine. For more information, refer to <a href="https://support.assessment.pearson.com/display/TN/Find+SRF+and+Log+Files">https://support.assessment.pearson.com/display/TN/Find+SRF+and+Log+Files</a> .
<b>Completed</b>	The section has been completed and final answers for the section have been submitted by the student. Responses have been received by Pearson.
<b>Marked Complete</b>	The SAC marked the test section complete.

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## Resume Test Sections After Interruptions

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If there is an interruption to testing, the student should select the button next to his or her name displayed in the top right corner of the screen; choose the option "**Sign out of TestNav**"; then select "**Save and Return Later**" on the **Exit Test** screen.

The test will be closed and the student will be listed in "Exited" status on the **Students in Sessions** screen. A Test Administrator must resume the student's test section before the student can continue with the same test. A student cannot resume a section until a Test Administrator authorizes the student to do so.

If a student exits TestNav (either unintentionally or intentionally) before completing a test section:

1. Verify that TestNav is shut down on the student's device.
2. Resume the student's test in PearsonAccess<sup>next</sup>.
  - The student's test will resume from the point at which the test was interrupted.
  - The system will upload any test responses that the student entered after the interruption if resuming on the same testing device.

To resume\* a student's test section, follow these steps in PearsonAccess<sup>next</sup> using the Test Administrator computer or tablet.

1. Go to **Testing > Students in Sessions**.
2. Locate the student's test session.
3. Search to find the student(s) whose status you want to view.
4. Use one of two options to change the student's status.
  - If you have a small number of students, click the arrow next to the student's section status and select **Resume** or **Resume Upload**.
    - If the section status is "Exited" in PearsonAccess<sup>next</sup> and TestNav is shut down on the student device, select "Resume" to use only the test data last sent to the Pearson server rather than data saved on a specific testing machine.)



- If the section status is “Active” in PearsonAccess<sup>next</sup> and TestNav is shut down on the student device, select “Resume Upload” to force TestNav to check for a saved response file (SRF) on the testing machine when the student signs back in to continue.
- If you have multiple student tests to resume at the same time, select the checkbox next to the student(s) whose section status you wish to update. Open the task list, select **Resume Student Tests**, and click **Start**. Select the checkbox next to the section that needs to be resumed for the student(s) and click **Resume**. When you resume a test using this option, the test is set to “Resumed Upload”. This forces TestNav to check for an SRF on the testing machine when a student signs back in to continue.

\*A section cannot be resumed if it is in “Resumed”, “Marked Complete”, or “Completed” status.

Follow your school’s protocol if there is a technical problem. You may need to contact the local technology coordinator (the School or District Technology Coordinator).

For any problems involving PearsonAccess<sup>next</sup> or TestNav, call the Pearson Help Desk at 1-888-687-4759. If a student prematurely selects the **Submit Final Answers** button, the Test Administrator must contact the SAC, who will contact the DAC.

**NOTE:** Student test sections will only go into “Completed” status if the student has selected the green **Submit Final Answers** button on the **End of Section** screen.

## Administrator “SAY” Directions







The Administrator “SAY” directions are a script for Test Administrators to follow on each day of testing. The Test Administrator must read aloud WORD-FOR-WORD the material that is preceded by the “SAY” symbol and printed in bold type. A “SAY” script is provided for each test section. The material in italics is information meant for Test Administrators and should not be read aloud to students.

**Test Administrators providing the accommodation of Oral Presentation: Oral Script for Translation into Languages other than English or Spanish or Oral Presentation: Human Signer must follow the guidelines in the *Oral Script for Translation, CBT* document that is provided separately.**

After the “SAY” directions are read word-for-word, they may be repeated or clarified, at the request of students, as long as the substance of the directions is not changed. **“SAY” directions may be repeated as many times as needed.** No test items may be clarified.

If a Test Administrator is providing the **General Administration Directions Clarified in Student’s Native Language** accommodation to an English learner, then these guidelines must also be followed in providing clarifications in the student’s native language.



The test administration symbols shown below are used throughout the “SAY” directions.

	Precedes the directions the Test Administrator is to read aloud to students. “SAY” directions are printed in <b>bold type</b> .
	Appears as a reminder to unlock a test section.
	Appears as a reminder to lock a test section.
	Accompanies anything concerning the timing of the test.
	Indicates a reminder to verify text-to-speech volume prior to students signing into the test.
	Appears with a page number at the end of Sections 1 and 2, and next to “SAY” directions in Sections 2 and 3, indicating where the Test Administrator should begin reading “SAY” directions if students are proceeding to the next test section immediately after completing the current test section.

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## Preparing Students Immediately Prior to Testing

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1. Distribute student test materials.
2. Direct students to TestNav.
3. Test Administrators should instruct students who need access to text-to-speech to verify the volume setting before signing in to TestNav. Students using text-to-speech must plug their headphones into the device and perform a sound check by selecting the **Test Audio** button (  Test Audio ) on the sign in screen. They must then manipulate the volume level on their device and set it to their ideal listening level. Volume controls for text-to-speech cannot be adjusted after signing in to TestNav.
4. At this time, Test Administrators must verify on the **Students in Sessions** screen in PearsonAccess<sup>next</sup> that students needing accommodated forms (e.g., Spanish text-to-speech, oral script) or the text-to-speech accessibility feature form have been assigned the correct form. **If the required form is not indicated in the Form column, the student will not have access to the accommodation and/or text-to-speech.**
  - Test Administrators will see a marker next to a student’s State Student Identifier (SASID) if an accommodation or form-dependent accessibility feature has been indicated on their Personal Needs Profile. For example, the  marker would be displayed next to the SASID for a student for whom text-to-speech was indicated.
  - If the student is not assigned to the correct test form, the student **must not** sign in to the test. The TA should contact the SAC immediately so the student’s PNP can be updated to assign the student the correct form.
5. Each student must be given their Student Testing Ticket. Ensure that every student has a Student Testing Ticket with his/her name on it and that each student signs in to his/her online test (student name appears in the top right corner of the TestNav screen). **NOTE:** If a student begins testing on another student’s online test, this may result in a misadministration.

6. If a student arrives to test and you do not have a ticket for that student, immediately contact your SAC.
7. Note any students who are absent, lock the test section for the individual student(s) in PearsonAccess<sup>next</sup>, and provide this information to the SAC to arrange for make-up testing.
8. Administration directions may be adjusted for students with accommodations.

**If students are testing on iPads or Chromebooks**, note the specific device on which each student is testing. This can be recorded on the “Local Testing Device” line that appears on the Student Testing Ticket. Each student should use the same device for all three sections to aid in response data recovery if needed.

**STUDENT TESTING TICKET**

**Student:** DOE, JANE  
**Date of Birth:** 2001-01-01  
**Session:** BR TEST  
**Test:** Grade 04 Social Studies

You are authorized to take the electronic version of this test. You will be asked to provide the following information in order to access the test on the device. Please wait for the instructions from the test monitor before proceeding.

IF TESTING IN A BROWSER. Go to <http://co.testnav.com>  
 IF TESTING IN THE APPLICATION. Select Colorado on the home page

**Username:** 0515177175  
**Password:** b44243

Local Testing Device(OPTIONAL): \_\_\_\_\_

If at any point a student receives an Early Warning message, select the **Test Proctor - Click Here** button on the student’s screen.

Early Warning

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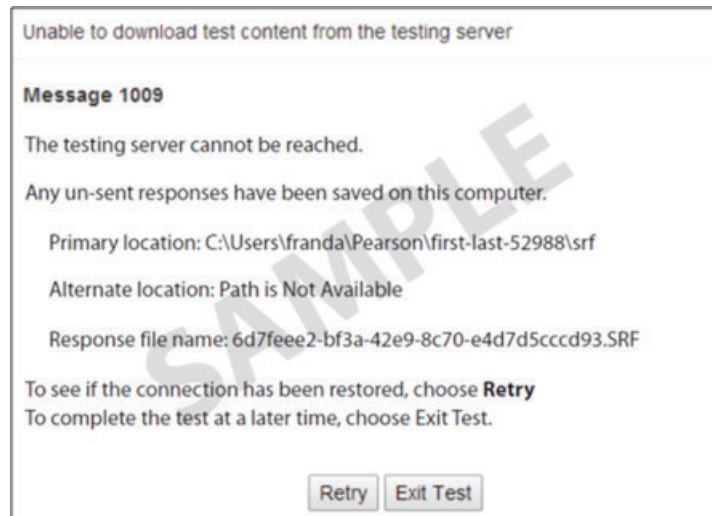
**Message 1001**

✔ Your test has been saved

⚠ Please contact your teacher or proctor to complete this process

[Test Proctor - Click Here](#)



Then select **Retry**.



A list of the top ten error messages received by students is located in the Appendix of this manual. This list includes steps for error resolution. If the errors cannot be resolved, call the Pearson Help Desk at 1-888-687-4759.

# Science Test “SAY” Directions (Online) – Section 1

 **At the session level, unlock Section 1 in PearsonAccess<sup>next</sup> before reading “SAY” directions.**

- At the student level, lock  Section 1 for any absent students.
- At the student level, unlock  appropriate test sections for any make-up students.

## Read for Test Section 1

**SAY** Today you will take Section 1 of the CMAS High School Science assessment.

*If you have any make-up students in the room, communicate the section, if different.*

*If your district allows reading materials,*

**SAY** If you brought a book with you, place it under your seat.

*Make sure students do not have access to cell phones or other electronic devices during testing. These devices are prohibited and their use for any purpose may result in a misadministration.*

**SAY** You may not have any electronic devices other than your testing device. Making calls, texting, taking pictures, and browsing the Internet are not allowed.

*If cell phones can be collected at your school,*

**SAY** If you have your cell phone or any other devices with you, make sure they are turned off and I will collect them now. I will return them to you at the end of the testing session.

*If cell phones cannot be collected at your school,*

**SAY** If you have your cell phone or any other device with you, make sure they are turned off and securely stored.

*If your school has a policy that prohibits the collection of cell phones, be sure that students have stored their cell phones in their lockers, backpacks, or other designated areas prior to starting the assessment.*

**SAY** You will take this assessment using an online testing system. I will hand you a Student Testing Ticket. You will use this to sign in to the test. Do NOT sign in until I tell you to do so. Hold on to your ticket. It will be collected at the end of the test section.

*Distribute Student Testing Tickets. Ensure that every student has a Student Testing Ticket with his/her name on it. Maintain the Student Testing Tickets for absent students and store separately. At a later time, you may choose to write on the ticket: Absent Section 1.*

*NOTE: If a student begins testing on another student’s online test, this may result in a misadministration.*

### Browser-based TestNav

If you have **not** already loaded or typed the URL for TestNav into student devices, or if student devices do not have a direct link to TestNav or the TestNav app:

**SAY** Open your browser and type in the URL, **co.testnav.com**, exactly as it appears on your Student Testing Ticket.

*Help students select the Internet browser that is used by your school. Wait for all students to type in the URL (co.testnav.com), and assist those who need help. When all students have entered the URL,*

**SAY** The “TestNav Sign In” screen should now be on your screen.

*After the student enters the TestNav URL, the student may see a security warning message concerning Java and will need to select the **Yes, Allow**, or **Don’t Block** button to enable Java for TestNav.*

*Make sure that all students have the **TestNav Sign In** screen in front of them.*



If any students are assigned a text-to-speech form, read the following “SAY” directions preceded by the TTS icon:

**TTS** If you are using text-to-speech, plug in your headphones and put them on now.

*Pause.*

**TTS** Select the “Test Audio” button to adjust the volume on your device. The volume cannot be changed after you sign in to begin the test. Raise your hand if you need help.

*Verify in PearsonAccess<sup>next</sup> that these students are assigned the appropriate text-to-speech form.*

**SAY** Find your first and last name on your Student Testing Ticket. If your name is not on the ticket, raise your hand.

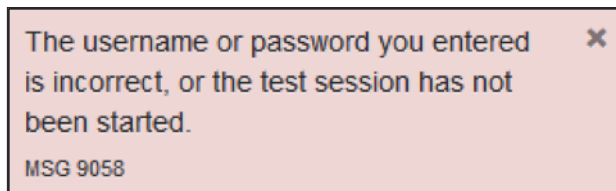
*Ensure that every student has a Student Testing Ticket with his/her name on it and that each student signs in to his/her online test.*

*NOTE: If a student begins testing on another student's online test, this may result in a misadministration.*

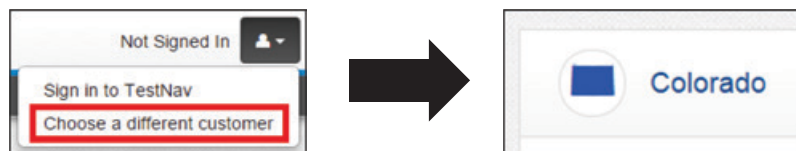
**SAY** Enter your username in the Username field exactly as it appears on your ticket.

*Pause while students locate their username on the Student Testing Ticket and type it into the field on the **Sign In** screen.*

**SAY** Enter the password in the Password field exactly as it appears on your ticket. Select the blue "Sign In" button (  ). If you receive a red message that says, "The username or password you entered is incorrect," raise your hand.



*Assist any students having problems with the sign in process. Ensure that students are entering their username and password exactly as they appear on their Student Testing Tickets. For the desktop app, tablets, and Chromebooks, ensure that the **Sign In** screen says "Colorado". If students are using an app and the **Sign In** screen does not say "Colorado", select the user menu in the top right corner of the screen and select "Choose a different customer" from the drop-down menu. On the new screen, select the "Colorado" icon.*



*After the student enters the username and password, the student may see a pop-up box asking "Do you want to run this application?" The student will need to select the checkbox saying not to show this message again and then select the **Run** button.*


*When all students are signed in, continue.*

**SAY** Once you have signed in, find your name in the top right corner of the screen (  ). If you do not find your name, raise your hand.

*Assist any students who do not find their names displayed at the top of the screen. If a different name appears on the TestNav screen:*

- *Have the student exit the test by selecting the button next to the displayed name; choose the option **Sign out of TestNav**.*
- *Check that the student has the correct Student Testing Ticket and attempt to sign in again.*
- *If the error persists, continue administering the test to the rest of the class. After reading the rest of the Administrator "SAY" instructions and after the other students have started testing, contact the Pearson Help Desk at 1-888-687-4759.*

*NOTE: If a student begins testing on another student's online test, this may result in a misadministration.*

**SAY** You should be on the “Available Tests” screen. The assessment is divided into three sections. You will only work on Section 1 at this time. Select the “Start” button for Section 1. If you cannot select the “Start” button, select the “Refresh” button (  Refresh ), and then select the “Start” button. Raise your hand if you need help.

*Wait for students to select the Start button. If you have any make-up students in your test environment, communicate the appropriate make-up test section information to the students and check to make sure they have access to that test section.*



**SAY** You should see a “Welcome” screen that says “CMAS High School Science”. Does everyone see “CMAS High School Science” on the screen?

*Assist any students who do not see the words “High School Science” on their screen.*

**SAY** Select the blue “Start Test Now” button (  ).

*Wait for students to select Start Test Now.*

**SAY** You should be on a screen that says Section 1. If you are not, raise your hand.

*Verify that all students are on the correct section. If the student’s screen says Section 2 or Section 3, check that Section 1 is unlocked for the student in PearsonAccess<sup>next</sup> and that Sections 2 and 3 are locked (unless the student is making up a different section of the test).*

- *If the TestNav section **matches** the unlocked section for the student in PearsonAccess<sup>next</sup>, the wrong section may have been unlocked. Instruct the student to sign out of TestNav, lock the incorrect section in PearsonAccess<sup>next</sup>, unlock the correct section, and then instruct the student to sign back into TestNav.*
- *If the TestNav section **does not match** the unlocked section for the student in PearsonAccess<sup>next</sup>, continue to deliver the Administrator “SAY” directions to the other students. After reading the rest of the Administrator “SAY” instructions and after the other students have started testing, contact the Pearson Help Desk at 1-888-687-4759.*

**SAY** Select the blue “Start Section” button (  ) and then wait for further directions.

*Pause.*

**SAY** Now you will see a set of three sample questions, starting with Sample A. The sample questions show examples of items like the ones that will be on the test.

*Check to make sure students are on Sample A.*

**SAY** Look at Sample A. This is a multiple choice item. Read the question and answer choices. Then select the bubble next to the best answer choice. When you have finished Sample A, stop working.



*When all students have stopped working,*

**SAY** Are there any questions about how to select your answer?

*Pause to answer any questions about selecting answers.*

**SAY** Select the blue Next Arrow button (  ) in the top left corner of your screen to go on to the next item.

*Allow students a few moments to select the arrow.*

**SAY** Select the “Exhibits” button on the right side of your screen. You should see a periodic table that may be referenced during this assessment.

*Allow students a few moments to select the button.*

**SAY** Select an element to view its information. Select the X in the top right corner to exit the screen. Are there any questions on how to use the periodic table?

*Pause to answer any questions and then continue.*

**SAY** Look at Sample B. This is a technology-enhanced item. Study the information. Drag the answer choices to the correct boxes. On most devices, you can drop an answer into an answer box when the color of the box changes from blue to gray. When you have finished Sample B, stop working.

*When all students have stopped working,*

**SAY** Are there any questions about how to drag and drop answer choices?

*Pause to answer any questions about dragging and dropping, and then continue.*

**SAY** Select the blue Next Arrow button (  ) to go on to the next item.

*Allow students a few moments to select the arrow.*

**SAY** Look at Sample C. This is a constructed response item. It will require you to enter your answer in the box. Your answers to constructed response items will not be scored for spelling or grammar. Be sure to answer every part of the question. Read the information and then enter your answer in the box. When you have finished Sample C, stop working.

*When all students have stopped working,*

**SAY** Are there any questions about how to enter answers in the box?

*Pause to answer any questions and then continue.*

**SAY** Select the blue Next Arrow button (  ). You will see a screen that says STOP!

*Pause.*

**SAY** You will take this test by yourself. You may not go to other websites or use materials from class. You may not look at another student’s test or answers, or show another student your test or answers. You may not talk or write about the test with other students during or after the test.

*Pause.*

**SAY** I will not be able to help you with the online tools or test questions during the test. Keep in mind that test questions may take a few seconds to load. Read each question. Then, follow

**the directions to answer each question. If you do not know the answer to a question, you may bookmark it and go on to the next question.**

*Pause.*

**SAY** You may use the Notepad tool (  ), found in the toolbar, to take notes while you take the test.

*Follow the district’s scratch paper policy:*

<i>If no scratch paper is to be provided,</i>	<i>Skip ahead to the “SAY” directions that appear after this option box.</i>
<i>If scratch paper is to be provided,</i>	<p><b>SAY</b> If you would prefer to use scratch paper for taking notes, raise your hand.</p> <p><i>Distribute blank scratch paper, as requested, to students. Students may exchange for a new piece of scratch paper during the section, but may only have one piece at a time.</i></p>

**SAY** After the last question, you will come to the “End of Section” screen. If you finish early, you may review your answers and any questions you may have bookmarked. When you are ready, submit your final answers for Section 1 from the “End of Section” screen. Once you submit your final answers, you will not be able to return to Section 1.

*Pause.*

**SAY** If you need help submitting your final answers for Section 1, see any pop-ups, or have any issues with your device while testing, raise your hand and I will help you. Are there any questions?

*Pause to answer any questions and then continue.*

**SAY** You will have 60 minutes to complete Section 1 of the test. I will let you know when you have 10 minutes of testing time left.



*Options for timing of the test administration will vary. Read the appropriate option based on your district’s policy.*

<b>Option A</b> – Students are to sit quietly when they are done testing.	<b>SAY</b> If you have completed Section 1 and submitted your final answers before the time is up, you must sit quietly for the remainder of the time.
<b>Option B</b> – Students will be dismissed when they are done testing.	<b>SAY</b> If you have completed Section 1 and submitted your final answers before the time is up, I will dismiss you.
<b>Option C</b> – Students may read when they are done testing.	<b>SAY</b> If you have completed Section 1 and submitted your final answers before the time is up, you may sit quietly or read for the remainder of the time.

**SAY** Select the blue Next Arrow button (  ) and begin.



*Record the start time. Calculate the stop time and the time to announce the 10 minute warning. At the discretion of the Test Administrator, a 3 minute class stretch break may be allowed during the section.*

- Add 50 minutes to the start time. This is the 10 minute warning time.

- Add 60 minutes to the start time. This is the stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display.
- If you are pausing the test for a 3 minute stretch break, the stop time must be adjusted by 3 minutes at the end of the break.

At the discretion of the Test Administrator, if/when a stretch break is taken,

**SAY** Please stop and cover your screen. We will take a silent three minute stretch break. No talking is allowed.

Adjust the stop time by 3 minutes.

Example:

Start time	8:40
Start time + 50 minutes	9:30 (10 minute warning)
Start time + 60 minutes	9:40 (stop time)
Stop time + 3 minutes	9:43 (time adjusted for stretch break)

After 3 minutes have passed,

**SAY** You may now resume testing.

### Reminder

- It is highly recommended that students testing online use the same device for each day of testing. This can be tracked on Student Testing Tickets by identifying the device that was used (e.g., iPad #7, Chromebook #26). This will help in recovering response data, if necessary.

### Monitor students

- While students work, move around the room. Ensure that students are focused on their own work. This can be done without actively reading the test content on students' screens.
- You may monitor the status of each student's section from your computer or tablet while viewing the **Students in Sessions** screen. Remember to refresh the page occasionally. You may also monitor each student's item-by-item test progress by selecting the section status in line with their name on the **Students in Sessions** screen.
- Test Administrators must be actively engaged in observing student behavior at all times during the administration of the CMAS: Science assessment.
  - Test Administrators must confirm that students do not have access to any prohibited materials, such as cell phones or other personal electronic devices.
  - If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student's attention to the test without coaching or assisting the student in any way. You may do this by saying, "[Student name], please continue working." You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.

### Interruptions

- If a student must temporarily leave the testing area, the student's screen must be covered.

- With the exception of a school emergency, only one student may leave at a time. Even individual students should only be allowed to exit under extreme circumstances.
- If a student receives an Early Warning message, select the **Test Proctor - Click Here** button on the student's screen. Then select **Retry**. For additional information, you may refer to the Appendix for a list of common error codes and their resolutions or go to <https://support.assessment.pearson.com/display/TN/Error+Codes>. If the test does not resume, call the Pearson Help Desk at **1-888-687-4759**.
- Refer to the "Stops in Testing" section on pages 8–10 of this manual for more information.

If a student finishes before 60 minutes have passed and needs help exiting TestNav, you may refer to the exit instructions on page 54 to guide the student through the exit process. If the student has signed out successfully, the student's section status will change to "Completed" in PearsonAccess<sup>next</sup>.

Once the student has completed and successfully submitted his/her final answers for the test section, he or she may be permitted to read silently if allowed by the school district. No talking and no other schoolwork is permitted.



After students have been testing for 50 minutes, if any students are still working on the test,

**SAY** There are 10 minutes remaining. Remember to check your work and make sure that you try to answer all the questions. Continue working.



When students have tested for 60 minutes (or if all students have finished before 60 minutes),

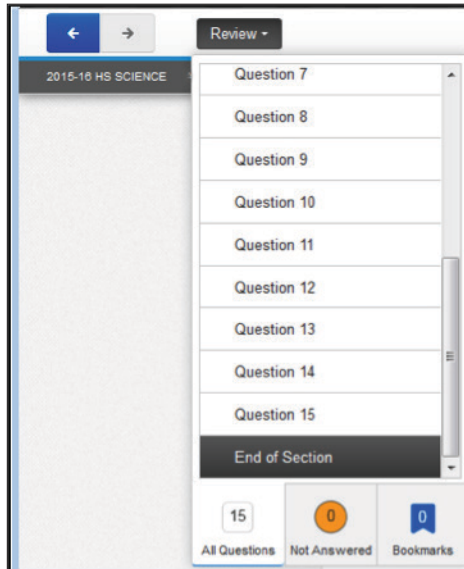
**SAY** Stop. This is the end of Section 1.

Pause.

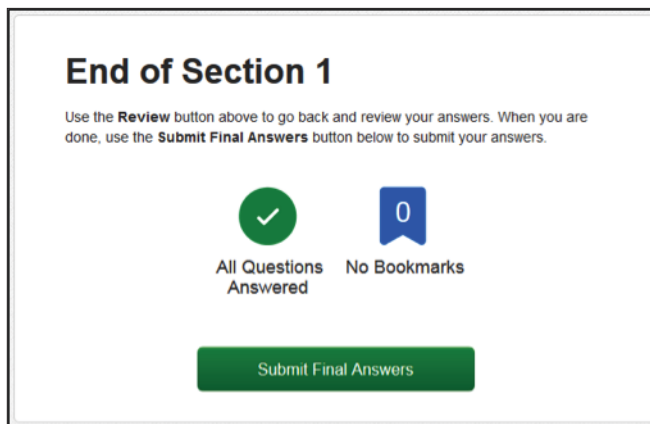
**SAY** Select the Review drop-down menu at the top left corner of your screen (  ).

Pause.

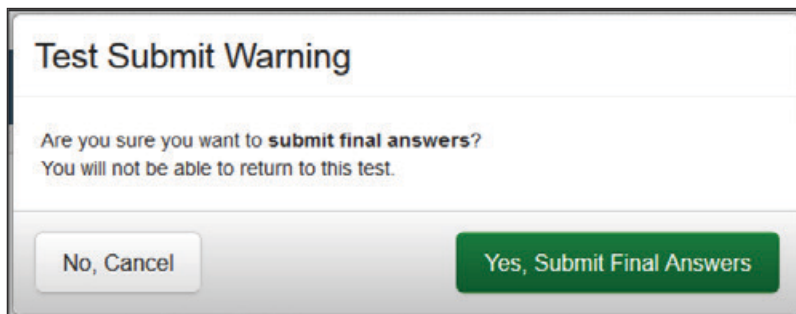
**SAY** Scroll to the bottom of the Review drop-down menu and select End of Section.



**SAY** Next, select the green “Submit Final Answers” button.

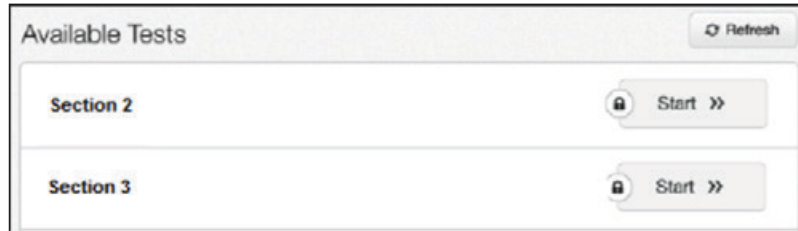


**SAY** A “Test Submit Warning” screen will pop up. Select “Yes, Submit Final Answers”.



*Pause.*

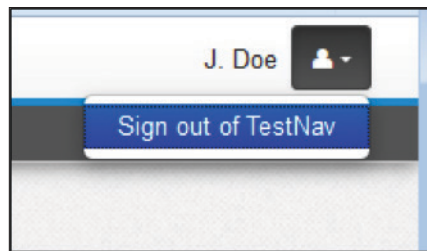
**SAY** You should now see the “Available Tests” screen.



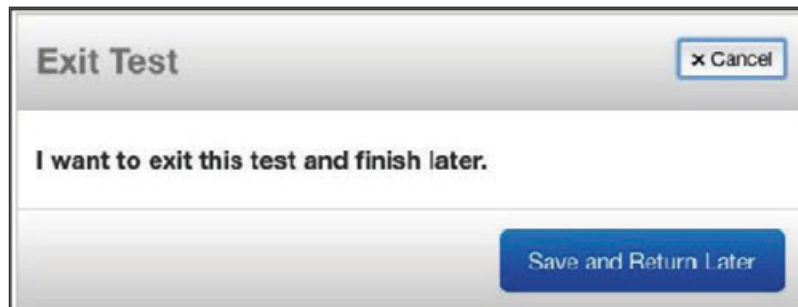
*If students are proceeding to Section 2 immediately after completing Section 1, do not instruct them to sign out of TestNav. Turn to page 36 to resume the “SAY” directions for Section 2, beginning at the star (★). Students will not be able to start Section 2 until all students in the test environment have completed Section 1 and the Test Administrator has locked Section 1 in PearsonAccess<sup>next</sup> and unlocked Section 2.*

*If students are taking an extended break before Section 2 or will be taking Section 2 on another day, continue with the “SAY” directions below.*

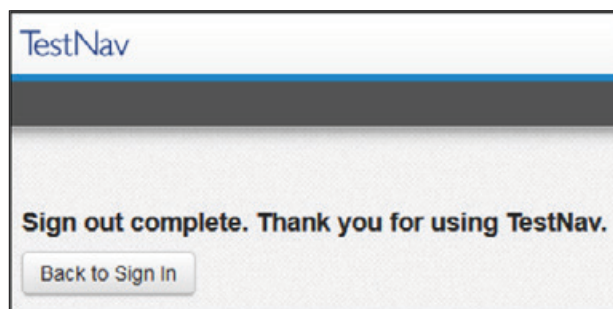
**SAY** In the top right corner of your screen, select the gray person button next to your name. Choose the option “Sign out of TestNav”.



**SAY** Select the blue “Save and Return Later” button.




**SAY** You should see a message on the screen that says, “Sign out complete. Thank you for using TestNav.”

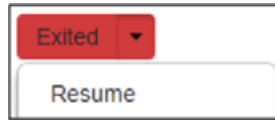


**SAY** Are there any questions?

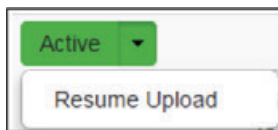
Pause to answer any questions.

Verify in PearsonAccess<sup>next</sup> that all students who just completed testing Section 1 show a section status of “Completed” (  ) in the **Section 1** column on the **Students in Sessions** screen.

- If any students are in “Exited” status, they did not submit their final answers before signing out of TestNav.





- Resume the student’s test and have the student sign in to TestNav using his/her Student Testing Ticket.
  - The student should then go through the proper steps to submit his/her final answers.
  - Confirm that the student’s Section 1 status changes to “Completed” in PearsonAccess<sup>next</sup>.
- If any students are in “Active” status, but they are no longer signed in to TestNav, they are not properly signed out of the test (e.g., the computer froze or the browser crashed during testing or while the student was submitting their answers).



- Change the student’s status to “Resume Upload” and have the student sign in to TestNav using his/her Student Testing Ticket.
- The student should then go through the proper steps to submit his/her final answers again.
- Confirm that the student’s Section 1 status changes to “Completed” in PearsonAccess<sup>next</sup>.



Lock the tested section at the session level.



- The section status for students who just completed testing should now be locked and “Completed” (  ).
- The section status for students who were absent should be locked and “Ready” (  ).

Sign out of PearsonAccess<sup>next</sup>. Do not stop the test session in PearsonAccess<sup>next</sup>.

Collect Student Testing Tickets, any accommodated test materials, and used scratch paper and place in an unsealed secure return envelope. Return the secure return envelope to the SAC. Document the return of all secure test materials (used and unused) on your school’s chain of custody form.

# Science Test “SAY” Directions (Online) – Section 2

 **At the session level, unlock Section 2 in PearsonAccess<sup>next</sup> before reading “SAY” directions.**

- At the student level, lock () Section 2 for any absent students.
- At the student level, unlock () appropriate test sections for any make-up students.

## Read for Test Section 2

**SAY** Today you will take Section 2 of the CMAS High School Science assessment.

*If you have any make-up students in the room, communicate the section, if different.*

*If your district allows reading materials,*

**SAY** If you brought a book with you, place it under your seat.

*Make sure students do not have access to cell phones or other electronic devices during testing. These devices are prohibited and their use for any purpose may result in a misadministration.*

**SAY** You may not have any electronic devices other than your testing device. Making calls, texting, taking pictures, and browsing the Internet are not allowed.

*If cell phones can be collected at your school,*

**SAY** If you have your cell phone or any other devices with you, make sure they are turned off and I will collect them now. I will return them to you at the end of the testing session.

*If cell phones **cannot** be collected at your school,*

**SAY** If you have your cell phone or any other device with you, make sure they are turned off and securely stored.

*If your school has a policy that prohibits the collection of cell phones, be sure that students have stored their cell phones in their lockers, backpacks, or other designated areas prior to starting the assessment.*

**SAY** You will take this assessment using an online testing system. I will hand you a Student Testing Ticket. You will use this to sign in to the test. Do NOT sign in until I tell you to do so. Hold on to your ticket. It will be collected at the end of the test section.

*Distribute Student Testing Tickets. Ensure that every student has a Student Testing Ticket with his/her name on it. Maintain the Student Testing Tickets for absent students and store separately. At a later time, you may choose to write on the ticket: Absent Section 2.*

*NOTE: If a student begins testing on another student’s online test, this may result in a misadministration.*



### Browser-based TestNav

If you have **not** already loaded or typed the URL for TestNav into student devices, or if student devices do not have a direct link to TestNav or the TestNav app:

**SAY** Open your browser and type in the URL, **co.testnav.com**, exactly as it appears on your Student Testing Ticket.

*Help students select the Internet browser that is used by your school. Wait for all students to type in the URL (co.testnav.com), and assist those who need help. When all students have entered the URL,*

**SAY** The “TestNav Sign In” screen should now be on your screen.

*After the student enters the TestNav URL, the student may see a security warning message concerning Java and will need to select the **Yes, Allow**, or **Don’t Block** button to enable Java for TestNav.*

*Make sure that all students have the **TestNav Sign In** screen in front of them.*



If any students are assigned a text-to-speech form, read the following “SAY” directions preceded by the TTS icon:

**TTS** If you are using text-to-speech, plug in your headphones and put them on now.

*Pause.*

**TTS** Select the “Test Audio” button to adjust the volume on your device. The volume cannot be changed after you sign in to begin the test. Raise your hand if you need help.

*Verify in PearsonAccess<sup>next</sup> that these students are assigned the appropriate text-to-speech form.*

**SAY** Find your first and last name on your Student Testing Ticket. If your name is not on the ticket, raise your hand.

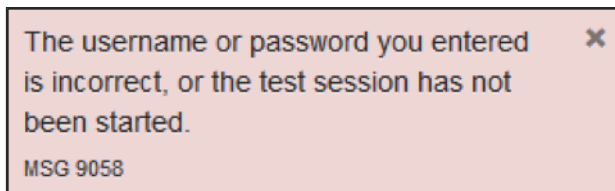
*Ensure that every student has a Student Testing Ticket with his/her name on it and that each student signs in to his/her online test.*

*NOTE: If a student begins testing on another student's online test, this may result in a misadministration.*

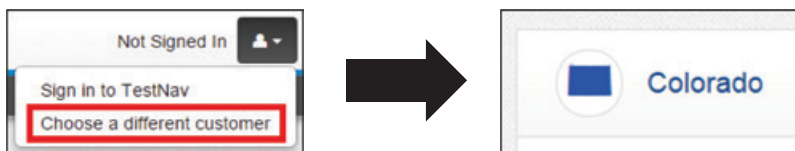
**SAY** Enter your username in the Username field exactly as it appears on your ticket.

*Pause while students locate their username on the Student Testing Ticket and type it into the field on the Sign In screen.*

**SAY** Enter the password in the Password field exactly as it appears on your ticket. Select the blue "Sign In" button (  ). If you receive a red message that says, "The username or password you entered is incorrect," please raise your hand.



*Assist any students having problems with the sign in process. Ensure that students are entering their username and password exactly as they appear on their Student Testing Tickets. For the desktop app, tablets, and Chromebooks, ensure that the Sign In screen says "Colorado". If students are using an app and the Sign In screen does not say "Colorado", select the user menu in the top right corner of the screen and select "Choose a different customer" from the drop-down menu. On the new screen, select the "Colorado" icon.*




*When all students are signed in, continue.*

**SAY** Once you have signed in, find your name in the top right corner of the screen (  ). If you do not find your name, raise your hand.

*Assist any students who do not find their names displayed at the top of the screen. If a different name appears on the TestNav screen:*

- Have the student exit the test by selecting the button next to the displayed name; choose the option **Sign out of TestNav**.
- Check that the student has the correct Student Testing Ticket and attempt to sign in again.
- If the error persists, continue administering the test to the rest of the class. After reading the rest of the Administrator "SAY" instructions and after the other students have started testing, contact the Pearson Help Desk at 1-888-687-4759.

*NOTE: If a student begins testing on another student's online test, this may result in a misadministration.*

**★ SAY** You should be on the "Available Tests" screen. You will only work on Section 2 at this time. Select the "Start" button for Section 2. If you cannot select the "Start" button, select the "Refresh" button (  ), and then select the "Start" button. Raise your hand if you need help.

Wait for students to select the **Start** button. **If you have any make-up students in your test environment**, communicate the appropriate make-up test section information to the students and check to make sure they have access to that test section.



**SAY** You should see a “Welcome” screen that says “CMAS High School Science”. Does everyone see “CMAS High School Science” on the screen?

*Assist any students who do not see the words “High School Science” on their screen.*

**SAY** Select the blue “Start Test Now” button (  ).

*Wait for students to select **Start Test Now**.*

**SAY** You should be on a screen that says Section 2. If you are not, raise your hand.

*Verify that all students are on the correct section. If the student’s screen says Section 1 or Section 3, check that Section 2 is unlocked for the student in PearsonAccess<sup>next</sup> and that Sections 1 and 3 are locked (unless the student is making up a different section of the test).*

- If the TestNav section **matches** the unlocked section for the student in PearsonAccess<sup>next</sup>, the wrong section may have been unlocked. Instruct the student to sign out of TestNav, lock the incorrect section in PearsonAccess<sup>next</sup>, unlock the correct section, and then instruct the student to sign back into TestNav.*
- If the TestNav section **does not match** the unlocked section for the student in PearsonAccess<sup>next</sup>, continue to deliver the Administrator “SAY” directions to the other students. After reading the rest of the Administrator “SAY” instructions and after the other students have started testing, contact the Pearson Help Desk at 1-888-687-4759.*

**SAY** Select the blue “Start Section” button (  ) and wait for further directions.

*Pause.*

**SAY** You will take this test by yourself. You may not go to other websites or use materials from class. You may not look at another student’s test or answers, or show another student your test or answers. You may not talk or write about the test with other students during or after the test.

*Pause.*

**SAY** I will not be able to help you with the online tools or test questions during the test. Keep in mind that test questions may take a few seconds to load. Read each question. Then, follow the directions to answer each question. If you do not know the answer to a question, you may bookmark it and go on to the next question.

*Pause.*

**SAY** You may use the Notepad tool (  ), found in the toolbar, to take notes while you take the test.

*Follow the district's scratch paper policy:*

If no scratch paper is to be provided,	Skip ahead to the "SAY" directions that appear after this option box.
If scratch paper is to be provided,	<p><b>SAY</b> If you would prefer to use scratch paper for taking notes, raise your hand.</p> <p><i>Distribute blank scratch paper, as requested, to students. Students may exchange for a new piece of scratch paper during the section, but may only have one piece at a time.</i></p>

**SAY** After the last question, you will come to the "End of Section" screen. If you finish early, you may review your answers and any questions you may have bookmarked. When you are ready, submit your final answers for Section 2 from the "End of Section" screen. Once you submit your final answers, you will not be able to return to Section 2.

*Pause.*

**SAY** If you need help submitting your final answers for Section 2, see any pop-ups, or have any issues with your device while testing, raise your hand and I will help you. Are there any questions?

*Pause to answer any questions and then continue.*

**SAY** You will have 60 minutes to complete Section 2 of the test. I will let you know when you have 10 minutes of testing time left.



*Options for timing of the test administration will vary. Read the appropriate option based on your district's policy.*

<b>Option A</b> – Students are to sit quietly when they are done testing.	<p><b>SAY</b> If you have completed Section 2 and submitted your final answers before the time is up, you must sit quietly for the remainder of the time.</p>
<b>Option B</b> – Students will be dismissed when they are done testing.	<p><b>SAY</b> If you have completed Section 2 and submitted your final answers before the time is up, I will dismiss you.</p>
<b>Option C</b> – Students may read when they are done testing.	<p><b>SAY</b> If you have completed Section 2 and submitted your final answers before the time is up, you may sit quietly or read for the remainder of the time.</p>

**SAY** Select the blue Next Arrow button (  ) and begin.



*Record the start time. Calculate the stop time and the time to announce the 10 minute warning. At the discretion of the Test Administrator, a 3 minute class stretch break may be allowed during the section.*

- Add 50 minutes to the start time. This is the 10 minute warning time.
- Add 60 minutes to the start time. This is the stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display.
- If you are pausing the test for a 3 minute stretch break, the stop time must be adjusted by 3 minutes at the end of the break.

At the discretion of the Test Administrator, if/when a stretch break is taken,

**SAY** Please stop and cover your screen. We will take a silent three minute stretch break. No talking is allowed.

*Adjust the stop time by 3 minutes.*

Example:

Start time	8:40
Start time + 50 minutes	9:30 (10 minute warning)
Start time + 60 minutes	9:40 (stop time)
Stop time + 3 minutes	9:43 (time adjusted for stretch break)

*After 3 minutes have passed,*

**SAY** You may now resume testing.

### Reminder

- It is highly recommended that students testing online use the same device for each day of testing. This can be tracked on Student Testing Tickets by identifying the device that was used (e.g., iPad #7, Chromebook #26). This will help in recovering response data, if necessary.

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  - Test Administrators must confirm that students do not have access to any prohibited materials, such as cell phones or other personal electronic devices.
  - If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student's attention to the test without coaching or assisting the student in any way. You may do this by saying, "[Student name], please continue working." You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.

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- If a student receives an Early Warning message, select the **Test Proctor - Click Here** button on the student's screen. Then select **Retry**. For additional information, you may refer to the Appendix for a list of common error codes and their resolutions

or go to <https://support.assessment.pearson.com/display/TN/Error+Codes>. If the test does not resume, call the Pearson Help Desk at 1-888-687-4759.

- Refer to the “Stops in Testing” section on pages 8–10 of this manual for more information.

If a student finishes before 60 minutes have passed and needs help exiting TestNav, you may refer to the exit instructions on page 54 to guide the student through the exit process. If the student has signed out successfully, the student’s section status will change to “Completed” in PearsonAccess<sup>next</sup>.

Once the student has completed and successfully submitted his/her final answers for the test section, he or she may be permitted to read silently if allowed by the school district. No talking and no other schoolwork is permitted.



After students have been testing for 50 minutes, if any students are still working on the test,

**SAY** There are 10 minutes remaining. Remember to check your work and make sure that you try to answer all the questions. Continue working.



When students have tested for 60 minutes (or if all students have finished before 60 minutes),

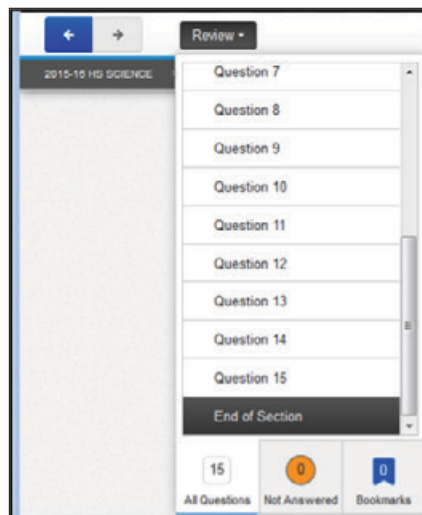
**SAY** Stop. This is the end of Section 2.

Pause.

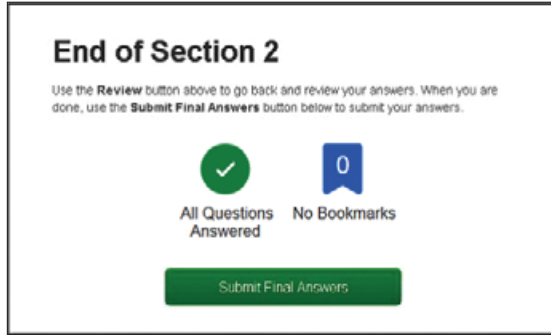
**SAY** Select the Review drop-down menu at the top left corner of your screen (  ).

Pause.

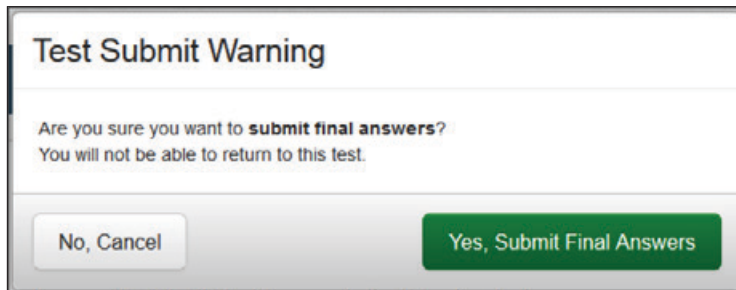
**SAY** Scroll to the bottom of the Review drop-down menu and select End of Section.



**SAY** Next, select the green “Submit Final Answers” button.



**SAY** A “Test Submit Warning” screen will pop up. Select “Yes, Submit Final Answers”.



Pause.

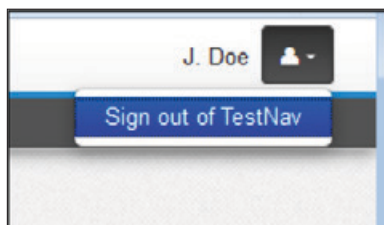
**SAY** You should now see the “Available Tests” screen.



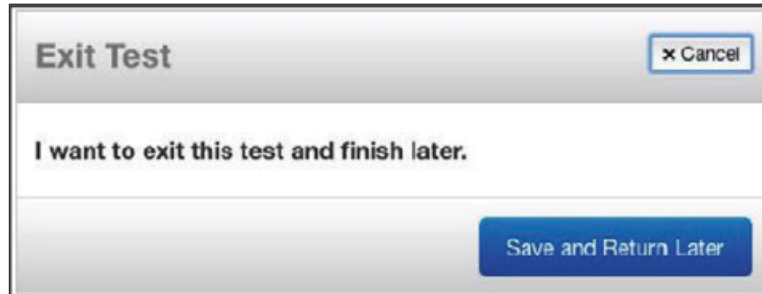
*If students are proceeding to Section 3 immediately after completing Section 2, do not instruct them to sign out of TestNav. Turn to page 46 to resume the “SAY” directions for Section 3, beginning at the star (★). Students will not be able to start Section 3 until all students in the test environment have completed Section 2 and the Test Administrator has locked Section 2 in PearsonAccess<sup>next</sup> and unlocked Section 3.*

*If students are taking an extended break before Section 3 or will be taking Section 3 on another day, continue with the “SAY” directions below.*

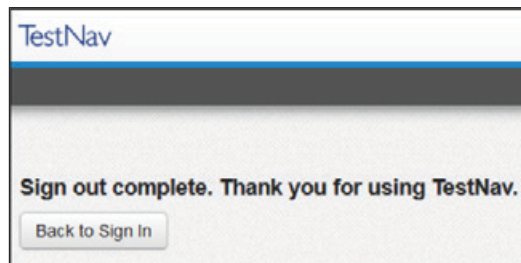
**SAY** In the top right corner of your screen, select the gray person button next to your name. Choose the option “Sign out of TestNav”.



**SAY** Select the blue “Save and Return Later” button.



**SAY** You should see a message on the screen that says, “Sign out complete. Thank you for using TestNav.”

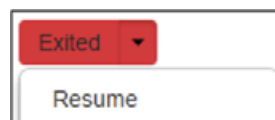


**SAY** Are there any questions?

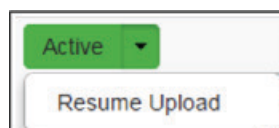
*Pause to answer any questions.*

Verify in PearsonAccess<sup>next</sup> that all students who just completed testing Section 2 show a section status of “Completed” (Completed) in the **Section 2** column on the **Students in Sessions** screen.

- If any students are in “Exited” status, they did not submit their final answers before signing out of TestNav.



- Resume the student’s test and have the student sign in to TestNav using his/her Student Testing Ticket.
- The student should then go through the proper steps to submit his/her final answers.
- Confirm that the student’s Section 2 status changes to “Completed” in PearsonAccess<sup>next</sup>.
- If any students are in “Active” status, but they are no longer signed in to TestNav, they are not properly signed out of the test (e.g., the computer froze or the browser crashed during testing or while the student was submitting their answers).





- Change the student’s status to “Resume Upload” and have the student sign in to TestNav using his/her Student Testing Ticket.



- The student should then go through the proper steps to submit his/her final answers again.
- Confirm that the student's Section 2 status changes to "Completed" in PearsonAccess<sup>next</sup>.



Lock the tested section at the session level.



- The section status for students who just completed testing should now be locked and "Completed" ()
- The section status for students who were absent should be locked and "Ready" ()

Sign out of PearsonAccess<sup>next</sup>. Do not stop the test session in PearsonAccess<sup>next</sup>.

Collect Student Testing Tickets, any accommodated test materials, and used scratch paper and place in an unsealed secure return envelope. Return the secure return envelope to the SAC. Document the return of all secure test materials (used and unused) on your school's chain of custody form.

# Science Test “SAY” Directions (Online) – Section 3

 **At the session level, unlock Section 3 in PearsonAccess<sup>next</sup> before reading “SAY” directions.**

- At the student level, lock  Section 3 for any absent students.
- At the student level, unlock  appropriate test sections for any make-up students.

## Read for Test Section 3

**SAY** Today you will take Section 3 of the CMAS High School Science assessment.

*If you have any make-up students in the room, communicate the section, if different.*

*If your district allows reading materials,*

**SAY** If you brought a book with you, place it under your seat.

*Make sure students do not have access to cell phones or other electronic devices during testing. These devices are prohibited and their use for any purpose may result in a misadministration.*

**SAY** You may not have any electronic devices other than your testing device. Making calls, texting, taking pictures, and browsing the Internet are not allowed.

*If cell phones can be collected at your school,*

**SAY** If you have your cell phone or any other devices with you, make sure they are turned off and I will collect them now. I will return them to you at the end of the testing session.

*If cell phones cannot be collected at your school,*

**SAY** If you have your cell phone or any other device with you, make sure they are turned off and securely stored.

*If your school has a policy that prohibits the collection of cell phones, be sure that students have stored their cell phones in their lockers, backpacks, or other designated areas prior to starting the assessment.*

**SAY** You will take this assessment using an online testing system. I will hand you a Student Testing Ticket. You will use this to sign in to the test. Do NOT sign in until I tell you to do so. Hold on to your ticket. It will be collected at the end of the test section.

*Distribute Student Testing Tickets. Ensure that every student has a Student Testing Ticket with his/her name on it. Maintain the Student Testing Tickets for absent students and store separately. At a later time, you may choose to write on the ticket: Absent Section 3.*

*NOTE: If a student begins testing on another student’s online test, this may result in a misadministration.*

### Browser-based TestNav

If you have **not** already loaded or typed the URL for TestNav into student devices, or if student devices do not have a direct link to TestNav or the TestNav app:

**SAY** Open your browser and type in the URL, **co.testnav.com**, exactly as it appears on your Student Testing Ticket.

*Help students select the Internet browser that is used by your school. Wait for all students to type in the URL (co.testnav.com), and assist those who need help. When all students have entered the URL,*

**SAY** The “TestNav Sign In” screen should now be on your screen.

*After the student enters the TestNav URL, the student may see a security warning message concerning Java and will need to select the **Yes, Allow**, or **Don’t Block** button to enable Java for TestNav.*

Make sure that all students have the **TestNav Sign In** screen in front of them.



If any students are assigned a text-to-speech form, read the following “SAY” directions preceded by the TTS icon:

**TTS** If you are using text-to-speech, plug in your headphones and put them on now.

*Pause.*

**TTS** Select the “Test Audio” button to adjust the volume on your device. The volume cannot be changed after you sign in to begin the test. Raise your hand if you need help.

*Verify in PearsonAccess<sup>next</sup> that these students are assigned the appropriate text-to-speech form.*

**SAY** Find your first and last name on your Student Testing Ticket. If your name is not on the ticket, raise your hand.

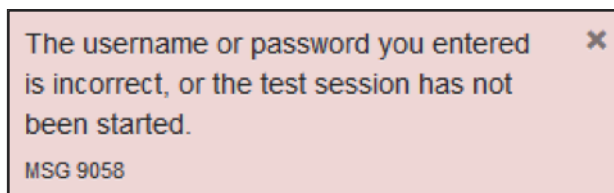
*Ensure that every student has a Student Testing Ticket with his/her name on it and that each student signs in to his/her online test.*

*NOTE: If a student begins testing on another student's online test, this may result in a misadministration.*

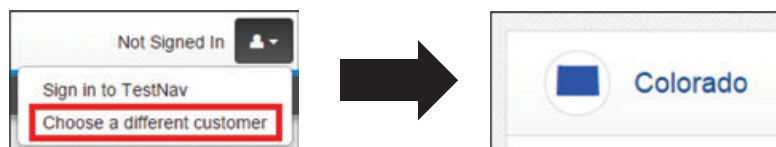
**SAY** Enter your username in the Username field exactly as it appears on your ticket.

*Pause while students locate their username on the Student Testing Ticket and type it into the field on the Sign In screen.*

**SAY** Enter the password in the Password field exactly as it appears on your ticket. Select the blue "Sign In" button (  ). If you receive a red message that says, "The username or password you entered is incorrect," please raise your hand.



*Assist any students having problems with the sign in process. Ensure that students are entering their username and password exactly as they appear on their Student Testing Tickets. For the desktop app, tablets, and Chromebooks, ensure that the Sign In screen says "Colorado". If students are using an app and the Sign In screen does not say "Colorado", select the user menu in the top right corner of the screen and select "Choose a different customer" from the drop-down menu. On the new screen, select the "Colorado" icon.*




*When all students are signed in, continue.*

**SAY** Once you have signed in, find your name in the top right corner of the screen (  ). If you do not find your name, raise your hand.

*Assist any students who do not find their names displayed at the top of the screen. If a different name appears on the TestNav screen:*

- Have the student exit the test by selecting the button next to the displayed name; choose the option **Sign out of TestNav**.
- Check that the student has the correct Student Testing Ticket and attempt to sign in again.
- If the error persists, continue administering the test to the rest of the class. After reading the rest of the Administrator "SAY" instructions and after the other students have started testing, contact the Pearson Help Desk at 1-888-687-4759.

*NOTE: If a student begins testing on another student's online test, this may result in a misadministration.*

**★ SAY** You should be on the "Available Tests" screen. You will only work on Section 3 at this time. Select the "Start" button for Section 3. If you cannot select the "Start" button, select the "Refresh" button (  ), and then select the "Start" button. Raise your hand if you need help.

Wait for students to select the **Start** button. **If you have any make-up students in your test environment**, communicate the appropriate make-up test section information to the students and check to make sure they have access to that test section.



**SAY** You should see a “Welcome” screen that says “CMAS High School Science”. Does everyone see “CMAS High School Science” on the screen?

*Assist any students who do not see the words “High School Science” on their screen.*

**SAY** Select the blue “Start Test Now” button (  ).

*Wait for students to select Start Test Now.*

**SAY** You should be on a screen that says Section 3. If you are not, raise your hand.

*Verify that all students are on the correct section. If the student’s screen says Section 1 or Section 2, check that Section 3 is unlocked for the student in PearsonAccess<sup>next</sup> and that Sections 1 and 2 are locked (unless the student is making up a different section of the test).*

- If the TestNav section **matches** the unlocked section for the student in PearsonAccess<sup>next</sup>, the wrong section may have been unlocked. Instruct the student to sign out of TestNav, lock the incorrect section in PearsonAccess<sup>next</sup>, unlock the correct section, and then instruct the student to sign back into TestNav.*
- If the TestNav section **does not match** the unlocked section for the student in PearsonAccess<sup>next</sup>, continue to deliver the Administrator “SAY” directions to the other students. After reading the rest of the Administrator “SAY” instructions and after the other students have started testing, contact the Pearson Help Desk at 1-888-687-4759.*

**SAY** Select the blue “Start Section” button (  ) and wait for further directions.

*Pause.*

**SAY** You will take this test by yourself. You may not go to other websites or use materials from class. You may not look at another student’s test or answers, or show another student your test or answers. You may not talk or write about the test with other students during or after the test.

*Pause.*

**SAY** I will not be able to help you with the online tools or test questions during the test. Keep in mind that test questions may take a few seconds to load. Read each question. Then, follow the directions to answer each question. If you do not know the answer to a question, you may bookmark it and go on to the next question.

*Pause.*

**SAY** You may use the Notepad tool (  ), found in the toolbar, to take notes while you take the test.

*Follow the district’s scratch paper policy:*

If no scratch paper is to be provided,	Skip ahead to the “SAY” directions that appear after this option box.
If scratch paper is to be provided,	<p><b>SAY</b> If you would prefer to use scratch paper for taking notes, raise your hand.</p> <p><i>Distribute blank scratch paper, as requested, to students. Students may exchange for a new piece of scratch paper during the section, but may only have one piece at a time.</i></p>

**SAY** After the last question, you will come to the “End of Section” screen. If you finish early, you may review your answers and any questions you may have bookmarked. When you are ready, submit your final answers for Section 3 from the “End of Section” screen. Once you submit your final answers, **you will not be able to return to Section 3.**

*Pause.*

**SAY** If you need help submitting your final answers for Section 3, see any pop-ups, or have any issues with your device while testing, raise your hand and I will help you. Are there any questions?

*Pause to answer any questions and then continue.*

**SAY** You will have 60 minutes to complete Section 3 of the test. I will let you know when you have 10 minutes of testing time left.



*Options for timing of the test administration will vary. Read the appropriate option based on your district’s policy.*

<b>Option A</b> – Students are to sit quietly when they are done testing.	<b>SAY</b> If you have completed Section 3 and submitted your final answers before the time is up, you must sit quietly for the remainder of the time.
<b>Option B</b> – Students will be dismissed when they are done testing.	<b>SAY</b> If you have completed Section 3 and submitted your final answers before the time is up, I will dismiss you.
<b>Option C</b> – Students may read when they are done testing.	<b>SAY</b> If you have completed Section 3 and submitted your final answers before the time is up, you may sit quietly or read for the remainder of the time.

**SAY** Select the blue Next Arrow button (  ) and begin.



*Record the start time. Calculate the stop time and the time to announce the 10 minute warning. At the discretion of the Test Administrator, a 3 minute class stretch break may be allowed during the section.*

- Add 50 minutes to the start time. This is the 10 minute warning time.
- Add 60 minutes to the start time. This is the stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display.
- If you are pausing the test for a 3 minute stretch break, the stop time must be adjusted by 3 minutes at the end of the break.

At the discretion of the Test Administrator, if/when a stretch break is taken,

**SAY** Please stop and cover your screen. We will take a silent three minute stretch break. No talking is allowed.

*Adjust the stop time by 3 minutes.*

Example:

Start time	8:40
Start time + 50 minutes	9:30 (10 minute warning)
Start time + 60 minutes	9:40 (stop time)
Stop time + 3 minutes	9:43 (time adjusted for stretch break)

*After 3 minutes have passed,*

**SAY** You may now resume testing.

### Reminder

- It is highly recommended that students testing online use the same device for each day of testing. This can be tracked on Student Testing Tickets by identifying the device that was used (e.g., iPad #7, Chromebook #26). This will help in recovering response data, if necessary.

### Monitor students

- While students work, move around the room. Ensure that students are focused on their own work. This can be done without actively reading the test content on students' screens.
- You may monitor the status of each student's section from your computer or tablet while viewing the **Students in Sessions** screen. Remember to refresh the page occasionally. You may also monitor each student's item-by-item test progress by selecting the section status in line with their name on the **Students in Sessions** screen.
- Test Administrators must be actively engaged in observing student behavior at all times during the administration of the CMAS: Science assessment.
  - Test Administrators must confirm that students do not have access to any prohibited materials, such as cell phones or other personal electronic devices.
  - If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student's attention to the test without coaching or assisting the student in any way. You may do this by saying, "[Student name], please continue working." You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.

### Interruptions

- If a student must temporarily leave the testing area, the student's screen must be covered.
- With the exception of a school emergency, only one student may leave at a time. Even individual students should only be allowed to exit under extreme circumstances.
- If a student receives an Early Warning message, select the **Test Proctor - Click Here** button on the student's screen. Then select **Retry**. For additional information, you may refer to the Appendix for a list of common error codes and their resolutions

or go to <https://support.assessment.pearson.com/display/TN/Error+Codes>. If the test does not resume, call the Pearson Help Desk at 1-888-687-4759.

- Refer to the “Stops in Testing” section on pages 8–10 of this manual for more information.

If a student finishes before 60 minutes have passed and needs help exiting TestNav, you may refer to the exit instructions on page 54 to guide the student through the exit process. If the student has signed out successfully, the student’s section status will change to “Completed” in PearsonAccess<sup>next</sup>.

Once the student has completed and successfully submitted his/her answers for the test section, he or she may be permitted to read silently if allowed by the school district. No talking and no other schoolwork is permitted.



After students have been testing for 50 minutes, if any students are still working on the test,

**SAY** There are 10 minutes remaining. Remember to check your work and make sure that you try to answer all the questions. Continue working.



When students have been testing for 60 minutes, (or if all students have finished before 60 minutes),

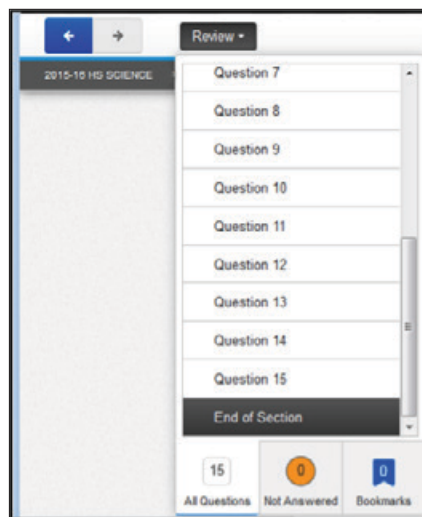
**SAY** Stop. This is the end of Section 3.

Pause.

**SAY** Select the Review drop-down menu at the top left corner of your screen (  ).

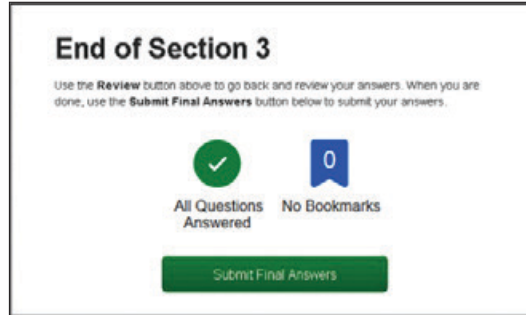
Pause.

**SAY** Scroll to the bottom of the Review drop-down menu and select End of Section.

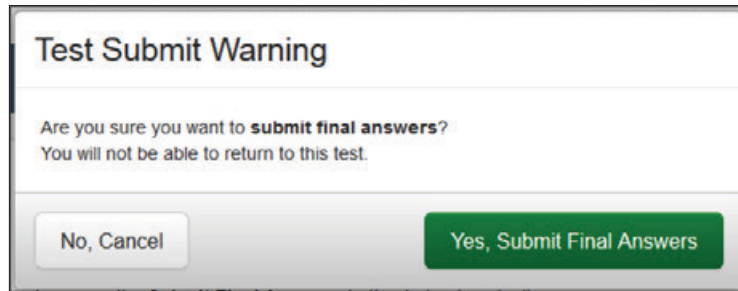


**SAY** Next, select the green “Submit Final Answers” button.



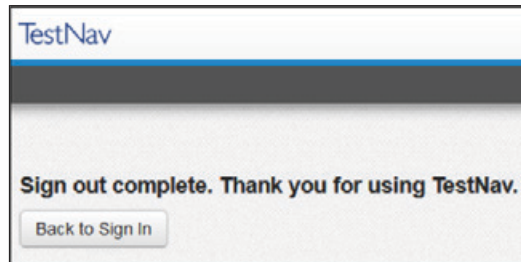


**SAY** A “Test Submit Warning” screen will pop up. Select “Yes, Submit Final Answers”.



*Pause.*

**SAY** You should see a message on the screen that says, “Sign out complete. Thank you for using TestNav.”

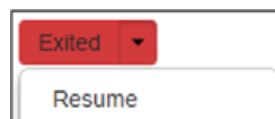


**SAY** Are there any questions?

*Pause to answer any questions.*

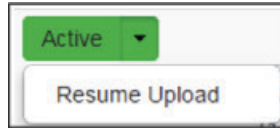
Verify in PearsonAccess<sup>next</sup> that all students who just completed testing Section 3 show a section status of “Completed” ( Completed ) in the **Section 3** column on the **Students in Sessions** screen.

- *If any students are in “Exited” status, they did not submit their final answers before signing out of TestNav.*



- *Resume the student’s test and have the student sign in to TestNav using his/her Student Testing Ticket.*

- The student should then go through the proper steps to submit his/her final answers.
- Confirm that the student's Section 3 status changes to "Completed" in PearsonAccess<sup>next</sup>.
- If any students are in "Active" status, but they are no longer signed in to TestNav, they are not properly signed out of the test (e.g., the computer froze or the browser crashed during testing or while the student was submitting their answers).



- Change the student's status to "Resume Upload" and have the student sign in to TestNav using his/her Student Testing Ticket.
- The student should then go through the proper steps to submit his/her final answers again.
- Confirm that the student's Section 3 status changes to "Completed" in PearsonAccess<sup>next</sup>.



Lock the tested section at the session level.

- The section status for students who just completed testing should now be locked and "Completed" (🔒 Completed).
- The section status for students who were absent should be locked and "Ready" (🔒 Ready).

If students are to take the online survey (as determined by the district or school),	<p>Display the following URL (survey link):  <a href="http://www.coassessments.com/cmssurveys">http://www.coassessments.com/cmssurveys</a>.</p> <p><b>SAY</b> You may now take a student survey about the CMAS: Science assessment by going to the website I have posted.</p>
If students are not to take the online survey (as determined by the district or school),	Complete the steps that follow.

The test session must be stopped in PearsonAccess<sup>next</sup> only after all students (including make-up students) have finished Section 3. The session cannot be stopped until all sections for all students within a session are in a completed status (i.e., "Completed" or "Marked Complete"). If any students need to be "Marked Complete", the SAC will perform that action and stop the test session. Refer to the "Completing Online Administration" section that follows for instructions on stopping a test session.

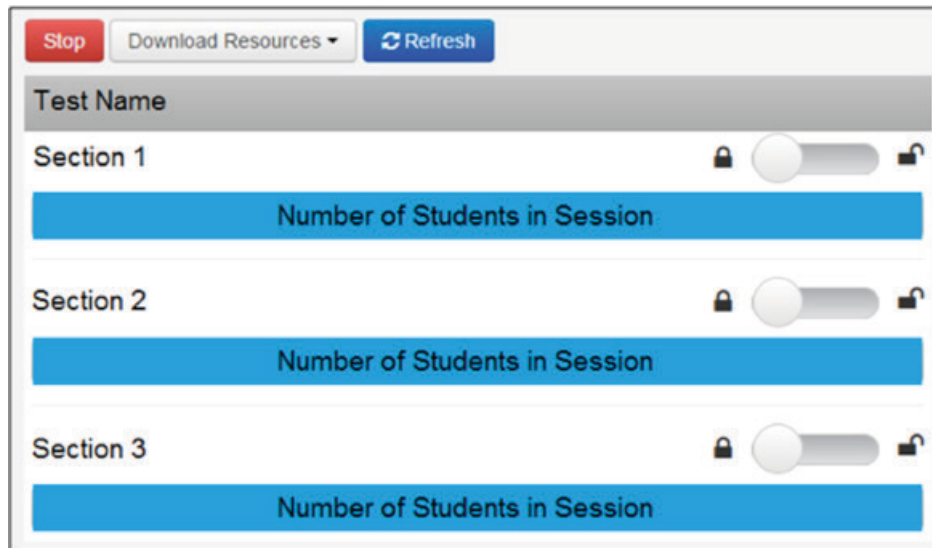
Collect Student Testing Tickets, any accommodated test materials, and used scratch paper and place in an unsealed secure return envelope. Return the secure return envelope to the SAC. Document the return of all secure test materials (used and unused) on your school's chain of custody form.

## Completing Online Administration

A student's test will be submitted for scoring as soon as the student selects the green **Submit Final Answers** button at the end of Section 3. Incomplete tests will need to be marked as complete by the SAC.

After all students have submitted all three sections, stop the session.

- All sections for all students in the session must be in "Completed" or "Marked Complete" status to stop the session.



- Select the red **Stop** button located on the **Students in Sessions** screen to close the test session. This will be completed by the SAC only if student test sections need to be marked complete.

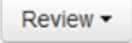
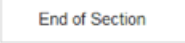


Student Testing Tickets, any accommodated materials, and used scratch paper must be returned to the SAC after the test session.

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## TestNav Exit Instructions

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Refer to the following instructions as a guide to help students sign out of TestNav. If a student submits final answers prior to completing a section, call the Pearson Help Desk at 1-888-687-4759.

1. Select the  button.
2. Scroll to the bottom of the drop-down menu and select the  option.
3. Select  on the **End of Section** screen.
4. Select  on the **Test Submit Warning** screen.

Sections 1 and 2	Section 3
Once students see the <b>Available Tests</b> screen, their answers have been submitted. If students are not taking the next section immediately following the completion of the previous section, they must:	You will see a message on the screen that says, "Sign out complete. Thank you for using TestNav." You have submitted your test and logged out successfully from TestNav.

5. Select  in the top right corner of your screen.
6. Select  from the drop-down.
7. Select the  button.
8. You will see a message on the screen that says, "Sign out complete. Thank you for using TestNav." You have submitted your answers for the section and logged out successfully from TestNav.

## Part 3 – Paper Test Administration

This part of the Test Administrator Manual includes information about Paper Test Administration for when paper-based testing is being utilized. Information includes:

- Responsibilities of the Test Administrator
- Student Test Materials
- Activities on the Testing Day
- Administrator “SAY” Directions
- Completing Paper Administration

### Responsibilities of the Test Administrator

The primary responsibility of the Test Administrator is to provide a standardized, ethical administration of the assessment. This will ensure that every student has an equal opportunity to demonstrate, within the standard conditions provided to all students in Colorado, his or her knowledge and skills.

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#### Test Administrator Responsibilities Checklist

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##### During All Stages:

- Ensure that all test materials are secured at all times following state requirements. Test materials must be kept in a secure, locked location at all times when not being used for testing. Test materials must not be stored in classrooms.
- Maintain test security and the chain of custody for secure materials.

##### Before Testing:

###### *Training*

- Attend the trainings provided by your district or school. For additional information regarding proper testing procedures and training, go to: <https://co.pearsonaccessnext.com> > Support > Documentation.
- Sign the Security Agreement and return it to the SAC.
- Review the *CMAS Test Administrator Manual*, the *Procedures Manual*, and the *Accommodations Supplement* (if administering an accommodated form of the assessment).

###### *Preparing Students*

- Discuss accommodations with students prior to testing to explain what materials or types of assistance will be available to them during the assessment. This includes explaining to students the level of reading support the Test Administrator is allowed to provide to students during the test.

###### *Test Setup*

- Prepare the testing space appropriately.
- Post the “Do Not Disturb” sign on the door outside the testing space.

- ❑ Use the CMAS Roster for Paper Forms as a checklist to verify that students listed on the roster have pre-ID labels. If the information on a pre-ID label is incorrect, Test Administrators may be designated to complete the demographic page on the test book. Check with the SAC for guidance.
- ❑ Receive paper-based test materials from SACs.
- ❑ Verify that all materials have been received for the administration of accommodated forms (i.e., visual descriptions with large print and braille test kits, oral script for the Oral Presentation accommodation, periodic tables, Spanish test books).
- ❑ If the SAC has not done so, prior to testing, write school, district, and teacher information on students' test books. (This may be done immediately after the testing session.)

### **During Testing:**

- ❑ Account for all students enrolled in the test session.
  - If a student is absent, notify your SAC.
- ❑ Keep track of make-up students who may be taking a different section of the test than other students in the same room.
  - If a student is making up a previously started section, monitor and ensure the student does not alter any previous responses.
  - Contact your SAC for further instructions on make-up testing.
- ❑ Read aloud the Administrator "SAY" directions exactly as printed in the *CMAS Test Administrator Manual*.
  - **Test Administrators providing the accommodation of Oral Presentation (i.e., Oral Script English – PBT, Oral Script Spanish – PBT, Oral Script for Translation – PBT [for translation into languages other than English or Spanish, as well as for Human Signer presentation]) must follow the guidelines in the oral script document that is provided separately.**
  - Clarify only general administration instructions (i.e., questions regarding test procedures) after reading the "SAY" directions word-for-word. Do not answer any questions related to test content.
- ❑ Distribute materials (e.g., test books, periodic tables, scratch paper, visual descriptions with large print test kits, Spanish test books).
- ❑ Actively administer the test.
- ❑ Maintain the security of all secure materials, including accommodated materials.
- ❑ At the end of each test section:
  - Collect any used and unused secure test materials and deliver them to the SAC.
  - Document the return of all secure test materials (used and unused) on your school's chain of custody form.
- ❑ Document any unusual circumstances or breaches of test security regulations.

### **After Testing:**

- ❑ Report any unusual circumstances or breaches of test security regulations to the SAC, who must then notify the DAC.

## Student Test Materials

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### Required Test Materials

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Students may have only the following materials on their desks during testing:

- Pencil; only No. 2 pencil(s) with eraser(s) may be used.
- Paper-based test materials (e.g., test books, periodic tables) and accommodated materials (e.g., Spanish test books, visual descriptions included in large print kit).
- Scratch paper (blank, lined, graph, or as specified in a student's IEP and/or 504 Plan).\*

\* Each student is to be provided with scratch paper for each test section. Students may exchange used scratch paper for a new piece of scratch paper, but may only have one piece at a time. All scratch paper must be inspected before use to verify that it is free of any writing. All used scratch paper must be collected at the end of the section and returned to the SAC in an unsealed secure return envelope.

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### Large Print and Braille Test Materials

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The large print test books are spiral bound and the dimensions of the books are 14 inches by 18 inches. Each large print test book is sealed by test section.

Separate visual descriptions are included in the large print and braille test kits. These picture descriptions describe some of the images or graphics in the student's test book. Descriptions are not included for all visuals; they are included to increase accessibility to select images.

Braille test books are not sealed. Teachers of students with visual impairment who are administering the assessment in braille will need early access to the braille notes, up to five days prior to administering the assessment, in order to gather additional materials needed to provide students with access to the assessment.

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### Spanish Test Materials

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Spanish test materials, which provide test content in Spanish, are available for use by English learners who meet the accommodation criteria (see the *Accommodations Supplement* for additional information). These printed books are sealed by section.

## Activities on the Testing Day

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### Access to Secure Test Materials

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- Test Administrators administering the paper-based CMAS: Science assessment may have access to test books and periodic tables only on the days the assessment is being administered.
  - Test Administrators providing accommodations to students may need access to accommodated materials (i.e., oral scripts, teacher notes for braille) prior to the testing day.
- Test books and periodic tables must be distributed just prior to administration.
- CDE recommends that tests are distributed no more than 15 minutes prior to the testing session and are collected within 15 minutes after the testing session.
- Test Administrators are allowed to read the Administrator "SAY" instructions. These instructions may be repeated or clarified as long as the substance of the directions is not changed.

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## Monitor the Paper Test Session

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Test Administrators engage in active proctoring by walking around the testing environment during testing.

Clarify only general administration instructions (i.e., questions regarding test procedures) after reading the “SAY” directions word-for-word. Do not answer any questions related to test content.

Test Administrators must not read the test content appearing in the students’ test books.

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## Interruptions to Testing

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If there is an interruption to testing, students must close their test books. This includes:

- Giving students breaks
- Changing testing rooms.
  - When changing testing rooms, students may not carry their own test materials.
  - The new room should be properly prepared for testing.
- Allowing a student to leave the testing room in emergency situations.
  - If an emergency arises and a student needs to leave the testing room, no test materials may be taken from the room.
  - If a student cannot continue testing, contact your SAC.

## Administrator “SAY” Directions

The Administrator “SAY” directions are a script for Test Administrators to follow on each day of testing. The Test Administrator must read aloud WORD-FOR-WORD the material that is preceded by the “SAY” symbol and printed in bold type. A “SAY” script is provided for each test section. The material in italics is information meant for Test Administrators and should not be read aloud to students.




**Test Administrators providing the accommodation of Oral Presentation: Oral Script or Human Signer must follow the guidelines in the *Oral Script, PBT* document (English, Spanish, or for Translation) that is provided separately.**

After the “SAY” directions are read word-for-word, they may be repeated or clarified, at the request of students, as long as the substance of the directions is not changed. “SAY” directions may be repeated as many times as needed. No test items may be clarified.

If a Test Administrator is providing the **General Administration Directions Clarified in Student’s Native Language** accommodation to an English learner, then these guidelines must also be followed in providing clarifications in the student’s native language.



The test administration symbols shown below are used throughout the “SAY” directions.

	Precedes the directions the Test Administrator is to read aloud to students. “SAY” directions are printed in <b>bold type</b> .
	Accompanies anything concerning the timing of the test.
	Appears with a page number at the end of Sections 1 and 2, and next to “SAY” directions in Sections 2 and 3, indicating where the Test Administrator should begin reading “SAY” directions if students are proceeding to the next test section immediately after completing the current test section.

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## Preparing Students Immediately Prior to Testing

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1. Distribute student test materials:
  - Test books with school, district, and teacher name completed
  - Periodic tables
  - Scratch paper
  - No. 2 pencils
2. Note any students who are absent and provide this information to the SAC to arrange for make-up testing.
3. Administration directions may be adjusted for students with accommodations.

# Science Test “SAY” Directions (Paper) – Section 1

## Read for Test Section 1

**SAY** Today you will take Section 1 of the CMAS High School Science assessment.

The only material you should have with you is a pencil [*add additional materials needed as part of an accommodation plan*].

*If you have any make-up students in the room, communicate the section, if different.*

*If your district allows reading materials,*

**SAY** If you brought a book with you, place it under your seat.

*Make sure students do not have access to cell phones or other electronic devices during testing. These devices are prohibited and their use for any purpose may result in a misadministration.*

**SAY** You may not have any electronic devices. Making calls, texting, taking pictures, and browsing the Internet are not allowed.

*If cell phones can be collected at your school,*

**SAY** If you have your cell phone or any other devices with you, make sure they are turned off and I will collect them now. I will return them to you at the end of the testing session.

*If cell phones **cannot** be collected at your school,*

**SAY** If you have your cell phone or any other device with you, make sure they are turned off and securely stored.

*If your school has a policy that prohibits the collection of cell phones, be sure that students have stored their cell phones in their lockers, backpacks, or other designated areas prior to starting the assessment.*

**SAY** I will hand you a test book, a periodic table, and a piece of scratch paper. You will need these materials to take the Science assessment. When you get your materials, do not open them, write on them, or break the seal on the edge of your test book until I ask you to do so. Do not fill in any information unless I ask you to do so. If you have any questions while I am passing out the materials, please let me know. Keep your pencil on your desk until I tell you that you may use it.

*If administering large print assessments:*

**SAY** I will also give you a document that describes some of the images or graphics in your test book. Descriptions are not included for all visuals; they are included to help you access some of the images.

*Distribute the test books, periodic tables, scratch paper, and appropriate accommodated materials. If pre-ID labels have already been affixed to the test books, make sure students get the test book with their pre-ID label. Note any students who are*

*absent and provide this information to the SAC after the testing session to arrange for make-up testing. Answer any questions before continuing.*

**SAY** Look at the front of your test book. Does everyone see “High School Science” on the front of their book?

*Assist any students who do not have the correct test book.*

**SAY** Print your first and last name in the space marked “Name” at the top of your test book and periodic table. The periodic table may be referenced during this assessment.

*When all students are ready, continue. Directions for breaking the seal follow. Pick up one of your students’ test books and, without breaking the seal, demonstrate as you read the following.*

**SAY** Your test book is closed by three seals on the right side. The first seal on the edge of your test book needs to be broken. First watch me do it. To break the seal, hold your test book in one hand. Then use your other hand to pull and remove the red tab on the edge of the test book. Break only the first seal on your test book in the same way as I have demonstrated. Raise your hand if you need help.

*Monitor the students to ensure that they are breaking the correct seals, and are not opening their test books prior to being instructed to do so. Move around the testing room to collect the detached tabs and to assist any student who may be having difficulty. Dispose of the tabs that detached while breaking so that they are not returned with the test books. When all students are ready, continue.*

**SAY** Open your test book to page 3 and follow along as I read the directions.

*Wait for students to open their test books.*

**SAY** The test is divided into three sections. As you work through the test you will see icons at the bottom of each page indicating “Go On” or “Stop” at the end of each test section. When you finish each test section you may go back and review your answers within that test section only.

**Read each question, then mark the space for your answer in your test booklet. Do NOT make additional marks or notes in your test booklet; use the scratch paper provided. If you mark an answer and then want to change it, be sure to erase your first answer completely.**

*Pause.*

**SAY** Does anybody have any questions about the directions?

*Pause to answer any questions.*

**SAY** Now you will see a set of three sample questions, starting with Sample A. The sample questions show examples of items like the ones that will be on the test.

*Check to make sure students are on the correct page.*

**SAY** Look at Sample A. This is a multiple choice item. Read the question and answer options. Fill in the bubble next to the best answer choice. It is important to completely fill the bubbles whenever you answer this type of question. It is also important to completely erase any mark you want to change. When you have finished Sample A, put your pencil down and look up.

*When all students have stopped working,*

**SAY** Are there any questions about how to mark your answer?

*Pause to answer any questions about marking answers.*

**SAY** Look at Sample B on page 4. This is a matching item. Study the information. Draw lines to connect the column heading boxes to the correct descriptions. You may reference your periodic table to answer this question. When you have finished Sample B, put your pencil down and look up.

*When all students have stopped working,*

**SAY** Are there any questions about how to complete matching items?

*Pause to answer any questions.*

**SAY** Look at Sample C on page 5. This is a constructed response item. It will require you to write your answer in the box. Your answers to constructed response items will not be scored for spelling or grammar. Be sure to answer every part of the question. Read the information and then write your answer in the box. Make sure that your response does not go outside of the box surrounding the blank answer lines. When you have finished Sample C, put your pencil down and look up.

*When all students have stopped working,*

**SAY** Are there any questions about how to complete constructed response items?

*Pause to answer any questions.*

**SAY** You will take the assessment by yourself. You may not use materials from class. You may not look at another student's test or answers, or show another student your test or answers. You may not talk or write about the test with other students during or after the test.

*Pause.*

**SAY** I will not be able to help you with test questions during the test. If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this section only. Do not go past the STOP icon.

*Pause.*

**SAY** You may use the scratch paper that has been provided to you. If you need a clean piece of scratch paper during the test, raise your hand and I will bring one to you. You may not share your scratch paper with other students. Answers written on scratch paper will not be scored.

*Students may exchange for a new piece of scratch paper during the section, but may only have one piece at a time.*

**SAY** Turn to page 7. After the last question, you will come to a STOP icon. You must stop when you come to a STOP icon. You will see text below the STOP icon that reads: "You have finished this section. Check that you have answered every question in this section." You must not go beyond this page. You will not be allowed to record answers in your test books after the time limit has expired. When you finish checking your work, close your test book, raise your hand, and I will collect your test materials. Once I have collected your materials, you cannot get them back. Are there any questions?

*Answer all questions. When all students are ready, continue.*

**SAY** You will have 60 minutes to complete Section 1 of the test. I will let you know when you have 10 minutes of testing time left.



Options for timing of the test administration will vary. Read the appropriate option based on your district's policy.

<b>Option A</b> – Students are to sit quietly when they are done testing.	<b>SAY</b> If you have completed Section 1 and turned in your test book before the time is up, you must sit quietly for the remainder of the time.
<b>Option B</b> – Students will be dismissed when they are done testing.	<b>SAY</b> If you have completed Section 1 and turned in your test book before the time is up, I will dismiss you.
<b>Option C</b> – Students may read when they are done testing.	<b>SAY</b> If you have completed Section 1 and turned in your test book before the time is up, you may sit quietly or read for the remainder of the time.

**SAY** Remember, you must not go beyond the STOP page in your test book. Turn the page and begin.



Record the start time. Calculate the stop time and the time to announce the 10 minute warning. At the discretion of the Test Administrator, a 3 minute class stretch break may be allowed during the section.

- Add 50 minutes to the start time. This is the 10 minute warning time.
- Add 60 minutes to the start time. This is the stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display.
- If you are pausing the test for a 3 minute stretch break, the stop time must be adjusted by 3 minutes at the end of the break.

At the discretion of the Test Administrator, if/when a stretch break is taken,

**SAY** Please stop and close your test book. We will now take a silent three minute stretch break. No talking is allowed.

Adjust the stop time by 3 minutes.

Example:

Start time	8:40
Start time + 50 minutes	9:30 (10 minute warning)
Start time + 60 minutes	9:40 (stop time)
Stop time + 3 minutes	9:43 (time adjusted for stretch break)

After 3 minutes have passed,

**SAY** You may now resume testing.

**Monitor students**

- While students work, move around the room. Ensure that students are focused on their own work. This can be done without actively reading the test content in students' test books.
  - Make sure students are using No. 2 pencils, not pens.
- Test Administrators must be actively engaged in observing student behavior at all times during the administration of the CMAS: Science assessment.

- Test Administrators must confirm that students do not have access to any prohibited materials, such as cell phones or other personal electronic devices.
- If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student’s attention to the test without coaching or assisting the student in any way. You may do this by saying, “[Student name], please continue working.” You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.

### Interruptions

- If a student must temporarily leave the testing area, test books must be closed.
- With the exception of a school emergency, only one student may leave at a time. Even individual students should only be allowed to exit under extreme circumstances.
- Refer to the “Stops in Testing” section on pages 8–10 of this manual for more information on breaks.

If a student finishes before 60 minutes have passed, ask, “Are you completely done with this section?” Upon student confirmation, remove all test materials from the student’s work area. Once the student has turned in test materials, he or she may be permitted to read silently if allowed by the school district. No talking and no other schoolwork is permitted.



After students have been testing for 50 minutes, if any students are still working on the test,



**There are 10 minutes remaining. Remember to check your work and make sure that you try to answer all the questions. Continue working.**



When students have tested for 60 minutes (or if all students have finished before 60 minutes),



**Stop. This is the end of Section 1. Close your test book.**

If students are proceeding to Section 2 immediately after completing Section 1, collect used scratch paper, distribute new scratch paper to students, and turn to page 66 to resume the “SAY” directions for Section 2, beginning at the star (★).

If students are taking an extended break before Section 2 or will be taking Section 2 on another day, collect all test materials, including any accommodated test materials, and place used scratch paper in an unsealed secure return envelope. Make sure the name of each student is written on his or her test book and periodic table before the materials are collected. Return the materials to the SAC. Document the return of all secure test materials (used and unused) on your school’s chain of custody form.

# Science Test “SAY” Directions (Paper) – Section 2

## Read for Test Section 2

**SAY** Today you will take Section 2 of the CMAS High School assessment.

The only material you should have with you is a pencil [*add additional materials needed as part of an accommodation plan*].

*If you have any make-up students in the room, communicate the section, if different.*

*If your district allows reading materials,*

**SAY** If you brought a book with you, place it under your seat.

*Make sure students do not have access to cell phones or other electronic devices during testing. These devices are prohibited and their use for any purpose may result in a misadministration.*

**SAY** You may not have any electronic devices. Making calls, texting, taking pictures, and browsing the Internet are not allowed.

*If cell phones can be collected at your school,*

**SAY** If you have your cell phone or any other devices with you, make sure they are turned off and I will collect them now. I will return them to you at the end of the testing session.

*If cell phones **cannot** be collected at your school,*

**SAY** If you have your cell phone or any other device with you, make sure they are turned off and securely stored.

*If your school has a policy that prohibits the collection of cell phones, be sure that students have stored their cell phones in their lockers, backpacks, or other designated areas prior to starting the assessment.*

**SAY** I will hand you your test book, your periodic table, and a piece of scratch paper. You will need these materials to take the Science assessment. When you get your materials, do not open them, write on them, or break the seal on the edge of your test book until I ask you to do so. Do not fill in any information unless I ask you to do so. If you have any questions while I am passing out the materials, please let me know. Keep your pencil on your desk until I tell you that you may use it.

*If administering large print assessments:*

**SAY** I will also give you a document that describes some of the images or graphics in your test book. Descriptions are not included for all visuals; they are included to help you access some of the images.

*Distribute test books, periodic tables, scratch paper, and appropriate accommodated materials. Ensure that every student has a test book with his/her name written in the space marked “Name” at the top of each book. Note any students who are*

*absent and provide this information to the SAC after the testing session to arrange for make-up testing. Answer any questions before continuing.*

**SAY** Look at the front of your test book. Does everyone see “High School Science” and their name on the front of their book?

*Assist any students who do not have the correct test book.*

**SAY** As you work through the test you will see icons at the bottom of each page indicating “Go On” or “Stop” at the end of each test section. When you finish each test section you may go back and review your answers within that test section only.

Read each question, then mark the space for your answer in your test booklet. Do NOT make additional marks or notes in your test booklet; use the scratch paper provided. If you mark an answer and then want to change it, be sure to erase your first answer completely.

*Pause.*

**SAY** Does anybody have any questions about the directions?

*Pause to answer any questions.*

**SAY** You will take the assessment by yourself. You may not use materials from class. You may not look at another student’s test or answers, or show another student your test or answers. You may not talk or write about the test with other students during or after the test.

*Pause.*

**SAY** I will not be able to help you with test questions during the test. If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this section only. Do not go past the STOP icon.

*Pause.*

★ **SAY** Open your test book to page 39.

*Wait for students to open their test books.*

**SAY** You may use the scratch paper that has been provided to you. If you need a clean piece of scratch paper during the test, raise your hand and I will bring one to you. You may not share your scratch paper with other students. Answers written on scratch paper will not be scored.

*Students may exchange for a new piece of scratch paper during the section, but may only have one piece at a time.*

*Directions for breaking the seal follow. Pick up one of your students’ test books and, without breaking the seal, demonstrate as you read the following.*

**SAY** The second seal on the edge of your test book needs to be broken. First watch me do it. To break the seal, hold your test book in one hand. Then use your other hand to pull and remove the red tab on the edge of the test book. Break only the second seal on your test book in the same way as I have demonstrated. Raise your hand if you need help.

*Monitor the students to ensure that they are breaking the correct seals. Move around the testing room to collect the detached tabs and to assist any student who may be having difficulty. Dispose of the tabs that detached while breaking so that they are not returned with the test books. When all students are ready, continue.*



**SAY** After the last question, you will come to a STOP icon. You must stop when you come to a STOP icon. You will see text below the STOP icon that reads: “You have finished this section. Check that you have answered every question in this section.” You must not go beyond this page. You will not be allowed to record answers in your test books after the time limit has expired. When you finish checking your work, close your test book, raise your hand, and I will collect your test materials. Once I have collected your materials, you cannot get them back. Are there any questions?

*Answer all questions. When students are ready, continue.*

**SAY** You will have 60 minutes to complete Section 2 of the test. I will let you know when you have 10 minutes of testing time left.



*Options for timing of the test administration will vary. Read the appropriate option based on your district’s policy.*

<p><b>Option A</b> – Students are to sit quietly when they are done testing.</p>	<p><b>SAY</b> If you have completed Section 2 and turned in your test book before the time is up, you must sit quietly for the remainder of the time.</p>
<p><b>Option B</b> – Students will be dismissed when they are done testing.</p>	<p><b>SAY</b> If you have completed Section 2 and turned in your test book before the time is up, I will dismiss you.</p>
<p><b>Option C</b> – Students may read when they are done testing.</p>	<p><b>SAY</b> If you have completed Section 2 and turned in your test book before the time is up, you may sit quietly or read for the remainder of the time.</p>

**SAY** Remember, you must not go beyond the STOP page in your test book. Turn the page and begin.



*Record the start time. Calculate the stop time and the time to announce the 10 minute warning. At the discretion of the Test Administrator, a 3 minute class stretch break may be allowed during the section.*

- Add 50 minutes to the start time. This is the 10 minute warning time.
- Add 60 minutes to the start time. This is the stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display.
- If you are pausing the test for a 3 minute stretch break, the stop time must be adjusted by 3 minutes at the end of the break.

At the discretion of the Test Administrator, if/when a stretch break is taken,

**SAY** Please stop and close your test book. We will now take a silent three minute stretch break. No talking is allowed.

*Adjust the stop time by 3 minutes.*

Example:

Start time	8:40
Start time + 50 minutes	9:30 (10 minute warning)
Start time + 60 minutes	9:40 (stop time)
Stop time + 3 minutes	9:43 (time adjusted for stretch break)

*After 3 minutes have passed,*

**SAY** You may now resume testing.

### Monitor students

- While students work, move around the room. Ensure that students are focused on their own work. This can be done without actively reading the test content in students' test books.
  - Make sure students are using No. 2 pencils, not pens.
- Test Administrators must be actively engaged in observing student behavior at all times during the administration of the CMAS: Science assessment.
  - Test Administrators must confirm that students do not have access to any prohibited materials, such as cell phones or other personal electronic devices.
  - If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student's attention to the test without coaching or assisting the student in any way. You may do this by saying, "[Student name], please continue working." You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.

### Interruptions

- If a student must temporarily leave the testing area, test books must be closed.
- With the exception of a school emergency, only one student may leave at a time. Even individual students should only be allowed to exit under extreme circumstances.
- Refer to the "Stops in Testing" section on pages 8–10 of this manual for more information.

If a student finishes before 60 minutes have passed, ask, "**Are you completely done with this section?**" Upon student confirmation, remove all test materials from the student's work area. Once the student has turned in test materials, he or she may be permitted to read silently if allowed by the school district. No talking and no other schoolwork is permitted.



After students have been testing for 50 minutes, if any students are still working on the test,

**SAY** There are 10 minutes remaining. Remember to check your work and make sure that you try to answer all the questions. Continue working.



*When students have tested for 60 minutes (or if all students have finished before 60 minutes),*

**SAY** Stop. This is the end of Section 2. Close your test book.

*If students are proceeding to Section 3 immediately after completing Section 2, collect used scratch paper, distribute new scratch paper to students, and turn to page 71 to resume the “SAY” directions for Section 3, beginning at the star (★).*

*If students are taking an extended break before Section 3 or will be taking Section 3 on another day, collect all test materials, including any accommodated test materials, and place used scratch paper in an unsealed secure return envelope. Make sure the name of each student is written on his or her test book and periodic table before the materials are collected. Return the materials to the SAC. Document the return of all secure test materials (used and unused) on your school’s chain of custody form.*

# Science Test “SAY” Directions (Paper) – Section 3

## Read for Test Section 3

**SAY** Today you will take Section 3 of the CMAS High School assessment.

The only material you should have with you is a pencil [*add additional materials needed as part of an accommodation plan*].

*If you have any make-up students in the room, communicate the section, if different.*

*If your district allows reading materials,*

**SAY** If you brought a book with you, place it under your seat.

*Make sure students do not have access to cell phones or other electronic devices during testing. These devices are prohibited and their use for any purpose may result in a misadministration.*

**SAY** You may not have any electronic devices. Making calls, texting, taking pictures, and browsing the Internet are not allowed.

*If cell phones can be collected at your school,*

**SAY** If you have your cell phone or any other devices with you, make sure they are turned off and I will collect them now. I will return them to you at the end of the testing session.

*If cell phones **cannot** be collected at your school,*

**SAY** If you have your cell phone or any other device with you, make sure they are turned off and securely stored.

*If your school has a policy that prohibits the collection of cell phones, be sure that students have stored their cell phones in their lockers, backpacks, or other designated areas prior to starting the assessment.*

**SAY** I will hand you your test book, your periodic table, and a piece of scratch paper. You will need these materials to take the Science assessment. When you get your materials, do not open them, write on them, or break the seal on the edge of your test book until I ask you to do so. Do not fill in any information unless I ask you to do so. If you have any questions while I am passing out the materials, please let me know. Keep your pencil on your desk until I tell you that you may use it.

*If administering large print assessments:*

**SAY** I will also give you a document that describes some of the images or graphics in your test book. Descriptions are not included for all visuals; they are included to help you access some of the images.

*Distribute test books, periodic tables, scratch paper, and appropriate accommodated materials. Ensure that every student has a test book with his/her name written in the space marked “Name” at the top of each book. Note any students who are*

*absent and provide this information to the SAC after the testing session to arrange for make-up testing. Answer any questions before continuing.*

**SAY** Look at the front of your test book. Does everyone see “High School Science” and their name on the front of their book?

*Assist any students who do not have the correct test book.*

**SAY** As you work through the test you will see icons at the bottom of each page indicating “Go On” or “Stop” at the end of each test section. When you finish each test section you may go back and review your answers within that test section only.

Read each question, then mark the space for your answer in your test booklet. Do NOT make additional marks or notes in your test booklet; use the scratch paper provided. If you mark an answer and then want to change it, be sure to erase your first answer completely.

*Pause.*

**SAY** Does anybody have any questions about the directions?

*Pause to answer any questions.*

**SAY** You will take the assessment by yourself. You may not use materials from class. You may not look at another student’s test or answers, or show another student your test or answers. You may not talk or write about the test with other students during or after the test.

*Pause.*

**SAY** I will not be able to help you with test questions during the test. If you do not know the answer to a question, you may go on to the next question. If you finish early, you may review your answers and any questions you did not answer in this section only. Do not go past the STOP icon.

*Pause.*

★ **SAY** Open your test book to page 69.

*Wait for students to open their test books.*

**SAY** You may use the scratch paper that has been provided to you. If you need a clean piece of scratch paper during the test, raise your hand and I will bring one to you. You may not share your scratch paper with other students. Answers written on scratch paper will not be scored.

*Students may exchange for a new piece of scratch paper during the section, but may only have one piece at a time.*

*Directions for breaking the seal follow. Pick up one of your students’ test books and, without breaking the seal, demonstrate as you read the following.*

**SAY** The third seal on the edge of your test book needs to be broken. First watch me do it. To break the seal, hold your test book in one hand. Then use your other hand to pull and remove the red tab on the edge of the test book. Break the third seal on your test book in the same way as I have demonstrated. Raise your hand if you need help.

*Monitor the students to ensure that they are breaking the correct seals. Move around the testing room to collect the detached tabs and to assist any student who may be having difficulty. Dispose of the tabs that detached while breaking so that they are not returned with the test books. When all students are ready, continue.*

**SAY** After the last question, you will come to a STOP icon. You must stop when you come to a STOP icon. You will see text below the STOP icon that reads: “You have finished this section. Check that you have answered every question in this section.” You must not go beyond this page. You will not be allowed to record answers in your test books after the time limit has expired. When you finish checking your work, close your test book, raise your hand, and I will collect your test materials. Once I have collected your materials, you cannot get them back. Are there any questions?

*Answer all questions. When students are ready, continue.*

**SAY** You will have 60 minutes to complete Section 3 of the test. I will let you know when you have 10 minutes of testing time left.



*Options for timing of the test administration will vary. Read the appropriate option based on your district’s policy.*

<p><b>Option A</b> – Students are to sit quietly when they are done testing.</p>	<p><b>SAY</b> If you have completed Section 3 and turned in your test book before the time is up, you must sit quietly for the remainder of the time.</p>
<p><b>Option B</b> – Students will be dismissed when they are done testing.</p>	<p><b>SAY</b> If you have completed Section 3 and turned in your test book before the time is up, I will dismiss you.</p>
<p><b>Option C</b> – Students may read when they are done testing.</p>	<p><b>SAY</b> If you have completed Section 3 and turned in your test book before the time is up, you may sit quietly or read for the remainder of the time.</p>

**SAY** Remember, you must not go beyond the STOP page in your test book. Turn the page and begin.



*Record the start time. Calculate the stop time and the time to announce the 10 minute warning. At the discretion of the Test Administrator, a 3 minute class stretch break may be allowed during the section.*

- Add 50 minutes to the start time. This is the 10 minute warning time.
- Add 60 minutes to the start time. This is the stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display.
- If you are pausing the test for a 3 minute stretch break, the stop time must be adjusted by 3 minutes at the end of the break.

At the discretion of the Test Administrator, if/when a stretch break is taken,

**SAY** Please stop and close your test book. We will now take a silent three minute stretch break. No talking is allowed.

*Adjust the stop time by 3 minutes.*

Example:

Start time	8:40
Start time + 50 minutes	9:30 (10 minute warning)
Start time + 60 minutes	9:40 (stop time)
Stop time + 3 minutes	9:43 (time adjusted for stretch break)

*After 3 minutes have passed,*

**SAY** You may now resume testing.

### Monitor students

- While students work, move around the room. Ensure that students are focused on their own work. This can be done without actively reading the test content in students' test books.
  - Make sure students are using No. 2 pencils, not pens.
- Test Administrators must be actively engaged in observing student behavior at all times during the administration of the CMAS: Science assessments.
  - Test Administrators must confirm that students do not have access to any prohibited materials, such as cell phones or other personal electronic devices.
  - If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student's attention to the test without coaching or assisting the student in any way. You may do this by saying, "[Student name], please continue working." You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.

### Interruptions

- If a student must temporarily leave the testing area, test books must be closed.
- With the exception of a school emergency, only one student may leave at a time. Even individual students should only be allowed to exit under extreme circumstances.
- Refer to the "Stops in Testing" section on pages 8–10 of this manual for more information.

If a student finishes before 60 minutes have passed, ask, "**Are you completely done with this section?**" Upon student confirmation, remove all test materials from the student's work area. Once the student has turned in test materials, he or she may be permitted to read silently if allowed by the school district. No talking and no other schoolwork is permitted.



After students have been testing for 50 minutes, if any students are still working on the test,

**SAY** There are 10 minutes remaining. Remember to check your work and make sure that you try to answer all the questions. Continue working.



*When students have tested for 60 minutes (or if all students have finished before 60 minutes),*

**SAY** Stop. This is the end of Section 3. Close your test book.

*Collect all test materials, including any accommodated test materials, and place used scratch paper in an unsealed secure return envelope. Make sure the name of each student is written on his or her test book and periodic table before the materials are collected. Follow the directions on page 75 for Completing Paper Administration.*



## **Completing Paper Administration**

Test Administrators must return all used and unused test materials to the SAC. These include test books, periodic tables, scratch paper, and other paper accommodated materials. Document the return of all secure test materials on your school's chain of custody form.

## APPENDIX: TestNav 8 Error Codes and Resolutions

The table below lists the top ten errors received by students through the Early Warning System (EWS) during the previous administration. Steps to resolve the error are listed next to each code. For a complete list of error codes, refer to the TestNav 8 Error Codes website (<https://support.assessment.pearson.com/display/TN/Error+Codes>).

Error Number	Error Message	Additional Information and Instructions
<b>1001</b>	Your test has been saved. Please notify your test administrator.	Connectivity issues likely caused this error. Follow the on-screen instructions.
<b>1004</b>	<p>Unable to save response file (during test). This message is displayed when all of the below are true:</p> <ul style="list-style-type: none"> <li>• The student has visited one or more items.</li> <li>• The Saved Response File cannot be saved to any of the designated locations.</li> <li>• TestNav is unable to successfully send responses to Pearson.</li> <li>• The test has not yet been exited or submitted.</li> </ul>	<p>Each operating system platform handles the EWS response file a bit differently. When displayed, the messages will include instructions unique to the platform being used for dealing with the error. <b>You may need to contact your School or District Technology Coordinator.</b></p> <p><b>Desktop/Laptop OS</b></p> <p>Check to see if the student's machine is connected to the school network by verifying the Ethernet cable is still plugged into the wall and computer. Also, verify if a wireless router has been disconnected or has been accidentally shut off.</p> <p>Select <b>Retry</b> to check whether the connection is restored. If you believe the connection may be restored, select <b>Retry</b> again.</p> <p>If you have selected <b>Retry</b> and the connection with the testing server is not restored, select <b>Exit Test</b>. When the student closes TestNav, the student remains in <b>Active</b> testing status.</p> <p>After the connection is restored, the student can log in. TestNav will automatically search for and submit the response file.</p> <p><b>iPad or Chromebook</b></p> <p>Select <b>Retry</b> to check whether the connection is restored. If you believe the connection may be restored, select <b>Retry</b> again.</p> <p>If you have selected <b>Retry</b> and the connection with the testing server is not restored, select <b>Exit Test</b>. When the student closes TestNav, the student remains in <b>Active</b> testing status.</p> <p>After the connection is restored, the student can log in. TestNav will automatically search for and submit the response file.</p>

<p><b>1005</b></p>	<p>No saved response file found (Resume w/file).</p>	<p>The student's status is set to <b>Resumed-Upload</b>, but no file was found in the designated response file location. The <b>Resumed-Upload</b> status indicates that a student has exited the test abnormally. To retrieve all previously provided responses, follow the appropriate directions below. This will reload the Saved Response File (SRF) that was saved when the student was last in the TestNav session. <b>You may need to contact your School or District Technology Coordinator.</b></p> <p>If you continue testing without loading a response file by selecting <b>Skip Upload</b>, any responses from the student's previous login that were not already received by the Pearson testing server will be lost.</p> <p>*If this error code is received before the student has answered any questions, <b>Skip Upload</b> should be selected as there are no previous responses.</p> <p><b>Desktop/Laptop OS</b></p> <p>Select <b>Browse</b> to locate the response file, and then select <b>Upload Response File</b> to submit the responses to the testing server.</p> <p>If the response file is located on a computer or a network drive that is unavailable at this time, select <b>Exit Test</b>.</p> <p>After the SRF has been located and saved to a location that can be accessed from the student's testing machine, the student can log in. The SRF location will depend on your school's network configuration; the default is the desktop of the local computer. TestNav will automatically search for the response file.</p> <p>If the file is not found, EWS comes back to this 1005 error code screen.</p> <p>Select <b>Browse</b> for a response file and point to the location of the moved response file and upload. The student may need to be resumed before attempting to log in again.</p> <p><b>iPad or Chromebook</b></p> <p>Check the device for response file. If you cannot locate the file, select <b>Exit Test</b>.</p> <p>To locate the response file, check the device using instructions available at <a href="https://support.assessment.pearson.com/display/TN/Find+SRF+and+Log+Files">https://support.assessment.pearson.com/display/TN/Find+SRF+and+Log+Files</a>. Once located, the student can log in using the same device.</p>
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1009	Unable to download test content.	<p>The connection with the testing server was interrupted prior to the student finishing the test. The student's responses saved in the designated response file location, but not all test content downloaded from the testing server.</p> <p>TestNav cannot download the entire test. Select <b>Retry</b> to check whether the connection is restored.</p> <p>If the connection is not restored, select <b>Exit Test</b>. When the student closes TestNav, the student remains in <b>Active</b> testing status.</p> <p>After the connection is restored, you can set the student's testing status to <b>Resume</b>, and he or she can log in. TestNav automatically searches for, and submits, the response file.</p>
3005	TestNav has detected that another application attempted to become the active window, which may compromise the security of this test. TestNav has been shut down. You may need assistance from your test monitor to restart the test.	The student test session has been terminated. The Test Administrator must resume the student's test.
3029	Test window has exited fullscreen mode. Test aborted. Please ask your proctor for assistance.	The student's test session has been terminated. The test administrator must resume the student's test.
3031	There was an error launching the Java applet. Please ask your proctor for assistance.	Contact your School or District Technology Coordinator.
8026	Unable to connect to the proctor caching computer. Please contact your administrator.	<p><b>Contact your School or District Technology Coordinator;</b> the connection to the proctor caching server could not be established.</p> <p>This is usually the result of a network connectivity problem. Verify the network connection, and try again.</p> <p>If you cannot connect after the second attempt, close TestNav. Fix any network connectivity issues. Check that the testing machine is connected to the school's network. Check ethernet cables or wireless connections, routers and switches, and so on. Check that proctor caching is running on the proctor caching computer and that the appropriate ports are open in the firewall.</p> <p>When a working network connection is confirmed, try again.</p> <p>After the connection is restored, check the student's test status in the administrative application and refresh, if needed. Then, you can resume the student's test and have the student log in.</p>
9026	This test must be resumed by the proctor to allow it to be taken again.	The Test Administrator must resume the student's test in PearsonAccess <sup>next</sup> .
9059	The username or password you entered is incorrect.	The student entered an invalid username or associated password. Either the student has the wrong information or incorrectly typed the information. Verify the student's information and that it is entered correctly.







