

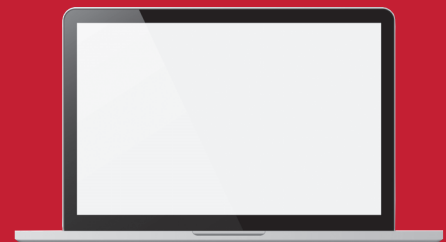


Colorado Measures of Academic Success



Test Administrator Manual

Computer-Based
Testing



**2022 Spring
Administration**



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1.0 Colorado Measures of Academic Success

1.1 Program Overview

All public school students enrolled in Colorado are required by state law to take the standards-based summative assessments that correspond 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) is Colorado's standards-based assessment designed to measure the Colorado Academic Standards (CAS) in the content areas of mathematics, English language arts (ELA), science, and social studies. Eligible English learners in grades 3 and 4 may take the Colorado Spanish Language Arts (CSLA) assessment as an accommodation in place of ELA. A small number of students with significant cognitive disabilities who meet specific criteria may demonstrate their content knowledge on the Colorado Alternate (CoAlt) assessment which measures the Extended Evidence Outcomes of the CAS. CMAS and CoAlt assessments must be administered under standardized conditions to ensure the reliability and validity of results.

These 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 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.

1.1.1 Background

The CAS were adopted by the Colorado State Board of Education in December 2009 which required the development of assessments aligned to the new standards. Following the full implementation of the CAS in Colorado school districts, the CMAS science and social studies assessments were administered operationally for the first time in spring 2014 and ELA and math assessments were administered for the first time in spring 2015. In spring 2022, students in grades 3 through 8 will take the CMAS English language arts and math assessments and students in grades 5, 8, and 11 will take the CMAS science assessments. The social studies assessments will not be administered in the spring of 2022.

1.1.2 About this Manual

This manual describes the procedures for Test Administrators to follow when administering the 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 all testing conditions are uniform statewide. The guidelines and test administration scripts provided in this manual ensure every student in Colorado receives the same standard directions during the administration of the test.

1.2 Responsibilities of the Test Administrator

The Test Administrator is an individual at the school ultimately responsible for providing a standardized, ethical administration of the CMAS assessments. This ensures every student has an equal opportunity to demonstrate, within the standard conditions provided to all students in Colorado, their knowledge and skills.

Test Administrators must:

- Be employed by the school/district. School/district employees may administer the assessments at the grade levels of their children, but must not administer the test to their own children, nor be in the testing environment with their children during testing. Test Administrators **must NOT** be assigned to a room where a relative is tested.
- Actively supervise test administration at all times.
- Ensure necessary accommodations and accessibility features, such as text-to-speech and color contrast, are available to the appropriate students.

Note: Student teachers may not be Test Administrators, but may serve as proctors in the test environment.

During All Stages:

- Ensure all test materials are secure at all times following state requirements. Keep test materials in a secure, locked central location when not in use for testing. Do not store test materials in classrooms.
- Maintain test security and the chain of custody for secure materials. Document movement of materials on chain of custody forms used by the school or district.

1.2.1 Annual Training Requirements

Test Administrator training on current CMAS administration procedures is required each year prior to administering an assessment or monitoring in a testing environment.

- Test Administrators must read the instructions in the *CMAS Test Administrator Manual* and familiarize themselves with test administration procedures prior to administering the test to students. **Administer all units of the test in order for all content areas, including for make-up testing.**
- Specific training is required for Test Administrators administering assessments for which students are provided accommodations and accessibility features.

1.2.2 Ethical Practices

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

Quality instruction produces 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 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 following table.

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 and sample test items for professional development purposes and as examples in the classroom.	■	
Using student resources (including released test items in Colorado Practice Resources) to familiarize students with 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 and sample test items as the sole basis for curriculum and instruction.		■
Sharing a secure CMAS test instrument (e.g., entire test or individual test question) in a public forum (which is a violation of test security and could invalidate student results).		■

CMAS Test Preparation and Administration	Is This an Ethical Practice?	
	Yes	No
Copying test passages, test items, writing prompts, and/or student responses from a secure CMAS assessment for use in instructional planning, classroom instruction, or assessment.		■
Making a copy of the CMAS assessment and/or preparing a student study guide based on the items on a particular assessment.		■
Presenting items verbatim or paraphrased from the assessment during instruction.		■
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.		■
Influencing, altering, or interfering with a student's responses in any way, including hinting to a student to reconsider an answer they marked for any item.		■
Allowing the use of notes or other materials that may give students an unfair advantage.		■
Excluding eligible, but lower-performing, students from CMAS assessments.		■

1.3 Student Resources

Colorado Practice Resources and tutorials are available to provide students an opportunity to become familiar with the format and functionality of questions that appear on the CMAS assessments. While the use of Colorado Practice Resources and tutorials is not required, it is encouraged to help ensure students are familiar with the online testing environment while taking the online test. Exposure to the online environment in advance of testing is especially important for students planning to use text-to-speech to provide auditory presentation of the assessment content. All resources are available at coassessments.com > [Practice Resources](#).

Tutorials

Tutorials guide students through the use of TestNav, the platform used to take online CMAS assessments. The tutorials familiarize students with how to navigate in TestNav, use online tools and supports, and work with different types of online test questions that may appear on the assessments.

Colorado Practice Resources (CPRs)

The computer-based student practice resources include technology-enhanced items (TEIs) which allow students to indicate their responses to assessment questions in a format other than multiple-choice. The computer-based student resources are not intended to cover all content or TEI types included on operational assessments nor are they intended to be representative of a complete unit or test. Sample items also provide students the opportunity to use the tools and embedded supports available in TestNav.

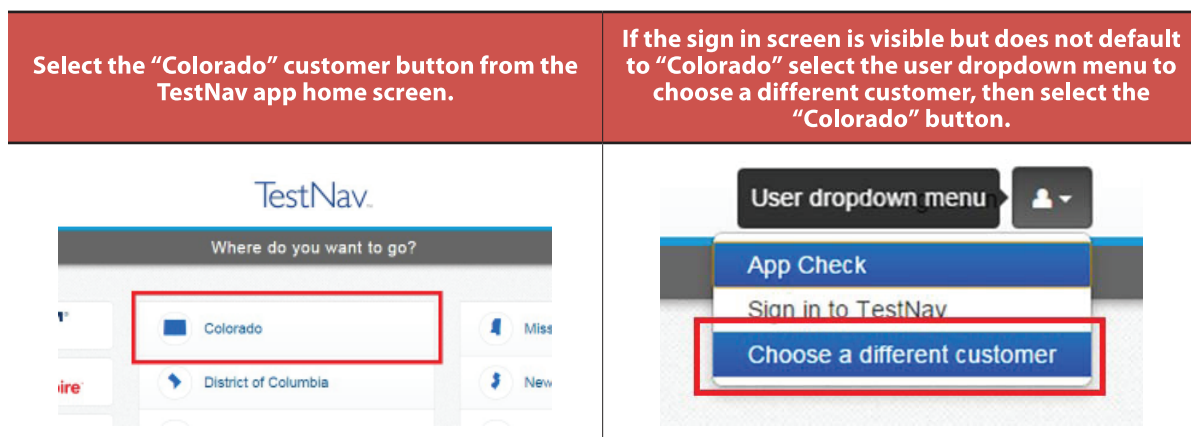
CPR Scoring Guides and Rubrics

CPRs have built-in scoring capability for selected response items. Additionally, the answer key for all items and constructed response scoring guides and rubrics are provided in the corresponding CPR guide.

Accessing Computer-based Student Practice Resources

There are three ways to access the computer-based student practice resources:

1. Access TestNav resources for students through the Colorado Assessments Portal without logging in to PearsonAccess^{next} or TestNav.
 - Go to <http://coassessments.com>.
 - Select the “Practice Resources” tab.
 - Select a TestNav tutorial or content area under Colorado Practice Resources.
 - If a CPR content area is selected, select the appropriate grade level and practice resource.
2. Access TestNav resources for students through the TestNav app (desktop, iPad, or Chromebook). All versions of the app are available for download at <http://download.testnav.com/>. After installation:
 - Open the TestNav app.
 - Verify that **Colorado** is selected. If a **Sign In** screen that says **Colorado** is not visible:



- Select the “Practice Tests” link in the **Sign In** box.
 - Select the content area and grade level.
 - Select the appropriate practice resource.
3. Securely access practice resources via TestNav through the PearsonAccess^{next} Training Center (<https://trng-co.pearsonaccessnext.com>). The PearsonAccess^{next} Training Center allows Test Administrators to practice creating and monitoring a secure online test session in PearsonAccess^{next} in conjunction with the student practice resources in TestNav. To access the TestNav student practice resources through the app, print or download Student Testing Tickets from the Training Center test session and distribute to students. Students need Student Testing Tickets to log in to the secure TestNav environment with a username and password. Refer to the *PearsonAccess^{next} User Guide* for more information on managing test sessions.

Contact Pearson at 888-687-4759 or <https://co.pearsonaccessnext.com> > Contact COLORADO Support with questions about accessing student practice resources. For a list of hardware and software requirements to run TestNav, consult <https://support.assessment.pearson.com/display/TN/Network+Requirements+and+Guidelines>.

2.0 Test Security and Administration Policies

2.1 Security Requirements

CMAS and CoAlt administrations are secure testing events. Maintaining the security of assessment content and materials before, during, and after test administration is crucial to obtaining valid and reliable results. The School Assessment Coordinator (SAC) must distribute materials to and collect materials from Test Administrators on each day of testing, and securely store and deliver materials to the District Assessment Coordinator (DAC) after testing is completed.

2.1.1 Security Plan

Maintain test security before, during, and after test administration. Security requirements include making sure:

- All individuals involved in the administration are trained and sign the *CMAS and CoAlt Security Agreement* form,
- 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 student test materials are not left in open or unattended areas. No student test materials are to leave the school building or be removed from locked storage for any purpose other than administering the test.

Student 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 an online test after school. Test Administrators must not actively read test content or test items while students are testing. Only students who are testing 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 or after the scheduled test session. Students are not to disclose test content 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 administration “SAY” directions or procedures.

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

2.1.2 Chain of Custody

Maintain chain of custody documentation to track the movement of all assessment materials before, during, and after test administration. The following chain of custody requirements apply to assessment administration:

- Account for all secure CMAS materials and store in a secure and locked location before and after testing.
- The SAC is responsible for the distribution and collection of CMAS materials to and from Test Administrators each day of administration, preferably within 15 minutes of the start and end of test unit administration. Test Administrators may not have extended access to materials before or after administration, with the following exceptions:
 - Under the supervision of the SAC or DAC, a Test Administrator providing auditory presentation of the paper-based assessment in English or Spanish may access oral scripts 24 hours prior to administration.
 - Under the supervision of the SAC or DAC, Test Administrators/translators providing a signed or auditory presentation accommodation in a language other than English or Spanish for computer or paper-based testing may access scripts for translation up to four working days prior to administration.
 - Under the supervision of the SAC or DAC, Test Administrators/Teachers of the Visually Impaired (TVIs) administering a braille form may access the Teacher Notes for braille 24 hours prior to administration to ensure all needed materials are procured. TVIs are not allowed to review the test book contents during review of the Teacher Notes.

- Secure all test materials while in the Test Administrator’s possession. Do not store test materials 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 student test materials only on the day the grade level and content area is assessed.
- Test Administrators must document the movement of all secure test materials (used and unused) on the School Security Checklist or the school’s chosen chain of custody document, and must return all materials to the SAC.

If any secure materials are unaccounted for during or after testing, the Colorado Department of Education (CDE) will require additional documentation from the Test Administrator, SAC, DAC, and any other school or district staff who came into contact with the materials.

2.1.3 CMAS and CoAlt Security Agreement

The *CMAS and CoAlt Security Agreement* is located in *Appendix A*. Test Administrators certify their acknowledgement of and their agreement to the security protocols in this manual and those listed on the form under the categories “CMAS or CoAlt Test Administrators” and “All individuals involved in CMAS and/or CoAlt administration” by signing this form. As noted on the form and in this manual, engaging in prohibited activities may result in an investigation, suppression of scores, and possible disciplinary action. All individuals authorized for involvement in test administration and secure materials handling must sign the *CMAS and CoAlt Security Agreement* and return it to the SAC prior to testing.

2.2 Testing Irregularities and Security Breaches

Procedural Irregularities	Test Administrators	Students
Failing to read and follow administration directions and timing for the test.	■	■
Losing test materials.	■	■
Failing to provide a student with a documented accommodation or providing a student with an accommodation that is not documented on their IEP, 504, or EL plan and therefore is not appropriate.	■	

Testing Environment Irregularities
Technology interruption or dysfunction that impacts the majority of students.
Building evacuation, lock-down, or severe weather event.

2.2.1 Testing Environment Irregularity Procedures

In the rare event there is a building evacuation, lock-down, or severe weather event during a testing unit, follow the protocol outlined below:

- The safety and security of students and staff is of paramount concern. Assume the threat is real and initiate the district building-evacuation/lock-down procedure.
- Time is of the essence in an emergency situation. Collect test materials only if time permits prior to leaving the testing environment. Leave all test materials in the testing room.
- If possible:
 - Secure the room (lock doors).
 - Note the time of the disruption so the remaining time for the test unit can be calculated. When feasible, record this information in writing.
 - Keep tested and non-tested students separated.
 - Redirect student conversations regarding the test.
- As soon as possible, communicate the situation and circumstances to the SAC so they may determine how and when the assessment should resume.
 - Before students or other school personnel return to the testing environment, SACs (or the district designee) should collect and secure all test materials and exit students from TestNav if testing online.
- Upon resuming testing, Test Administrators must prepare students for the continuation of the test:
 - Ask students, “Are there any questions about the instructions for this unit?”
 - Before the students can continue with same unit, resume students’ tests in PA^{next}. Refer to resume instructions in the *Test Administrator Manual*.
 - Identify how many minutes remain in the test unit for students.
 - Display the updated start and stop time of the resumed unit for students.

2.2.2 Reporting Security Breaches and Misadministrations

If test security or administration procedures are violated, student tests may be invalidated. Report test incidents that violate test security or administration procedures to the SAC and DAC. Reasons for reporting test incidents include, but are not limited to:

- If a student cheats
- If test security is violated such as:
 - Discussing, reproducing, or transmitting, by any means, secure test materials or descriptions of secure test materials
 - Leaving secure materials unattended
 - Losing secure test materials
- If improper test administration occurs such as:
 - Providing a student with an unapproved accommodation (e.g., unique accommodation without a CDE-approved Unique Accommodation Request (UAR))
 - Failing to provide a student with a documented accommodation per their IEP, 504, or EL plan
 - Timing procedures are not properly followed (e.g., students provided with more than the unit testing time)
 - Test units are administered out of order (e.g., student takes Unit 1, Unit 3, then Unit 2)
- Any violation of ethical practices such as a teacher, administrator, or other person giving students hints, prompts, or answers to questions (see *Section 1.2.2*)

2.3 Testing Environment

The CMAS 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.

Read the Administrator "SAY" instructions to all students in the testing room at the same time. Absent students complete testing under the same standardized conditions during make-up test sessions.

2.3.1 Choice of Test Setting

Every assessment setting should have a comfortable room temperature, adequate lighting, and should be as free as possible from noise and other interruptions. No characteristic of the room's environment should hinder any student's test performance. Chairs should be comfortable and tables should be at an appropriate height with sufficient room for materials.

- A testing environment should be a typical size classroom.
- Larger rooms may be used, but must have adequate security (see *2.3.3 Requirements for Maintaining Security of the Testing Environment*).
- Provide sufficient space between students to prevent students from seeing each other's work.
- Students with accommodated materials, scratch paper, or students taking the paper-based test must have adequate writing space.
- A clock must be available to monitor the unit testing time.

Before testing, school staff must verify all necessary materials and equipment are available and in good, working condition.

2.3.2 Freedom from Distractions

- Only people involved in taking or administering the assessments are allowed in the testing environment.
- Take appropriate actions to reduce noise, such as turning off alarms or bells.
- Music of any kind is not allowed during testing.
- Post the "CMAS TESTING: Do Not Disturb/Only Authorized Personnel Allowed" sign outside the testing room (*Appendix B*).
- Test Administrators requiring cell phones because a landline is not available should have the ring tone turned off and only use the cell phone for the purpose of contacting the Pearson Help Desk, local technology support, or the SAC.
- No food or drink is permitted on desks or near the test materials.

2.3.3 Requirements for Maintaining Security of the Testing Environment

Students should not be able to see each other's work from a normal testing position. To maintain security in the testing environment, consider the following student seating configurations for computer-based administrations:

- 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, use cardboard, plastic, or other types of partitions as physical and visual barriers between devices to prevent students from viewing other monitors. Schools may already have one or more of the following materials available for this purpose:

- Vertical cloth or paper “curtains” that isolate each testing device
- Card stock (e.g., manila folders) taped to the sides of computer monitors
- Flattened cardboard boxes that are cut, folded, and taped to form a visual barrier between testing devices
- Tri-fold display boards (such as those used for science project exhibits) that stand freely between testing devices
- Cardboard carrels
- Privacy screens that narrow the viewing angle of a computer monitor so it is only visible to the student sitting directly in front of it. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing.

If laptops or other modular devices are used, do not remove them from the test environment during test administration **if a test is in progress on the device**. This includes removal for technical purposes.

2.3.4 Posted Materials Guidelines

Cover or remove anything posted in a classroom or other area used for assessment administration that could direct students to the correct answer for any test question. This includes posted material that provides tested content, concept, or skill information.

Prior to testing the SAC should walk through all testing areas to ensure compliance with all posted materials guidelines and that covered materials are properly secured. Insufficiently secured material covers may come undone during testing, which can result in a misadministration. While not a comprehensive list, the following materials should be covered:

- All reference materials that a reasonable person might conclude offer students in that classroom or space an unfair advantage over other students in Colorado (e.g., posters, maps, charts, graphic organizers, and bulletin boards or instructional displays that define, explain, or illustrate terms or concepts in the assessed content area).
- All support materials that may be perceived as influencing student responses.
- Anything taped to the students’ desks that could be a source of direct answers, including name plates in workspaces that include any of the materials listed above, or that provide a surface on which notes may be written.
- Number lines for math assessments.

Test Administrators should discuss the appropriateness of any specific displays with their SAC.

Note: No exhaustive posted materials list will be created due to the limitless possibilities. Always refer to the general guideline when making decisions about what should and should not be posted during CMAS administrations. Calendars do not need to be covered or removed.

2.3.5 Student Materials

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

Computer-based materials
<p>Required:</p> <ul style="list-style-type: none">■ Testing device that meets the minimum technology specifications (i.e., desktop or laptop computer, iPad, Chromebook)■ Student Testing Ticket – provides the username and password needed to sign in to TestNav■ Materials necessary for the administration of accommodations or accessibility feature<ul style="list-style-type: none">● Some students may require the use of visual description documents that describe some of the images or graphics on the student's test. Descriptions are not included for all visuals; they are included to increase accessibility to select images.■ Headphones for students using text-to-speech (Note: videos that may appear on the assessments do not contain audio.)■ Scratch paper and pencil for math (refer to <i>Scratch Paper Specifications</i>) <p>Optional:</p> <ul style="list-style-type: none">■ External keyboards for students using iPads (highly recommended)■ Scratch paper and a pencil for ELA and science (refer to <i>Scratch Paper Specifications</i>)■ Mathematics assessments<ul style="list-style-type: none">● If not printed, the following materials are available to students through the Exhibits tab in TestNav:<ul style="list-style-type: none">◆ Mathematics Reference Sheets (grades 5–8 only)● Geometry tools for Grade 8 Math only - tracing paper, reflection tools, straight edges, and compasses■ Handheld calculators (refer to <i>Calculators</i>)

Scratch Paper Specifications

Provide scratch paper for all math administrations. For computer-based science and ELA, the scratch paper policy is determined by the district. Scratch paper may be plain, lined, or graphed. If an alternative scratch paper is indicated in a student's IEP or 504 plan, it must be provided to the student. Inspect all scratch paper before use to verify it is free of any writing. Whenever scratch paper is used for assessment administration, provide each student with scratch paper for each test unit. Students may exchange used scratch paper for a new piece of scratch paper, but may only have one piece at a time. Collect all **used** scratch paper at the end of the unit and return to the SAC in an unsealed CMAS return envelope.

Calculators

Grade-specific calculators are automatically provided by the TestNav platform for math and science when appropriate. For math, calculators are only available through TestNav on calculator sections of the mathematics assessments (refer to Section 2.4 for the breakdown of calculator and non-calculator sections). If a student needs a specific calculator (e.g., large key or talking), the student may bring their own for use on calculator sections, provided it is specified in their approved IEP or 504 plan. Additionally, any student may use a hand-held calculator (provided by either the school or the student) if allowed by local policy.

■ Mathematics

- Grades 3–5: No calculators allowed, except for students approved for use of a unique accommodation (see next page)
- Grades 6–7: Five-function (includes square root and percentage functions)
- Grade 8: Scientific

■ Science

- Grade 5: Four-function (includes percentage function)
- Grade 8: Scientific
- High School: Scientific

Schools must adhere to the following additional guidance regarding calculators:

- No calculators with Computer Algebra System (CAS) features are allowed, including graphing calculators.
- No tablet, laptop (or PDA), or phone-based calculators are allowed during CMAS assessments.
- Students are not allowed to share calculators within a testing session.
- Test Administrators must confirm that memory on all calculators is cleared by resetting the calculator to its default settings before and after each testing session.
- Calculators with “QWERTY” keyboards are **not** permitted.
- If schools or districts permit students to bring their own hand-held calculators for CMAS assessment purposes, Test Administrators must confirm the calculators meet the defined requirements.

For mathematics, if a student needs a calculator in a non-calculator section as a unique accommodation, a hand-held calculator is required because an online calculator is not available through TestNav. Use of a calculator in a non-calculator section requires CDE-approval through the Unique Accommodation Request (UAR) process. For students who receive CDE-approval, the following calculators are allowable on non-calculator sections:

- Grades 3–5: Four-function (includes percentage function)
- Grades 6–7: Five-function (includes square root and percentage functions)
- Grade 8: Scientific

2.3.6 Prohibited Materials

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. See *2.3.4 Posted Materials Guidelines* for additional requirements.

The table below lists materials that may not be used at any time during testing, including after a student completes testing (i.e., after answers have been submitted for a unit). 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 Units
<ul style="list-style-type: none">■ All cell phones, including camera phones and smartphones.*■ Other non-test-related personal electronic equipment (e.g., smart watches, electronic pens, eBooks, personal document scanners)■ Any electronic equipment capable of performing computations or providing other assistance (exception: appropriate calculators for math and science)■ Instructional aids related to the content being assessed■ Reference books (exception: word-to-word dictionary for English learners)

*Test Administrators may only use cell phones to contact the SAC or technical support to troubleshoot TestNav issues or use tablet devices to administer the assessment session in PA^{next}.

Note: Test Administrators, Assessment Coordinators, and Technology Coordinators may NOT take pictures of TestNav screens or secure test materials.

A student with a disability or who has been identified as an English learner may be allowed, under certain circumstances, the use of 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, a visual recording device, or a cell phone (exception: if a student uses a cell phone to monitor a documented medical condition, the student may have the device in the testing environment as long as the Test Administrator can see the device). Test accommodations must be listed in the student’s IEP, 504, or EL plan and documented on the Personal Needs Profile in PA^{next}, as appropriate, by the SAC or a school or district employee assigned the Sensitive Data role.

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

If a student is observed with any of the prohibited materials **during** the scheduled testing time, collect the student's test materials. The student will then be dismissed from the exam room and the test will be invalidated as a misadministration.

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

2.3.7 District/School Decisions

Districts/schools are to provide Test Administrators guidance on locally determined administration policies. Please note the district/school selected option for the following decision points:

Local Decision Point	Options
Students who finish testing before the unit testing time is reached should:	<ul style="list-style-type: none"> ■ Remain in the testing environment and read or sit quietly ■ Continue testing in the next unit once all students in the session complete the current unit ■ Be dismissed*
Whether a minimum unit time is set for schools by the district (e.g., 90 minute units have a 60 minute minimum, 80 minute units have a 55 minute minimum, 65 minute units have a 45 minute minimum), then:	<p>Students who complete testing must sit quietly until the district-determined minimum unit testing time is reached, but may then:</p> <ul style="list-style-type: none"> ■ Read quietly ■ Be dismissed*

*If this option is selected, follow the school's plan that will allow dismissed students to leave the testing environment without interrupting students who are still testing.

Materials Allowed ONLY AFTER a Student Completes Testing

Districts/schools that choose to have students remain in the testing environment **after** completing the test unit should have students either 1) sit quietly or 2) read while waiting to be dismissed or for the next test unit to begin.

Reading materials must be unrelated to the content being assessed. Students who read after the test must not read from electronic devices, including computers, Nooks, Kindles, iPads, or phones.

Note: For computer-based assessment, answers for the unit must be submitted and any student test materials must be collected by the Test Administrator before the student may read.

2.3.8 Invalidating a Test

A test score is not produced if a test is invalidated. If misconduct or a security breach rises to the level of test invalidation (refer to *2.2.2 Reporting Security Breaches and Misadministrations*), an appropriate test invalidation code must be submitted for the student test in PA^{next}. While the SAC, DAC, or other designated individual enters this information in PA^{next}, the Test Administrator must communicate necessary details about the situation to the SAC.

2.3.9 Unauthorized Visitors

Only students, Test Administrators, and authorized school, district, and state personnel or state-sanctioned test monitors may be in (or in a position to view) classrooms and testing areas when assessments are administered. Visitors—including but not limited to parents/guardians, school board members, researchers, reporters, non-testing students, and school personnel not authorized to participate in assessment administration—are prohibited from entering the testing environment.

This requirement for limited access is for pre-administration organization and distribution of materials, test administration (including reading instructions and when students are testing), and post-administration activities.

The media are not allowed to have access to the tests or take pictures or video of the testing materials (including front or back covers of paper versions of the assessments, TestNav screens, ancillary testing materials, and packaged/shipped boxes of testing materials) or of students testing during any part of the assessment process. Media presence in the school creates a non-standard assessment environment, is disruptive, and can lead to misadministrations.

The state will work with interested media to provide access to appropriate materials that may help them in understanding the assessment process without causing security breaches or misadministrations.

2.4 Time Limits, Policies, and Procedures

The scheduled test administration time for each unit of each content area assessment 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 unit testing time begins when the Test Administrator tells students to begin working on the test. Administer units for all content area assessments in order.

The following CMAS test administration time tables include testing time by content area and unit. While students do not have to use the entire unit testing time, it must be available to all students. For science time-and-a-half is included in the unit testing time and is available to all students as an accessibility feature. Math and ELA units do not include time-and-a-half. Unless students have an extended time accommodation documented on an IEP, 504, or EL plan, additional time is not allowed.

A *Unit Timing* table appears before each set of “SAY” directions in this manual. Use this table to calculate break and stop times at the beginning of each unit. It is recommended that tests are started on a five minute interval to allow for easier stop time calculation (e.g., begin at 9:25 instead of 9:23). Refer to the *Unit Timing Guide* in *Appendix B* for assistance calculating times and for unit times for time-and-a-half and double time accommodations.

Districts/schools may determine if a minimum testing time is required and if students who finish testing should remain in the testing environment and read or sit quietly, continue testing in the next unit once all students in the test session complete the current unit, or if they may be dismissed (refer to *2.3.7 District/School Decisions* for additional information). However, if **all** students in a physical testing group complete the test unit any time before the unit testing time is reached, the Test Administrator may end the test unit.

Once the unit testing time (indicated in the following tables) is reached, Test Administrators must instruct any students who are still testing to submit their answers for the current test unit.

Allow each student to work at their individual speed. Do not direct students to speed up or slow down. Place students requiring extended time beyond the unit testing time in a separate test session. Regardless of IEP, 504, or EL accommodations, all students must complete any started test unit within the same school day. Districts establish days and times for testing within the state testing window.

English Language Arts/Literacy

ELA Unit	Grades That May Be Grouped Together	Unit Testing Time (minutes)*
	Computer-based	
Unit 1	Grade 3, Grade 4, Grade 5	90
	Grade 6, Grade 7, Grade 8	110
Unit 2	Grade 3, Grade 4, Grade 5	90
	Grade 6, Grade 7, Grade 8	110
Unit 3	Grade 3, Grade 4, Grade 5	90
	Grade 6, Grade 7, Grade 8	110

Mathematics

Math Unit	Grades That May Be Grouped Together	Unit Testing Time (minutes)*
	Computer-based	
Unit 1	Grade 3, Grade 4, Grade 5 (<i>non-calculator</i>)	65
	Grade 6, Grade 7, Grade 8 (<i>non-calculator/ calculator</i>)	65
Unit 2	Grade 3, Grade 4, Grade 5 (<i>non-calculator</i>)	65
	Grade 6, Grade 7, Grade 8 (<i>calculator</i>)	65
Unit 3	Grade 3, Grade 4, Grade 5 (<i>non-calculator</i>)	65
	Grade 6, Grade 7, Grade 8 (<i>calculator</i>)	65

Science

Science Unit	Grades That May Be Grouped Together	Unit Testing Time (minutes)*
	Computer-based	
Unit 1	Grade 5, Grade 8	80
	High School (Grade 11)	50
Unit 2	Grade 5, Grade 8	80
	High School (Grade 11)	50
Unit 3	Grade 5, Grade 8	80
	High School (Grade 11)	50

*If all students in a physical testing group complete the test unit before the unit testing time is reached, the Test Administrator may end the test unit.

2.4.1 Late-Arriving Students

If a testing session starts and a student arrives late (e.g., a student arrives five minutes into the unit testing time), they may not enter the testing environment and must test in a separate location in order to provide the full unit testing time. SACs determine where the student will complete testing (location must meet all testing environment requirements), which may be during a make-up session scheduled at a later time. Refer to Section 2.4.3 for make-up testing guidance..

2.4.2 Stops in Testing

Two types of breaks are allowed during a unit. Refer to the following procedures for each type of break:

- **Bathroom breaks for an individual student.** During testing, only one student is allowed to leave the room at a time. Talking among students is not allowed at any time. Do not allow access to cell phones or other prohibited electronic devices during breaks. Bathroom breaks do not stop the testing clock. If a student leaves the testing room for an extended period of time and returns, the Test Administrator must decide whether confidentiality was 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 unit of the assessment. Students are not allowed to talk and must not exit from the test environment. It is recommended that visual blocks are applied to students' device screens (e.g., monitors turned off, folders taped to screens). Adjust the end of unit stop time by three minutes at the end of the stretch break.

Interruptions to the test unit 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 the top priority. Refer to *2.1.1 Security Plan* for more information.
- **Medical situations and ill students.** If a student becomes ill or experiences a medical or family emergency during testing, take the following steps:

Computer-based
<ul style="list-style-type: none">■ The Test Administrator must note the exact place in the test where the student stopped and the amount of time remaining in the test unit.■ The student must exit the online test before leaving. Refer to <i>TestNav Exit Instructions</i> at the end of <i>Section 4.0</i>.■ The student may make up incomplete or missed units during make-up testing. When the student returns, the Test Administrator must resume the test unit before the student can continue testing. For instructions on how to resume a test unit, refer to <i>Interruptions to Testing</i> in <i>Section 4.1</i>.

- **Technology Interruptions.** These interruptions include, but are not limited to, device malfunctions and error messages the Test Administrator cannot resolve.
 - **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 unit testing time.
 - 2) Follow the school's procedures to contact the appropriate individual for troubleshooting guidance. Technology Coordinators and Test Administrators must NOT take photos of error screens but should note error code numbers.
 - 3) Provide the student with the remaining unit testing time once their test is resumed. Contact the SAC with concerns regarding end of day timing constraints.
 - **Multiple students.** If multiple students experience technology disruption, take the following steps:
 - 1) Pause testing until the problem is resolved.
 - 2) Note the time of the interruption in order to calculate the remaining unit testing time.
 - 3) Follow the school's procedures to contact the appropriate individual for troubleshooting guidance. Technology Coordinators and Test Administrators must NOT take photos of error screens but should note error code numbers.
 - 4) Once the issues are resolved, resume students' tests in PearsonAccess^{next} 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 unit testing time to complete testing. Contact the SAC with concerns regarding end of day timing constraints.

Note: Refer to *Appendix D* for common error codes and actions.

2.4.3 Make-up Testing

The district and/or school determines the logistics for providing make-up testing time to students who were absent or missed a regularly scheduled session for another reason. Administer all make-up units in order (e.g., a student who missed Unit 1 due to absence may not take Unit 2 with their class before making up Unit 1; however, the student could take Unit 1 while the rest of the class takes Unit 2 if the timing and directions are the same).

2.5 Assessment with Accommodations

Accommodations are changes to materials, procedures, or techniques that allow students with disabilities and English learners (ELs) to participate meaningfully in classroom instruction and assessment activities. Assessment accommodations must be listed in the student's IEP, 504, or EL plan (EL plans can be at the district, school, or individual student level). These include linguistic accommodations and presentation, response, and timing accommodations for students with disabilities.

Computer-based and paper-based accommodations are available for CMAS assessments; however, some accommodations, such as large print, braille, and CSLA, are only available through paper-based forms. Many students who receive approved testing accommodations documented in their IEP, 504, or EL plan may test in the same environment as their peers; however, if the accommodation changes unit testing time (e.g., double time), requires auditory or signed presentation of assessment content from an adult, specifies small group or one-on-one testing, etc., the student must test in a separate environment. Refer to *Section 6.0 Administrative Considerations, Accessibility Features, and Accommodations* in the *CMAS and CoAlt Procedures Manual* for more information.

Certain accommodations that may impact the construct measured by the assessment require approval or verification by CDE before they are provided to students, even if the accommodations are listed on a student's IEP or 504 plan. A completed Unique Accommodation Request (UAR) form, along with current data supporting the need for the UAR, is submitted by the DAC to the CDE Assessment Unit for review. Providing the following unique accommodations without CDE approval may result in misadministration or score suppression:

- Scribe, including use of speech-to-text, for constructed response questions on the ELA assessment
- Calculator on non-calculator units of the math assessment
- Any accommodation that may impact the construct measured by the assessment or an accommodation that is not in *Section 6.0 Administrative Considerations, Accessibility Features, and Accommodations* of the *CMAS and CoAlt Procedures Manual*.

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). Any modification of the assessment is a misadministration and will result in an invalid score. **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.**

3.0 Before Computer-based Testing

This section includes checklists of activities to complete before computer-based testing. Activity areas include training, preparing students, and testing setup.

3.1 Training

- Verify you have access to PearsonAccess^{next}.
 - No PearsonAccess^{next} account – An automated email is received from cohelp@support.pearson.com once the SAC or DAC creates user accounts for the school or district. The email provides directions for creating a password for the new PearsonAccess^{next} account. Set up the PearsonAccess^{next} account before testing. Contact the SAC if this email is not received before testing.
 - Existing PearsonAccess^{next} account – Use the **Forgot Password** link on the sign in screen if a password reset is needed, or contact Customer Support at 1-888-687-4759 for assistance. If the account is locked or disabled, contact the SAC.
- Attend trainings provided by the district or school. For additional information regarding proper testing procedures and training, go to: <http://coassessments.com>.
- Sign the *CMAS and CoAlt Security Agreement* form and return it to the SAC (form located in *Appendix A*).
- Review the *CMAS Test Administrator Manual* and the *CMAS and CoAlt Procedures Manual*, including *Section 6.0 Administrative Considerations, Accessibility Features, and Accommodations* (if administering an accommodated form of the assessment).

3.2 Preparing Students

Test Administrators are not allowed to assist students with TestNav functionality and navigation during online testing. Use student and educator practice resources prior to testing to preview sample questions and item types and answer students' questions about using TestNav, embedded tools, and assigned accessibility features and accommodations.

- Refer to *1.3 Student Resources* for more information.
- Discuss accommodations with students prior to testing to explain the materials or types of assistance available to them during the assessment. This includes explaining to students the level of reading support the Test Administrator is allowed to provide during the test.

3.3 Testing Setup

- Depending on district or school practices, the DAC or SAC assigns online accommodations (e.g., Spanish) for English learners and students with disabilities testing with accommodations, as well as any accessibility features (e.g., color contrast) for any student, as appropriate.
- Verify students are assigned to the appropriate test form on the **Students in Sessions** screen in PearsonAccess^{next}. A marker is displayed next to the student's SASID in the **State Student Identifier** column (e.g., **TTS** is displayed in this column if the student is assigned to a text-to-speech form, **SPA** is displayed if the student is assigned to a Spanish form).
- Depending on district or school practices, the DAC, SAC, or Technology Coordinator downloads 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 are found at <https://support.assessment.pearson.com/display/TN/Set+Up+and+Use+ProctorCache>.
 - The DAC or SAC must **prepare test sessions** using the "Prepare Sessions" feature prior to testing. It is recommended that sessions are prepared no later than the day before starting the test session. Instructions on preparing test sessions are found at <https://support.assessment.pearson.com/display/PASup/Prepare+a+Session>.
- Prepare the testing space appropriately.
- Post the "Do Not Disturb" sign on the door outside the testing space.

- Receive Student Testing Tickets from the SAC. On each testing day, the SAC provides the Student Testing Tickets for the scheduled content area. If administering multiple PearsonAccess^{next} test sessions, keep the tickets grouped by test session.
- Students assigned to a text-to-speech form have a headphones icon on their testing tickets. Make sure these students have headphones and check device volume before signing in to TestNav. 🎧
- Students assigned to a form that matches a script used for auditory or signed presentation have the following icon on their testing tickets. Make sure the appropriate auditory or signed presentation materials are received from the SAC. 🗣️
- Just before testing Unit 1, Test Administrators must “Start” the test session in PearsonAccess^{next} and “Unlock” Unit 1 (refer to directions *Section 4.0*).
 - Students cannot log into a test unit if it is locked.
 - Units cannot be unlocked if the test session is not started.
 - The test session cannot be started if it is not prepared (contact the SAC if this is the case).
 - Only one unit can be unlocked at any given time, but different test units can be unlocked for individual students. The Test Administrator will receive an error from PearsonAccess^{next} if attempting to unlock more than one unit at once, at either the session or student level.

4.0 During Computer-based Testing

This part of the *Test Administrator Manual* includes information about administration of computer-based testing. Information includes:

- Preparing for Online Administration
 - Signing in to PearsonAccess^{next}
 - Starting the Test and Unlocking the Unit in PearsonAccess^{next}
 - Monitoring the Computer-based Test Session
 - Interruptions to Testing
- During Testing Checklist
- Administrator “SAY” Directions

4.1 Preparing for Administration

Signing in to PearsonAccess^{next}

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

1. Select **Sign In**.
2. Enter your username and password (created prior to administration).
3. Verify the correct administration is the selected.
 - Colorado > 2021-2022 > CMAS Spring 2022

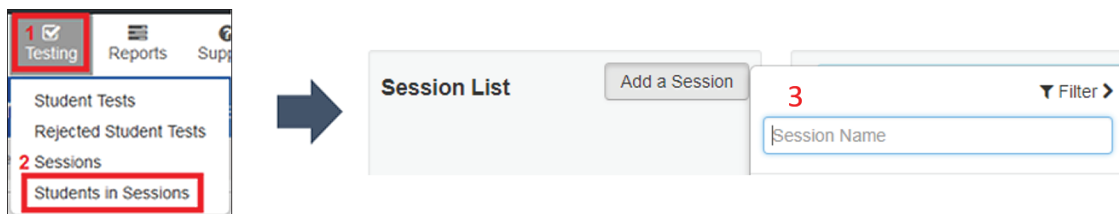
Colorado > 2021-2022 > CMAS Spring 2022 ▾

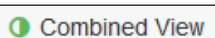
Starting the Test and Unlocking the Unit in PearsonAccess^{next}

Before Unit 1

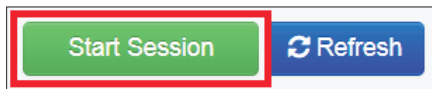
A test session must be started before students in the test session can log in and begin taking a test online. To start a test session:

1. Go to **Testing (1) > Students in Sessions (2)**, and add the test session to the **Session List (3)** on the left side of the screen by typing the name of the appropriate session. (If the session name is unknown, select **Sessions** from the **Testing** menu, select the appropriate session, then select **Students in Sessions**.)

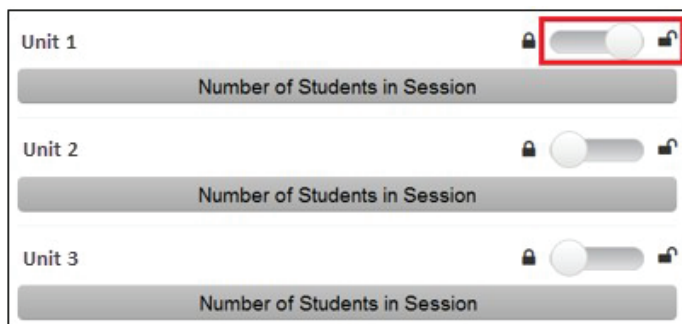


2. Click a session name to select it from the list.
 - Repeat Steps 1 and 2 for additional test sessions if managing student tests from multiple test sessions.
 - Select **Combined View** to view students from multiple sessions. 

3. Click **Start Session**, or **Start All Sessions** if **Combined View** was selected.



- If the **Start** button is unavailable, immediately contact the SAC.
4. On the **Students in Sessions** screen verify that students requiring special forms are assigned the appropriate online test form by checking for a marker in the **State Student Identifier** column (e.g., **TTS** is displayed in this column if the student is assigned to a text-to-speech form, **SPA** is displayed if the student is assigned to a Spanish form). Select the **unlock** icon next to the Unit 1 progress bar at the session level.



- Only one unit can be unlocked at once.
 - If a student is making up a different unit than the rest of the class, the make-up unit can be unlocked for that student, but only one unit can be unlocked for an individual student at once. Select the drop-down arrow next to the student's individual unit status to set the lock/unlock to the appropriate status.
- Remember units must be administered in order, including for make-up testing.**

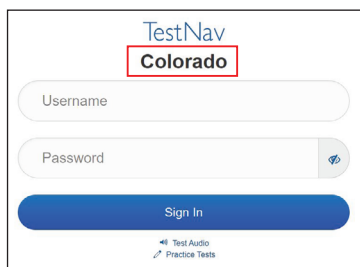
The “SAY” directions instruct Test Administrators when to distribute Student Testing Tickets. Test Administrators must provide each student with their own Student Testing Ticket.

Sample

STUDENT TESTING TICKET	
Student:	DOE, JANE
State ID#:	1234567890
Session:	Sample Session
Date of Birth:	YYYY-MM-DD
Test:	Grade 08 Science
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.	
Select Colorado in the application.	
Username: 0075156303	Password: 7bc473
(OPTIONAL) Local Testing Device ID: _____	

Once the test session is started, the Test Administrator reads the “SAY” directions to students, indicating when to log in to the TestNav app using the username and password provided on the Student Testing Ticket. Ensure every student has a Student Testing Ticket with their name on it and that each student logs in to their online test. If a student begins testing on another student's test, this may result in a misadministration.

If students receive a message with code “MSG 9058: The username or password you entered is incorrect” make sure they are on the **Colorado Sign In** screen.




Test Administrators then read the “SAY” directions to guide students through logging in and beginning the test.

Before Units 2 and 3

Unlock the test unit at the test session level in PearsonAccess^{next} before administering Unit 2 or 3. **Remember units must be administered in order for all content areas, including for make-up testing. Testing units out of order will result in misadministration or suppression of scores.**

To unlock tests:

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

Monitoring the Computer-based Test Session

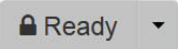


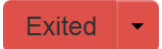


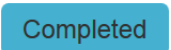

Test Administrators engage in active proctoring by walking around the testing environment during testing.

Clarify only general administration instructions for students (i.e., questions regarding test procedures) after reading the “SAY” directions word-for-word. Only provide TestNav assistance 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.

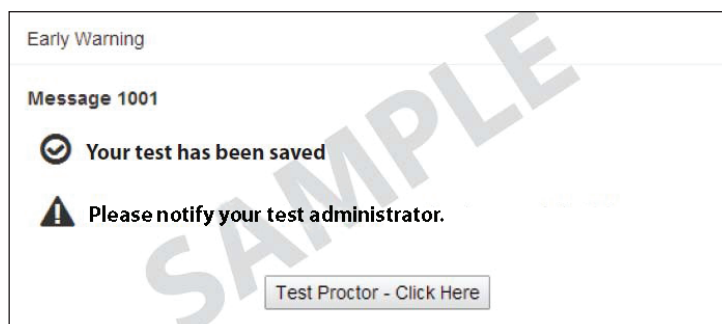
Test Administrators should monitor student progress through PearsonAccess^{next} by watching the unit progress bar at the session level and the status of individual test units for individual students. Click the **Refresh** button to update the displayed data. Click on a student’s unit status to view detailed information about the student’s test unit and item progress.

As students begin to sign in and start the test, the unit status field next to the student's name displays the current unit's status:

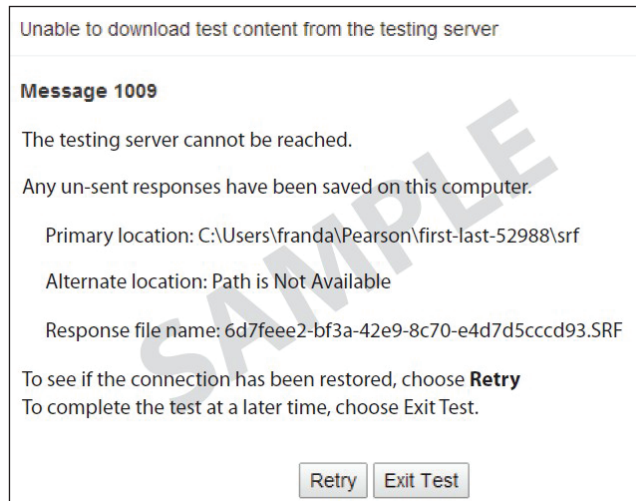
Status	Explanation
	The test session is prepared, but the unit is locked.
	The unit is unlocked. The student has not yet started the unit.
	The student signed in and started the unit.
	The student saved and exited the test unit but has not submitted their final answers for the unit.
	The unit can be re-entered by the student. If the unit is not set to "Resumed" status by a Test Administrator after the student exited the unit, the student cannot re-enter the unit. This status uses only the test data last sent to the Pearson server rather than data saved on a specific machine.
	The unit 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 https://support.assessment.pearson.com/x/DAACAQ .
	The unit was completed and final answers for the unit were submitted by the student. Responses were received by Pearson.
	The SAC or DAC marked the test unit complete.

Sample TestNav Errors

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



Then select **Retry**.



A list of the top ten error messages received by students is located in *Appendix D* of this manual. This list includes steps for error resolution. Call the SAC, local technology support, or Pearson Help Desk at 1-888-687-4759 if assistance is needed.

Interruptions to Testing

If there is an interruption to testing, the student should select the button next to their 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 close and PearsonAccess^{next} will show the student in “Exited” status on the **Students in Sessions** screen. A Test Administrator must resume the student’s test unit before the student can continue with the same unit. A student cannot resume a unit until a Test Administrator authorizes the student to do so. Students should resume testing with the same devices on which they started the unit.

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

1. Verify TestNav is shut down on the student’s device.
2. Resume the student’s test in PearsonAccess^{next}.
 - The student’s test resumes from the point at which the test was interrupted.
 - The system uploads any test responses that the student entered after the interruption if resuming on the same testing device.

To resume* a student’s test unit, complete the following steps in PearsonAccess^{next} using the Test Administrator computer or tablet.

1. Go to **Testing > Students in Sessions**.
2. Locate the appropriate test session.
3. Search to find the appropriate student(s).
4. Use one of two options to change the student status.
 - For a small number of students, click the arrow next to the student’s unit status and select **Resume or Resume Upload**.
 - If the unit status is “Exited” in PearsonAccess^{next} 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 unit status is “Active” in PearsonAccess^{next} 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 logs back in to continue.

- To resume several students at the same time, select the checkbox next to each student for whom tests need to be resumed. Open the task list, select **Resume Student Tests** and click **Start**. Select the checkbox next to the appropriate unit for each student and click **Resume**. When a test is resumed 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 logs back in to continue.

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

Follow the school’s protocol if there is a technical problem. Contact the SAC or School or District Technology Coordinator if necessary.

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

NOTE: Student test units only go into “Completed” status if the student selects the green **Submit/Submit Final Answers** button on the **End of Unit** screen.

4.2 During Testing Checklist

- Open and manage all relevant PearsonAccess^{next} test sessions on each testing day for each testing group. Managing test sessions includes:
 - Starting the session
 - Unlocking the unit
 - Locking the unit for absent students
 - Resuming a student’s test after a temporary stop in testing
 - Ensuring students submit completed test units
 - Locking a unit upon completion
 - **Stopping the test session only after all students have completed all units and each test unit is in a “Completed” status**
- Distribute Student Testing Tickets and have students log in to TestNav. Ensure every student has a Student Testing Ticket with their name on it and that each student signs in to their online test. The student’s name appears in the top right corner of the device screen once they sign in to TestNav. **NOTE:** If a student begins testing on another student’s online test, this may result in a misadministration. Immediately contact the SAC if this occurs.
- Account for all students enrolled in the test session.
 - If a student is absent, notify the SAC.
 - On absent students’ Student Testing Tickets, write the missed unit(s) for make-up testing upon their return.
- Keep track of make-up students taking a different unit of the test from other students in the same room.
 - Administer units in order for all content areas, including for make-up testing.
 - Individually lock and unlock the appropriate test units for these students.
 - Select the drop-down arrow next to the individual unit status for the student to set the lock/unlock to the appropriate status.
 - Remember, only one test unit 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, view multiple test sessions through the “Combined View” in PearsonAccess^{next}.
 - If a student is making up a previously started unit, 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 this *CMAS Test Administrator Manual*.
 - **Test Administrators providing the accommodation of Auditory or Signed Presentation: Script for Translation into Languages other than English or Spanish including sign language must follow the guidelines in the *CBT Script for Translation* document that is provided separately.**
 - Clarify only general administration instructions (i.e., questions regarding test procedures) after reading the “SAY” directions word-for-word. Only provide TestNav assistance if a student receives an error message or if the technology is not functioning correctly. Do not answer any questions related to test content.
- Actively administer the test.
 - Refresh the **Students in Sessions** screen in PearsonAccess^{next} frequently to monitor student status, ensuring 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 unit (collect the tickets after each test unit only if the school is taking extended breaks between units).
 - **Used** scratch paper.
 - Any accommodated materials.
- At the end of each test unit:
 - Verify the tested unit status for each student appears as “Completed”.
 - Place Student Testing Tickets in an unsealed secure return envelope for return to the SAC at the end of the active unit testing time.
 - Document the return of all secure test materials (used and unused) on the school’s chain of custody form.
- It is highly recommended that students testing online use the same device for each day of testing; track this information on each Student Testing Ticket by identifying the device used by the student (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.

4.3 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. The provided “SAY” script must be used for all test units. The material in italics is information meant for Test Administrators and should not be read aloud to students.

Test Administrators providing the accommodation of Auditory or Signed Presentation: Script for Translation into Languages other than English or Spanish including sign language must follow the guidelines in the *CBT Script for Translation* document that is provided separately.



After the “SAY” directions are read word-for-word, repeat or clarify the “SAY” directions at the request of students, as long as the substance of the directions is not changed. Repeat “SAY” directions as many times as needed.

If providing the **General Administration Directions Clarified in Student’s Native Language** accommodation to an English learner, follow the aforementioned guidelines when providing clarifications in the student’s native language.

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

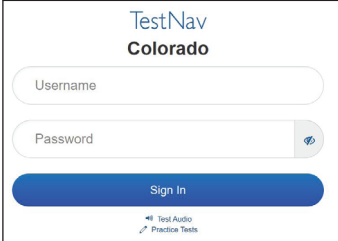
	Precedes the directions the Test Administrator is to read aloud to students. “SAY” directions are printed in bold type .
	Appears as a reminder to unlock a test unit.
	Appears as a reminder to lock a test unit.
	Accompanies any information concerning the timing of the test.
	Indicates a reminder to verify text-to-speech volume prior to students signing into the test.
	Appears with a page number at the end of the “SAY” directions, indicating where the Test Administrator should begin reading “SAY” directions if students are proceeding to the next test unit immediately after completing the current test unit.
	Accompanies any information concerning calculators and calculator sections of Grades 6, 7, and 8 mathematics.
	Indicates that the Test Administrator is to handout specified materials to students while reading “SAY” directions.

The following symbols appear on Student Testing Tickets to indicate special form assignment.

	Text-to-Speech form (English or Spanish)
	Auditory/Signed Presentation Script form for use with signed presentation or auditory presentation in a language other than English or Spanish

Test Administrator Notes

1. Confirm all testing devices are turned on and the TestNav App Sign In screen is set to Colorado.
2. The “SAY” directions indicate when to distribute the following student test materials:
 - Student Testing Tickets – If a student arrives to test and a ticket is not available for that student, immediately contact the SAC.
 - Scratch paper (optional for science and ELA)
3. Note any students who are absent and provide this information to the SAC to arrange for make-up testing. Lock the test unit for the individual absent student(s) in PearsonAccess^{next}.
4. Adjust administration “SAY” directions for students requiring additional materials needed as part of an accommodation plan.
5. Note the specific device on which each student is testing. Record this information on the “Local Testing Device” line that appears on the Student Testing Ticket. **Each student should use the same device for all units of each content area assessment to aid in response data recovery if needed.**




4.4 Computer-based “SAY” Directions

4.4.1 Science Grades 5, 8, and High School

Use this script for all units of the computer-based CMAS Science assessments. Administer units in order, including for make-up testing. **Testing units out of order will result in misadministration or score suppression.**

Required Computer-based Materials

- Student Testing Ticket
- Headphones (only if using text-to-speech) 

Optional (according to local policy):



- Scratch Paper and No. 2 Pencil
- Printed Periodic Table for High School only
- Handheld calculator
 - Grade 5: Four-function (includes percentage function)
 - Grade 8: Scientific
 - High School: Scientific

Unit Timing Grades 5 and 8: 80 Minutes; High School: 50 Minutes			
	Unit 1	Unit 2	Unit 3
Start			
10 Minute Warning			
Stop¹			

¹Refer to the *Unit Timing Guide* in Appendix B for assistance with calculating the stop time.

Reminder: Adjust warning and stop times by 3 minutes if a stretch break is taken during the unit.

 At the session level in PearsonAccess^{next}, unlock the appropriate unit before reading the “SAY” directions.

- At the student level, lock () the unit for any absent students.
- At the student level, unlock () the appropriate units for any make-up students.

Confirm all testing devices are turned on and the TestNav Colorado Sign In screen is available.

- It is highly recommended that students use the same device for each day of testing; track this information on Student Testing Tickets by identifying the device used by each student (e.g., iPad #7, Chromebook #26).

Read to students for each unit:

SAY Today you will take Unit __ (fill in the appropriate unit) of the CMAS __ (fill in the appropriate information: Grade 5, Grade 8, or High School) Science assessment.

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

If the 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 Other than your testing device, you may not have any electronic devices such as cell phones and smartwatches. Making calls, texting, taking pictures or videos, using any form of social media or messaging, and browsing the Internet are not allowed. If you are found to have another electronic device during testing, your test might not be scored.

If cell phones can be collected,	SAY If you have a cell phone or any other device with you, make sure it is powered off. I will collect devices now and return them at the end of the testing session.
If cell phones cannot be collected,	SAY If you have a cell phone or any other device with you, make sure it is powered off and securely stored. <i>If the school has a policy that prohibits the collection of cell phones, students must store cell phones in lockers, backpacks, or other designated areas prior to starting the assessment.</i>

SAY I will hand you your test materials. Do not sign in to the test until I tell you to do so.

Science Materials for All Units	<ul style="list-style-type: none"> • Student Testing Ticket <p>Optional:</p> <ul style="list-style-type: none"> • Pencil and scratch paper • Printed periodic table (High School only) • Handheld calculator
If students require the use of visual description documents,	SAY I will also give you a document that describes some of the images or graphics in your test. Descriptions are not included for all visuals; they are included to help you access some of the images.



Distribute the test materials and appropriate accommodated materials. Maintain Student Testing Tickets for absent students. Write on the ticket: Absent Unit __ (fill in the appropriate unit) and provide this information to the SAC after the session to arrange make-up testing.

If any students are assigned a text-to-speech form, read the following SAY directions preceded by the TTS icon:	<p>TTS If you are using text-to-speech, plug-in your headphones and put them on now. On the “Sign In” screen, select the “Test Audio” link. Make sure you can hear the chime by adjusting the device volume before you sign in to test. Raise your hand if you need help.</p> <p>Verify in PearsonAccess^{next} that these students are assigned the text-to speech form (see TTS or SPA TTS marker next to student’s SASID). If the marker is missing, the form was not assigned to the student. DO NOT have the student sign in to TestNav. Immediately contact the SAC. A form cannot be reassigned once a student signs in to TestNav.</p>
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SAY Find your name on your ticket. If your name is not on the ticket, raise your hand.

Ensure every student has a Student Testing Ticket with their name and that each student signs in to their online test.

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

SAY Enter the username and password exactly as they appear on your ticket. Select the blue Sign In button.

If a student receives a message that says, “The username or password you entered is incorrect,” the Test Administrator may assist with the sign in process. If 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”. On the new screen, select the “Colorado” icon.

When all students are signed in, continue.

SAY Find your name in the upper right corner of the screen (J. Doe ). If you do not find your name, raise your hand.

Assist students as needed. If another student’s 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.

★ SAY The test is divided into three units. You will only work on Unit __ (fill in the appropriate unit) at this time.

Select the Start button for Unit __ (fill in the appropriate unit).

If a student cannot select the Start button:

- 1) Select the Refresh button, then try again.
- 2) Verify the unit is unlocked on the Students in Session screen in PANext.

If there are make-up students in the test environment, communicate the appropriate make-up unit information to the students and make sure they have access to that unit. **Reminder:** Administer units in order, including for make-up testing. Testing units out of order will result in misadministration or score suppression.



TestNav on iPads

SAY Select "Yes" on the "Confirm App Self-Lock" message.

Students who tap "No" cannot start or continue testing.

SAY

Check that the "Welcome" screen says CMAS _____ (fill in the appropriate grade and content area).

Assist any students who do not see the correct test name on their screen.

SAY

Select the blue Start button.

SAY

You will take this test independently. You may not go to other websites, use materials from class, or share questions or answers from the test with other students during or after testing.

Read each question. Then, follow the directions to indicate your answer. If you do not know the answer to a question, use the bookmark and go to the next question. Keep in mind that test questions may take a few seconds to load.

Read according to the district's scratch paper policy:

If no scratch paper was provided,

SAY

You may use the Notepad tool to take notes while you take the test. Answers in the Notepad tool are not scored.

If scratch paper was provided,

SAY

You may use the Notepad tool or scratch paper to take notes while you take the test. If you need a clean piece of scratch paper, raise your hand. You may not share your scratch paper with other students. Answers written in the Notepad tool or on scratch paper are not scored.

Pause.

High School Science only

SAY

There is an exhibits button on the right side of your screen. You may select this button to access a periodic table during the test. Select an element to view its information.

Pause.

SAY

After the last question, you will come to the "End of Unit" screen. If you finish early, you may review your answers and any bookmarked questions. Once you submit your answers, you cannot return to the unit.

If you need help submitting your answers or have difficulty with your device, raise your hand and I will help you. I cannot help you with questions or online tools.

SAY Are there any questions?



Pause to answer any questions and then continue.

Science Grades 5 and 8

SAY You have 80 minutes to complete this unit.

High School Science

SAY You have 50 minutes to complete this unit.

SAY I will let you know when you have 10 minutes of testing time left.

Read the appropriate post-testing activity option based on district policy.

A – Students are to sit quietly.

SAY If you complete the unit and submit your answers before the time is up, you must sit quietly for the rest of the unit time.

B – Students will be dismissed.

SAY If you complete the unit and submit your answers before the time is up, I will dismiss you.

C – Students may read.

SAY If you complete the unit and submit your answers before the time is up, you may sit quietly or read for the rest of the unit time.

Pause.

SAY Select the blue Start button and begin working now.



Record the start time. Calculate the stop time and the time to announce the 10 minute warning. Display the stop time for students (e.g., on a chalkboard or whiteboard).

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. After 3 minutes,

SAY You may resume testing.

Monitor students

- Move around the room and ensure students are focused on their own work and do not have access to any prohibited materials. Do not actively read test content on students' device screens.
- Monitor the status of each student's unit while viewing the Students in Sessions screen in PearsonAccess^{next}. Remember to refresh the page occasionally.

If a student is off task (e.g., the student is sleeping or not paying attention to the task)

Redirect the student's attention to the test.

SAY [Student name], please continue working.

You may not remind or encourage a student to answer all questions. You may not use redirection as a pacing strategy.

Interruptions

- If a student must temporarily leave the testing area, the student's device screen must be covered.
- 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, refer to **Appendix D** for a list of common error codes and 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 “Stops in Testing” in Section 2.4.2 for more information.

If a student finishes before the end of the unit testing time and needs help exiting TestNav,

SAY Are you completely done with this unit?

Upon student confirmation, refer to the **TestNav Exit Instructions** at the end of this section to guide the student through the exit process. If the student submitted their answers successfully, the unit status appears as “Completed” in PearsonAccess^{next}.



When 10 minutes of unit testing time remain, if any students are still working on the test,

SAY

You have 10 minutes of testing time left. Remember to check your work and try to answer all questions.



When the unit testing time is reached (or if all students finish before the end of the unit testing time),

SAY

Stop. This is the end of the unit.

Select the Review button in the top left corner of your screen.

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

Select the green “Submit” button.

When the “Test Submit Warning” appears, select the green “Yes, Submit” button.

Continue reading directions below.

If students will immediately proceed to the next unit,

Collect any used scratch paper and distribute new scratch paper.

Turn to page 32 to resume the “SAY” directions for the next unit, beginning at the star (★). Students cannot start the next unit until:

- all students in the test environment complete the current unit,
- the Test Administrator locks the current unit in PearsonAccess^{next}, and
- the Test Administrator unlocks the next unit.

If students will take an extended break or test on another day,

SAY

Select the “User Menu” button () in the top right corner of the screen.

Select “Sign out of TestNav”.

Raise your hand if you do not see a message that says, “Sign out complete.”

Do not stop the test session in PearsonAccess^{next} until all units are in “Completed” status for all students. Collect Student Testing Tickets, any accommodated test materials, and used scratch paper and place in an unsealed CMAS return envelope.

Return the materials to the SAC. Document the return of all secure test materials (used and unused) on the school’s chain of custody form.

If all students completed all units,

Collect Student Testing Tickets, any accommodated materials, and used scratch paper and place in an unsealed CMAS return envelope.

Refer to “After Computer-based Testing” in Section 5.0.

Verify all students show a unit status of “Completed” in the appropriate unit column on the PearsonAccess^{next} **Students in Sessions** screen.

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

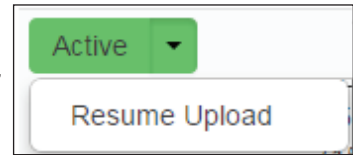
- Resume the student’s test, have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.



- Confirm the student’s unit status changes to “Completed” in PearsonAccess^{next}.

- If any students are in “Active” status, but they are no longer signed in to TestNav, they did not properly sign out of the test (e.g., the computer froze or crashed during testing or while the student was submitting their answers).

- Change the student’s status to “Resume Upload”, have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.



- Confirm the student’s unit status changes to “Completed” in PearsonAccess^{next}.




In PearsonAccess^{next}, lock the tested unit at the session level. Confirm the following:

- The unit status for students who just completed testing is locked and “Completed.”
- The unit status for students who were absent is locked and “Ready.”

4.4.2 Mathematics Grades 3–5

Use this script for all units of the computer-based CMAS Mathematics assessments for grades 3 through 5. Administer units in order, including for make-up testing. **Testing units out of order will result in misadministration or score suppression.**

Required Computer-based Materials

- Student Testing Ticket
- Scratch paper and No. 2 Pencil
- Headphones (only if using text-to-speech) 

Optional (according to local policy):

- Printed Math Reference Sheets for Grade 5 only



Unit Timing (65 Minutes)			
	Unit 1	Unit 2	Unit 3
Start			
10 Minute Warning			
Stop¹			

¹Refer to the *Unit Timing Guide* in Appendix B for assistance with calculating the stop time.

Reminder: Adjust warning and stop times by 3 minutes if a stretch break is taken during the unit.



At the session level in PearsonAccess^{next}, unlock the appropriate unit before reading the “SAY” directions.

- At the student level, lock () the unit for any absent students.
- At the student level, unlock () the appropriate units for any make-up students.

Confirm all testing devices are turned on and the TestNav Colorado Sign In screen is available.

- It is highly recommended that students use the same device for each day of testing; track this information on Student Testing Tickets by identifying the device used by each student (e.g., iPad #7, Chromebook #26).

Read to students for each unit:

SAY Today you will take Unit ___ (fill in the appropriate unit) of the CMAS Grade ___ (fill in the appropriate grade: 3, 4, or 5) Mathematics assessment.

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

If the 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.



Other than your testing device, you may not have any electronic devices such as cell phones and smartwatches. Making calls, texting, taking pictures or videos, using any form of social media or messaging, and browsing the Internet are not allowed. If you are found to have another electronic device during testing, your test might not be scored.

If cell phones can be collected,	SAY If you have a cell phone or any other device with you, make sure it is powered off. I will collect devices now and return them at the end of the testing session.
If cell phones cannot be collected,	SAY If you have a cell phone or any other device with you, make sure it is powered off and securely stored. <i>If the school has a policy that prohibits the collection of cell phones, students must store cell phones in lockers, backpacks, or other designated areas prior to starting the assessment.</i>

SAY I will hand you your test materials. Do not sign in to the test until I tell you to do so.

Mathematics Grades 3-5 Materials for All Units	<ul style="list-style-type: none"> • Student Testing Ticket • Pencil and scratch paper <p>Optional:</p> <ul style="list-style-type: none"> • Printed Math Reference Sheet (grade 5 only)
If students require the use of visual description documents,	SAY I will also give you a document that describes some of the images or graphics in your test. Descriptions are not included for all visuals; they are included to help you access some of the images.



Distribute the test materials and appropriate accommodated materials. Maintain Student Testing Tickets for absent students. Write on the ticket: Absent Unit __ (fill in the appropriate unit) and provide this information to the SAC after the session to arrange make-up testing.

If any students are assigned a text-to-speech form, read the following SAY directions preceded by the TTS icon:	<p>TTS If you are using text-to-speech, plug-in your headphones and put them on now. On the “Sign In” screen, select the “Test Audio” link. Make sure you can hear the chime by adjusting the device volume before you sign in to test. Raise your hand if you need help.</p> <p><i>Verify in PearsonAccess^{next} that these students are assigned the text-to speech form (see TTS or SPA TTS marker next to student’s SASID). If the marker is missing, the form was not assigned to the student. DO NOT have the student sign in to TestNav. Immediately contact the SAC. A form cannot be reassigned once a student signs in to TestNav.</i></p>
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SAY Find your name on your ticket. If your name is not on the ticket, raise your hand.

Ensure every student has a Student Testing Ticket with their name and that each student signs in to their online test.

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

SAY Enter the username and password exactly as they appear on your ticket. Select the blue Sign In button.

If a student receives a message that says, “The username or password you entered is incorrect,” the Test Administrator may assist with the sign in process. If 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”. On the new screen, select the “Colorado” icon.

When all students are signed in, continue.

SAY Find your name in the upper right corner of the screen (J. Doe ). If you do not find your name, raise your hand.

Assist students as needed. If another student’s 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.



The test is divided into three units. You will only work on Unit ___ (fill in the appropriate unit) at this time. Select the Start button for Unit ___ (fill in the appropriate unit).

If a student cannot select the Start button:

- 1) Select the Refresh button, then try again.
- 2) Verify the unit is unlocked on the Students in Session screen in PANext.

*If there are make-up students in the test environment, communicate the appropriate make-up unit information to the students and make sure they have access to that unit. **Reminder:** Administer units in order, including for make-up testing. Testing units out of order will result in misadministration or score suppression.*



TestNav on iPads

SAY Select "Yes" on the "Confirm App Self-Lock" message.

Students who tap "No" cannot start or continue testing.



Check that the "Welcome" screen says CMAS Grade ___ (fill in the appropriate grade: 3, 4, or 5) Mathematics.

Assist any students who do not see the correct test name on their screen.



Select the blue Start button.



You will take this test independently. You may not go to other websites, use materials from class, or share questions or answers from the test with other students during or after testing.

Read each question. Then, follow the directions to indicate your answer. If a question asks you to show or explain your work, you must do so to receive full credit.

You may use scratch paper that I provide to you. If you need a clean piece of scratch paper, raise your hand. You may not share your scratch paper with other students. Answers written on scratch paper are not scored.

If you do not know the answer to a question, use the bookmark and go to the next question. Keep in mind that test questions may take a few seconds to load.

Math Grade 5 Only

SAY There is an exhibits button on the right side of your screen. You may select this button to access a math reference sheet during the test.

If math reference sheets were printed and distributed according to local policy,

SAY You may also refer to the printed reference sheet that was provided to you.

Pause.



After the last question, you will come to the "End of Unit" screen. If you finish early, you may review your answers and any bookmarked questions. Once you submit your answers, you cannot return to the unit.

If you need help submitting your answers or have difficulty with your device, raise your hand and I

will help you. I cannot help you with questions or online tools.

SAY Are there any questions?



Pause to answer any questions and then continue.

SAY You have 65 minutes to complete this unit.

I will let you know when you have 10 minutes of testing time left.

Read the appropriate post-testing activity option based on district policy.

A – Students are to sit quietly.	SAY If you complete the unit and submit your answers before the time is up, you must sit quietly for the rest of the unit time.
B – Students will be dismissed.	SAY If you complete the unit and submit your answers before the time is up, I will dismiss you.
C – Students may read.	SAY If you complete the unit and submit your answers before the time is up, you may sit quietly or read for the rest of the unit time.

Pause.

SAY Select the blue Start button and begin working now.



Record the start time. Calculate the stop time and the time to announce the 10 minute warning. Display the stop time for students (e.g., on a chalkboard or whiteboard).

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. After 3 minutes,
	SAY You may resume testing.

Monitor students

- Move around the room and ensure students are focused on their own work and do not have access to any prohibited materials. Do not actively read test content on students' device screens.
- Monitor the status of each student's unit while viewing the Students in Sessions screen in PearsonAccess^{next}. Remember to refresh the page occasionally.

If a student is off task (e.g., the student is sleeping or not paying attention to the task)	Redirect the student's attention to the test.
	SAY [Student name], please continue working. You may not remind or encourage a student to answer all questions. You may not use redirection as a pacing strategy.


Interruptions

- If a student must temporarily leave the testing area, the student's device screen must be covered.
- 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, refer to **Appendix D** for a list of common error codes and 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 "Stops in Testing" in **Section 2.4.2** for more information.


If a student finishes before the end of the unit testing time and needs help exiting TestNav,

SAY Are you completely done with this unit?

Upon student confirmation, refer to the **TestNav Exit Instructions** at the end of this section to guide the student through the exit process. If the student submitted their answers successfully, the unit status appears as “Completed” in PearsonAccess^{next}.

 When 10 minutes of unit testing time remain, if any students are still working on the test,

SAY You have 10 minutes of testing time left. Remember to check your work and try to answer all questions.

 When the unit testing time is reached (or if all students finish before the end of the unit testing time),

SAY Stop. This is the end of the unit.

Select the Review button in the top left corner of your screen.

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

Select the green “Submit” button.

When the “Test Submit Warning” appears, select the green “Yes, Submit” button.

Continue reading directions on the next page.

If students will immediately proceed to the next unit,

Collect any used scratch paper and distribute new scratch paper.

Turn to page 39 to resume the “SAY” directions for the next unit, beginning at the star (★). Students cannot start the next unit until:

- all students in the test environment complete the current unit,
- the Test Administrator locks the current unit in PearsonAccess^{next}, and
- the Test Administrator unlocks the next unit.

If students will take an extended break or test on another day,

SAY Select the “User Menu” button () in the top right corner of the screen.

Select “Sign out of TestNav”.

Raise your hand if you do not see a message that says, “Sign out complete.”

Do not stop the test session in PearsonAccess^{next} until all units are in “Completed” status for all students. Collect Student Testing Tickets, any accommodated test materials, and used scratch paper and place in an unsealed CMAS return envelope.

Return the materials to the SAC. Document the return of all secure test materials (used and unused) on the school’s chain of custody form.

If all students completed all units,

Collect Student Testing Tickets, any printed or accommodated materials, and used scratch paper and place in an unsealed CMAS return envelope.

Refer to “After Computer-based Testing” in Section 5.0.

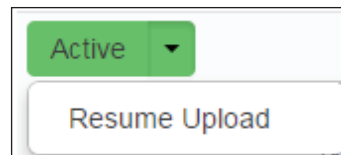
Verify all students show a unit status of “Completed” in the appropriate unit column on the PearsonAccess^{next} **Students in Sessions** screen.

- If any students are in “Exited” status, they did not submit their final answers before signing out of TestNav.
 - Resume the student’s test, have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.
 - Confirm the student’s unit status changes to “Completed” in PearsonAccess^{next}.



- If any students are in “Active” status, but they are no longer signed in to TestNav, they did not properly sign out of the test (e.g., the computer froze or crashed during testing or while the student was submitting their answers).

- Change the student’s status to “Resume Upload”, have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.



- Confirm the student’s unit status changes to “Completed” in PearsonAccess^{next}.




In PAnext, lock the tested unit at the session level. Confirm the following:

- The unit status for students who just completed testing is locked and “Completed.”
- The unit status for students who were absent is locked and “Ready.”

4.4.3 Mathematics Grades 6–8

Use this script for all units of the computer-based CMAS Mathematics assessments for grades 6 through 8. Administer units in order, including for make-up testing. **Testing units out of order will result in misadministration or score suppression.**

Required Computer-based Materials

- Student Testing Ticket
- Scratch paper and No. 2 Pencil
- Headphones (only if using text-to-speech) 

Optional (according to local policy):



- Printed Math Reference Sheets
- Handheld Calculator for Unit 1 Section 2, Unit 2, and Unit 3
 - Grades 6 and 7 (five-function, including square root and percentage functions)
 - Grade 8 (scientific)
- Geometry Tools for Grade 8 only
 - Tracing paper
 - Reflection tool
 - Straight edge
 - Compass

Unit Timing (65 Minutes)			
	Unit 1	Unit 2	Unit 3
Start			
20 Minute Warning		N/A	N/A
10 Minute Warning			
Stop¹			

¹Refer to the *Unit Timing Guide* in Appendix B for assistance with calculating the stop time.

Reminder: Adjust warning and stop times by 3 minutes if a stretch break is taken during the unit.

 **At the session level in PearsonAccess^{next}, unlock the appropriate unit before reading the “SAY” directions.**

- At the student level, lock () the unit for any absent students.
- At the student level, unlock () the appropriate units for any make-up students.

Confirm all testing devices are turned on and the TestNav Colorado Sign In screen is available.

- It is highly recommended that students use the same device for each day of testing; track this information on Student Testing Tickets by identifying the device used by each student (e.g., iPad #7, Chromebook #26).

Read to students for each unit:

SAY **Today you will take Unit** ___ (fill in the appropriate unit) **of the CMAS Grade** ___ (fill in the appropriate grade: 6, 7, or 8) **Mathematics assessment.**

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

If the 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 **Other than your testing device, you may not have any electronic devices such as cell phones and smartwatches. Making calls, texting, taking pictures or videos, using any form of social media or messaging, and browsing the Internet are not allowed. If you are found to have another electronic device during testing, your test might not be scored.**

If cell phones can be collected,	SAY If you have a cell phone or any other device with you, make sure it is powered off. I will collect devices now and return them at the end of the testing session.
If cell phones cannot be collected,	SAY If you have a cell phone or any other device with you, make sure it is powered off and securely stored. <i>If the school has a policy that prohibits the collection of cell phones, students must store cell phones in lockers, backpacks, or other designated areas prior to starting the assessment.</i>

SAY I will hand you your test materials. Do not sign in to the test until I tell you to do so.

Unit 1 Math Grades 6-8 Materials	<p>Section 1 (Non-calculator):</p> <ul style="list-style-type: none"> • Student Testing Ticket • No. 2 pencil • Scratch paper <p>Optional:</p> <ul style="list-style-type: none"> • Printed Math Reference Sheet • Geometry tools (grade 8 only) <p>Section 2 (Calculator):</p> <ul style="list-style-type: none"> • In addition to above, a hand-held calculator is optional <ul style="list-style-type: none"> • Distribute when student reaches Section 2 and raises hand 
Unit 2 and 3 Math Grades 6-8 Materials	<ul style="list-style-type: none"> • Student Testing Ticket • No. 2 pencil • Scratch paper <p>Optional:</p> <ul style="list-style-type: none"> • Printed Math Reference Sheet • Geometry tools (grade 8 only) • Hand-held calculator 
If students require the use of visual description documents,	SAY I will also give you a document that describes some of the images or graphics in your test. Descriptions are not included for all visuals; they are included to help you access some of the images.



Distribute the test materials and appropriate accommodated materials. Maintain Student Testing Tickets for absent students. Write on the ticket: Absent Unit __ (fill in the appropriate unit) and provide this information to the SAC after the session to arrange make-up testing.

If any students are assigned a text-to-speech form, read the following SAY directions preceded by the TTS icon:	<p>TTS If you are using text-to-speech, plug-in your headphones and put them on now. On the “Sign In” screen, select the “Test Audio” link. Make sure you can hear the chime by adjusting the device volume before you sign in to test. Raise your hand if you need help.</p> <p>Verify in PearsonAccess^{next} that these students are assigned the text-to speech form (see TTS or SPA TTS marker next to student’s SASID). If the marker is missing, the form was not assigned to the student. DO NOT have the student sign in to TestNav. Immediately contact the SAC. A form cannot be reassigned once a student signs in to TestNav.</p>
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SAY Find your name on your ticket. If your name is not on the ticket, raise your hand.

Ensure every student has a Student Testing Ticket with their name and that each student signs in to their online test.

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

SAY Enter the username and password exactly as they appear on your ticket. Select the blue Sign In button.

If a student receives a message that says, "The username or password you entered is incorrect," the Test Administrator may assist with the sign in process. If 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". On the new screen, select the "Colorado" icon.

When all students are signed in, continue.

SAY Find your name in the upper right corner of the screen (J. Doe ). If you do not find your name, raise your hand.

Assist students as needed. If another student's name appears on the TestNav screen:

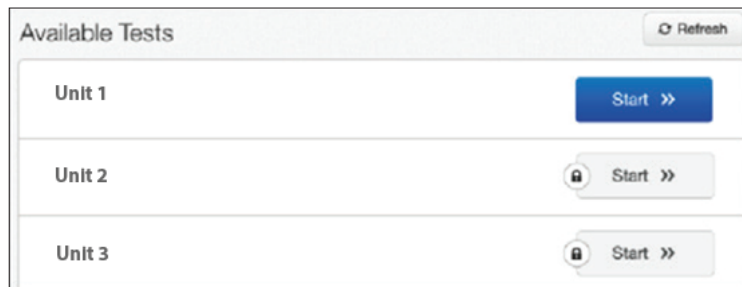
- Have the student exit the test by selecting the button next to the displayed name; choose the option **Sign out of TestNav**.
- Check that the student has the correct Student Testing Ticket and attempt to sign in again.

★ **SAY** The test is divided into three units. You will only work on Unit ___ (fill in the appropriate unit) at this time. Select the Start button for Unit ___ (fill in the appropriate unit).

If a student cannot select the Start button:

- 1) Select the Refresh button, then try again.
- 2) Verify the unit is unlocked on the Students in Session screen in PAnext.

If there are make-up students in the test environment, communicate the appropriate make-up unit information to the students and make sure they have access to that unit. **Reminder:** Administer units in order, including for make-up testing. Testing units out of order will result in misadministration or score suppression.



TestNav on iPads

SAY Select "Yes" on the "Confirm App Self-Lock" message.

Students who tap "No" cannot start or continue testing.

SAY Check that the "Welcome" screen says CMAS Grade ___ (fill in the appropriate grade: 6, 7, or 8) Mathematics.

Assist any students who do not see the correct test name on their screen.

SAY Select the blue Start button.

SAY You will take this test independently. You may not go to other websites, use materials from class, or share questions or answers from the test with other students during or after testing.

Read each question. Then, follow the directions to indicate your answer. If a question asks you to show or explain your work, you must do so to receive full credit.

You may use scratch paper that I provide to you. If you need a clean piece of scratch paper, raise your hand. You may not share your scratch paper with other students. Answers written on scratch paper are not scored.

If you do not know the answer to a question, use the bookmark and go to the next question. Keep in mind that test questions may take a few seconds to load.

SAY There is an exhibits button on the right side of your screen. You may select this button to access a math reference sheet during the test.

If math reference sheets were printed according to local policy,

SAY You may also refer to the printed reference sheet that was provided to you.

After the last question, you will come to the “End of Unit” screen. If you finish early, you may review your answers and any bookmarked questions. Once you submit your answers, you cannot return to the unit.

If you need help submitting your answers or have difficulty with your device, raise your hand and I will help you. I cannot help you with questions or online tools.

SAY Are there any questions?



Pause to answer any questions and then continue.

SAY You have 65 minutes to complete this unit.

*Math Grades 6-8
Unit 1 Only*

SAY The unit has two sections. You must complete both sections within the time allowed for this unit. You may not use a calculator for Section 1. When you move into Section 2, you may use the calculator provided in the toolbar.

You cannot return to Section 1 after you start the calculator section. I will remind you to move on to the calculator section when you have 20 minutes of testing time left. I will also let you know when you have 10 minutes of testing time left.

Optional:

SAY If you want to use a handheld calculator, raise your hand when you get to Section 2.



*Math Grades 6-8
Units 2 and 3 Only*

SAY You may use the calculator provided in the toolbar for this unit.

Optional:

SAY If you want to use a handheld calculator, raise your hand.



Read the appropriate post-testing activity option based on district policy.

A – Students are to sit quietly.

SAY If you complete the unit and submit your answers before the time is up, you must sit quietly for the rest of the unit time.

B – Students will be dismissed.

SAY If you complete the unit and submit your answers before the time is up, I will dismiss you.

C – Students may read.

SAY If you complete the unit and submit your answers before the time is up, you may sit quietly or read for the rest of the unit time.

Pause.

SAY Select the blue Start button and begin working now.



Record the start time. Calculate the stop time and the time to announce the 10 minute warning. Display the stop time for students (e.g., on a chalkboard or whiteboard).

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. After 3 minutes,

SAY You may resume testing.

Monitor students



- Move around the room and ensure students are focused on their own work and do not have access to any prohibited materials. Do not actively read test content on students' device screens.
- **Unit 1 only** (based on local policy): Distribute handheld calculators to students, as requested, when they raise their hands after completing Section 1 (Non-calculator).
- Monitor the status of each student's unit while viewing the Students in Sessions screen in PearsonAccess^{next}. Remember to refresh the page occasionally.



If a student is off task (e.g., the student is sleeping or not paying attention to the task)

Redirect the student's attention to the test.

SAY [Student name], please continue working.

You may not remind or encourage a student to answer all questions. You may not use redirection as a pacing strategy.

Interruptions

- If a student must temporarily leave the testing area, the student's device screen must be covered.
- 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, refer to **Appendix D** for a list of common error codes and resolutions or go to <https://support.assessment.pearson.com/display/TN/Error+Codes>. If the test does not resume, call Pearson at 1-888-687-4759.
- Refer to "Stops in Testing" in **Section 2.4.2** for more information.

If a student finishes before the end of the unit testing time and needs help exiting TestNav,

SAY Are you completely done with this unit?

Upon student confirmation, refer to the **TestNav Exit Instructions** at the end of this section to guide the student through the exit process. If the student submitted their answers successfully, the unit status appears as "Completed" in PearsonAccess^{next}.

Unit 1 Only



When 20 minutes of unit testing time remain,

SAY You have 20 minutes of testing time left. Remember, you must complete both the non-calculator and calculator sections within the Unit 1 testing time.



When 10 minutes of unit testing time remain, if any students are still working on the test,

SAY

You have 10 minutes of testing time left. Remember to check your work and try to answer all questions.



When the unit testing time is reached (or if all students finish before the end of the unit testing time),

SAY


Stop. This is the end of the unit.

Select the **Review** button in the top left corner of your screen.

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

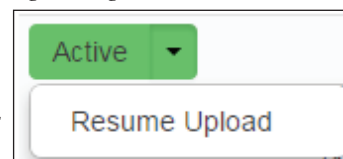
Select the green **"Submit"** button.

When the **"Test Submit Warning"** appears, select the green **"Yes, Submit"** button.

<p>If students will immediately proceed to the next unit,</p>	<p>Collect any used scratch paper and distribute new scratch paper.</p> <p>Turn to page 45 to resume the “SAY” directions for the next unit, beginning at the star (★). Students cannot start the next unit until:</p> <ul style="list-style-type: none"> • all students in the test environment complete the current unit, • the Test Administrator locks the current unit in PearsonAccess^{next}, and • the Test Administrator unlocks the next unit.
<p>If students will take an extended break or test on another day,</p>	<p>SAY Select the “User Menu” button () in the top right corner of the screen.</p> <p>Select “Sign out of TestNav”.</p> <p>Raise your hand if you do not see a message that says, “Sign out complete.”</p> <p>Do not stop the test session in PearsonAccess^{next} until all units are in “Completed” status for all students. Collect Student Testing Tickets, any accommodated test materials, and used scratch paper and place in an unsealed CMAS return envelope.</p> <p>Return the materials to the SAC. Document the return of all secure test materials (used and unused) on the school’s chain of custody form.</p>
<p>If all students completed all units,</p>	<p>Collect Student Testing Tickets, any accommodated materials, and used scratch paper and place in an unsealed CMAS return envelope.</p> <p>Refer to “After Computer-based Testing” in Section 5.0.</p>

Verify all students show a unit status of “Completed” in the appropriate unit column on the PearsonAccess^{next} **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, have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.
 - Confirm the student’s unit status changes to “Completed” in PearsonAccess^{next}.
- If any students are in “Active” status, but they are no longer signed in to TestNav, they did not properly sign out of the test (e.g., the computer froze or crashed during testing or while the student was submitting their answers).
 - Change the student’s status to “Resume Upload”, have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.
 - Confirm the student’s unit status changes to “Completed” in PearsonAccess^{next}.



In PANext, lock the tested unit at the session level. Confirm the following:

- The unit status for students who just completed testing is locked and “Completed.”
- The unit status for students who were absent is locked and “Ready.”

4.4.4 English Language Arts/Literacy Grades 3–8

Use this script for all units of the computer-based CMAS English Language Arts/Literacy assessments for grades 3 through 8. Administer units in order, including for make-up testing. **Testing units out of order will result in misadministration or score suppression.**

Required Computer-based Materials

- Student Testing Ticket

Optional (according to local policy):



- Scratch Paper and No. 2 Pencil

Unit Timing Grades 3-5: 90 Minutes; Grades 6-8: 110 Minutes			
	Unit 1	Unit 2	Unit 3
Start			
10 Minute Warning			
Stop ¹			

¹Refer to the *Unit Timing Guide* in Appendix B for assistance with calculating the stop time.

Reminder: Adjust warning and stop times by 3 minutes if a stretch break is taken during the unit.

 At the session level in PearsonAccess^{next}, unlock the appropriate unit before reading the “SAY” directions.

- At the student level, lock () the unit for any absent students.
- At the student level, unlock () the appropriate units for any make-up students.

Confirm all testing devices are turned on and the TestNav Colorado Sign In screen is available.

- It is highly recommended that students use the same device for each day of testing; track this information on Student Testing Tickets by identifying the device used by each student (e.g., iPad #7, Chromebook #26).

Read to students for each unit:

SAY Today you will take Unit ___ (fill in the appropriate unit) of the CMAS Grade ___ (fill in the appropriate grade: 3-8) English Language Arts/Literacy assessment.

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

If the 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 Other than your testing device, you may not have any electronic devices such as cell phones and smartwatches. Making calls, texting, taking pictures or videos, using any form of social media or messaging, and browsing the Internet are not allowed. If you are found to have another electronic device during testing, your test might not be scored.

If cell phones can be collected,	SAY If you have a cell phone or any other device with you, make sure it is powered off. I will collect devices now and return them at the end of the testing session.
If cell phones cannot be collected,	SAY If you have a cell phone or any other device with you, make sure it is powered off and securely stored. <i>If the school has a policy that prohibits the collection of cell phones, students must store cell phones in lockers, backpacks, or other designated areas prior to starting the assessment.</i>

SAY I will hand you your test materials. Do not sign in to the test until I tell you to do so.

ELA Materials for All Units:	<ul style="list-style-type: none"> • Student Testing Ticket <p>Optional:</p> <ul style="list-style-type: none"> • Pencil and scratch paper
If students require the use of visual description documents,	SAY I will also give you a document that describes some of the images or graphics in your test. Descriptions are not included for all visuals; they are included to help you access some of the images.



Distribute the test materials and appropriate accommodated materials. Maintain Student Testing Tickets for absent students. Write on the ticket: Absent Unit __ (fill in the appropriate unit) and provide this information to the SAC after the session to arrange make-up testing.

If any students are assigned a text-to-speech form, read the following SAY directions preceded by the TTS icon:	<p>TTS If you are using text-to-speech, plug-in your headphones and put them on now. On the “Sign In” screen, select the “Test Audio” link. Make sure you can hear the chime by adjusting the volume on your device before you sign in to test. Raise your hand if you need help.</p> <p><i>Verify in PearsonAccess^{next} that these students are assigned the appropriate text-to speech form (see TTS marker next to student’s SASID). If the marker is missing, the form was not assigned to the student. DO NOT have the student sign in to TestNav. Immediately contact the SAC. A form cannot be reassigned once a student signs in to TestNav.</i></p>
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SAY Find your name on your ticket. If your name is not on the ticket, raise your hand.

Ensure every student has a Student Testing Ticket with their name and that each student signs in to their online test.

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

SAY Enter the username and password exactly as they appear on your ticket. Select the blue Sign In button.

If a student receives a message that says, “The username or password you entered is incorrect,” the Test Administrator may assist with the sign in process. If 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”. On the new screen, select the “Colorado” icon.

When all students are signed in, continue.

SAY Find your name in the upper right corner of the screen (J. Doe). If you do not find your name, raise your hand.

Assist students as needed. If another student’s name appears on the TestNav screen:

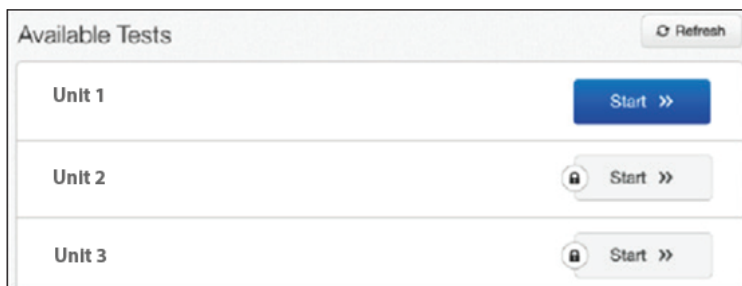
- Have the student exit the test by selecting the button next to the displayed name; choose the option **Sign out of TestNav**.
- Check that the student has the correct Student Testing Ticket and attempt to sign in again.

★ **SAY** The test is divided into three units. You will only work on Unit __ (fill in the appropriate unit) at this time. Select the Start button for Unit __ (fill in the appropriate unit).

If a student cannot select the Start button:

- 1) Select the Refresh button, then try again.
- 2) Verify the unit is unlocked on the Students in Session screen in PANext.

If there are make-up students in the test environment, communicate the appropriate unit information and make sure students have access to that unit. Reminder: Administer units in order, including for make-up testing. Testing units out of order will result in misadministration or score suppression.



TestNav on iPads

SAY Select "Yes" on the "Confirm App Self-Lock" message.

Students who tap "No" cannot start or continue testing.

SAY Check that the "Welcome" screen says **CMAS Grade ____** (fill in the appropriate grade: 3–8) **English Language Arts/Literacy.**

Assist any students who do not see the correct test name on their screen.

SAY Select the blue Start button.

SAY You will take this test independently. You may not go to other websites, use materials from class, or share questions or answers from the test with other students during or after testing.

Read each passage and question. Then, follow the directions to indicate your answer. One of the questions will ask you to write a response. Enter your response in the box on your screen. If your response is longer than the provided space, a scroll bar appears. Use the scroll bar to review your entire response. There is at least one passage with questions after the written response. Only responses written in English are scored.

If you do not know the answer to a question, use the bookmark and go to the next question. Keep in mind that test questions may take a few seconds to load.

Some words or phrases are underlined. If you see any underlined words or phrases, you can open the link to display a pop-up glossary that provides the definition of the word or phrase.

Read according to the district's scratch paper policy:

If no scratch paper was provided,

SAY You may use the Notepad tool to take notes while you take the test. Answers in the Notepad tool are not scored.

If scratch paper was provided,

SAY You may use the Notepad tool or scratch paper to take notes while you take the test. If you need a clean piece of scratch paper, raise your hand. You may not share your scratch paper with other students. Answers written in the Notepad tool or on scratch paper are not scored.

Pause.

After the last question, you will come to the "End of Unit" screen. If you finish early, you may review your answers and any bookmarked questions. Once you submit your answers, you cannot return to the unit.

If you need help submitting your answers or have difficulty with your device, raise your hand and I will help you. I cannot help you with questions or online tools.

SAY Are there any questions?



Pause to answer any questions and then continue.

ELA Grades 3-5 Only	SAY You have 90 minutes to complete this unit.
ELA Grades 6-8 Only	SAY You have 110 minutes to complete this unit.

SAY I will let you know when you have 10 minutes of testing time left.

Read the appropriate post-testing activity option based on district policy.

A – Students are to sit quietly.	SAY If you complete the unit and submit your answers before the time is up, you must sit quietly for the rest of the unit time.
B – Students will be dismissed.	SAY If you complete the unit and submit your answers before the time is up, I will dismiss you.
C – Students may read.	SAY If you complete the unit and submit your answers before the time is up, you may sit quietly or read for the rest of the unit time.

SAY Select the blue Start button and begin working now.



Record the start time. Calculate the stop time and the time to announce the 10 minute warning. Display the stop time for students (e.g., on a chalkboard or whiteboard).

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. <i>Adjust the stop time by 3 minutes. After 3 minutes,</i>
	SAY You may resume testing.

Monitor students

- Move around the room and ensure students are focused on their own work and do not have access to any prohibited materials. Do not actively read test content on students' device screens.
- Monitor the status of each student's unit while viewing the Students in Sessions screen in PearsonAccess^{next}. Remember to refresh the page occasionally.

If a student is off task (e.g., the student is sleeping or not paying attention to the task)	Redirect the student's attention to the test.
	SAY [Student name], please continue working. <i>You may not remind or encourage a student to answer all questions. You may not use redirection as a pacing strategy.</i>

Interruptions

- If a student must temporarily leave the testing area, the student's device screen must be covered.
- 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, refer to **Appendix D** for a list of common error codes and resolutions or go to <https://support.assessment.pearson.com/display/TN/Error+Codes>. If the test does not resume, call Pearson at 1-888-687-4759.
- Refer to "Stops in Testing" in **Section 2.4.2** for more information.

If a student finishes before the end of the unit testing time and needs help exiting TestNav,

SAY Are you completely done with this unit?

Upon student confirmation, refer to the **TestNav Exit Instructions** at the end of this section to guide the student through the exit process. If the student submitted their answers successfully, the unit status appears as "Completed" in PearsonAccess^{next}.



When 10 minutes of unit testing time remain, if any students are still working on the test,

SAY

You have 10 minutes of testing time left. Remember to check your work and try to answer all questions.



When the unit testing time is reached (or if all students finish before the end of the unit testing time),

SAY

Stop. This is the end of the unit.

Select the Review button in the top left corner of your screen.

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

Select the green "Submit" button.

When the "Test Submit Warning" screen appears, select the green "Yes, Submit" button.

Continue reading directions on the next page.

If students will immediately proceed to the next unit,

Collect any used scratch paper and distribute new scratch paper.

Turn to page 50 to resume the "SAY" directions for the next unit, beginning at the star (★). Students cannot start the next unit until:

- all students in the test environment complete the current unit,
- the Test Administrator locks the current unit in PearsonAccess^{next}, and
- the Test Administrator unlocks the next unit.

If students will take an extended break or test on another day,

SAY Select the "User Menu" button () in the top right corner of the screen.

Select "Sign out of TestNav".

Raise your hand if you do not see a message that says, "Sign out complete."

Do not stop the test session in PearsonAccess^{next} until all units are in "Completed" status for all students. Collect Student Testing Tickets, any accommodated test materials, and used scratch paper and place in an unsealed CMAS return envelope.

Return the materials to the SAC. Document the return of all secure test materials (used and unused) on the school's chain of custody form.

If all students completed all units,

Collect Student Testing Tickets, any accommodated materials, and used scratch paper and place in an unsealed CMAS return envelope.

Refer to "After Computer-based Testing" in Section 5.0.

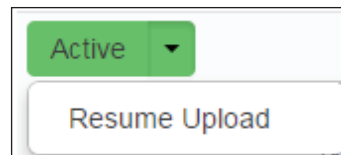
Verify all students show a unit status of "Completed" in the appropriate unit column on the PearsonAccess^{next} **Students in Sessions** screen.

- If any students are in "Exited" status, they did not submit their final answers before signing out of TestNav.
 - Resume the student's test, have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.
 - Confirm the student's unit status changes to "Completed" in PearsonAccess^{next}.



- If any students are in “Active” status, but they are no longer signed in to TestNav, they did not properly sign out of the test (e.g., the computer froze or crashed during testing or while the student was submitting their answers).

- Change the student’s status to “Resume Upload”, have the student sign in to TestNav on the same device using their Student Testing Ticket, then go through the proper steps to submit final answers.



- Confirm the student’s unit status changes to “Completed” in PearsonAccess^{next}.



In PAnext, lock the tested unit at the session level. Confirm the following:


- The unit status for students who just completed testing is locked and “Completed.”
- The unit status for students who were absent is locked and “Ready.”

TestNav Exit Instructions

Refer to the following instructions as a guide to help students log out of TestNav. Test Administrators may assist students who need help exiting the online test. If a student submits answers prior to completing a unit, contact the SAC who will contact the DAC.

Sign Out *Without* Submitting Final Answers

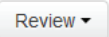
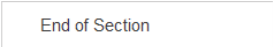



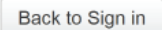
All Units

1. Select the "User Menu" button () in the top right corner of the screen.
2. Select "Sign out of TestNav".
3. Select "Save and Return Later" on the **Exit Test** screen.

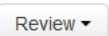
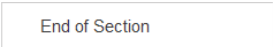
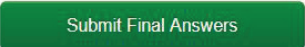

Note: Answers are only submitted from the **End of Unit** screen. If students access this screen, they must **not** choose the option to submit answers unless they answered all questions in the unit and will not return to the unit.

Submit Final Answers

Units 1 and 2

1. Select the  button.
 2. Scroll to the bottom of the drop-down menu and select the  option.
 3. Select  on the **End of Unit** screen.
 4. Select  on the **Test Submit Warning** screen.
 5. The **Available Tests** screen appears.
 6. Select the "User Menu" button () in the top right corner of the screen.
 7. Select "Sign out of TestNav".
- If continuing to the next unit, select  on the screen.

Unit 3

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

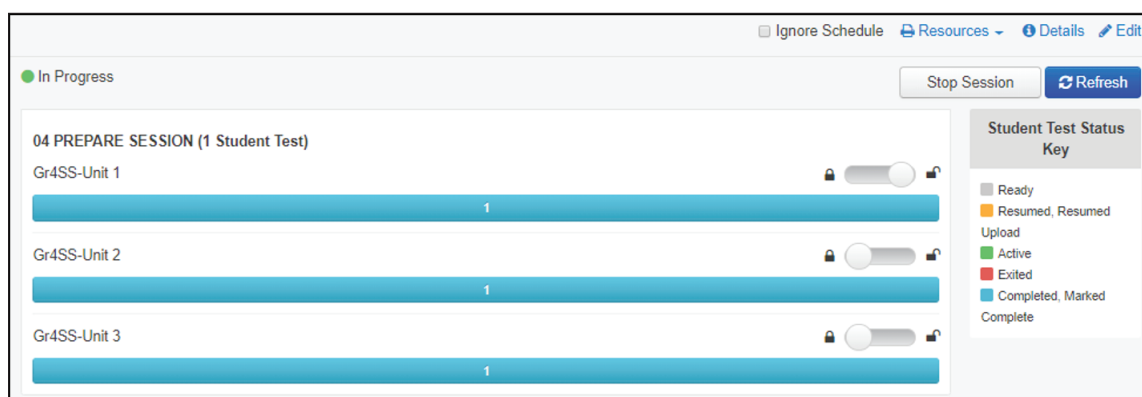
When a student signs out of TestNav successfully, a message appears on the student's screen that says, "Sign out complete. Thank you for using TestNav."

5.0 After Computer-based Testing

A student's test is submitted for scoring as soon as the student selects the green **Submit Final Answers** button at the end of the last unit. The SAC or DAC will mark complete *started* but incomplete tests at the end of the test window.

After Testing Checklist

- Return all Student Testing Tickets, used scratch paper, and any accommodated materials to the SAC.
- Report any unusual circumstances or breaches of test security to the SAC, who must then notify the DAC.
- In PearsonAccess^{next}, verify all units for all students in the test session are in “Completed” status. Solid blue session level unit progress bars displaying “Completed” are seen if all test units were submitted.



- Stop the test session in PearsonAccess^{next}. 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.
 - Select the red Stop button located on the Students in Sessions screen to close the test session. This step is completed by the SAC if student test units need to be marked complete.



Spring 2022 CMAS and CoAlt: Math, ELA, and Science

Maintaining the security of all test materials is crucial to obtaining valid results from the CMAS and CoAlt: Math, ELA (including CSLA), and Science assessments. The security of all test materials must be maintained before, during, and after test administration. Because you are involved in the administration of the CMAS and/or CoAlt: Math, ELA, and Science assessments, it is important for you to know that the prohibited activities on the following list threaten the integrity of the test. Engaging in prohibited activities may result in an investigation, suppression of scores, and possible disciplinary action.

This form must be signed by all individuals involved in the administration of the CMAS and/or CoAlt: Math, ELA, and Science assessments to certify that security measures will be maintained and that prohibited activities, such as the examples identified below, have been acknowledged and understood.

District Assessment Coordinators (DACs)

- I have completed all CMAS and CoAlt training as provided by CDE and the assessment vendor.
- I will read the *CMAS and CoAlt Procedures Manual* and maintain all identified security measures and administration policies and procedures.
- I will establish and carry out a district security plan.
- I will provide training to all Sensitive Data personnel, DTCs, and SACs in my district in regard to test security, administration policies, and procedures.
- I will collect, inventory, and follow all secure chain of custody requirements documented in the *CMAS and CoAlt Procedures Manual*.
- I will report testing irregularities or security breaches, as specified in the *CMAS and CoAlt Procedures Manual*, to CDE.

Sensitive Data

- I have completed all CMAS and CoAlt training as provided by the DAC.
- I will read the *CMAS and CoAlt Procedures Manual* and maintain all identified security measures and administration policies and procedures, as they apply to my role.

District Technology Coordinators (DTCs)

- I have completed all CMAS and CoAlt training as provided by CDE and the DAC.
- I will read the appropriate sections of the *CMAS and CoAlt Procedures Manual* and maintain all identified security measures and administration policies and procedures.

School Assessment Coordinators (SACs)

- I have completed all CMAS and CoAlt training as provided by the DAC.
- I will read the *CMAS and CoAlt Procedures Manual* and maintain all identified security measures and administration policies and procedures.
- I will establish and carry out a school security plan.
- I will train all Test Administrators in regard to test security, administration policies, and procedures.
- I will not remove test materials from the school's campus unless returning the materials to the DAC.
- I will collect, inventory, and follow all chain of custody requirements documented in the *CMAS and CoAlt Procedures Manual* and as determined by the district.
- I will report testing irregularities or security breaches, as specified in the *CMAS and CoAlt Procedures Manual*, to the DAC.

CMAS or CoAlt Test Administrators

- I have completed all CMAS or CoAlt Test Administrator training as provided by the SAC.
- I will maintain security measures and administration policies and procedures identified in the *CMAS Test Administrator Manual* or the *CoAlt Test Administrator Manual*.
- I will not download any part of the assessments, unless an assistive device that requires downloading content is used for a student with an approved accommodation. In this rare situation, the content must be securely removed from the device immediately after the student completes the assessment.
- I will not remove secure test materials from the school's campus.
- I will remove or cover prohibited visual aids in the testing environment and configure the room to prevent a student from viewing another student's test materials or testing device screen.

- I will not leave test materials unattended or fail to keep test materials secure when in my possession.
- I will not explain or read passages, sources, or test items to students. (Exception: Reading is only allowed if administering an auditory/signed presentation script or CoAlt assessment.)
- I will not coach students (e.g., give students verbal or non-verbal cues) during testing, or alter or otherwise interfere with students' responses in any way.
- I will not engage in activities that will result in lack of supervision of students at any time (e.g., use a cell phone or other prohibited electronic device [unless for purposes of communicating with the SAC, DTC, or technology support], check email, grade papers), including leaving students unattended at any time during the test session.
- I will not allow students to communicate with each other in any way or cause disturbances at any time during the test session.
- I will not allow students to use cell phones or other prohibited materials and electronic devices (e.g., smartphones, smart watches, iPods, eReaders) at any time during the test session.
- I will not encourage students to finish any test unit early.
- I will not provide students with more time than is allotted for testing (except for students who have an extended time accommodation listed in their approved IEP, 504, or EL plan).
- I will collect, inventory, and follow all secure chain of custody requirements as determined by the school/district.
- I will not actively read, view, or comment on student responses (except when viewing student responses for accommodation purposes, such as scribing or transcription).
- Some CMAS accommodations and all CoAlt tests require Test Administrators to view and read test content, and/or transcribe student responses. If I am administering such an accommodation or the CoAlt assessment, I will not disclose any test content that I view while providing these accommodations.
- I will report testing irregularities or security breaches, as specified in the *CMAS Test Administrator Manuals* or the *CoAlt Test Administrator Manual*, to the SAC.

All individuals involved in CMAS and/or CoAlt administration

- I will not actively read or view the assessment items or content before, during, or after testing except if necessary to administer an auditory/signed presentation script or CoAlt assessment.
- I will not copy or otherwise reproduce **any part of** secure test materials including test stimuli, test items, and student responses or save any part of the assessments.
- I will not discuss the content of the assessments with anyone, including students or school personnel, through verbal exchange, email, social media, or any other form of communication before, during, or after testing.
- I will not score—formally or informally—test items or student responses.
- I will not engage in any activity that will adversely affect the validity, reliability, or fairness of the test(s).

I acknowledge the information above, pertaining to my role in the CMAS and/or CoAlt: Math, ELA, and Science administration, and agree to all of the statements associated with my role. I also acknowledge that a failure to abide by the terms of this agreement may result in serious consequences, as described above.

I acknowledge that I have read and will follow Section 2.0 Test Security and Administration Policies of the CMAS and CoAlt Procedures Manual, and/or the CMAS Test Administrator Manuals or CoAlt Test Administrator Manual as they apply to my role(s).

In the spaces below, indicate your role(s) in the administration, print your name, sign, and date the form.

Role (check all that apply):

- District Assessment Coordinator
 School Assessment Coordinator
 Sensitive Data
 District Technology Coordinator
 CMAS Test Administrator
 CoAlt Test Administrator
 Other _____

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
<i>District Name and Code</i>	<i>School Name and Code (if applicable)</i>	

DAC – Submit online Security Agreement through the link shared by CDE.

DTC, SAC, Sensitive Data – Submit signed Security Agreement to your DAC.

Test Administrator – Submit signed Security Agreement to your SAC.

Signed Security Agreements must be maintained physically or electronically by the district/school for three years.

CMAS TESTING

**Do Not Disturb
(Only Authorized Personnel Allowed)**

Unit Timing Guide	Math			ELA 3-5 CSLA 3-4			ELA 6-8			Science 5 & 8		High School Science	
Timing Type	Standard	Extended (1.5x)	Extended (2x)	Standard	Extended (1.5x)	Extended (2x)	Standard	Extended (1.5x)	Extended (2x)	Standard - Extended (1.5x) incl.	Extended (2x)	Standard - Extended (1.5x) incl.	Extended (2x)
Unit (min.)	65 min.	100 min.	130 min.	90 min.	135 min.	180 min.	110 min.	165 min.	220 min.	80 min.	110 min.	50 min.	70 min.
Unit (hrs. w/min.)	1 hr. 5 min.	1 hr. 40 min.	2 hrs. 10 min.	1 hr. 30 min.	2 hrs. 15 min.	3 hrs.	1 hr. 50 min.	2 hrs. 45 min.	3 hrs. 40 min.	1 hr. 20 min.	1 hr. 50 min.		1 hr. 10 min.
Start Time	End Time			End Time			End Time			End Time		End Time	
:00	:05	:40	:10	:30	:15	:00	:50	:45	:40	:20	:50	:50	:10
:01	:06	:41	:11	:31	:16	:01	:51	:46	:41	:21	:51	:51	:11
:02	:07	:42	:12	:32	:17	:02	:52	:47	:42	:22	:52	:52	:12
:03	:08	:43	:13	:33	:18	:03	:53	:48	:43	:23	:53	:53	:13
:04	:09	:44	:14	:34	:19	:04	:54	:49	:44	:24	:54	:54	:14
:05	:10	:45	:15	:35	:20	:05	:55	:50	:45	:25	:55	:55	:15
:06	:11	:46	:16	:36	:21	:06	:56	:51	:46	:26	:56	:56	:16
:07	:12	:47	:17	:37	:22	:07	:57	:52	:47	:27	:57	:57	:17
:08	:13	:48	:18	:38	:23	:08	:58	:53	:48	:28	:58	:58	:18
:09	:14	:49	:19	:39	:24	:09	:59	:54	:49	:29	:59	:59	:19
:10	:15	:50	:20	:40	:25	:10	:00	:55	:50	:30	:00	:00	:20
:11	:16	:51	:21	:41	:26	:11	:01	:56	:51	:31	:01	:01	:21
:12	:17	:52	:22	:42	:27	:12	:02	:57	:52	:32	:02	:02	:22
:13	:18	:53	:23	:43	:28	:13	:03	:58	:53	:33	:03	:03	:23
:14	:19	:54	:24	:44	:29	:14	:04	:59	:54	:34	:04	:04	:24
:15	:20	:55	:25	:45	:30	:15	:05	:00	:55	:35	:05	:05	:25
:16	:21	:56	:26	:46	:31	:16	:06	:01	:56	:36	:06	:06	:26
:17	:22	:57	:27	:47	:32	:17	:07	:02	:57	:37	:07	:07	:27
:18	:23	:58	:28	:48	:33	:18	:08	:03	:58	:38	:08	:08	:28
:19	:24	:59	:29	:49	:34	:19	:09	:04	:59	:39	:09	:09	:29
:20	:25	:00	:30	:50	:35	:20	:10	:05	:00	:40	:10	:10	:30
:21	:26	:01	:31	:51	:36	:21	:11	:06	:01	:41	:11	:11	:31
:22	:27	:02	:32	:52	:37	:22	:12	:07	:02	:42	:12	:12	:32
:23	:28	:03	:33	:53	:38	:23	:13	:08	:03	:43	:13	:13	:33
:24	:29	:04	:34	:54	:39	:24	:14	:09	:04	:44	:14	:14	:34
:25	:30	:05	:35	:55	:40	:25	:15	:10	:05	:45	:15	:15	:35
:26	:31	:06	:36	:56	:41	:26	:16	:11	:06	:46	:16	:16	:36
:27	:32	:07	:37	:57	:42	:27	:17	:12	:07	:47	:17	:17	:37
:28	:33	:08	:38	:58	:43	:28	:18	:13	:08	:48	:18	:18	:38
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:30	:35	:10	:40	:00	:45	:30	:20	:15	:10	:50	:20	:20	:40
:31	:36	:11	:41	:01	:46	:31	:21	:16	:11	:51	:21	:21	:41
:32	:37	:12	:42	:02	:47	:32	:22	:17	:12	:52	:22	:22	:42
:33	:38	:13	:43	:03	:48	:33	:23	:18	:13	:53	:23	:23	:43
:34	:39	:14	:44	:04	:49	:34	:24	:19	:14	:54	:24	:24	:44
:35	:40	:15	:45	:05	:50	:35	:25	:20	:15	:55	:25	:25	:45
:36	:41	:16	:46	:06	:51	:36	:26	:21	:16	:56	:26	:26	:46
:37	:42	:17	:47	:07	:52	:37	:27	:22	:17	:57	:27	:27	:47
:38	:43	:18	:48	:08	:53	:38	:28	:23	:18	:58	:28	:28	:48
:39	:44	:19	:49	:09	:54	:39	:29	:24	:19	:59	:29	:29	:49
:40	:45	:20	:50	:10	:55	:40	:30	:25	:20	:00	:30	:30	:50
:41	:46	:21	:51	:11	:56	:41	:31	:26	:21	:01	:31	:31	:51
:42	:47	:22	:52	:12	:57	:42	:32	:27	:22	:02	:32	:32	:52
:43	:48	:23	:53	:13	:58	:43	:33	:28	:23	:03	:33	:33	:53
:44	:49	:24	:54	:14	:59	:44	:34	:29	:24	:04	:34	:34	:54
:45	:50	:25	:55	:15	:00	:45	:35	:30	:25	:05	:35	:35	:55
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:49	:54	:29	:59	:19	:04	:49	:39	:34	:29	:09	:39	:39	:59
:50	:55	:30	:00	:20	:05	:50	:40	:35	:30	:10	:40	:40	:00
:51	:56	:31	:01	:21	:06	:51	:41	:36	:31	:11	:41	:41	:01
:52	:57	:32	:02	:22	:07	:52	:42	:37	:32	:12	:42	:42	:02
:53	:58	:33	:03	:23	:08	:53	:43	:38	:33	:13	:43	:43	:03
:54	:59	:34	:04	:24	:09	:54	:44	:39	:34	:14	:44	:44	:04
:55	:00	:35	:05	:25	:10	:55	:45	:40	:35	:15	:45	:45	:05
:56	:01	:36	:06	:26	:11	:56	:46	:41	:36	:16	:46	:46	:06
:57	:02	:37	:07	:27	:12	:57	:47	:42	:37	:17	:47	:47	:07
:58	:03	:38	:08	:28	:13	:58	:48	:43	:38	:18	:48	:48	:08
:59	:04	:39	:09	:29	:14	:59	:49	:44	:39	:19	:49	:49	:09

Customer Support

For questions about	Contact Pearson Customer Service
<ul style="list-style-type: none"> ■ TestNav and online testing ■ Test session management in PearsonAccess^{next} ■ Test form assignments 	<p>Telephone: 1-888-687-4759 (Monday through Friday, 7:00 a.m. to 6:00 p.m. MT)</p> <p>Live Chat: https://co.pearsonaccessnext.com > Sign in for Chat (Monday through Friday, 7:00 a.m. to 6:00 p.m. MT)</p> <p>Email: https://co.pearsonaccessnext.com > Contact COLORADO Support</p>

For technology issues during test administration, call Pearson at 1-888-687-4759 and indicate you are live testing.

Resources Available Online

Reference materials available online	Located at
Recorded Trainings	http://coassessments.com > Manuals and Training
Important Dates	http://coassessments.com
<i>Spring 2022 CMAS and CoAlt Procedures Manual</i>	http://coassessments.com > Manuals and Training
<i>Spring 2022 CMAS Test Administrator Manuals</i>	http://coassessments.com > Manuals and Training
Student Resources	https://coassessments.com > Practice Resources
Educator Resources	https://coassessments.com > Practice Resources
<i>PearsonAccess^{next} User Guide</i>	https://coassessments.com > Manuals and Training
<i>TestNav Online Support</i>	https://coassessments.com > Quick Links

Additional assessment resources are posted on <http://www.cde.state.co.us/assessment>.

APPENDIX D: TestNav Error Codes and Resolutions

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

Error Number	Error Message	Additional Information and Instructions
1001	Your test has been saved. Please notify your test administrator.	Connectivity issues likely caused this error. Follow the on-screen instructions.
1004	<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"> ■ The student has visited one or more items. ■ The Saved Response File cannot be saved to any of the designated locations. ■ TestNav is unable to successfully send responses to Pearson. ■ The test has not yet been exited or submitted. 	<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. You may need to contact your School or District Technology Coordinator.</p> <p>Desktop OS</p> <ul style="list-style-type: none"> ■ 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. ■ Click Retry to check whether the connection is restored. If you believe the connection may be restored, click Retry again. ■ If you have clicked Retry and the connection with the testing server is not restored, click Exit Test. When the student closes TestNav, the student remains in Active testing status. ■ After the connection is restored, the student can log in. TestNav automatically searches for, and submits, the response file. <p>iPad or Chromebook</p> <ul style="list-style-type: none"> ■ Select Retry to check whether the connection is restored. If you believe the connection may be restored, select Retry again. ■ If you have selected Retry and the connection with the testing server is not restored, select Exit Test. When the student closes TestNav, the student remains in Active testing status. ■ After the connection is restored, the student can log in. TestNav will automatically search for and submit the response file.

Error Number	Error Message	Additional Information and Instructions
1005	No saved response file found (Resume w/ file).	<p>The student's status is set to Resumed-Upload, but no file was found in the designated response file location. The Resumed-Upload status indicates that a student has exited the test abnormally. If possible, reload the Saved Response File (SRF) that was saved when the student was last in the TestNav session to retrieve all previously provided responses. You may need to contact your School or District Technology Coordinator.</p> <p>If you continue testing without loading a response file by selecting Skip Upload, any responses from the student's previous login that were not already received by the Pearson testing server will be lost.</p> <ul style="list-style-type: none"> ■ If this error code is received before the student has answered any questions, Skip Upload should be selected as there are no previous responses. <p>Desktop/Laptop OS</p> <ul style="list-style-type: none"> ■ Select Browse to locate the response file, and then select Upload Response File to submit the responses to the testing server. ■ If the response file is located on a computer or a network drive that is unavailable at this time, select Exit Test. ■ 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. Verify whether a wireless router was disconnected or accidentally shut off. TestNav will automatically search for, and submit, the response file. ■ If the file is not found, EWS comes back to this 1005 error code screen. ■ Click Browse to locate the response file, and then click Upload Response File to submit the responses to the testing server. The student may need to be resumed before attempting to log in again. <p>iPad or Chromebook</p> <ul style="list-style-type: none"> ■ Check the device for response file. If you cannot locate the file select Exit Test. ■ To locate the response file, check the device using instructions available at https://support.assessment.pearson.com/x/DAACAQ. Once located, the student can log in using the same device.
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 Retry to check whether the connection is restored.</p> <p>If the connection is not restored, select Exit Test. When the student closes TestNav, the student remains in Active testing status.</p> <p>After the connection is restored, you can set the student's testing status to Resume, and they can log in. TestNav automatically searches for, and submits, the response file.</p>

Error Number	Error Message	Additional Information and Instructions
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 full screen 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>Contact your School or District Technology Coordinator; TestNav usually displays this error due to network connectivity problems.</p> <p>Verify the network connection, and try again.</p> <p>Network</p> <ul style="list-style-type: none"> ■ The testing machine is connected to the school's network. ■ Ethernet cables or wireless connections, routers, and switches are in place and functioning. <p>Proctor caching computer</p> <ul style="list-style-type: none"> ■ Proctor caching computer is on and running. ■ Both ports 4480 and 4481 are open in the firewall on the proctor caching computer. ■ The testing machine is on the same network subnet as the proctor caching computer. <p>TestNav configuration on administrative site</p> <ul style="list-style-type: none"> ■ The administrative site has the accurate IP address and port configurations for the proctor caching computer. <p>After you restore the connection, check the student's test status in the administrative application and reset, if needed. Then, you can resume the student's testing session 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 ^{next} .
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.




Computer-Based Testing:

Before Testing

- Prepare the testing environment
- Test Administrator log in to PearsonAccess^{next}
 - Check for accommodations and accessibility features assignments (e.g., TTS) using the guidance below
 - Confirm the Assessment Coordinator prepared the test sessions
 - Start the test sessions and unlock the applicable unit (lock the unit for absent students)

Confirming Accessibility Features and Accommodations

*Before starting every test session in PearsonAccess^{next}, confirm students have access to the correct forms. The following icons appear on the *Students in Session* screen if special forms are assigned correctly.*

Indicator	Special Form
	Text-to-Speech
	Spanish
	Assistive Technology (Math & ELA)

Notes: Students utilizing an oral/signer script must be placed in an Auditory/Signed Presentation Script session. *SPA* and *TTS* appear if a student is assigned a Spanish Text-to-Speech form.

If you so not see an accessibility feature or accommodation indicator for a student who should have one, do not let the student log in. Contact your SAC.

During Testing

- Distribute test materials to students and administer the assessment according to the directions and administration script in this manual
- Monitor testing time
- Supervise test administration and provide breaks (if applicable)
 - Manage test sessions and review each student's unit status in PearsonAccess^{next}
 - Resume students (as needed)
 - Ensure students submit completed test units

After Testing

Return all materials to the SAC:

- Test Administrator Manual
- Student Testing Tickets
- Used scratch paper
- Any printed Mathematics Reference Sheets (grades 5+) and high school science periodic tables
- Accommodated materials (e.g., Scripts for Signing/Translation)

As necessary, complete documentation to report:

- Testing irregularities
- Security breaches



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