Colorado Measures of Academic Success:
Science and Social Studies Assessments

Test Administrator Manual

High School
Science

Fall
2014

cde **COLORADO**
DEPARTMENT *of* EDUCATION

Table of Contents

Telephone Assistance

For questions about	Contact Pearson Customer Service
• TestNav and online testing • Test session management in PearsonAccess • Test form assignments	Telephone: 1-888-687-4759 (Monday through Friday, 7:00 a.m. to 6:00 p.m. MT) Live Chat: http://www.pearsonaccess.com/co (Monday through Friday, 7:00 a.m. to 6:00 p.m. MT) Email: COHelp@support.pearson.com Website: http://www.pearsonaccess.com/co

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

Resources Available Online

Reference materials available online	Located at
Recorded Trainings	http://www.pearsonaccess.com/co > Support > Resources > Training
Important Dates	http://www.pearsonaccess.com/co > Support > Resources > Important Dates
CMAS: Science and Social Studies Test Administrator Manuals	http://www.pearsonaccess.com/co > Support > Resources > Manuals and Documents
ePATs (practice testing environments)	http://www.pearsonaccess.com/co > ePAT
ePAT Guides	http://www.pearsonaccess.com/co > ePAT
Memos	http://www.pearsonaccess.com/co > Support > Resources > Memos
PearsonAccess User Guide	http://www.pearsonaccess.com/co > Support > Resources > Reference Guides
CMAS Procedures Manual	http://www.cde.state.co.us/assessment/newassess-sum
Accommodations Supplement	http://www.cde.state.co.us/assessment/coassess-accommodations

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

Overview for the Fall 2014 Administration of the Colorado Measures of Academic Success: Science and Social Studies Assessments

Background

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

Using the *CMAS Test Administrator Manual*

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

Standard Conditions for a Standardized Test

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

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

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

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

Prohibited Materials

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

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

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

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

Note: Test Administrators and technology staff, such as the District Technology Coordinator, may use cell phones to contact technical support to trouble shoot TestNav issues or use tablet devices to administer the assessment session in PearsonAccess.

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 circumstance may any student be allowed access to the Internet, a cell phone, or a visual recording device. Test accommodations must be listed in or recommended by the student's Individual Education Plan (IEP), 504 Plan, or English Language (EL) Plan and documented as a demographic update in PearsonAccess, as appropriate, by the SAC.

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

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

Test Security

Security Requirements

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

- a documented chain of custody is maintained, and
- all students take the CMAS in a standardized manner following state requirements and instructions in this manual.

Test Administrators are expected to ensure that Student Authorization Tickets, printed seal codes, and paper CMAS test materials are not left in open or unattended areas. No tickets, seal codes, or paper test materials are to leave the school building.

Online and paper tests are not to be viewed by anyone prior to testing. Test Administrators must not actively read test content or test items. Only students being tested are allowed to access the test at the time of testing. Students must **not** have access to the test forms before the scheduled test session begins. Students are not to disclose test contents to teachers, Test Administrators, or any school personnel. Test Administrators are not allowed to answer questions about the test items at any time (during or after testing). Test Administrators may, however, answer questions about test directions or procedures. Test Administrators may also read the blue directions banner on a student's screen during testing.

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

Chain of Custody

A documented chain of custody must be maintained for all Student Authorization Tickets, printed seal codes, and paper CMAS test materials before, during, and after test administration. The following chain of custody requirements apply to CMAS test administration:

- All secure CMAS: Science and Social Studies materials must be accounted for and stored in a secure and locked location before and after testing.

- The SAC is responsible for the distribution and collection of CMAS: Science and Social Studies materials to and from Test Administrators each day of administration, preferably within 15 minutes of the start and end of test section administration. Test Administrators are not to have extended access to materials before or after administration, with the following exceptions:

  - Test Administrators providing an oral script accommodation in English or Spanish may have supervised access to oral scripts 24 hours prior to administration.

  - Test Administrators/translators administering the assessment in a language other than English or Spanish (including sign language) may have supervised access to oral scripts up to five working days prior to administration.

  - Test Administrators administering a braille form will need access to the Teacher Notes for braille prior to administration to ensure that all needed materials are procured.

- All state assessment books and other state materials must be secured while in the Test Administrator's possession and test materials must not be stored in classrooms in advance of, or following, the administration.

- Test Administrators who are involved with administration of the paper-based forms of the assessments may have access to test books only on the day the content area is assessed.

- Test materials must be documented on the School Security Checklist and secured while in the Test Administrator's possession.

- Test Administrators must document the return of all secure test materials (used and unused) on the School Security Checklist, and must return all materials to the SAC.

Ethical Practices

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

Quality instruction will produce quality student performance on state tests. While teaching test-taking strategies and providing some regular instruction using formats similar to those found on standardized tests is appropriate, instruction that is explicitly designed as practice for the CMAS (i.e., "teaching to the test") provides students with negative messages about what is important to their education and performance. This is **not** considered an ethical practice. Further clarification regarding appropriate test preparation is provided in the table below.

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

Accommodations

You may have students in your test environment who will receive approved testing accommodations that are documented in their IEP, 504, or EL Plan. Accommodations are changes to instructional materials, procedures, or techniques that allow students with a disability and English learners (ELs) to participate meaningfully in classroom instruction and testing activities. These include linguistic accommodations and accommodations for students with disabilities.

Most students will be taking CMAS: Science and Social Studies assessments on a computer. The paper-based versions of the CMAS: Science and Social Studies assessments are considered accommodated forms. Use of the paper-based assessments is expected only to be available for students with specific needs or conditions (e.g., seizures from computer, braille, adaptive input does not work with testing system), as documented in an IEP or 504 Plan.

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 or a cell phone. Test accommodations must be listed in or recommended by the student's IEP, 504, or EL Plan. It is the SAC's responsibility to provide Test Administrators with information and training about the accommodations that a student is to receive on the testing day.

Administering the High School Science Test

Preparing the Testing Environment

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

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

If an appropriate seating configuration is not possible, cardboard, plastic, or other types of partitions may be used as physical and visual barriers between computers to prevent

students from viewing other monitors. Schools may already have one or more of the following materials available that can be adapted for this purpose:

- Vertical cloth or paper "curtains" that isolate each computer

- Card stock (e.g., manila folders) that can be taped to the sides of computer monitors

- Flattened cardboard boxes that can be cut, folded, and taped to form a visual barrier between computers

- Tri-fold display boards (such as those used for science project exhibits) that can stand freely between computers

- Cardboard carrels

- Privacy screens narrow the viewing angle of a computer monitor so that it is visible only to someone sitting directly in front of it. When viewed from the side at more than a 30-degree angle, the screen appears dark or blank. Schools that have privacy screens available should affix them to monitors prior to the beginning of testing and ensure that students are seated so that they cannot view the monitor of the student seated in the row in front of them.

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

- Seat students in every other seat (useful in a computer lab setup)

- Arrange monitors back-to-back

- Seat students back-to-back

- Seat students in a semicircle (useful for schools using laptops)

- Seat students in widely spaced rows or in every other row (appropriate for a classroom setup)

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

A sheet of paper, a folder, or other material may be used to cover a student's monitor during a temporary stop to testing, such as for a bathroom break. For more details, see "Stops in Testing" on page 8.

Time Limits Policies and Procedures

Each CMAS: Science and Social Studies assessment **test section** includes a minimum testing time of 55 minutes and a maximum testing time of 70 minutes. The **test administration time** for each section includes an estimated additional 10 minutes for set up and transition. Time for set up and transition includes distributing materials, reading directions, and logging in to the test. The **section testing time** begins when the Test Administrator tells students to begin working on their tests.

Students must complete any started test section(s) within the same school day. Districts may choose to have students complete all three sections in one sitting, or to complete the assessment over multiple consecutive days. Districts establish starting days and times for testing within the administration's state testing window.

Each test section includes 70 minutes of student testing. Once a student starts testing, he or she is required to sit for a minimum of 55 minutes.

For each section, students must **remain in the test environment** for a minimum of 55 minutes. (Exception: If **all** students in the test session have finished the section being tested **anytime** before the 70 minute maximum testing time has been reached, the Test Administrator may end that test section.) After the minimum time has been reached, follow your district's policy regarding whether students who have finished testing should proceed to the next section, remain in the testing environment while the rest of the students finish, or if they may be dismissed to complete the next section on the following day. If students are required to remain in the testing environment after completing the test section(s), they must turn in their test materials and then sit quietly or read (as determined by the district). Once the maximum testing time of 70 minutes has been reached, Test Administrators must instruct any students still testing to submit their answers for the **current** online test section or, if testing on paper, to put their pencils down and close their test books.

Each student must be allowed to work at his or her individual speed. Students must **not** be directed to speed up or slow down. A student may be allowed extended time beyond 70 minutes as an accommodation only if it is recorded in his or her IEP or 504 Plan. Students requiring additional extended time (e.g., time and a half, double time) must be placed in a separate test session.

Late-Arriving Students

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

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

Stops in Testing

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

- **Bathroom breaks for an individual student.** During testing, only one student should be allowed to leave the room at a time. Talking among students is not allowed at any time. Students should not have access to cell phones or other prohibited electronic devices during breaks. If a student leaves the testing room for an extended period of time and returns, the Test Administrator must decide whether confidentiality has been breached and if it is appropriate for the student to continue testing.

- **Short breaks for students.** Students must not exit from the test. It is recommended that visual blocks be applied to students' computer screens (e.g., monitors turned off, folders taped to screens).

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

- **Emergency situations that significantly interrupt testing.** In the event of a schoolwide emergency that causes a disruption in testing, **ensuring the safety of students and staff is top priority**. Test Administrators should not instruct students to exit their test sessions unless time permits. Note the time of the disruption so that the remaining time for the test section can be calculated. When possible and feasible, record this information in writing.

  - If administering the CMAS computer-based form of the assessment, leave Student Authorization Tickets and other materials in the assessment room. Collect Student Authorization Tickets only if time permits prior to leaving the testing environment.

- If administering the CMAS paper form of the assessment, leave test books in the assessment room. If time permits, have students close their test books. Collect the test books only if time permits.

Follow the school procedures for the emergency situation.

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

- Ask students, "Are there any questions about the instructions for this section?"

- Test Administrators must inform students of how many minutes remain in the test section and write the start and stop times of the resumed section on a space that is visible to the students.

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

- **Medical situations and ill students**

  - **Online.** If a student becomes ill or experiences a medical situation during an **online test**, the student must exit his or her test before leaving. To exit the test, the student will:

    1. Select the button next to his or her name displayed in the top right corner of the screen.

    2. Choose the option "Logout of TestNav."

    3. Select "I want to exit this test and finish later." on the **Exit Test** screen.
       - If testing in Section 3, students must **not** choose the option to submit final answers unless they have answered all questions in Section 3 and do not need to return to the test.

    4. The Test Administrator must assist a student who needs help exiting his or her test.

    5. The student may make up any incomplete or missed sections at a later time. When the student returns, the Test Administrator must resume the test section before the student can continue testing. For instructions on how to resume a test section, see page 16 of this manual.

  - **Paper.** If a student becomes ill or experiences a medical situation during a **paper test**, the Test Administrator must note the exact place in the test where the student stopped and the amount of time remaining in the test section. The Test Administrator must collect the student's test materials and return them to the SAC. The student must finish their test during make-up testing.

Responsibilities of the Test Administrator

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

Test Administrator Responsibilities Checklist

During All Stages:

❏ Ensure that all test materials are secured at all times following state requirements. Test materials must be kept in a secure, locked location at all times when not being used for testing. Test materials must not be stored in classrooms.

❏ Maintain test security and the chain of custody for secure materials.

Before Testing:

Training

❏ Create a password for your PearsonAccess account. You will receive an automated email from cohelp@support.pearson.com once the SAC or DAC has created user accounts for your school or district. Your PearsonAccess account must be set up before testing. If you have not received this email, contact your SAC.

❏ Attend the trainings provided by your district or school. For additional information regarding proper testing procedures and training, go to: http://www.pearsonaccess.com/co.

❏ Sign the Security Agreement and return it to the SAC.

❏ Review the *CMAS Test Administrator Manual,* the *Procedures Manual,* and the *Accommodations Supplement* (if administering an accommodated form of CMAS).

Preparing Students

❏ Access and administer practice tests (ePATs) prior to testing. ePATs are available on PearsonAccess > ePAT. They are also available through the PearsonAccess Training Center.

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

The Test Administrator should prepare students for testing by helping students approach testing in a relaxed, positive way, and by encouraging students to put forth their best efforts.

Online Test Setup

❏ Depending on district or school practices, the DAC, SAC, or Test Administrator must assign an online accommodated test form for any student who is testing with accommodations, as well as the text-to-speech form for any student requiring the text-to-speech accessibility feature.

❏ Verify that students have been assigned to the appropriate form on the **Test Session Details** screen in PearsonAccess. The name of the form will be displayed in the **Form/Form Group Type** column. The words "Text to Speech" will be displayed in this column if the student has been assigned to a text-to-speech form.

❏ Depending on district or school practices, the DAC, SAC, DTC, or Test Administrator must download test content (proctor cache). Proctor caching is recommended no later than the day before starting the test session. Instructions can be found in the *TestNav 8 Proctor Caching User Guide*, available at http://www.pearsonaccess.com/co > Support. Verify with the SAC if the Test Administrator is responsible for proctor caching.

❏ Receive Student Authorization Tickets and seal codes from the SAC. On each testing day, the SAC will provide the Student Authorization Tickets and the seal code document. If you are a Test Administrator for multiple PearsonAccess test sessions, keep the tickets and seal code documents grouped by test session.

During Testing:

❏ Open and manage all relevant PearsonAccess test sessions on each testing day for each testing group. Managing test sessions includes initially starting the session, resuming a student's test after a temporary stop in testing, resuming all tests in a session if breaks are taken between sections, and **stopping the test session only after all students have completed all three sections and are in "Completed" status**.

❏ Distribute Student Authorization Tickets and have students log in to TestNav.

❏ Account for all students enrolled in the test session. If a student is absent, notify your SAC. You may use the student's Student Authorization Ticket to track absences.

❏ Post the four-digit seal code(s) **for the current section only** in the testing room after students have logged in to TestNav. Seal codes may be written on a blackboard, whiteboard, or chalkboard, or displayed on a poster. As soon as all students have entered the seal code and have begun testing, remove the seal code from display.

❏ Keep track of make-up students who may be taking a different section of the test than other students in the same room. Make-up students testing online may require a different seal code and Student Authorization Ticket, depending on your school's make-up testing arrangement. Contact your SAC for further instructions on make-up testing.

❏ Read aloud the Administrator "SAY" directions exactly as printed in the *CMAS Test Administrator Manual*. For oral administration, read the oral script that is provided separately exactly as printed.

❏ Administer the test. Refresh and monitor student status frequently to ensure that all students are, and remain in, active status during online testing. Resume tests as needed.

❏ Answer student questions related to TestNav functionality and test procedures. Test Administrators may help students access the Notepad tool in TestNav. Do not answer any questions related to test content.

Just before testing Section 1, Test Administrators must "*Start*" the test session in PearsonAccess (see directions on page 14 of this manual).

Just before testing Sections 2 and 3, Test Administrators must "*Resume*" all student tests in PearsonAccess (see directions on page 15) before testing may be resumed.

Important Precautions During Testing

- Do **not** provide feedback, including any hint about the correctness of a response or any guidance.
- Do **not** coach, edit, or point out errors in student work.
- Do **not** encourage students to change their responses through tone, gesture, or questions or statements such as "Are you sure?" or "Look at that again."
- Do **not** clarify test items.
- Do **not** answer content-related questions.
- Do **not** interfere with the demonstration of skills.
- Do **not** interact with students in any way unless they are behaving in a manner that is unsafe, disruptive, or might result in tests being invalidated. However, limited interaction with students on the subject of TestNav functionality (but not content) is acceptable.

❏ Maintain the security of Student Authorization Tickets, from receipt before testing to collection after each test section (collect the tickets after each test section only if your school is taking extended breaks between sections). On absent students' Student Authorization Tickets, write the missed section(s) that must be completed in make-up sessions upon their return.

❏ Document any unusual circumstances or breaches of test security regulations.

❏ Place Student Authorization Tickets and seal codes in an unsealed secure return envelope and return it to the SAC at the end of the active session testing time. Document the return of all secure test materials (used and unused) on your school's chain of custody form.

After Testing:

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

❏ After all students have completed the three sections of the test, check the test session in PearsonAccess to ensure that all students are in "Completed" status, indicating that tests have been submitted.

❏ **Stop** the test session in PearsonAccess. The session cannot be stopped until all tests for all students within the session are in "Completed" or "Marked Complete" status. If any students need to be "Marked Complete," notify the SAC, who will perform that action and stop the test session.

Student Test Materials

Required Test Materials

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

- Student Authorization Tickets, which contain the URL that students must enter into a browser to access TestNav, and the unique username and test code needed to log in to take the test. Student Authorization Tickets must be stored in a secure location prior to testing, in between test sections, and after the test administration. Depending on district or school procedures, one ticket will be printed per student; the same ticket may be used for each testing day. Make-up students may require a **different** Student Authorization Ticket for make-up test sessions. Consult your SAC for details on your school's make-up testing procedures.

- Headphones, if students are using the text-to-speech accessibility feature.

- Approved alternative scratch paper, as indicated in a student's IEP and/or 504 Plan (i.e., graph paper or specialized writing paper).*

*All scratch paper must be inspected before use to verify that it is free of any writing. All used scratch paper must be collected at the end of the section and returned to the SAC in an unsealed secure return envelope.

For students who are unable to use the Notepad in TestNav, Test Administrators may supply one piece of clean scratch paper at the start of each section. Students needing scratch paper may exchange for one additional piece of paper during the test section, but are allowed only one sheet at a time.*

Seal Codes

Seal codes ensure that students can only review and change answers in the current test section. Seal codes prevent students from continuing to the next section until permitted and prevent students from accessing sections they have previously completed.

Your SAC will deliver the seal code document to you before testing. The seal code document will list nine seal codes. **You only need to use the first three codes—one per test section—to unlock the corresponding three sealed sections of the test.** The testing environment should include space (e.g., a chalkboard, a whiteboard, poster paper) to display the seal code for students. Before each test section, Test Administrators must write or post the seal code in the room. Seal codes for any make-up test sections will also need to be posted if there are any make-up students testing in the same room. After all students have successfully logged in to TestNav, erase or take down the posted seal codes.

A student who is unable to enter a test section with the given seal code may have improperly exited from the previous test section. Direct the student through the appropriate section exit instructions until they see the correct test section seal code screen. If the student is still unable to enter a test section, call the Pearson Help Desk at 1-888-687-4759.

Practice Testing Environments (ePATs)

Due to the newness of computer-based testing, schools are strongly encouraged to provide students with time to experience the practice testing environment before actual testing. The ePATs will help students navigate through the online testing environment and use the embedded supports on the day of testing. Exposure to ePATs in advance of testing is especially important for students planning to use the text-to-speech tool. In addition to ePATs, ePAT guides are available to familiarize Test Administrators with the computer-based tests and include a script to guide students through the ePATs.

Software for the ePAT does not need to be installed or downloaded. The ePATs and the corresponding guides are available as links on PearsonAccess > ePAT. ePATs will open in the browser-based test environment, TestNav 8. For a list of hardware and software requirements to run TestNav, please consult http://www.pearsononlinetesting.com/TestNav/8.

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

On the Testing Day

Log in to PearsonAccess

Log in to PearsonAccess by going to http://www.pearsonaccess.com/co.

1. Select **Sign In**.
2. Enter the user name and password you created prior to administration.

Start or Resume the Test in PearsonAccess

Before Test Section 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 *Test Management > Manage Test Sessions*.
2. Select "Test Sessions" from the **View By** options set.
3. Select the session name to go to the **Session Details** screen.
4. Select **Start**.
5. Select **Yes – Start Session**.

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

Once the test session is started, the student will launch a browser, enter the TestNav URL, and log in using the username and test code provided on the Student Authorization Ticket.

Test Administrators will guide students through logging in to TestNav, entering the seal code, and beginning the test.

Before Test Sections 2 and 3 (only if taking extended breaks between sections or if completing test sections over multiple consecutive days)

Tests must be resumed in PearsonAccess before administering Test Sections 2 or 3. To resume tests:

1. Go to *Test Management > Manage Test Sessions*.
2. Select "Test Sessions" from the **View By** options set.
3. Select the session name to go to the **Session Details** screen.
4. Select the checkboxes for all students in "Exited" status.
5. Select **Resume Test**.

You cannot resume a student who has a "Ready," "Resumed," "Marked Complete," or "Completed" status.

Monitor the Online Test Session

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

Test Administrators may assist individual students by re-reading scripted directions from this manual or by reading the direction text that appears in the blue banner on a student's screen. **Test Administrators must not read the test content appearing on the students' computer screens.**

Test Administrators should monitor student progress by watching the **Status** column or by utilizing the **Session Health** radio button on the **Session Details** screen.

As students begin to log in and start the test, the **Status** column next to the student's name will show one of the following:

Status Explanation	
Ready	The student has not yet started the test.
Active	The student has logged in and started the test.
Exited	The student has saved and exited the test section but has not completed all three sections of the test.
Resumed	The test can be re-entered by the student. If the test is not set to "Resumed" status by a Test Administrator after the student has exited the test, the test cannot be re-entered.
Completed	All three sections of the student's test have been completed and responses have been received by Pearson.
Marked Complete	The SAC marked the test complete.

The Status column is not updated automatically. Test Administrators must select Refresh to update the status of all students in the test session.

Resume Test Sections After Interruptions

If there is an interruption to testing, the student should select the button next to his or her name displayed in the top right corner of the screen; choose the option "Logout of TestNav."; then select "I want to exit this test and finish later." on the **Exit Test** screen.

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

To resume a student's test, follow these steps in PearsonAccess using the Test Administrator computer.

1. Go to *Test Management > Manage Test Sessions.*

2. Select "Test Sessions" from the **View By** options set.

3. Select the session name to go to the **Session Details** screen.

4. Select the checkbox for the student on the **Session Details** screen.

5. Select the **Resume Test** button. The **Status** column should display a purple "Resumed" to indicate that the student's test can be resumed.

6. Exit and relaunch the student's browser. The student will need to log in using the same username and test code from his or her Student Authorization Ticket.

7. Provide the seal code for the student if the seal code is required by TestNav.

8. Verify that the system has saved and uploaded any test responses that the student entered after the interruption once the connection to the Pearson testing server is reestablished. The student can do this by viewing the **Review** screen in TestNav.

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

For any problems involving PearsonAccess or TestNav, or if a student selects the **Submit Final Answers** button by mistake (available in Section 3 only), the Test Administrator must call Pearson at **1-888-687-4759**.

Administrator "SAY" Directions

Test Administrators are allowed to read only the Administrator "SAY" directions and the text in the blue banner on student screens. These directions may be repeated or clarified as long as the substance of the directions is not changed.

The Administrator "SAY" directions are a script Test Administrators must 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. You will use this script for each test section. **You may repeat the directions as many times as needed.** The material in italics is information meant for you and should not be read aloud to students.

Test Administrators must resume the student's test before the student can continue.

During testing, only one student should be allowed to leave the room at any given time.

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

|	
SAY	The directions you are to read aloud to students are preceded by this symbol and printed in **bold type.**
(clock symbol)	This symbol accompanies anything concerning the timing of the test.

Preparing Students Immediately Prior to Testing

1. Distribute student test materials.

2. Direct students to TestNav.

3. Test Administrators should instruct students who need access to text-to-speech to verify the volume setting before logging in to TestNav. Students using **text-to-speech** must plug their headphones into the computer and perform a sound check by clicking the **Click To Test Audio** link (Click To Test Audio 🔊) on the login screen. They must then manipulate the volume level on their computer and set it to their ideal listening level. **Volume controls cannot be adjusted after logging in to TestNav.**

4. At this time, Test Administrators must verify on the **Session Details** screen in PearsonAccess that students needing accommodated forms (e.g, color contrast, Spanish audio, oral script) or the text-to-speech accessibility feature form have been assigned the correct form on the **Session Details** screen in PearsonAccess. If the required form is not indicated in the **Form/Form Group Type** column, the student will not have access to the accommodated form or the text-to-speech form.

   To assign the correct form, use the **Override** link in the **Form/Form Group Type** column and select the appropriate Form Group Type and Form. Enter any text (such as an "x") into the **Reason** field. Select **Save**.

5. Each student must be given their Student Authorization Ticket. If a student arrives in your test section and you do not have a ticket for that student, immediately contact your SAC.

6. Note any students who are absent and provide this information to the SAC to arrange for make-up testing.

7. Administration directions may be adjusted for students with accommodations. References to times may be eliminated for students requiring extended time beyond 70 minutes as documented in their IEP, 504, or EL Plans.

If students are testing on iPads or Chromebooks, note the specific device on which each student is testing. Each student should use the same device for all three sections to aid in response data recovery if needed.

If your school requires that students log in to the network, have them do so prior to beginning CMAS test administration.

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

Early Warning

Message 1001

⊘ **Your test has been saved**

⚠ **Please contact your teacher or proctor to complete this process**

Test Proctor - Click Here

Then select Retry.

Unable to download test content from the testing server

Message 1009

The testing server cannot be reached.

Any un-sent responses have been saved on this computer.

Primary location: C:\Users\franda\Pearson\first-last-52988\srf

Alternate location: Path is Not Available

Response file name: 6d7feee2-bf3a-42e9-8c70-e4d7d5cccd93.SRF

To see if the connection has been restored, choose **Retry**
To complete the test at a later time, choose Exit Test.

Retry | Exit Test

If the test does not resume, call the Pearson Help Desk at 1-888-687-4759.

Science Test "SAY" Directions (Online)

Read for Test Section 1

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

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

If your district allows reading materials,

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

Make sure that 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 **Cell phones and other electronic devices are not allowed.**

If cell phones can be collected at your school,	**SAY** **If you have your cell phone or any other devices with you, make sure that they are turned off and I will collect them now. I will return them to you at the end of the testing session.**
If cell phones **cannot** be collected at your school,	**SAY** **If you have your cell phone or any other devices with you, make sure that they are turned off and securely stored.**

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

SAY **You will be taking this test using an online testing system. I will hand you a Student Authorization Ticket. You will use this to log in to the test. Hold on to your ticket. It will be collected at the end of the test section.**

Distribute Student Authorization Tickets. Maintain the Student Authorization Tickets for absent students and store separately. At a later time, you may choose to write on the ticket: Absent Section 1.

If you have not already loaded or typed the URL for TestNav into student devices, or if student computers do not have a direct link or icon to TestNav:
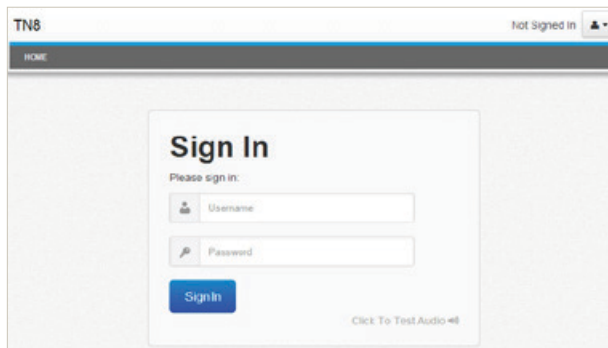
SAY **Open your browser and type in the URL, https://co.testnav.com, exactly as it appears on your Student Authorization Ticket.**

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

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

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

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

Instruct students who need access to text-to-speech to verify their volume setting before logging in to TestNav. Verify in PearsonAccess that these students are assigned the text-to-speech form.

SAY **Find your name next to Student Name on your Student Authorization Ticket. If your name is not on the ticket, please raise your hand.**

> *Pause to answer any questions and then continue.*

SAY **Type your username in the Username field <u>exactly</u> as it appears on your ticket.**

> *Pause while students locate their username on the Student Authorization Ticket and type it into the field on the computer screen.*

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

> *Assist any students having problems with the login process. Ensure that students are entering their username and test code exactly as they appear on their Student Authorization Tickets. When all students are logged in, continue.*

SAY Once you have logged in, you will see a screen that says "CMAS High School Science." Does everyone see "CMAS High School Science" on the screen?

Assist any students who do not see the words "High School Science" on their screen. If you have any make-up students in your test environment, check to make sure that the information on the screen matches the make-up test section.

SAY Make sure that your name appears in the top-right corner of the screen (f. last 👤▾). If you do not see your name, please raise your hand.

*Assist any students who do not see their names displayed at the top of the screen. If a different name appears for a student on his or her TestNav screen, have the student exit the test by selecting the button next to the displayed name; choose the option "Logout of TestNav."; then select "I want to exit this test and finish later." on the **Exit Test** screen. Double check that the student has the correct Student Authorization Ticket and attempt to log in again. If the error persists, continue administering the test to the rest of the class. After reading the rest of the Administrator "SAY" instructions and after the other students have started testing, contact the Pearson Help Desk at **1-888-687-4759**.*

Options for timing of the test administration will vary. Read the option below based on your district's policy. If Option 1 or 2 is selected, prior to administering this test section, you must fill out instructions for where students may report if they have completed the test after 55 minutes.

Option 1 – Students may read for the remainder of the 55 minutes and then leave the room.	**SAY** You will have 70 minutes to complete Section 1 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 1 before 55 minutes are up, you may sit quietly or read. If after 55 minutes you have completed Section 1, I will excuse you to _____.
Option 2 – Students are to sit quietly for the remainder of the 55 minutes and then leave the room.	**SAY** You will have 70 minutes to complete Section 1 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 1 before 55 minutes are up, you must sit quietly for the remainder of the time. If after 55 minutes you have completed Section 1, I will excuse you to _____.
Option 3 – Students may read for the remainder of the 70 minutes.	**SAY** You will have 70 minutes to complete Section 1 of the test. If you have completed Section 1 before time is up, you may sit quietly or read.
Option 4 – Students are to sit quietly for the remainder of the 70 minutes.	**SAY** You will have 70 minutes to complete Section 1 of the test. If you have completed Section 1 before time is up, you must sit quietly for the remainder of the time.

SAY Select the blue Start Test Now button (Start Test Now ») and then wait for further directions.

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

SAY **The assessment is divided into three sections. You are only to work on Section 1. You should see a screen that says Section 1. If you do not, raise your hand.**

> *Verify that all students are on the correct section. If the student's screen says Section 2 or Section 3, continue to deliver the Administrator "SAY" directions to the other students. After reading the rest of the Administrator "SAY" instructions and after the other students have started testing, contact the Pearson Help Desk at **1-888-687-4759**.*

> *Display **only the first seal code** on the blackboard, whiteboard, chalkboard, or other surface. Point to the seal code.*

SAY **Enter the four-digit seal code in the Enter Seal Code field. Select the blue Start Section button (Start Section) and then wait for further directions.**

> *Provide seal codes for make-up test sections directly to the make-up students. Remove the seal code from view once students begin working on the section.*

SAY **Does anyone have any questions?**

> *Answer any questions.*

SAY **Now you will see a set of three sample questions, starting with Sample A. Look at Sample A. This is a multiple choice item. Read the question and answer choices. Then select the bubble next to the best answer choice. When you have finished Sample A, stop working.**

> *When all students have stopped working,*

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

> *Pause to answer any questions about selecting answers.*

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

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

SAY **Look at Sample B. It is a technology-enhanced item. Read the question and answer choices. Drag the answer choices to the correct boxes. When you have finished Sample B, stop working.**

> *When all students have stopped working,*

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

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

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

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

SAY Look at Sample C. It is a constructed response item. It will require you to type your answer in the box. Your answers to these types of questions will not be scored for spelling or grammar. Remember to read these types of questions carefully and answer them completely. Be sure to answer every part of the question. Read the information and then type your answer in the box. When you have finished Sample C, stop working.

When all students have stopped working,

SAY Are there any questions on how to type answers in the box?

Pause to answer any questions and then continue.

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

Allow students a few moments to select the button.

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

Pause to answer any questions and then continue.

SAY Select the blue Next Arrow button (← →) in the upper-left corner of your screen. You will see a screen that says STOP!

Pause.

SAY You will take the assessment by yourself. You may not access websites, use materials from class, look at another student's test or answers, or show another student your test or answers. In addition, you may not communicate with other students by talking or writing during or after the test about test questions or answers.

Pause.

SAY You may use the Notepad located in your toolbar to make notes to yourself as you work through the test.

Pause.

SAY I cannot help you answer any test questions. I will only be able to help you with questions about the directions highlighted in blue banners. You may or may not know the answers to all of the questions. Answer the best you can.

Pause.

SAY If you see any pop-ups or experience any issues while testing, raise your hand and I will help you. Keep in mind that items may take a few seconds to load.

If you finish testing before 70 minutes have passed, you will come to a Review screen. From the Review screen, you may review your answers or exit Section 1. To exit Section 1, follow the exit instructions on this poster.

Point to the exit instructions poster.

SAY If you need help exiting Section 1, raise your hand and I will come help you. Are there any questions?

Pause to answer any questions and then continue.

Test Administrators may help students access the TestNav Notepad during the assessment. For students who are unable to use the Notepad, Test Administrators may supply one piece of clean scratch paper at the start of the section. Students needing scratch paper may exchange for one additional piece of paper during the test section, but are allowed only one sheet at a time. All scratch paper must be inspected before use to verify that it is free of any writing. All used scratch paper must be collected at the end of the section and returned to the SAC in an unsealed secure return envelope.

SAY   **Select the blue Next Arrow button (← →) in the upper-left corner of your screen and begin.**

Record the start time. Calculate the stop time, the 55 minute exit time if relevant, and the time to announce the 10 minute warning according to your district's policy.

Option 1 or 2 – Students may leave at 55 minutes	• Add 55 minutes to the start time and allow students who have completed testing by this time to leave. • If you are pausing the test while students exit the room at 55 minutes, note the resume time. • Use the resume time + 5 minutes for the 10 minute warning. • Use the resume time + 15 minutes as the 70 minute stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display.

Example:

Start time	8:40
Start time + 55 minutes	9:35
Resume time	9:38
Resume time + 5 minutes	9:43 (10 minute warning)
Start time + 70 minutes	9:53 (stop time)

Option 3 or 4 – Students remain for 70 minutes	• Add 60 minutes to the start time and at that time, give the 10 minute warning to the students. • Add 70 minutes to the start time and write the 70 minute stop time on the blackboard, whiteboard, chalkboard, or other display.

Example:

Start time	8:40
Start time + 60 minutes	9:40 (10 minute warning)
Start time + 70 minutes	9:50 (stop time)

If a student must temporarily leave the testing area, monitors must be covered. With the exception of a school emergency, only one student may leave at time. Even individual students should only be allowed to exit under extreme circumstances. Refer to the "Stops in Testing" section on pages 8 and 9 of this manual for more information on breaks.

While students work, move around the room. Ensure that students are focused on their own work. This can be done without actively reading the test content on students' screens.

*You may monitor the status of each student's session from your computer while viewing the **Session Details** screen. Remember to refresh the page occasionally. You may also monitor each student's item-by-item test progress by accessing the **View Test Progress** link or the **Session Health** radio button on the **Session Details** screen.*

Test Administrators must be actively engaged in observing student behavior at all times during the administration of the CMAS: Science and Social Studies assessments. Test Administrators must confirm that students do not have access to any prohibited materials, such as cell phones or other personal electronic devices.

*If a student receives an Early Warning message, select the **Test Proctor - Click Here** button on the student's screen. Then select **Retry**. If the test does not resume, call the Pearson Help Desk at **1-888-687-4759**.*

*If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student's attention to the test without coaching or assisting the student in any way. You may do this by saying, **"[Student name], please continue working."** You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.*

Once the student has completed the test section and logged out successfully, he or she may leave, stay, or be permitted to read silently. This privilege is granted at the discretion of each school district. No talking and no other schoolwork is permitted.

If your district allows students who have completed and exited the test to leave after 55 minutes, follow your school's directions pertaining to how to dismiss students who finish early.

After students have been testing for 60 minutes, if any students are still working on the test,

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

When students have tested for 70 minutes (or if all students have finished before 70 minutes),

SAY **Stop. This is the end of Section 1. I will now read instructions on how to exit Section 1.**

Do not follow the exit instructions on the poster.

SAY **If you are not in the Review screen already, select the Review button at the top of your screen (Review).**

Pause.

- **Navigate to the last item on the screen and select View.**
- **Select the blue Next Arrow button.**
- **Select the green Continue button next to "Go to the next section."**

Test Administrators may not actively read or discuss the content of individual test items or responses with students or with other adults.
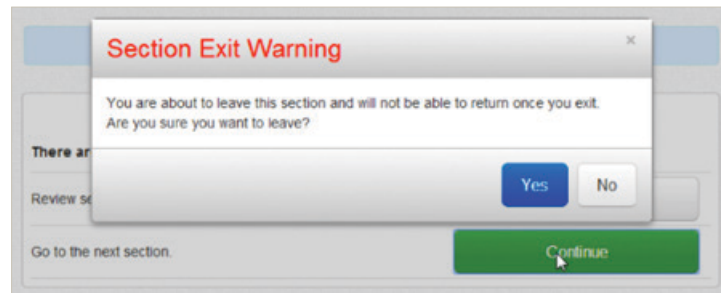
If a student is off task, you may redirect the student by saying "[Student Name], please continue working" or "Continue working."
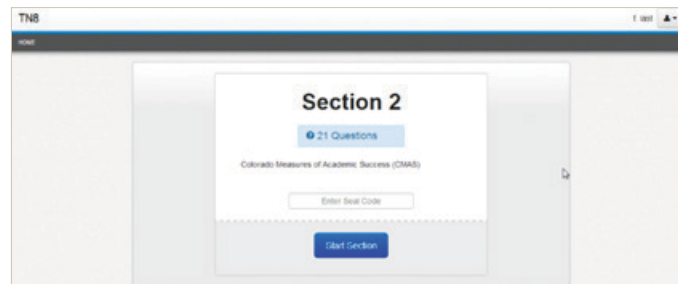
- **A Section Exit Warning screen will pop up. Select Yes to confirm that you want to leave this section.**

Pause.

SAY **You should now see the seal code screen for the next section.**
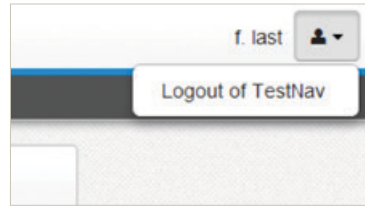

If students are proceeding to Section 2 immediately after completing Section 1, do not instruct them to log out of TestNav. Turn to page 30 to resume the "SAY" directions for Section 2, beginning with the timing for Section 2.

If students are taking an extended break before Section 2 or will be taking Section 2 on the following day, continue with the "SAY" directions below.
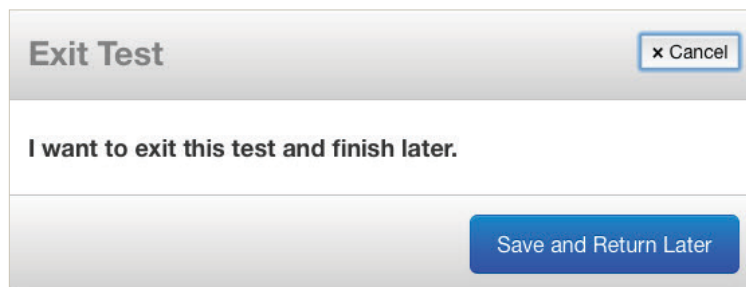
- **In the top right corner of your screen, select the gray person button next to your name.**
- **Choose the option "Logout of TestNav."**

- **Select the blue Save and Return Later button.**

SAY You should see a message on the screen that says, "Logout complete. Thank you for using TestNav."

SAY Are there any questions?

Pause to answer any questions. After students have completed the logout process, their computer screens should display a screen that confirms that logout is complete.

Log out of PearsonAccess. Do not stop the test session in PearsonAccess. Collect Student Authorization Tickets, any used scratch paper, and seal codes and place in an unsealed secure return envelope. Return the secure return envelope to the SAC. Document the return of all secure test materials (used and unused) on your school's chain of custody form.

Science Test "SAY" Directions (Online)

Resume tests in PearsonAccess before reading "SAY" directions for Section 2.

Read for Test Section 2

> SAY ▶ **Today you will be taking Section 2 of the CMAS High School Science assessment.**

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

If your district allows reading materials,

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

Make sure that 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 ▶ **Cell phones and other electronic devices are not allowed.**

If cell phones can be collected at your school,	SAY ▶ **If you have your cell phone or any other devices with you, make sure that they are turned off and I will collect them now. I will return them to you at the end of the testing session.**
If cell phones **cannot** be collected at your school,	SAY ▶ **If you have your cell phone or any other devices with you, make sure that they are turned off and securely stored.**

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

> SAY ▶ **You will be taking this test using an online testing system. I will hand you a Student Authorization Ticket. You will use this to log in to the test. Hold on to your ticket, it will be collected at the end of the test section.**

> *Distribute Student Authorization Tickets. Maintain the Student Authorization Tickets for absent students and store separately. At a later time, you may choose to write on the ticket: Absent Section 2.*

If you have not already loaded or typed the URL for TestNav into student devices, or if student computers do not have a direct link or icon to TestNav:
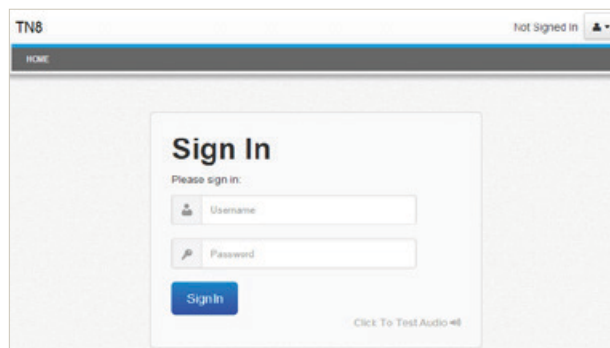
SAY **Open your browser and type in the URL, https://co.testnav.com, exactly as it appears on your Student Authorization Ticket.**

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

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

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

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

Instruct students who need access to text-to-speech to verify their volume setting before logging in to TestNav. Verify in PearsonAccess that these students are assigned the text-to-speech form.

SAY **Find your name next to Student Name on your Student Authorization Ticket. If your name is not on the ticket, please raise your hand.**

> *Pause to answer any questions and then continue.*

SAY **Type your username in the Username field <u>exactly</u> as it appears on your ticket.**

> *Pause while students locate their username on the Student Authorization Ticket and type it into the field on the computer screen.*

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

> *Assist any students having problems with the login process. Ensure that students are entering their username and test code exactly as they appear on their Student Authorization Tickets. When all students are logged in, continue.*

SAY Once you have logged in, you will see a screen that says "CMAS High School Science." Does everyone see "CMAS High School Science" on the screen?

> *Assist any students who do not see the words "High School Science" on their screen. If you have any make-up students in your test environment, check to make sure that the information on the screen matches the make-up test section.*

SAY Make sure that your name appears in the top-right corner of the screen (f. last ▲▾). If you do not see your name, please raise your hand.

> *Assist any students who do not see their names displayed at the top of the screen. If a different name appears for a student on his or her TestNav screen, have the student exit the test by selecting the button next to the displayed name; choose the option "Logout of TestNav."; then select "I want to exit this test and finish later." on the **Exit Test** screen. Double check that the student has the correct Student Authorization Ticket and attempt to log in again. If the error persists, continue administering the test to the rest of the class. After reading the rest of the Administrator "SAY" instructions and after the other students have started testing, contact the Pearson Help Desk at **1-888-687-4759**.*

> *Options for timing of the test administration will vary. Read the option below based on your district's policy. If Option 1 or 2 is selected, prior to administering this test section, you must fill out instructions for where students may report if they have completed the test after 55 minutes.*

Option 1 – Students may read for the remainder of the 55 minutes and then leave the room.	**SAY** You will have 70 minutes to complete Section 2 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 2 before 55 minutes are up, you may sit quietly or read. If after 55 minutes you have completed Section 2, I will excuse you to _____.
Option 2 – Students are to sit quietly for the remainder of the 55 minutes and then leave the room.	**SAY** You will have 70 minutes to complete Section 2 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 2 before 55 minutes are up, you must sit quietly for the remainder of the time. If after 55 minutes you have completed Section 2, I will excuse you to _____.
Option 3 – Students may read for the remainder of the 70 minutes.	**SAY** You will have 70 minutes to complete Section 2 of the test. If you have completed Section 2 before time is up, you may sit quietly or read.
Option 4 – Students are to sit quietly for the remainder of the 70 minutes.	**SAY** You will have 70 minutes to complete Section 2 of Section 2. If you have completed the test before time is up, you must sit quietly for the remainder of the time.

SAY Select the blue Resume Test Now button (Resume Test Now ▸) and then wait for further directions.

> *Wait for students to select **Resume Test Now**.*

SAY The assessment is divided into three sections. You are only to work on Section 2. If you do not see "Section 2" on your screen, raise your hand.

> *Verify that all students are on the correct section. If a student sees the section number from the previous section, the student may have improperly exited from Section 1. In this case, you may need to provide the student with the seal code to Section 1 and direct the student to follow the exit instructions for Sections 1 and 2 that are posted in the test environment. Exit instructions are also included on page 45 of this manual. After properly exiting from Section 1, the student should see the correct section number displayed on the screen. If the problem persists, continue to deliver the Administrator "SAY" directions to the other students. After reading the rest of the Administrator "SAY" instructions and after the other students have started testing, contact the Pearson Help Desk at **1-888-687-4759**.*

> *Display **only the second seal code** on the blackboard, whiteboard, chalkboard, or other surface. Point to the seal code.*

SAY Enter the four-digit seal code in the Enter Seal Code field. Select the blue Start Section button (Start Section) and wait for further directions.

> *Provide seal codes for make-up test sections directly to the make-up students. Remove the seal code from view once students begin working on the section.*

SAY Does anyone have any questions?

> *Answer any questions.*

SAY You will take the assessment by yourself. You may not access websites, use materials from class, look at another student's test or answers, or show another student your test or answers. In addition, you may not communicate with other students by talking or writing during or after the test about test questions or answers.

> *Pause.*

SAY You may use the Notepad located in your toolbar to make notes to yourself as you work through the test.

> *Pause.*

SAY I cannot help you answer any test questions. I will only be able to help you with questions about the directions highlighted in blue banners. You may or may not know the answers to all of the questions. Answer the best you can.

> *Pause.*

SAY If you see any pop-ups or experience any issues while testing, raise your hand and I will help you. Keep in mind that items may take a few seconds to load.

If you finish testing before 70 minutes have passed, you will come to a Review screen. From the Review screen, you may review your answers or exit Section 2. To exit Section 2, follow the exit instructions on this poster.

> *Point to the exit instructions poster.*

Need help? Call the Pearson Help Desk at 1-888-687-4759.

Resolve error codes by following instructions available at http://www.pearsononlinetesting.com/TestNav/ 8/error_codes.html

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Students cannot return to Sections 1 and 2 once they have been completed, but may return to Section 2 after a temporary stop in testing (see "Stops in Testing" on pages 8 and 9).

SAY▸ **If you need help exiting the test, raise your hand and I will come help you. Are there any questions?**

Pause to answer any questions and then continue.

SAY▸ **Select the blue Next Arrow button (← →) in the upper-left corner of your screen and begin.**

Record the start time. Calculate the stop time, the 55 minute exit time if relevant, and the time to announce the 10 minute warning according to your district's policy.

Option 1 or 2 – Students may leave at 55 minutes	• Add 55 minutes to the start time and allow students who have completed testing by this time to leave. • If you are pausing the test while students exit the room at 55 minutes, note the resume time. • Use the resume time + 5 minutes for the 10 minute warning. • Use the resume time + 15 minutes as the 70 minute stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display.

Example:

Start time	8:40
Start time + 55 minutes	9:35
Resume time	9:38
Resume time + 5 minutes	9:43 (10 minute warning)
Start time + 70 minutes	9:53 (stop time)

Option 3 or 4 – Students remain for 70 minutes	• Add 60 minutes to the start time and at that time, give the 10 minute warning to the students. • Add 70 minutes to the start time and write the 70 minute stop time on the blackboard, whiteboard, chalkboard, or other display.

Example:

Start time	8:40
Start time + 60 minutes	9:40 (10 minute warning)
Start time + 70 minutes	9:50 (stop time)

If a student must temporarily leave the testing area, monitors must be covered. With the exception of a school emergency, only one student may leave at time. Even individual students should only be allowed to exit under extreme circumstances. Refer to the "Stops in Testing" section on pages 8 and 9 of this manual for more information on breaks.

While students work, move around the room. Ensure that students are focused on their own work. This can be done without actively reading the test content on students' screens.

*You may monitor the status of each student's session from your computer while viewing the **Session Details** screen. Remember to refresh the page occasionally. You may also monitor each student's item-by-item test progress by accessing the **View Test Progress** link or the **Session Health** radio button on the **Session Details** screen.*

Test Administrators must be actively engaged in observing student behavior at all times during the administration of the CMAS: Science and

Social Studies assessments. Test Administrators must confirm that students do not have access to any prohibited materials, such as cell phones or other personal electronic devices.

If a student receives an Early Warning message, select the **Test Proctor - Click Here** *button on the student's screen. Then select* **Retry**. *If the test does not resume, call Pearson's help line at* **1-888-687-4759**.

If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student's attention to the test without coaching or assisting the student in any way. You may do this by saying, **"[***Student name***], please continue working."** *You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.*

If a student finishes before 55 or 70 minutes have passed (depending on district policy) and needs help exiting TestNav, you may refer to the exit instructions on page 44 to guide the student through the exit process. If the student has logged out successfully, he or she will see the Section 3 seal code screen.

Once the student has completed the test section and logged out successfully, he or she may leave, stay, or be permitted to read silently. This privilege is granted at the discretion of each school district. No talking and no other schoolwork is permitted.

If your district allows students who have completed and exited the test to leave after 55 minutes, follow your school's directions pertaining to how to dismiss students who finish early.

After students have been testing for 60 minutes, if any students are still working on the test,

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

When students have tested for 70 minutes (or if all students have finished before 70 minutes),

SAY **Stop. This is the end of Section 2. I will now read instructions on how to exit Section 2.**

Do not follow the exit instructions on the poster.

SAY **If you are not in the Review screen already, select the Review button at the top of your screen (▥ Review).**

Pause.

- **Navigate to the last item on the screen and select View.**
- **Select the blue Next Arrow button.**
- **Select the green Continue button next to "Go to the next section."**

Test Administrators may not actively read or discuss the content of individual test items or responses with students or with other adults.
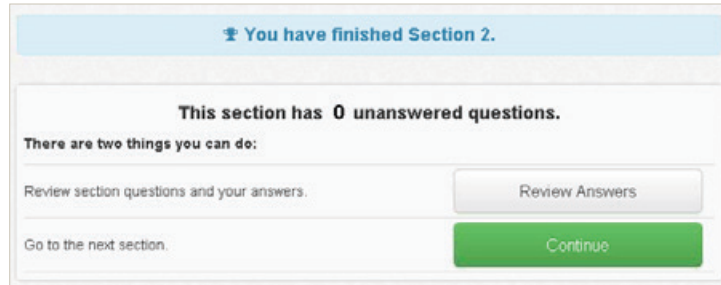
If a student is off task, you may redirect the student by saying "[*Student Name***], please continue working" or "Continue working."**
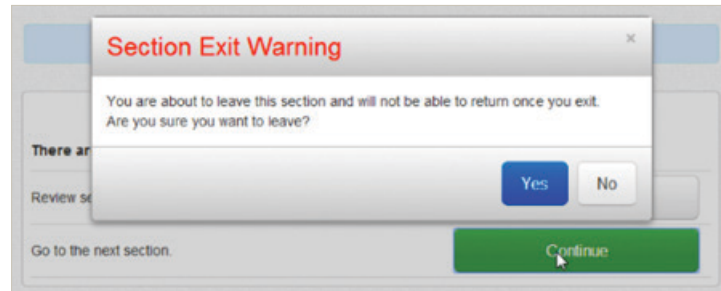
🏆 You have finished Section 2.

This section has **0 unanswered questions.**

There are two things you can do:

Review section questions and your answers.   Review Answers

Go to the next section.   Continue

- • **A Section Exit Warning screen will pop up. Select Yes to confirm that you want to leave this section.**
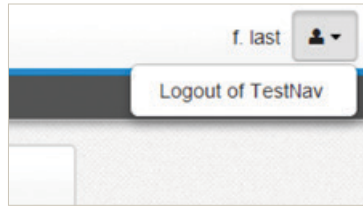
Section Exit Warning   ×

You are about to leave this section and will not be able to return once you exit. Are you sure you want to leave?

Yes   No

There ar

Review se

Go to the next section.   Continue

Pause.

SAY **You should now see the seal code screen for the next section.**

Section 3

❓ 24 Questions

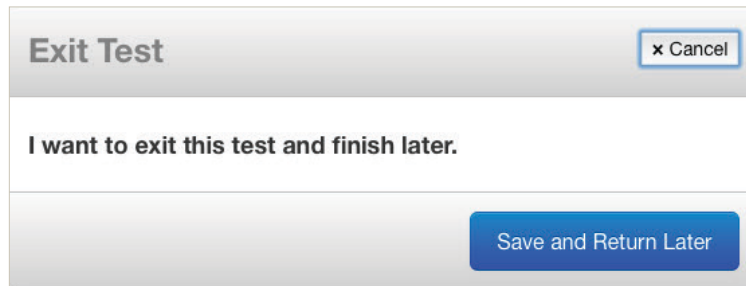Colorado Measures of Academic Success (CMAS)

Enter Seal Code

Start Section

If students are proceeding to Section 3 immediately after completing Section 2, do not instruct them to log out of TestNav. Turn to page 38 to resume the "SAY" directions for Section 3, beginning with the timing for Section 3.

If students are taking an extended break before Section 3 or will be taking Section 3 on the following day, continue with the "SAY" directions below.
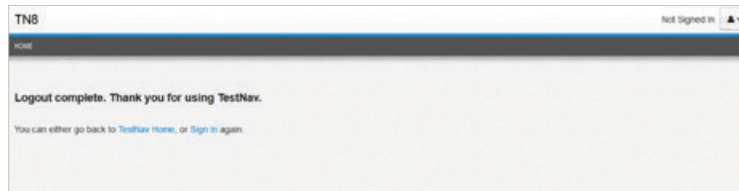
- • **In the top right corner of your screen, select the gray person button next to your name.**
- • **Choose the option "Logout of TestNav."**

- **Select the blue Save and Return Later button.**

SAY You should see a message on the screen that says, "Logout complete. Thank you for using TestNav."

SAY Are there any questions?

Pause to answer any questions. After students have completed the logout process, their computer screens should display a screen that confirms that logout is complete.

Log out of PearsonAccess. Do not stop the test session in PearsonAccess. Collect Student Authorization Tickets, any used scratch paper, and seal codes and place in an unsealed secure return envelope. Return the secure return envelope to the SAC. Document the return of all secure test materials (used and unused) on your school's chain of custody form.

Need help? Call the Pearson Help Desk at 1-888-687-4759.

Resolve error codes by following instructions available at http://www.pearsononlinetesting.com/TestNav/ 8/error_codes.html

Science Test "SAY" Directions (Online)

Resume tests in PearsonAccess before reading "SAY" directions for Section 3.

Read for Test Section 3

> **SAY** ▶ **Today you will be taking Section 3 of the CMAS High School Science assessment.**

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

If your district allows reading materials,

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

> *Make sure that 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** ▶ **Cell phones and other electronic devices are not allowed.**

If cell phones can be collected at your school,	**SAY** ▶ **If you have your cell phone or any other devices with you, make sure that they are turned off and I will collect them now. I will return them to you at the end of the testing session.**
If cell phones **cannot** be collected at your school,	**SAY** ▶ **If you have your cell phone or any other devices with you, make sure that they are turned off and securely stored.**

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

> **SAY** ▶ **You will be taking this test using an online testing system. I will hand you a Student Authorization Ticket. You will use this to log in to the test. Hold on to your ticket, it will be collected at the end of the test section.**

> *Distribute Student Authorization Tickets. Maintain the Student Authorization Tickets for absent students and store separately. At a later time, you may choose to write on the ticket: Absent Section 3.*

If you have not already loaded or typed the URL for TestNav into student devices, or if student computers do not have a direct link or icon to TestNav:
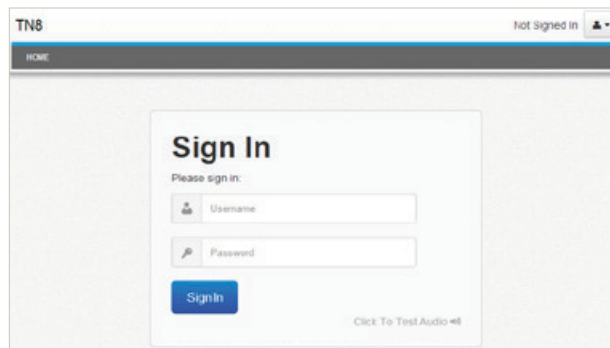
SAY **Open your browser and type in the URL, https://co.testnav.com, exactly as it appears on your Student Authorization Ticket.**

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

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

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

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

Instruct students who need access to text-to-speech to verify their volume setting before logging in to TestNav. Verify in PearsonAccess that these students are assigned the text-to-speech form.

SAY **Find your name next to Student Name on your Student Authorization Ticket. If your name is not on the ticket, please raise your hand.**

> *Pause to answer any questions and then continue.*

SAY **Type your username in the Username field <u>exactly</u> as it appears on your ticket.**

> *Pause while students locate their username on the Student Authorization Ticket and type it into the field on the computer screen.*

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

> *Assist any students having problems with the login process. Ensure that students are entering their username and test code exactly as they appear on their Student Authorization Tickets. When all students are logged in, continue.*

> SAY **Once you have logged in, you will see a screen that says "CMAS High School Science." Does everyone see "CMAS High School Science" on the screen?**

> *Assist any students who do not see the words "High School Science" on their screen. If you have any make-up students in your test environment, check to make sure that the information on the screen matches the make-up test section.*

> SAY **Make sure that your name appears in the top-right corner of the screen (f. last ▲▾). If you do not see your name, please raise your hand.**

> *Assist any students who do not see their names displayed at the top of the screen. If a different name appears for a student on his or her TestNav screen, have the student exit the test by selecting the button next to the displayed name; choose the option "Logout of TestNav."; then select "I want to exit this test and finish later." on the **Exit Test** screen. Double check that the student has the correct Student Authorization Ticket and attempt to log in again. If the error persists, continue administering the test to the rest of the class. After reading the rest of the Administrator "SAY" instructions and after the other students have started testing, contact the Pearson Help Desk at **1-888-687-4759**.*

> *Options for timing of the test administration will vary. Read the option below based on your district's policy. If Option 1 or 2 is selected, prior to administering this test section, you must fill out instructions for where students may report if they have completed the test after 55 minutes.*

Option 1 – Students may read for the remainder of the 55 minutes and then leave the room.	SAY **You will have 70 minutes to complete Section 3 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 3 before 55 minutes are up, you may sit quietly or read. If after 55 minutes you have completed Section 3, I will excuse you to _____.**
Option 2 – Students are to sit quietly for the remainder of the 55 minutes and then leave the room.	SAY **You will have 70 minutes to complete Section 3 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 3 before 55 minutes are up, you must sit quietly for the remainder of the time. If after 55 minutes you have completed Section 3, I will excuse you to _____.**
Option 3 – Students may read for the remainder of the 70 minutes.	SAY **You will have 70 minutes to complete Section 3 of the test. If you have completed Section 3 before time is up, you may sit quietly or read.**
Option 4 – Students are to sit quietly for the remainder of the 70 minutes.	SAY **You will have 70 minutes to complete Section 3 of the test. If you have completed Section 3 before time is up, you must sit quietly for the remainder of the time.**

> SAY **Select the blue Resume Test Now button (Resume Test Now ▸) and then wait for further directions.**

> *Wait for students to select **Resume Test Now**.*

SAY **The assessment is divided into three sections. You are only to work on Section 3. If you do not see "Section 3" on your screen, raise your hand.**

> *Verify that all students are on the correct section. If a student sees the section number from a previous section, the student may have improperly exited from that previous section. In this case, you may need to provide the student with the seal code to the previous section and direct the student to follow the exit instructions for Sections 1 and 2 that are posted in the test environment. Exit instructions are also included on page 45 of this manual. After properly exiting from the previous section, the student should see the correct section number displayed on the screen. If the problem persists, continue to deliver the Administrator "SAY" directions to the other students. After reading the rest of the Administrator "SAY" instructions and after the other students have started testing, contact the Pearson Help Desk at **1-888-687-4759**.*

> *Display **only the third seal code** on the blackboard, whiteboard, chalkboard, or other surface. Point to the seal code.*

SAY **Enter the four-digit seal code in the Enter Seal Code field. Select the blue Start Section button (Start Section) and wait for further directions.**

> *Provide seal codes for make-up test sections directly to the make-up students. Remove the seal code from view once students begin working on the section.*

SAY **Does anyone have any questions?**

> *Answer any questions.*

SAY **You will take the assessment by yourself. You may not access websites, use materials from class, look at another student's test or answers, or show another student your test or answers. In addition, you may not communicate with other students by talking or writing during or after the test about test questions or answers.**

> *Pause.*

SAY **You may use the Notepad located in your toolbar to make notes to yourself as you work through the test.**

> *Pause.*

SAY **I cannot help you answer any test questions. I will only be able to help you with questions about the directions highlighted in blue banners. You may or may not know the answers to all of the questions. Answer the best you can.**

> *Pause.*

SAY **If you see any pop-ups or experience any issues while testing, raise your hand and I will help you. Keep in mind that items may take a few seconds to load.**

If you finish testing before 70 minutes have passed, you will come to a Review screen. From the Review screen, you may review your answers or exit Section 3. To exit Section 3, follow the exit instructions on this poster.

> *Point to the exit instructions poster.*

Need help? Call the Pearson Help Desk at 1-888-687-4759.

Resolve error codes by following instructions available at http://www.pearsononline testing.com/TestNav/ 8/error_codes.html

Students cannot return to sections once they have been completed, but may return to Section 3 after a temporary stop in testing (see "Stops in Testing" on pages 8 and 9).

SAY **If you need help exiting the test, raise your hand and I will come help you. Are there any questions?**

Pause to answer any questions and then continue.

SAY **Select the blue Next Arrow button (← →) in the upper-left corner of your screen and begin.**

Record the start time. Calculate the stop time, the 55 minute exit time if relevant, and the time to announce the 10 minute warning according to your district's policy.

Option 1 or 2 – Students may leave at 55 minutes	• *Add 55 minutes to the start time and allow students who have completed testing by this time to leave.* • *If you are pausing the test while students exit the room at 55 minutes, note the resume time.* • *Use the resume time + 5 minutes for the 10 minute warning.* • *Use the resume time + 15 minutes as the 70 minute stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display.*

Example:

Start time	8:40
Start time + 55 minutes	9:35
Resume time	9:38
Resume time + 5 minutes	9:43 (10 minute warning)
Start time + 70 minutes	9:53 (stop time)

Option 3 or 4 – Students remain for 70 minutes	• *Add 60 minutes to the start time and at that time, give the 10 minute warning to the students.* • *Add 70 minutes to the start time and write the 70 minute stop time on the blackboard, whiteboard, chalkboard, or other display.*

Example:

Start time	8:40
Start time + 60 minutes	9:40 (10 minute warning)
Start time + 70 minutes	9:50 (stop time)

If a student must temporarily leave the testing area, monitors must be covered. With the exception of a school emergency, only one student may leave at time. Even individual students should only be allowed to exit under extreme circumstances. Refer to the "Stops in Testing" section on pages 8 and 9 of this manual for more information on breaks.

While students work, move around the room. Ensure that students are focused on their own work. This can be done without actively reading the test content on students' screens.

*You may monitor the status of each student's session from your computer while viewing the **Session Details** screen. Remember to refresh the page occasionally. You may also monitor each student's item-by-item test progress by accessing the **View Test Progress** link or the **Session Health** radio button on the **Session Details** screen.*

Test Administrators must be actively engaged in observing student behavior at all times during the administration of the CMAS: Science and

If a student needs directions, you may read the text in the blue banner only.

Test Administrators may not actively read or discuss the content of individual test items or responses with students or with other adults.

Social Studies assessments. Test Administrators must confirm that students do not have access to any prohibited materials, such as cell phones or other personal electronic devices.

*If a student receives an Early Warning message, select the **Test Proctor - Click Here** button on the student's screen. Then select **Retry**. If the test does not resume, call the Pearson Help Desk at **1-888-687-4759**.*

If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student's attention to the test without coaching or assisting the student in any way. You may do this by saying, **"[*Student name*], please continue working."** *You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.*

Once the student has completed the test section and logged out successfully, he or she may leave, stay, or be permitted to read silently. This privilege is granted at the discretion of each school district. No talking and no other schoolwork is permitted.

If your district allows students who have completed and exited the test to leave after 55 minutes, follow your school's directions pertaining to how to dismiss students who finish early.

After students have been testing for 60 minutes, if any students are still working on the test,

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

When students have tested for 70 minutes (or if all students have finished before 70 minutes),

SAY **Stop. This is the end of Section 3. I will now read instructions on how to exit Section 3.**

Do not follow the exit instructions on the poster.

If you have make-up students taking Sections 1 or 2 when other students are taking Section 3, guide them through the logout process separately by using the Test Section 1 or 2 script.

SAY **If you are not in the Review screen already, select the Review button at the top of your screen (Review).**

Pause.

- **Navigate to the last item on the screen and select View.**
- **Select the blue Next Arrow button.**
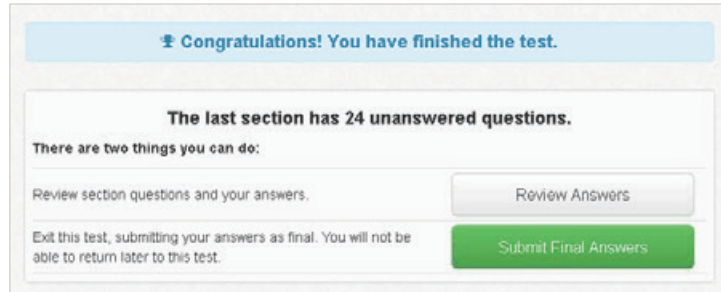- **Select the green Submit Final Answers button.**
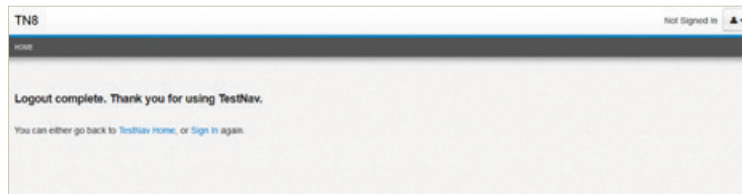
If a student is off task, you may redirect the student by saying "[*Student Name*], please continue working" or "Continue working."

SAY **You should see a message on the screen that says, "Logout complete. Thank you for using TestNav."**

SAY **Are there any questions?**

Pause to answer any questions.

*If students have completed **both** the CMAS: Science and Social Studies assessments at this time, and:*

If students are to take the online survey (as determined by the district or school),	*Display the following URL (survey link): http://www.coassessments.com/cmassurveys* **SAY** **You may now take a student survey about the CMAS: Science and Social Studies assessments by going to the website I have posted.**
*If students **are not** to take the online survey (as determined by the district or school),*	*Complete the steps that follow.*

Student Authorization Tickets and seal codes should be placed in the secure return envelopes after Section 3. Do not seal the envelope. Return the secure return envelope to your SAC at the end of the section according to school security protocol. Document the return of all secure test materials (used and unused) on your school's chain of custody form.

The test session must be stopped in PearsonAccess only after all students (including make-up students) have finished Section 3. The session cannot be stopped until all tests for all students within a session are in "Completed" status. If any students need to be "Marked Complete," the SAC will perform that action and stop the test session. See the "Complete Online Administration Process" section that follows for instructions on stopping a test session.

Complete Online Administration Process

A student's test will be submitted for scoring as soon as the student selects the green **Submit Final Answers** button in TestNav. After a student has selected **Submit Final Answers**, the student's status in PearsonAccess will automatically be updated to "Completed" in the **Status** column on the **Session Details** screen. If a student selects **Submit Final Answers** by mistake, the Test Administrator must call the Pearson Help Desk at **1-888-687-4759**. The **Submit Final Answers** button should not be selected until the student has completed Section 3.

Students who cannot finish their tests due to illness or a testing irregularity should not select **Submit Final Answers**. The test should be exited and marked as complete by the SAC.

After all students have submitted their tests, stop the session.

- All students in the session must be in "Completed"or "Marked Complete" status to stop the session.
- Select the **Stop** button located on the upper-left corner of the **Session Details** screen to close the test session. This will be completed by the SAC *only* if student tests need to be marked complete.

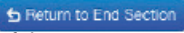Student Authorization Tickets, any used scratch paper, and the seal code document must be returned to the SAC after the test session.

TestNav Exit Instructions

Refer to the following instructions as a guide to help students log out of TestNav. **Please note that the process for logging out of Sections 1 and 2 is the same, but is different for Section 3.** If a student submits final answers prior to completing Section 3, call the Pearson Help Desk at **1-888-687-4759**.

If exiting from the test sections **before the 70 minute stop time** has been reached, students should follow the appropriate section exit process:
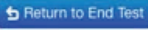
To Exit Test Section 1 or 2:

1 From the Section Exit screen, select ☰ Review to review your answers.

2 Select ↻ Return to End Section on the upper left corner of the screen.

3 Select Continue.

4 Select Yes.

Once students see the seal code screen for the next section, their answers have been submitted. If students are not taking the next section immediately following the completion of the previous section, they must:

5 Select ▲▾ in the top right corner of your screen. Select "Logout of TestNav."

6 Select Save and Return Later.

7 You will see a message on the screen that says, "Logout complete. Thank you for using TestNav." You have logged out successfully from TestNav.

To Exit Test Section 3:

1 From the Section Exit screen, select ☰ Review to review your answers.

2 Select ↻ Return to End Test on the upper left corner of the screen.

3 Select Submit Final Answers.

4 You will see a message on the screen that says, "Logout complete. Thank you for using TestNav." You have logged out successfully from TestNav.

If the **70 minute stop time has been reached**, students must follow the appropriate section exit process:

To Exit Test Section 1 or 2:

1 Select **▤ Review** on the top of your screen.

2 Navigate to the last item on the screen.

3 Select **View>**.

4 Select **→**.

5 Select **Continue**.

6 Select **Yes**.

Once students see the seal code screen for the next section, their answers have been submitted. If students are not taking the next section immediately following the completion of the previous section, they must:

7 Select **▲▾** in the top right corner of your screen. Select "Logout of TestNav.

8 Select **Save and Return Later**.

9 You will see a message on the screen that says, "Logout complete. Thank you for using TestNav." You have logged out successfully from TestNav.

To Exit Test Section 3:

1 Select **▤ Review** on the top of your screen.

2 Navigate to the last item on the screen.

3 Select **View>**.

4 Select **→**.

5 Select **Submit Final Answers**.

6 You will see a message on the screen that says, "Logout complete. Thank you for using TestNav." You have logged out successfully from TestNav.

The CMAS paper form is intended to be given as an accommodation to a small percentage of students with disabilities and English learners. Given that students taking the accommodated version of the assessment often also utilize other accommodations that will not allow the mixing of groups (oral scripts, translation, scribing, etc.), paper test administration procedures are based on the assumption that students will be assessed individually or in small groups. Refer to the *CMAS Accommodations Supplement* for further guidance.

Responsibilities of the Test Administrator

The primary responsibility of the Test Administrator is to provide a standardized, ethical administration of the CMAS. This will ensure that every student has an equal opportunity to demonstrate, within the standard conditions provided to all students in Colorado, what he or she knows and is able to do.

Test Administrator Responsibilities Checklist

During All Stages:

❏ Ensure that all test materials are secured at all times following state requirements. Test materials must be kept in a secure, locked location at all times when not being used for testing. Test materials must not be stored in classrooms.

❏ Maintain test security and the chain of custody for secure materials.

Before Testing:

Training

❏ Attend the trainings provided by your district or school. For additional information regarding proper testing procedures and training, go to: http://www.pearsonaccess .com/co.

❏ Sign the Security Agreement and return it to the SAC.

❏ Review the *CMAS Test Administrator Manual,* the *Procedures Manual,* and the *Accommodations Supplement*.

Preparing Students

❏ Discuss accommodations with students prior to testing to explain what materials or types of assistance will be available to them during the assessment. Although students should be familiar with using the provided accommodations during instruction, you may need to review particulars about using them in a standardized testing situation. This includes explaining the level of reading support the Test Administrator is allowed to provide to students during the test.

The Test Administrator should prepare students for testing by helping students approach testing in a relaxed, positive way, and by encouraging students to put forth their best efforts.

Test Setup

❏ Use the CMAS Roster for Paper Forms as a checklist to verify that students listed on the roster have pre-ID labels. If the information on a pre-ID label is incorrect, Test Administrators may be designated to complete the demographic page on the test book. Check with the SAC.

❏ Receive paper CMAS test materials from SACs.

❏ If the SAC has not done so, prior to testing, write school, district, and teacher information on students' test books and periodic tables. (This may be done immediately after the testing session.)

During Testing:

❏ Account for all students enrolled in the test session. If a student is absent, notify your SAC.

❏ Keep track of make-up students who may be taking a different section of the test than other students in the same room. Contact your SAC for further instructions on make-up testing.

❏ Read aloud the Administrator "SAY" directions exactly as printed in the *CMAS Test Administrator Manual*. For oral administration, read the oral script that is provided separately exactly as printed.

❏ Document any unusual circumstances or breaches of test security regulations.

After Testing:

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

❏ Collect any used and unused secure test materials and deliver them to the SAC. Document the return of **all** secure test materials on your school's chain of custody form.

Student Test Materials

Required Test Materials

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

- Pencil; only No. 2 pencil(s) with eraser(s) may be used.

- Paper CMAS test materials and accommodated materials.

- Plain white scratch paper. Paper must be inspected before use to verify that it is free of any writing.

- Approved alternative scratch paper as indicated in a student's Individualized Education Plan (IEP) (i.e., graph paper or specialized writing paper). Scratch paper must be inspected before use to verify that it is free of any writing.

Important Precautions During Testing

- Do **not** provide feedback, including any hint about the correctness of a response or any guidance.
- Do **not** coach, edit, or point out errors in student work.
- Do **not** encourage students to change their responses through tone, gesture, or questions or statements such as "Are you sure?" or "Look at that again."
- Do **not** clarify test items.
- Do **not** answer content-related questions.
- Do **not** interfere with the demonstration of skills.
- Do **not** interact with students in any way unless they are behaving in a manner that is unsafe, disruptive, or might result in tests being invalidated. However, limited interaction with students on the subject of TestNav functionality (but not content) is acceptable.

Large Print and Braille Test Materials

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

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

On the Testing Day

- Test Administrators administering paper CMAS: Science or Social Studies assessments may have access to test books only on the day the content area is assessed. Test books must be distributed just prior to administration. CDE recommends that tests be distributed no more than 15 minutes prior to the testing session and be collected within 15 minutes after the testing session.
- Test Administrators are allowed to read the Administrator SAY instructions and the directions within student test books that are indicated by a bold "Directions" heading. These instructions may be repeated or clarified as long as the substance of the directions is not changed.
- Test books must be closed when testing is interrupted to give students breaks, change test rooms, or allow a student to leave the test room in emergency situations.
- When changing testing rooms, students may **not** carry their own test materials. The new room should be properly prepared for testing.
- If an emergency arises and a student needs to leave the testing room, no test materials may be taken from the room. If a student cannot continue testing, contact your SAC.

Prior to starting the test section, be sure you have:

- Test books with school, district, and teacher name completed
- Periodic tables (provided by Pearson)
- Scratch paper
- No. 2 pencils

Before students arrive:

- Make sure that the testing space has been prepared appropriately.
- Post the "Do Not Disturb" sign on the door outside the testing space.

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. You may repeat the directions as many times as needed. The material in italics is information meant for you and should not be read aloud to students.

Test Administrators providing the Oral Presentation accommodation must follow the provided oral script and guidelines instead of the "SAY" directions in this manual.

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

SAY▶ The directions you are to read aloud to students are preceded by this symbol and printed in **bold type.**

This symbol accompanies anything concerning the timing of the test.

Science Test "SAY" Directions (Paper)

Read for Test Section 1

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

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

If your district allows reading materials, read the following:

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

Make sure that 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   **Cell phones and other electronic devices are not allowed.**

If cell phones can be collected at your school,	**SAY** **If you have your cell phone or any other devices with you, make sure that they are turned off and I will collect them now. I will return them to you at the end of the testing session.**
If cell phones **cannot** be collected at your school,	**SAY** **If you have your cell phone or any other devices with you, make sure that they are turned off and securely stored.**

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

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

Distribute the test books, periodic tables, and scratch paper. If pre-ID labels have already been affixed to the test books, make sure students get the test book with their pre-ID label. Note any students who are absent and provide this information to the SAC after the testing session to arrange for make-up testing. Answer any questions before continuing.

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

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

SAY   **Print your first and last name in the space marked "Name" at the top of your test book and on your periodic table.**

When all students are ready, continue.

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

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

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

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

Wait for students to open their test books.

SAY **The test is divided into 3 sections. As you work through the test you will see icons at the bottom of each page indicating "Go On" or "Stop" at the end of each test section. When you finish each test section you may go back and review your answers within that test section only.**

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

Pause.

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

Pause to answer any questions.

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

Check to make sure students are on the correct page.

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

When all students have stopped working,

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

Pause to answer any questions about marking answers.

SAY **Look at Sample B on page 4. This is a matching item. Read the question and answer choices. Draw lines to connect the column heading boxes to the correct**

descriptions. **When you have finished Sample B, put your pencil down and look up.**

When all students have stopped working,

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

Pause to answer any questions.

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

When all students have stopped working,

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

Pause to answer any questions. When there are no more questions, continue.

SAY **You will take the assessment by yourself. You may not use materials from class, look at another student's test or answers, or show another student your test or answers. In addition, you may not communicate with other students by talking or writing during or after the test about test questions or answers.**

You may use the scratch paper that has been provided to you, but it will be collected at the end of the test section. If you need a second piece of scratch paper during the test, raise your hand and I will bring it to you. You may only have one piece of scratch paper at a time, and only two pieces of scratch paper in this test section. You may not share your scratch paper with other students.

Pause.

SAY **I cannot help you answer any test questions. I will only be able to help you with questions about the directions. You may or may not know the answers to all of the questions. Answer the best you can.**

Pause.

Options for timing of the test administration will vary. Read the option below based on your district's policy. If Option 1 or 2 is selected, prior to administering this test section, you must fill out instructions for where students may report if they have completed the test after 55 minutes.

Option 1 – Students may read for the remainder of the 55 minutes and then leave the room.	**SAY** **You will have 70 minutes to complete Section 1 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 1 before 55 minutes are up, you may sit quietly or read, but you must not do any writing. If after 55 minutes you have completed Section 1, I will excuse you to** _____.

Option 2 – Students are to sit quietly for the remainder of the 55 minutes and then leave the room.	SAY	You will have 70 minutes to complete Section 1 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 1 before 55 minutes are up, you must sit quietly for the remainder of the time. If after 55 minutes you have completed Section 1, I will excuse you to _____.
Option 3 – Students may read for the remainder of the 70 minutes.	SAY	You will have 70 minutes to complete Section 1 of the test. If you have completed Section 1 before time is up, you may sit quietly or read, but you must not do any writing.
Option 4 – Students are to sit quietly for the remainder of the 70 minutes.	SAY	You will have 70 minutes to complete Section 1 of the test. If you have completed Section 1 before time is up, you must sit quietly for the remainder of the time.

SAY **Continue working until you come to a STOP icon. You must stop when you come to a STOP icon. At the end of this section, you will see text at the bottom of the page that reads: "You have finished this section. Check that you have answered every question in this section." You may check your answers in this section only after you have finished this section. You must not go beyond this page. Answers written on scratch paper will not be scored. You will not be allowed to record answers in your test books after the time limit has expired. When you finish checking your work, close your test book, and place your pencil on top of the test book. While you are working on the test, I will quietly move around the room to make sure that you are following the directions and working independently.**

Pause to answer any questions and then continue.

SAY **Are there any questions?**

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

SAY **Read all of the directions and questions carefully and mark or write your answers in the spaces provided. Remember, you must not go beyond the STOP page in your test book. You may turn the page to begin.**

Record the start time. Calculate the stop time, the 55 minute exit time if relevant, and the time to announce the 10 minute warning according to your district's policy.

Option 1 or 2 – Students may leave at 55 minutes	• Add 55 minutes to the start time and allow students who have completed testing by this time to leave. • If you are pausing the test while students exit the room at 55 minutes, note the resume time. • Use the resume time + 5 minutes for the 10 minute warning. • Use the resume time + 15 minutes as the 70 minute stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display.

Example:

Start time	8:40
Start time + 55 minutes	9:35
Resume time	9:38
Resume time + 5 minutes	9:43 (10 minute warning)
Start time + 70 minutes	9:53 (stop time)

Option 3 or 4 – Students remain for 70 minutes	• Add 60 minutes to the start time and at that time, give the 10 minute warning to the students. • Add 70 minutes to the start time and write the 70 minute stop time on the blackboard, whiteboard, chalkboard, or other display.

Example:

Start time	8:40
Start time + 60 minutes	9:40 (10 minute warning)
Start time + 70 minutes	9:50 (stop time)

If a student must temporarily leave the physical testing environment, the Test Administrator must note the exact place in the test where the student stopped and the amount of time remaining in the test section. The student must close his or her test book before leaving. With the exception of a school emergency, only one student may leave at a time. Individual students should only be allowed to exit under extreme circumstances. Refer to the "Stops in Testing" section on pages 8 and 9 of this manual for more information on breaks.

*While students work, move around the room. Ensure that students are focused on their own work. Do not interact with the students in any way unless they are working in the wrong section, are behaving in a manner that is disruptive or that might result in their test being invalidated, or have a question about the test directions. Make sure students are using No. 2 pencils, **not** pens.*

Test Administrators must be actively engaged in observing student behavior at all times during the administration of the CMAS: Science and Social Studies assessments. Test Administrators must confirm that students do not have materials available that are not allowed, such as cell phones or other personal electronic devices.

*If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student's attention to the test without coaching or assisting the student in any way. You may do this by saying, **"[*Student name*], please continue working."** You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.*

If a student has finished before 55 minutes or 70 minutes have passed (depending on district policy), ask, **"Are you completely done with this section?"** *Upon student confirmation, remove all test materials from the student's work area. After he or she has turned in test materials, the student may leave, stay, or be permitted to read silently. Refer to the Procedures Manual for allowable reading materials. This privilege is granted at the discretion of each school district. No talking and no other schoolwork is permitted.*

If your district allows students who have completed and exited the test to leave after 55 minutes, follow your school's directions pertaining to how to dismiss students who finish early.

After students have been testing for 60 minutes, if any students are still working on the test,

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

When students have tested for 70 minutes (or if all students have finished before 70 minutes),

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

If students are proceeding to Section 2 immediately,	*Turn to page 57 to resume the "SAY" directions for Section 2.*
If students are continuing the test after an extended break or over consecutive days,	*Collect all test materials. Make sure the name of each student is written on his or her test book and periodic table before the materials are collected. Return the materials to the SAC. Document the return of all secure test materials (used and unused) on your school's chain of custody form.*

Science Test "SAY" Directions (Paper)

Read for Test Section 2

SAY▸ **Today you will be taking Section 2 of the CMAS High School Science assessment.**

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

If your district allows reading materials, read the following:

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

Make sure that 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▸ **Cell phones and other electronic devices are not allowed.**

If cell phones can be collected at your school,	SAY▸ **If you have your cell phone or any other devices with you, make sure that they are turned off and I will collect them now. I will return them to you at the end of the testing session.**
If cell phones **cannot** be collected at your school,	SAY▸ **If you have your cell phone or any other devices with you, make sure that they are turned off and securely stored.**

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

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

Distribute the test books, periodic tables, and scratch paper. If pre-ID labels have already been affixed to the test books, make sure students get the test book with their pre-ID label. Note any students who are absent and provide this information to the SAC after the testing session to arrange for make-up testing. Answer any questions before continuing.

SAY▸ **Look at the front of your test book. Does everyone see "High School Science" and your name?**

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

SAY **Open your test book to page 37.**

Wait for students to open their test books.

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

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

Pause.

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

Pause to answer any questions.

SAY **You will take the assessment by yourself. You may not use materials from class, look at another student's test or answers, or show another student your test or answers. In addition, you may not communicate with other students by talking or writing during or after the test about test questions or answers.**

You may use the scratch paper that has been provided to you, but it will be collected at the end of the test section. If you need a second piece of scratch paper during the test, raise your hand and I will bring it to you. You may only have one piece of scratch paper at a time, and only two pieces of scratch paper in this test section. You may not share your scratch paper with other students.

Pause.

SAY **I cannot help you answer any test questions. I will only be able to help you with questions about the directions. You may or may not know the answers to all of the questions. Answer the best you can.**

Pause.

Options for timing of the test administration will vary. Read the option below based on your district's policy. If Option 1 or 2 is selected, prior to administering this test section, you must fill out instructions for where students may report if they have completed the test after 55 minutes.

If all students have
completed Section
2, the Test
Administrator may
end the test section.

Option 1 – Students may read for the remainder of the 55 minutes and then leave the room.	**SAY**	**You will have 70 minutes to complete Section 2 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 2 before 55 minutes are up, you may sit quietly or read, but you must not do any writing. If after 55 minutes you have completed Section 2, I will excuse you to _____.**
Option 2 – Students are to sit quietly for the remainder of the 55 minutes and then leave the room.	**SAY**	**You will have 70 minutes to complete Section 2 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 2 before 55 minutes are up, you must sit quietly for the remainder of the time. If after 55 minutes you have completed Section 2, I will excuse you to _____.**
Option 3 – Students may read for the remainder of the 70 minutes.	**SAY**	**You will have 70 minutes to complete Section 2 of the test. If you have completed Section 2 before time is up, you may sit quietly or read, but you must not do any writing.**
Option 4 – Students are to sit quietly for the remainder of the 70 minutes.	**SAY**	**You will have 70 minutes to complete Section 2 of the test. If you have completed Section 2 before time is up, you must sit quietly for the remainder of the time.**

SAY **Continue working until you come to a STOP icon. You must stop when you come to a STOP icon. At the end of this section, you will see text at the bottom of the page that reads: "You have finished this section. Check that you have answered every question in this section." You may check your answers in this section only after you have finished this section. You must not go beyond this page or to the previous section. Answers written on scratch paper will not be scored. You will not be allowed to record answers in your test books after the time limit has expired. When you finish checking your work, close your test book, and place your pencil on top of the test book. While you are working on the test, I will be quietly moving around the room to make sure that you are following the directions and working independently.**

Pause to answer any questions and then continue.

SAY **Are there any questions?**

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

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

Monitor the students to ensure that they are breaking the correct seals. Move around the testing room to collect the detached tabs and to assist any student who may be having difficulty. Dispose of the tabs that

detached while breaking so that they are not returned with the test books. When all students are ready, continue.

SAY **Read all of the directions and questions carefully and mark or write your answers in the spaces provided. Remember, you must not go beyond the STOP page in your test book. You may turn the page to begin.**

Record the start time. Calculate the stop time, the 55 minute exit time if relevant, and the time to announce the 10 minute warning according to your district's policy.

Option 1 or 2 – Students may leave at 55 minutes	• Add 55 minutes to the start time and allow students who have completed testing by this time to leave. • If you are pausing the test while students exit the room at 55 minutes, note the resume time. • Use the resume time + 5 minutes for the 10 minute warning. • Use the resume time + 15 minutes as the 70 minute stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display. *Example:*

Start time	*8:40*
Start time + 55 minutes	*9:35*
Resume time	*9:38*
Resume time + 5 minutes	*9:43 (10 minute warning)*
Start time + 70 minutes	*9:53 (stop time)*

Option 3 or 4 – Students remain for 70 minutes	• Add 60 minutes to the start time and at that time, give the 10 minute warning to the students. • Add 70 minutes to the start time and write the 70 minute stop time on the blackboard, whiteboard, chalkboard, or other display. *Example:*

Start time	*8:40*
Start time + 60 minutes	*9:40 (10 minute warning)*
Start time + 70 minutes	*9:50 (stop time)*

If a student must temporarily leave the physical testing environment, the Test Administrator must note the exact place in the test where the student stopped and the amount of time remaining in the test section. The student must close his or her test book before leaving. With the exception of a school emergency, only one student may leave at a time. Individual students should only be allowed to exit under extreme circumstances. Refer to the "Stops in Testing" section on pages 8 and 9 of this manual for more information on breaks.

*While students work, move around the room. Ensure that students are focused on their own work. Do not interact with the students in any way unless they are working in the wrong section, are behaving in a manner that is disruptive or that might result in their test being invalidated, or have a question about the test directions. Make sure students are using No. 2 pencils, **not** pens.*

Test Administrators must be actively engaged in observing student behavior at all times during the administration of the CMAS: Science and Social Studies assessments. Test Administrators must confirm that

students do not have materials available that are not allowed, such as cell phones or other personal electronic devices.

If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student's attention to the test without coaching or assisting the student in any way. You may do this by saying, **"[*Student name*], please continue working."** *You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.*

If a student has finished before 55 minutes or 70 minutes have passed (depending on district policy), ask, **"Are you completely done with this section?"** *Upon student confirmation, remove all test materials from the student's work area. After he or she has turned in test materials, the student may leave, stay, or be permitted to read silently. Refer to the Procedures Manual for allowable reading materials. This privilege is granted at the discretion of each school district. No talking and no other schoolwork is permitted.*

If your district allows students who have completed and exited the test to leave after 55 minutes, follow your school's directions pertaining to how to dismiss students who finish early.

After students have been testing for 60 minutes, if any students are still working on the test,

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

When students have tested for 70 minutes (or if all students have finished before 70 minutes),

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

If students are proceeding to Section 3 immediately,	Turn to page 62 to resume the "SAY" directions for Section 3.
If students are continuing the test after an extended break or over consecutive days,	Collect all test materials. Make sure the name of each student is written on his or her test book and periodic table before the materials are collected. Return the materials to the SAC. Document the return of all secure test materials (used and unused) on your school's chain of custody form.

Science Test "SAY" Directions (Paper)

Read for Test Section 3

SAY▷ **Today you will be taking Section 3 of the CMAS High School Science assessment.**

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

If your district allows reading materials, read the following:

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

Make sure that 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▷ **Cell phones and other electronic devices are not allowed.**

If cell phones can be collected at your school,	SAY▷ **If you have your cell phone or any other devices with you, make sure that they are turned off and I will collect them now. I will return them to you at the end of the testing session.**
If cell phones **cannot** be collected at your school,	SAY▷ **If you have your cell phone or any other devices with you, make sure that they are turned off and securely stored.**

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

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

Distribute the test books, periodic tables, and scratch paper. If pre-ID labels have already been affixed to the test books, make sure students get the test book with their pre-ID label. Note any students who are absent and provide this information to the SAC after the testing session to arrange for make-up testing. Answer any questions before continuing.

SAY▷ **Look at the front of your test book. Does everyone see "High School Science" and your name?**

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

SAY **Open your test book to page 63.**

Wait for students to open their test books.

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

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

Pause.

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

Pause to answer any questions.

SAY **You will take the assessment by yourself. You may not use materials from class, look at another student's test or answers, or show another student your test or answers. In addition, you may not communicate with other students by talking or writing during or after the test about test questions or answers.**

You may use the scratch paper that has been provided to you, but it will be collected at the end of the test section. If you need a second piece of scratch paper during the test, raise your hand and I will bring it to you. You may only have one piece of scratch paper at a time, and only two pieces of scratch paper in this test section. You may not share your scratch paper with other students.

Pause.

SAY **I cannot help you answer any test questions. I will only be able to help you with questions about the directions. You may or may not know the answers to all of the questions. Answer the best you can.**

Pause.

Options for timing of the test administration will vary. Read the option below based on your district's policy. If Option 1 or 2 is selected, prior to administering this test section, you must fill out instructions for where students may report if they have completed the test after 55 minutes.

Option 1 – Students may read for the remainder of the 55 minutes and then leave the room.	SAY You will have 70 minutes to complete Section 3 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 3 before 55 minutes are up, you may sit quietly or read, but you must not do any writing. If after 55 minutes you have completed Section 3, I will excuse you to _____.
Option 2 – Students are to sit quietly for the remainder of the 55 minutes and then leave the room.	SAY You will have 70 minutes to complete Section 3 of the test, but you must remain in your seat for at least 55 minutes. If you have completed Section 3 before 55 minutes are up, you must sit quietly for the remainder of the time. If after 55 minutes you have completed Section 3, I will excuse you to _____.
Option 3 – Students may read for the remainder of the 70 minutes.	SAY You will have 70 minutes to complete Section 3 ofthe test. If you have completed Section 3 before time is up, you may sit quietly or read, but you must not do any writing.
Option 4 – Students are to sit quietly for the remainder of the 70 minutes.	SAY You will have 70 minutes to complete Section 3 of the test. If you have completed Section 3 before time is up, you must sit quietly for the remainder of the time.

SAY **Continue working until you come to a STOP icon. You must stop when you come to a STOP icon. At the end of this section, you will see text at the bottom of the page that reads: "You have finished this section. Check that you have answered every question in this section." You may check your answers in this section only after you have finished this section. You must not go beyond this page or to the previous section. Answers written on scratch paper will not be scored. You will not be allowed to record answers in your test books after the time limit has expired. When you finish checking your work, close your test book, and place your pencil on top of the test book. While you are working on the test, I will be quietly moving around the room to make sure that you are following the directions and working independently.**

Pause to answer any questions and then continue.

SAY **Are there any questions?**

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

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

Monitor the students to ensure that they are breaking the correct seals. Move around the testing room to collect the detached tabs and to assist any student who may be having difficulty. Dispose of the tabs that

detached while breaking so that they are not returned with the test books. When all students are ready, continue.

SAY **Read all of the directions and questions carefully and mark or write your answers in the spaces provided. Remember, you must not go beyond the STOP page in your test book. You may turn the page to begin.**

Record the start time. Calculate the stop time, the 55 minute exit time if relevant, and the time to announce the 10 minute warning according to your district's policy.

Option 1 or 2 – Students may leave at 55 minutes	• Add 55 minutes to the start time and allow students who have completed testing by this time to leave. • If you are pausing the test while students exit the room at 55 minutes, note the resume time. • Use the resume time + 5 minutes for the 10 minute warning. • Use the resume time + 15 minutes as the 70 minute stop time. Write this time on the blackboard, whiteboard, chalkboard, or other display.

Example:

Start time	8:40
Start time + 55 minutes	9:35
Resume time	9:38
Resume time + 5 minutes	9:43 (10 minute warning)
Start time + 70 minutes	9:53 (stop time)

Option 3 or 4 – Students remain for 70 minutes	• Add 60 minutes to the start time and at that time, give the 10 minute warning to the students. • Add 70 minutes to the start time and write the 70 minute stop time on the blackboard, whiteboard, chalkboard, or other display.

Example:

Start time	8:40
Start time + 60 minutes	9:40 (10 minute warning)
Start time + 70 minutes	9:50 (stop time)

If a student must temporarily leave the physical testing environment, the Test Administrator must note the exact place in the test where the student stopped and the amount of time remaining in the test section. The student must close his or her test book before leaving. With the exception of a school emergency, only one student may leave at a time. Individual students should only be allowed to exit under extreme circumstances. Refer to the "Stops in Testing" section on pages 8 and 9 of this manual for more information on breaks.

*While students work, move around the room. Ensure that students are focused on their own work. Do not interact with the students in any way unless they are working in the wrong section, are behaving in a manner that is disruptive or that might result in their test being invalidated, or have a question about the test directions. Make sure students are using No. 2 pencils, **not** pens.*

Test Administrators must be actively engaged in observing student behavior at all times during the administration of CMAS: Science and

Social Studies assessments. Test Administrators must confirm that students do not have materials available that are not allowed, such as cell phones or other personal electronic devices.

If a student is off task (e.g., the student is sleeping or not paying attention to the task), you may redirect the student's attention to the test without coaching or assisting the student in any way. You may do this by saying, **"[*Student name*], please continue working."** *You may not remind or encourage a student to answer all questions if the student has only completed some questions on the assessment, except at the 10 minute warning. You may not use redirection as a pacing strategy.*

If a student has finished before 55 minutes or 70 minutes have passed (depending on district policy), ask, **"Are you completely done with this section?"** *Upon student confirmation, remove all test materials from the student's work area. After he or she has turned in test materials, the student may leave, stay, or be permitted to read silently. Refer to the Procedures Manual for allowable reading materials. This privilege is granted at the discretion of each school district. No talking and no other schoolwork is permitted.*

If your district allows students who have completed and exited the test to leave after 55 minutes, follow your school's directions pertaining to how to dismiss students who finish early.

After students have been testing for 60 minutes, if any students are still working on the test,

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

When students have tested for 70 minutes (or if all students have finished before 70 minutes),

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

Collect all test materials. Make sure that the name of each student is written on his or her test book and periodic table before the materials are collected.

Complete Paper Administration Process

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

Test Administrators may not actively read or discuss the content of individual test items or responses with students or with other adults.

If a student is off task, you may redirect the student by saying "[*Student Name*], please continue working" or "Continue working."