



*Special MCAS Retest
Administration Manual
for Principals and Test
Administrators
December 2012*

**Massachusetts Comprehensive
Assessment System**

Note: Principals and test administrators must comply with the requirements and instructions contained in this manual.



This document was prepared by the
Massachusetts Department of Elementary and Secondary Education
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Commissioner

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Testing Schedule and Administration Deadlines

<i>Before Testing</i>	Receive test materials	December 7
	Report packing discrepancies, if necessary	December 7–10
	Order additional materials, if necessary	December 7–10
<i>Test Administration</i>	Test sessions	December 10–17 ¹
<i>After Testing</i>	Deadline to schedule UPS pickup	December 18
	Deadline for UPS pickup	December 19

Important Contact Information and Resources

Test Administration Information		Policy Information
<u>MCAS Service Center</u>		<u>Student Assessment Services</u>
<i>Hours:</i>	7:00 a.m.–5:00 p.m., Monday–Friday	
<i>Web:</i>		www.doe.mass.edu/mcas/testadmin/retest
<i>Email:</i>	mcas@measuredprogress.org	mcas@doe.mass.edu
<i>Telephone:</i>	800-737-5103	781-338-3625
<i>Fax:</i>	877-325-4421	781-338-3630

Purpose of this Document

This document is a supplementary manual intended to be used with the *MCAS Principal’s Administration Manual: Fall 2012/Winter 2013 (PAM)* and the *Test Administrator’s Manual: November 2012 Retests, February 2013 Biology Test, and March 2013 Retests (TAM)*. Both of these manuals are available on the Department’s website at www.doe.mass.edu/mcas/testadmin/retest.

Instructions are provided in this manual for both principals and test administrators and are noted accordingly. Principals are requested to provide copies of this document to their test administrators.

Some of the procedures in this manual are different from the usual MCAS procedures because of the special nature of this administration. These procedures are marked “Dec. only” in the margin.

¹Individual ELA test sessions are designed to be completed in 45 minutes, and Mathematics test sessions are designed to be completed in 60 minutes.

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Part I Overview of the December 2012 Special MCAS Retest Administration

Because make-up testing for the November 2012 MCAS ELA and Mathematics retests was canceled, the Department is offering a special make-up test administration for students who were scheduled to participate but were unable to complete testing by Friday, November 9.

Principals will have access to results in time for students to determine whether they need to participate in the March retests.

Part II Instructions for Principals: Test Security Requirements

Principals must follow **all** applicable test security requirements described in Part I of the PAM. Information about establishing a document tracking system can be found on page 29 of the PAM.

Part III Instructions for Principals: Student Participation Guidelines

Students Eligible to Participate

Students who were scheduled to participate in the November 2012 MCAS retests after November 9 (i.e., November 13, 14, or 15) are eligible to participate.

Students will take **only the session(s) they did not complete during the November retest**. For example, if a student completed the ELA Composition and the first two ELA Reading Comprehension sessions but was absent on Friday, November 9 (the date scheduled for ELA Reading Comprehension Session 3), the student will take only Session 3 during this special administration in order to complete the ELA retest.

If your school did not view the notice that make-up testing after November 9 was cancelled, and students began or completed a session after November 9, these students should participate in this special test administration. Please call Student Assessment Services at 781-338-3625 for instructions.

See the PAM for additional guidelines on student participation, including the participation of students with disabilities.

Students Not Eligible to Participate

Students may not participate in this administration in an attempt to improve their scores from their attempt in November. Therefore, the Department will not report scores from this special test administration for any sessions that a student completed in November (except as noted above). Schools must ensure that students are provided with the correct session(s) during this special administration so that their scores can be reported correctly.

Outreach to Eligible Test-Takers

High school principals and test coordinators should inform eligible students and their parents/guardians of the availability of the special administration.

Additional Guidelines

Students who do not wish to participate in the special administration have the standard options available to earn their Competency Determination: the performance appeals process and the March retests. Please note that students who participate in the March retests will need to complete all portions of the March retest. For example, if a student needs to take the Mathematics retest, he or she will need to take both Sessions 1 and 2 in March.

Part IV Instructions for Principals: Test Administration Protocols

Principals must follow **all** applicable test administration protocols described in Part III of the PAM. Note that the lists of approved and unapproved materials are provided on pages 22–23 of the PAM.

The Department will use students' SASIDs to combine their results from the November retest with their results from this special test administration. **To facilitate the accurate reporting of results, it is critical that students' SASIDs are provided accurately on answer booklets (or dates of birth if SASIDs are not available).**

There is no need to indicate on students' answer booklets which sessions were completed in December and whether any sessions were completed before November 9. For example, if a student only takes Mathematics Session 2 in December because he or she completed Session 1 before November 9, the Session 1 section in the student's December answer booklet should be blank.

Part V Instructions for Principals: Tasks to Complete for the December Administration

A. Prepare for Test Administration

Use the following list of tasks to help you keep track of your responsibilities during MCAS testing.

1. Develop a plan for maintaining test security at your school.

- Review and follow all MCAS Test Security Requirements (see Part I of the PAM).
- Distribute the instructions contained in this manual to test administrators.

2. Plan logistics for test administration at your school.

- Identify all students who will be participating. See Part III above for information about student participation.
- For school files, prepare a record of test administrators and their students for each session.
- Assign students and testing locations to test administrators.
- Schedule test administration sessions and locations.

3. Verify receipt of test materials immediately upon their delivery to your school.

Materials will arrive by December 7. Call the MCAS Service Center if you do not receive materials by this date.

4. Using your Materials Summary, inventory test materials immediately and completely upon receipt.

- To inventory test materials, complete the "Qty Received" column of the Materials Summary according to the "Before Testing" directions on the form.
- Shrink-wrapped materials must remain **unopened** until this manual states that they may be opened. Therefore, to inventory your materials, count the spines of the booklets in each shrink-wrapped package.

5. Store materials in a secure, locked storage area.

Retain all original shipping cartons for the return of materials following testing. All materials will be returned in these cartons (unlike during the November retests).

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only

6. If applicable, report packing discrepancies by December 10 at 12:00 p.m.

Contact the MCAS Service Center at 800-737-5103 **only** if there is a discrepancy in the quantities of materials listed on the Materials Summary and those actually received. Unlike during the November retests, only schools with discrepancies will contact the MCAS Service Center and schools will only do so by telephone.

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7. If applicable, order additional materials by December 10 at 12:00 p.m.

Locate your MP Ship Code on the Materials Summary, and have that available when you are ready to place your order. Contact the MCAS Service Center at 800-737-5103 to place your order. Unlike during the November retests, schools will only contact the MCAS Service Center by telephone.

Materials will be shipped for receipt on the following business day if the order is received before 12:00 p.m.; orders received after 12:00 p.m. will be shipped for receipt on the second business day. Packing discrepancies in additional orders must be reported within two business days of receipt of the order.

8. Identify and prepare for students with disabilities who require accommodations for testing, according to their IEPs or 504 plans.

See Appendix B of the PAM for more information. For a student with a disability such as a broken bone or fracture in his or her writing hand or arm, the development of a 504 plan must be initiated, even if the disability is expected to be temporary.

9. Gather school-supplied testing materials.

- Collect #2 pencils to provide to any student who does not bring one.
- For the ELA Composition retest only, at least one English-language dictionary must be provided in each testing space for student use. You may choose to provide more than one dictionary per testing space.
- Collect calculators to provide to students taking Session 2 of the Mathematics retest.
- Approve bilingual word-to-word dictionaries for current and former ELL students.

10. Verify that unapproved materials have been covered or removed from each testing space (see page 18 of the TAM).

11. Apply Student ID Labels to answer booklets (see pages 27–28 of the PAM) if school personnel will be applying labels before testing.

Principals may open the shrink-wrapped packages of answer booklets prior to testing for the sole purpose of applying Student ID Labels to front covers.

12. Using your school’s document tracking system, organize test materials for distribution.

If you did not receive enough materials to distribute extra shrink-wrapped materials to each test administrator, you may open the minimum number of packages necessary to distribute extra materials.

B. Coordinate Test Administration

1. Using your document tracking system, distribute test materials.

Immediately before test administration, distribute the necessary test materials for that day to each test administrator. See the test administrator instructions in this manual for the specific list of test materials necessary for each retest.

2. Distribute lists of SASIDs to test administrators if they will be entering SASIDs on answer booklets.

3. Monitor your school’s test administration.

- Enforce test security requirements.
- Have #2 pencils available for students who do not bring them.
- Have bilingual word-to-word dictionaries available for current and former ELL students.
- ELA Composition only: have English-language dictionaries available.
- Have calculators available for students taking Session 2 of the Mathematics retest.
- Ensure that your school’s document tracking system is used each time test materials are moved.
- Collect lists of students who were not tested and schedule them for make-up testing.

4. Securely store test materials between sessions and after each day of testing.

Use your document tracking system to verify that all test materials are secure between sessions and are returned to you each day after testing.

5. After testing is completed, verify that ALL test materials have been returned to you.

- Use your document tracking system to verify that test administrators have returned all test materials to you. You must be able to account for and return all secure materials (e.g., ELA Composition test booklets, ELA Reading Comprehension test booklets) that were shipped to you.
- If any answer booklets have become damaged or defective during testing, make sure the “void answer booklet” circle on the outside back covers is filled in, and VOID is written in large letters across the front covers. If a student completed any work in an answer booklet that was later deemed void, his or her work must be transcribed verbatim into a replacement answer booklet.
- If any test materials have become contaminated, call the MCAS Service Center for instructions.

6. Maintain and, if necessary, update the record of test administrators and their students for each session, including make-up and test completion sessions.

C. Return December Retest Materials

- 1. Make sure that you have a used² standard answer booklet assigned to every student participating in any part of testing during this special administration.**

You should not have an assigned standard answer booklet for students not tested.

If an answer booklet was assigned to a student but the student was not tested, mark the booklet void according to the instructions in step 5 on page 4 of this manual.

- 2. If applicable, verify that responses are transcribed completely and accurately into standard answer booklets for the following:**

- students who had void answer booklets
- students with disabilities who used large-print answer booklets
- students with disabilities who used accommodation 24 (i.e., recorded their answers directly in their test booklets)
- students with disabilities using accommodation 23 who wrote part of their answer to a test question in their answer booklet and typed part of their answer

- 3. If applicable, verify that each typed response from a student with disabilities using accommodation 23 has been printed and inserted as a paper copy in the student's answer booklet.**

See Appendix C of the PAM for instructions.

- 4. Complete student information on answer booklets (see Appendix D of the PAM for instructions):**

- Verify that SASIDs and dates of birth have been entered correctly on answer booklets for all students who do not have Student ID Labels.
- Complete confidential student information on the inside and outside back covers of answer booklets.

- 5. Count the number of used standard answer booklets you are returning, separately for ELA and Mathematics.**

In your counts, make sure to include the following answer booklets:

- standard answer booklets containing typed responses (See Appendix C of the PAM.)
- standard answer booklets in which responses have been transcribed (See step 2 above.)

As you count, arrange the answer booklets so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized). Ensure that used answer booklets are free of extra materials, including rubber bands, paper clips, binder clips, staples, tape, and extraneous paper.

² Used answer booklets are those that have been assigned to a student (front cover completed or Student ID Label affixed) or used by a student during testing.

6. Separately for ELA and Mathematics, count the following materials you are returning:

- void answer booklets
- unused answer booklets
- test booklets

7. Using your counts from steps 5 and 6, complete the “Qty Returned” column of the Materials Summary.

Record on the Materials Summary the quantities of test booklets and answer booklets being returned according to the “After Testing” instructions on the form. All test booklets, including ELA Composition test booklets and large-print test booklets, are secure materials and must be returned.

Make a copy of the completed form for your records.

8. Complete the Principal’s Certification of Proper Test Administration.

For this administration, the form is printed (and is not available online). The principal must sign the printed form and return it in the shipment.

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Make a copy of the completed form for your records.

9. Place special materials in the appropriate envelopes.

- Place the materials listed below in the Special Handling Envelope (ELA and Mathematics materials are returned together).
 - used ELA and Mathematics large-print answer booklets (folded in half) with corresponding transcribed standard answer booklets
 - standard ELA and Mathematics answer booklets containing typed responses
- Place void answer booklets in the Void Envelope (ELA and Mathematics materials are returned together). Void booklets will not be scored.

10. Place remaining used standard answer booklets in the Return Envelope marked with the corresponding subject area retest.

D. Pack the December Retest Materials Return Shipment

- 1. Make sure that all used envelopes (Special Handling, Void, and Return) are sealed.**
- 2. Locate the original shipping carton in which you received your test materials to return your school’s entire shipment.**
- 3. Pack test materials in the following order:**
 - unused answer booklets (on the bottom of the first carton)
 - used, unused, and void standard test booklets
 - used, unused, and void large-print test booklets, if any
 - Kurzweil 3000 CDs, if any

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- accommodation materials, if any (e.g., graphic organizers [including any of the pre-approved graphic organizers posted on the Department’s website], templates, checklists, individualized reference sheets, typed response drafts)
 - unused Student ID Labels, if any
 - unused Return, Special Handling, and Void Envelopes
 - unused UPS labels (Note: Make sure to save a label for each carton you are returning.)
 - unused large-print answer booklets, if any
 - Return Envelope(s)
 - Special Handling Envelope(s)
 - Void Envelope(s)
 - completed Principal’s Certification of Proper Test Administration form
 - completed Materials Summary (on top of the last carton)
4. **Fill any empty spaces at the top of the cartons with crumpled paper to keep items from shifting during shipping.** Do not use plastic peanuts or shredded paper.
 5. **Before sealing your cartons, verify that all booklets have been packed in the cartons.**
 6. **Use heavy-duty packing tape to seal box seams using the H-taping method (see diagram on page 37 of the PAM).**
 7. **Affix one UPS RS label with Measured Progress listed in the “Ship to” section to the top of each carton.**

You may either remove the existing label from the carton or place the new label over it. UPS RS labels were included in your shipment of test materials (see Appendix E of the PAM for a sample label).

8. **Record the UPS tracking numbers from the labels on the cartons you are returning, and retain the list for your school files.**

You will need the tracking numbers when scheduling your pickup. Each tracking number is located in the center of the UPS Return Service (RS) label and begins with “1Z 0W8.”

E. Schedule and Confirm UPS Pickup of All December Retest Materials

1. **Schedule your school’s UPS pickup appointment by December 18 at 3:00 p.m.**
 - Do not take test materials to UPS yourself or otherwise remove materials from your school.
 - Do not schedule a separate pickup for each carton.
 - If test materials are ready to ship before the deadline, schedule the pickup as soon as you can.
 - To request a pickup, first locate a UPS tracking number from one of the RS labels you are using, and have that number available. Contact the MCAS Service Center at 800-737-5103 to schedule your pickup. Unlike during the November retests, schools will only contact the MCAS Service Center by telephone.

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- Requests for pickup on the following business day must be placed by 3:00 p.m. Requests for same-day pickup cannot be fulfilled. Requests made two or more days in advance also cannot be fulfilled.
- If you have regularly scheduled UPS service, you may give your cartons to the UPS driver during normal pickup. If you do, call the MCAS Service Center at 800-737-5103 or email mcas@measuredprogress.org to report that the pickup has been made.

Do not leave secure MCAS materials unattended while awaiting UPS pickup. The principal is responsible for ensuring that test materials are kept in locked storage until they are given directly to the UPS driver.

2. Confirm that all test materials are picked up by UPS no later than 5:00 p.m. on Wednesday, December 19.

Call the MCAS Service Center immediately at 800-737-5103 if your cartons are not picked up as scheduled. You may also want to use your UPS tracking numbers to confirm delivery of your return shipment to Measured Progress by calling the MCAS Service Center.

F. Next Steps

1. Retain the following materials in your school files for three years:

- packing slips from your school’s shipment
- photocopy of Materials Summary
- photocopy of Principal’s Certification of Proper Test Administration
- Test Materials Internal Tracking Forms
- documentation for medically excused absences, if applicable
- UPS tracking numbers used
- record of test administrators and their students for each session, including make-up and test completion sessions

2. Recycle or discard the following materials:

- this manual
- *Test Administrator’s Manuals*
- Mathematics reference sheets
- unused shipping cartons

Part VI **Instructions for Test Administrators: Administering the Mathematics Retest Session 1**

A. Materials Needed for Session 1

1. Prior to testing, you will receive the following materials for students assigned to you:³
 - this manual
 - Mathematics test booklets, Session 1
 - Mathematics answer booklets
 - Mathematics reference sheets
 - a list of students' SASIDs, if applicable
 - Student ID Labels, if labels were not previously applied to answer booklets
If your principal has instructed you to apply Student ID Labels to answer booklets before testing, do so before the students arrive for testing.
 - a tracking form to assist you and your principal in maintaining the security of test materials

Note: Calculators are not allowed during Mathematics Session 1.

2. You will also need the following materials available in your testing space prior to testing:
 - “Do Not Disturb” sign
 - printed copies of bilingual word-to-word dictionaries authorized for use by ELL students who are reported as LEP or have been reported as LEP in the past
 - #2 pencils
3. Notify your principal immediately if you need additional materials. Set aside unassigned materials and **keep them secure** until you return them to your principal.

<p>Remember that all test booklets (including large-print booklets and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.</p>

B. Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 18 of the TAM for the November retests).
2. Post the “Do Not Disturb” sign on the outside of the door of your testing space.
3. Write your name on the board.
4. Write the names of your school and district on the board.

C. As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.

³ If applicable to any student in your assigned group, you will also receive large-print test materials or Kurzweil 3000 CDs. For more information, refer to the Kurzweil CD packet or the appendices of the TAM for the November retests.

2. Approve any bilingual dictionaries brought by eligible ELL students to use during the test session according to the guidelines in Appendix F of the TAM for the November retests. **All other dictionaries are prohibited during this session.**
3. **Make sure that students do not have calculators with them; all calculators are prohibited during this session.**
4. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **strictly prohibited** and the use of cell phones for any purpose will result in the invalidation of test results.

If your principal has instructed you to do so, read the recommended script. Turn to page 44 in the appendix for the Spanish script to read to students taking the English/Spanish edition.

“Before we begin testing, you need to know that cell phones and other electronic devices such as music players are not allowed for any reason during this session, even after you turn in your materials. Please turn your cell phone off, turn off any other electronic devices, and place them under your chair.”

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them under their chairs.

5. Make sure students’ desks are clear, except for approved bilingual dictionaries for eligible ELL students and #2 pencils. Students may also have pens and highlighters to use in their test booklets.
6. If applicable, turn to page 44 in the appendix for the Spanish script. At the end of the session, return to page 14 of the manual for further instructions.

D. Administer Session 1

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. As a reminder, at any time during the test session, you may repeat a portion of the script if necessary for clarification.

1. Say to the students:

“We are about to begin the MCAS Mathematics retest. You did not take Mathematics Session 1 before November 9, so you will be able to do so today.

I will now distribute the answer booklets. Please do not open them until I instruct you to do so.”

2. Distribute the answer booklets. If Student ID Labels have already been applied to the answer booklets, make sure that you give each student his or her assigned answer booklet.
3. Once the answer booklets have been distributed, say:

“Please pick up your answer booklet and QUICKLY flip through the pages to see if there are missing pages, completely blank pages, or pages that were printed upside down.

Raise your hand if you have an answer booklet with missing pages, blank pages, or upside-down pages.”

4. Collect any defective booklets and fill in the VOID circle on the **back cover** of each. Then write “VOID” in large letters on the **front cover** of each. Set aside these booklets to be returned to the principal. Give new booklets to those students who had defective materials. (See page 13 of the TAM for the November retests.)

5. If students will apply their own Student ID Labels, distribute the labels now. Instruct students to verify that the information on their labels is correct **before** they apply them. Any student who has a Student ID Label with incorrect information should return his or her label or pre-labeled answer booklet to you. If the student's SASID is correct on the label, the student may use the labeled answer booklet. If the SASID is incorrect or the student does not have a label, additional information must be completed on the front cover of an unlabeled answer booklet, according to the instructions in step 9 of this section.
6. When all Student ID Labels have been applied, say:

“Before beginning this test session, you will provide some information on the front cover of your answer booklet. It is extremely important that you complete all of this information CORRECTLY, and that you use ONLY a #2 pencil in your answer booklet. You may NOT use a pen or any other writing instrument.

At the top of the front cover, print the school name on the first line and the district name on the second line. I have written the school and district names on the board.”

Pause and check that students are completing the information correctly on the front covers of their answer booklets.

7. Then say:

“Below the information you just printed is the title ‘Student Name Grid.’

Print the letters of your LAST name in the boxes below that title. Write one letter in each box, starting in the first box on the left. Between the printed words ‘Last Name’ and ‘First Name,’ you will see a dividing line. If your name is longer than the space provided, fill in as much as will fit in front of the dividing line. If your last name has a hyphen or space, write the two names together as one word, without the hyphen or space.”

Pause for students to complete this section.

8. Then say:

“Print the letters of your FIRST name, starting with the box to the right of the dividing line. Do NOT write your nickname or use a different spelling of your name than usual. If your first name has a hyphen, write the two names together as one word, without the hyphen. Print your middle initial in the last box, under ‘MI.’ ”

Pause for students to complete this section.

9. If **all** of the students in your assigned group are using answer booklets with Student ID Labels, skip to step 10. Otherwise, continue with this step.

Say to the students:

“If your answer booklet does not have a Student ID Label on the lower right corner, you will now fill in the circles under each letter that you printed under the ‘STUDENT NAME GRID.’

Whenever you fill in circles, it is important to COMPLETELY fill the circles and make DARK MARKS. It is also important to erase COMPLETELY any mark you want to change and any stray marks on the page.”

Pause and check that students are completing this task correctly. Say:

“On the upper right side of the page, there is a section labeled ‘BIRTHDATE,’ with abbreviations for the months of the year. Fill in the circle to the right of the MONTH in which you were born. For example, if your birthday is in August, you will fill in the ‘8’ circle to the right of A-U-G.

Next, print the two numbers for the DAY on which you were born, one in each box underneath the word ‘DAY.’ If your birthdate is a single number, print a zero first. For

example, if your birthday is on the second of the month, you will print the numbers 'zero, two' in the boxes underneath 'DAY.'

Now print the numbers of the YEAR in which you were born in the boxes underneath 'YEAR.'

Last, underneath each number you printed, fill in the circle that contains the same number."

Pause and check that students are completing this task correctly. If students will be filling in their own SASIDs, say:

"Locate the box labeled 'STATE-ASSIGNED STUDENT IDENTIFIER.' I will provide each of you with your State-Assigned Student Identifier number so you can write the information and fill in the appropriate circles."

10. Then say:

"I will now distribute the Mathematics test booklets for Session 1 and Mathematics reference sheets. Please do not open your booklet until I instruct you to do so."

11. Once the test booklets and reference sheets have been distributed, say:

"Now pick up your test booklet and QUICKLY flip through the pages to see if there are any missing pages, completely blank pages, or pages that were printed upside down. Please raise your hand if you have a test booklet with missing pages, blank pages, or upside-down pages."

12. Collect any defective booklets and write "VOID" in large letters on the **front cover** of each. Set aside the booklets to be returned to the principal. Give new booklets to those students who had defective materials.

13. Once this is done, say:

"On the front cover, print your name on the first line, above 'Student Name.' Print my name on the second line, above 'Test Administrator Name.' Print the school and district names on the third and fourth lines. My name and the school and district names are written on the board for you to copy."

Pause and check that students are completing this task correctly.

14. When ready, say:

"Now take your Mathematics reference sheet and print your name on the upper right-hand corner."

15. Once this is done, say:

"During this test session, you will answer multiple-choice, short-answer, and open-response questions.

To answer a multiple-choice question, you will choose the best answer—either A, B, C, or D—and mark your choice by filling in the circle in your answer booklet. Remember to fill in the circle completely and make a dark mark. It is also important to erase COMPLETELY any mark you want to change.

To answer a short-answer question, you will write your answer in a box provided in your answer booklet. Make notes and do any figuring for short-answer questions in your test booklet, not in your answer booklet.

To answer an open-response question, you will write on lines that are in a large answer box on the page. Words that you write outside the answer box will NOT be included in your score.

There is a small grid in your answer booklet on each page where you will answer an open-response question. Some open-response questions require you to use these

grids. If a question does not require you to use the grid, you may still use it or you may write over the grid if you wish.

Your answers to open-response questions will not be scored for spelling or grammar. You should try your best to use proper spelling and grammar, but your score will not be lowered if you make a mistake in spelling or grammar.

Remember to read open-response questions **CAREFULLY** and answer them **COMPLETELY**. If an open-response question has more than one part or asks for more than one answer, be sure to answer **EVERY** part of the question, and **LABEL** each part of your answer 'a,' 'b,' etc.

Please open your test booklet to the inside front cover for important instructions. The information in the box on the right-hand page will help you to answer open-response questions. You are allowed to turn back to this page at any time during testing to remind yourself of how to answer open-response questions. Please read the information in the box now."

Pause while students read the information.

16. Say to the students:

"You may use your reference sheet to help you answer questions at any time during this session. However, you may not use a calculator or English-language dictionary during this Mathematics session.

You must mark all of your answers in your answer booklet. Any answers written in your test booklet will not be scored, and your test booklet will be destroyed by the Department of Elementary and Secondary Education after testing.

No scrap paper is allowed. You may use highlighters or pens to help you in your test booklet, BUT you must write all of your responses in your answer booklet in #2 pencil ONLY. If you use any other writing instrument or leave any stray marks in your answer booklet, your answers may not be scored.

It is also important for you to know that figures, diagrams, and illustrations in your test booklet are not necessarily drawn to scale."

17. Then say:

"This test session is scheduled to be 60 minutes long. If you have not finished answering the questions at the end of that time, you will be given more time to finish.

Once you begin the test, each test booklet page for this session will say 'GO ON' at the bottom right corner of the page. Keep answering questions until you have answered the last question in your Session 1 test booklet, which says 'STOP' at the bottom of the page.

If you finish answering the questions before the end of the test session, you should review your work for this session. Remember that you may turn back to the beginning of your test booklet to review the information in the box there.

Be aware that the use of cell phones for any purpose is strictly prohibited. Cheating in any form is forbidden and will result in a failing score."

18. Then say:

"Open your answer booklet to page 2. You will mark your answers for Session 1 beginning on this page.

Now open your test booklet to page 1, which says 'Mathematics Session 1' at the top. You may begin Session 1 now."

19. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I of the TAM for the November retests, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, are not using cell phones or other electronic devices, and are in the correct section of their test booklets and answer booklets.

Remember that you may view students' booklets for the sole purpose of confirming that students are working in the correct section. A test administrator may not review booklets to confirm whether a student has marked all his or her responses.

20. When the session time is half over, say to the students:

“The session time is half over. Remember to use the information in the box at the beginning of your test booklet as you review your answers to open-response questions. You may use your Mathematics reference sheet at any time during this test session. Make sure you do not skip any questions in this test session. When you are finished answering all of the questions in Session 1 and reviewing your work, return your test materials to me.”

21. At the end of the session, say to the students:

“This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that

- **you were supposed to answer all of the Session 1 questions during this session, and**
- **you should make sure you have not skipped any questions.”**

You may want to read aloud or point to this script for any student who finishes early.

22. Then say to the students:

“All your responses must be in your answer booklet—not your test booklet. You should make sure you have not skipped any questions. Remember, once you hand me your test materials, you will not be permitted to go back to Session 1.”

Pause to allow students to check whether they have skipped any questions.

23. Say to the students:

“Please put your pencil down and close your booklets. Place your reference sheet on your desk. If you need more time to answer any questions, raise your hand.”

24. Note which students need more time and pick up each student's answer booklet, test booklet, and reference sheet. **Verify that you have a used answer booklet, a used test booklet, and a reference sheet from each student.** For students who need more time to finish, follow the instructions given by your principal.
25. Make a list of all students in your assigned group who were not tested. These students will need to take Session 1 before the end of the testing window. If all the students assigned to you took Session 1, notify your principal of this.
26. Verify that any students who filled in circles for their names, dates of birth, and SASIDs on the front covers of answer booklets have done so correctly. If not, correct the information on the front covers at this time.

27. Group test materials into the following separate piles:

- used test booklets
- used answer booklets
- void answer booklets
- void test booklets
- reference sheets
- unused test materials
- contaminated test materials, if applicable (Remember to notify your principal or designee.)

28. Complete appropriate tracking documents, as instructed by your principal.

29. Immediately return **all** test materials and the list of students to your principal.

Remember that all test booklets (including large-print booklets and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

Part VII Instructions for Test Administrators: Administering the Mathematics Retest Session 2

A. Materials Needed for Session 2

1. Prior to testing, you will receive the following materials for students assigned to you:⁴
 - this manual
 - Mathematics test booklets, Session 2
 - Mathematics answer booklets
 - Mathematics reference sheets
 - a list of students' SASIDs, if applicable
 - Student ID Labels, if applicable
 - a tracking form to assist you and your principal in maintaining the security of test materials
2. You will also need the following materials available in your testing space prior to testing:
 - “Do Not Disturb” sign
 - printed copies of bilingual word-to-word dictionaries authorized for use by ELL students who are reported as LEP or have been reported as LEP in the past
 - #2 pencils
 - calculators for students who do not provide their own

Each student must have sole access to a calculator during Session 2 of the Mathematics retest. Students may provide their own calculators. However, schools must provide at least a four-function calculator with a square-root key for each student who does not provide his or her own calculator.

Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators.

3. Notify your principal immediately if you need additional materials. Set aside unassigned materials and **keep them secure** until you return them to your principal.

<p>Remember that all test booklets (including large-print booklets and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.</p>

B. Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 18 of the TAM for the November retests).
2. Post the “Do Not Disturb” sign on the outside of the door of your testing space.
3. Write your name on the board.
4. Write the names of your school and district on the board.

⁴ If applicable to any student in your assigned group, you will also receive large-print test materials or Kurzweil 3000 CDs. For more information, refer to the Kurzweil CD packet or the appendices of the TAM for the November retests.

C. As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Approve any bilingual dictionaries brought by eligible ELL students to use during the test session according to the guidelines in Appendix F of the TAM for the November retests. **All other dictionaries are prohibited during this session.**
3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **strictly prohibited** and the use of cell phones for any purpose will result in the invalidation of test results.

If your principal has instructed you to do so, read the recommended script. Turn to page 49 in the appendix for the Spanish script to read to students taking the English/Spanish edition.

“Before we begin testing, you need to know that cell phones and other electronic devices such as music players are not allowed for any reason during this session, even after you turn in your materials. Please turn your cell phone off, turn off any other electronic devices, and place them under your chair.”

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them under their chairs.

4. Make sure students’ desks are clear, except for approved bilingual dictionaries for eligible ELL students, calculators, and #2 pencils. Students may also have highlighters and pens to use in their test booklets.
5. If applicable, turn to page 49 in the appendix for the Spanish script. At the end of the session, return to page 20 of the manual for further instructions.

D. Administer Session 2



To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. As a reminder, at any time during the test session, you may repeat a portion of the script if necessary for clarification.

1. If there are students in your assigned group who do not have answer booklets with the front covers completed, these students will need to do so. Instructions for completing the front covers of answer booklets appear in this manual on pages 11–12 (script in steps 6 through 9). Say to the students:

“We are about to begin Session 2 of the MCAS Mathematics retest. You did not take this session before November 9, so you will be able to do so today.

I will now distribute your answer booklets and reference sheets. Do not open them until I instruct you to do so.”

Distribute the answer booklets. **Note:** It is your responsibility to ensure that each student who took Session 1 during this special test administration receives his or her own original answer booklet.

2. Once the answer booklets have been distributed, say to students who took Session 1 during this special test administration:

“Make sure you have your own answer booklet and reference sheet. If you have someone else’s materials, raise your hand now.”

If any students raise their hands, give them their correct materials.

3. When ready, say:

“I will now distribute test booklets for Session 2. Do not open your booklet until I instruct you to do so.”

4. Once the test booklets have been distributed, say:

“Now pick up your test booklet and QUICKLY flip through the pages to see if there are any missing pages, completely blank pages, or pages that were printed upside down. Please raise your hand if you have a test booklet with missing pages, blank pages, or upside-down pages.”

5. Collect any defective booklets and write “VOID” in large letters on the **front cover** of each. Set aside the booklets to be returned to the principal. Give new booklets to those students who had defective materials.

6. Once this is done, say:

“On the front cover, print your name on the first line, above ‘Student Name.’ Print my name on the second line, above ‘Test Administrator Name.’ Print the school and district names on the third and fourth lines. My name and the school and district names are written on the board for you to copy.”

Pause and check that students are completing this task correctly.

7. Then say:

“During this test session, you will answer multiple-choice and open-response questions.

To answer a multiple-choice question, you will choose the best answer—either A, B, C, or D—and mark your choice by filling in the circle in your answer booklet. Remember to fill in the circle completely and make a dark mark. It is also important to erase COMPLETELY any mark you want to change.

To answer an open-response question, you will write on lines that are in a large answer box on the page. Words that you write outside the answer box will NOT be included in your score.

There is a small grid in your answer booklet on each page where you will answer an open-response question. Some open-response questions require you to use these grids. If a question does not require you to use the grid, you may still use it or you may write over the grid if you wish.

Your answers to open-response questions will not be scored for spelling or grammar. You should try your best to use proper spelling and grammar, but your score will not be lowered if you make a mistake in spelling or grammar.

Remember to read open-response questions CAREFULLY and answer them COMPLETELY. If an open-response question has more than one part or asks for more than one answer, be sure to answer EVERY part of the question, and LABEL each part of your answer ‘a,’ ‘b,’ etc.”

8. Then say:

“You may use your reference sheet and calculator to help you answer questions at any time during this session. You may not use an English-language dictionary during this test session.

You must mark all of your answers in your answer booklet. Any answers written in your test booklet will not be scored, and your test booklet will be destroyed by the Department of Elementary and Secondary Education after testing.

No scrap paper is allowed. You may use highlighters or pens to help you in your test booklet, BUT you must write all of your responses in your answer booklet in #2 pencil

ONLY. If you use any other writing instrument or leave any stray marks in your answer booklet, your answers may not be scored.

It is also important for you to know that any figures, diagrams, and illustrations in your test booklet are not necessarily drawn to scale.

Please open your test booklet to the beginning and review the information in the box. You are allowed to turn back to this page at any time during testing to remind yourself of how to answer open-response questions.

Pause while students review the information.

9. Then say:

“This test session is scheduled to be 60 minutes long. If you have not finished answering the questions at the end of that time, you will be given more time to finish.

Once you begin the test, each test booklet page for this session will say ‘GO ON’ at the bottom right corner of the page. Keep answering questions until you have answered the last question in your Session 2 test booklet, which says ‘STOP’ at the bottom of the page.

If you finish answering the questions before the end of the test session, you should review your work for this session. Remember that you may turn back to the beginning of the test booklet to review the information there. If you took Session 1 during this special test administration, you may NOT review the first session in your answer booklet. Any answers you make to questions from Session 1 during this session may not be scored.

Be aware that the use of cell phones for any purpose is strictly prohibited. Cheating in any form is forbidden and will result in a failing score.”

10. Then say:

“Open your answer booklet. You will mark your answers for Session 2 in it.

Now open your test booklet to page 1, which says ‘Mathematics Session 2’ at the top. You may begin Session 2 now.”

11. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I of the TAM for the November retests, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, are not using cell phones or other electronic devices, and are in the correct section of their test booklets and answer booklets.

Remember that you may view students’ booklets for the sole purpose of confirming that students are working in the correct section. A test administrator may not review booklets to confirm whether a student has marked all his or her responses.

12. When the session time is half over, say to the students:

“The session time is half over. Remember to use the information in the box at the beginning of your test booklet as you review your answers to open-response questions. You may use your reference sheet and calculator at any time during this test session. Make sure you do not skip any questions in this test session. When you are finished answering all of the questions in Session 2 and reviewing your work, return your test materials to me.”

13. At the end of the session, say to the students:

“This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that

- **you were supposed to answer all of the Session 2 questions during this session, and**
- **you should make sure you have not skipped any questions.”**

You may want to read aloud or point to this script for any student who finishes early.

14. Then say to the students:

“All your responses must be in your answer booklet—not your test booklet. You should make sure you have not skipped any questions. Remember, once you hand me your test materials, you will not be permitted to go back to Session 2.”

Pause to allow students to check whether they have skipped any questions.

15. Say to the students:

“Please put your pencil down and close your booklets. Place your reference sheet on your desk. If you need more time to answer any questions, raise your hand.”

16. Note which students need more time and then pick up each student’s answer booklet, test booklet, and reference sheet. **Verify that you have a used answer booklet, a used test booklet, and a reference sheet from each student.** For students who need more time to finish, follow the instructions given by your principal.

17. Make a list of all students in your assigned group who were not tested. These students will need to take Session 2 before the end of the testing window. If all of the students assigned to you took Session 2, notify your principal of this.

18. Verify that any students who filled in circles for their names, dates of birth, and SASIDs on the front covers of answer booklets have done so correctly. If not, correct the information on the front covers at this time.

19. Group test materials into the following separate piles:

- used test booklets
- used answer booklets
- void answer booklets
- void test booklets
- reference sheets
- unused test materials
- contaminated test materials, if applicable (Remember to notify your principal or designee.)

20. Complete appropriate tracking documents, as instructed by your principal.

21. Immediately return **all** test materials and the list of students to your principal.

Remember that all test booklets (including large-print booklets and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

Part VIII Instructions for Test Administrators: Administering the ELA Composition Retest Sessions A and B

A. Materials Needed for Composition Sessions A and B

1. Prior to testing, you will receive the following materials for students assigned to you:⁵
 - this manual
 - ELA Composition test booklets
 - ELA answer booklets
 - a list of students' SASIDs, if applicable
 - Student ID Labels, if labels were not previously applied to answer booklets
If your principal has instructed you to apply the Student ID Labels to answer booklets before testing, do so before the students arrive for testing.
 - a tracking form to assist you and your principal in maintaining the security of test materials
2. You will also need the following materials available in your testing space prior to testing:
 - “Do Not Disturb” sign
 - printed copies of English-language dictionaries
 - At least one English-language dictionary must be available in the testing space for student use during testing. The principal may choose to provide additional dictionaries so that each student has one for reference. If there are fewer than one per student, only one student at a time may use any dictionary.
 - printed copies of bilingual word-to-word dictionaries authorized for use by ELL students who are reported as LEP or have been reported as LEP in the past
 - #2 pencils
3. Notify your principal immediately if you need additional materials. Set aside unassigned materials and **keep them secure** until you return them to your principal.

Remember that all test booklets (including ELA Composition test booklets, large-print booklets and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

B. Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 18 in the TAM for the November retests).
2. Post the “Do Not Disturb” sign on the outside of the door of your testing space.
3. Write your name on the board.
4. Write the names of your school and district on the board.

⁵ If applicable to any student in your assigned group, you will also receive large-print test materials or Kurzweil 3000 CDs. For more information, refer to the Kurweil CD packet or the appendices of the TAM for the November retests.

C. As Students Arrive

1. Collect books from students who brought them to read in the event they finish their drafts before the end of the test session. Do not return these books to students until the end of the Composition retest. Due to the nature of the writing prompt, students taking the retest are not allowed to have books with them to read if they finish their work before the end of Session A.
2. Approve any bilingual dictionaries brought by eligible ELL students to use during the test session according to the guidelines in Appendix F of the TAM for the November retests.
3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **strictly prohibited** and the use of cell phones for any purpose will result in the invalidation of test results.

If your principal has instructed you to do so, read the recommended script:

“Before we begin testing, you need to know that cell phones and other electronic devices such as music players are not allowed for any reason during this session, even after you turn in your materials. Please turn your cell phone off, turn off any other electronic devices, and place them under your chair.”

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them under their chairs.

4. Make sure students’ desks are clear, except for dictionaries, including approved bilingual dictionaries for eligible ELL students, and #2 pencils. Students may also have highlighters and pens to use in their test booklets.

D. Administer Session A

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. As a reminder, at any time during the test session, you may repeat a portion of the script if necessary for clarification.

1. Say to the students:

“We are about to begin Session A of the MCAS English Language Arts Composition retest. This is the first of two 45-minute test sessions that you will take today. You did not take the Composition before November 9, so you will be able to do so today. I will now distribute the test booklets. Please do not open your booklet until I instruct you to do so.”

2. Once the test booklets have been distributed, say:

“Now pick up your test booklet and QUICKLY flip through the pages to see if there are any missing pages, completely blank pages, or pages that were printed upside down. Please raise your hand if you have a test booklet with missing pages, blank pages, or upside-down pages.”

3. Collect any defective booklets and write “VOID” in large letters on the **front cover** of each. Set aside these booklets to be returned to the principal. Give new booklets to those students who had defective materials.
4. Once this is done, say:

“On the front cover, print your name on the first line, above ‘Student Name.’ Print my name on the second line, above ‘Test Administrator Name.’ Print the school and district

names on the third and fourth lines. My name and the school and district names are written on the board for you to copy.”

Pause and check that students are completing this task correctly.

5. When ready, say:

“During this session, you will write the first draft of a composition in your test booklet. In the next session, you will write a second, final composition in a separate answer booklet, which I will hand out at the beginning of that session.

You should know that the first draft you write during this session will not be scored and that this test booklet will be destroyed by the Department of Elementary and Secondary Education after testing.

No scrap paper is allowed. However, you may use highlighters or pens in your test booklet during this session.”

6. Then say:

“You are allowed to use a dictionary during both of today’s test sessions.”

Show students where the dictionary or dictionaries are located. If each student has been provided with a dictionary, it may be kept at his or her desk.

If dictionaries will be shared, say:

“Remember that only one student at a time may use an available dictionary.”

7. Say to the students:

“During this test session, you should use the space in your test booklet to

- **plan what you are going to write,**
- **make notes or outlines and carry out other prewriting activities, and**
- **write a FIRST DRAFT of your composition.**

YOUR FINAL COMPOSITION WILL BE LIMITED TO FOUR PAGES. IT IS IMPORTANT THAT YOU PLAN ACCORDINGLY. You may use all of the space in the test booklet to plan your final composition.

Please turn to page 1 in the booklet and review the scoring information printed there. Although your first draft will not be scored, if you use this information as you write your first draft, you will increase the likelihood of writing a composition that receives a high score. Part of your final composition score will be for correct spelling and grammar.”

Pause while students read the information.

8. Then say:

“This test session is scheduled to be 45 minutes long. If you have not finished your draft at the end of that time, you will be given more time to finish.

If you finish your first draft before the end of the session, you should review your work. Remember that you may turn back to the beginning of your test booklet to review the information in the box there. When you are satisfied with your work, bring all of your test materials to me.

Be aware that the use of cell phones for any purpose is strictly prohibited. Cheating in any form is forbidden and will result in a failing score.

Please turn to page 2 of your test booklet. Read the writing assignment silently, and begin writing your first draft now.”

9. Circulate among the students while they write their drafts to see that they are working steadily and not using cell phones. It is your responsibility to ensure a secure testing environment.

10. When the session time is half over, say to the students:

“The session is half over. Remember to use the scoring information on page 1 to review your work.”

11. At the end of the session, say to the students:

“This is the end of the time scheduled for this session. Please put your pencil down and close your test booklet. If you need more time to finish your first draft, raise your hand.”

12. Note which students need more time and then tell the students they may lower their hands. Say to the students:

“I will now pick up your test booklets. After I am sure that I have all test booklets, you will begin your break.”

13. Pick up each test booklet. **Verify that you have a used test booklet from each student.**

14. For students who need more time to finish, follow the instructions given by your principal.

The Department suggests that test administrators give instructions for Session B to all students together following the supervised break. After the instructions are given, students who need more time may continue to work on their drafts in their test booklets, while students who are ready to start Session B may write their final compositions in their answer booklets.

Test administrators should instruct students to begin working in their Session B answer booklets with sufficient time from the end of the school day (at least 45 minutes) to finish their final draft for scoring.

Therefore, if the end of the school day is approaching and the student has not yet begun Session B, say to the student:

“The school day ends in _____ minutes. You must begin Session B in your answer booklet now, or you may not have time to finish.”

E. Supervised Break

Retain students’ test materials while they take a **supervised** break of approximately 10 minutes. Remind students they may not use cell phones or other electronic devices or read a book, and instruct students not to discuss the test. Be sure to keep test materials secure during the break.

F. Administer Session B

1. Make sure students’ desks are clear, except for dictionaries, including approved bilingual dictionaries for eligible ELL students, and #2 pencils.

2. Make sure that students still do not have access to cell phones or other electronic devices during testing.

3. Say to the students:

“We are about to begin Session B of the Composition retest. I will now distribute the answer booklets. Do not open your booklet until I instruct you to do so.”

4. Distribute the answer booklets. If Student ID Labels have already been applied to the answer booklets, make sure that you give each student his or her assigned answer booklet. Then say:

“Please pick up your answer booklet and QUICKLY flip through the pages to see if there are missing pages, completely blank pages, or pages that were printed upside down. Raise your hand if you have an answer booklet with missing pages, blank pages, or upside-down pages.”
5. Collect any defective booklets and fill in the VOID circle on the **back cover** of each. Then write “VOID” in large letters across the **front cover** of each. Set aside these booklets to be returned to the principal. Give new booklets to those students who had defective materials. (See page 13 of the TAM for the November retests.)
6. If students will apply their own Student ID Labels, distribute the labels now. Instruct students to verify that the information on their labels is correct **before** they apply them. Any student who has a Student ID Label with incorrect information should return his or her label or pre-labeled answer booklet to you. If the student’s SASID is correct on the label, the student may use the labeled answer booklet. If the SASID is incorrect or the student does not have a label, additional information must be completed on the front cover of an unlabeled answer booklet, according to the instructions in step 10 of this section.
7. When all Student ID Labels have been applied, say:

“Before beginning this test session, you will provide some information on the front cover of your answer booklet. It is extremely important that you complete all of this information CORRECTLY, and that you use ONLY a #2 pencil in your answer booklet. You may NOT use a pen or any other writing instrument.

At the top of the front cover, print the school name on the first line and the district name on the second line. I have written the school and district names on the board.”

Pause and check that students are completing the information correctly on the front covers of their answer booklets.
8. Then say:

“Below the information you just printed is the title ‘Student Name Grid.’

Print the letters of your LAST name in the boxes below that title. Write one letter in each box, starting in the first box on the left. Between the printed words ‘Last Name’ and ‘First Name,’ you will see a dividing line. If your name is longer than the space provided, fill in as much as will fit in front of the dividing line. If your last name has a hyphen or space, write the two names together as one word, without the hyphen or space.”

Pause for students to complete this section.
9. Then say:

“Print the letters of your FIRST name, starting with the box to the right of the dividing line. Do NOT write your nickname or use a different spelling of your name than usual. If your first name has a hyphen, write the two names together as one word, without the hyphen. Print your middle initial in the last box, under ‘MI.’ ”

Pause for students to complete this section.
10. If **all** of the students in your assigned group are using answer booklets with Student ID Labels, skip to step 11. Otherwise, continue with this step.

Say to the students:

“If your answer booklet does not have a Student ID Label on the lower right corner, you will now fill in the circles under each letter that you printed under the ‘STUDENT NAME GRID.’

Whenever you fill in circles, it is important to COMPLETELY fill the circles and make DARK MARKS. It is also important to erase COMPLETELY any mark you want to change and any stray marks on the page.”

Pause and check that students are completing this task correctly. Say:

“On the upper right side of the page, there is a section labeled ‘BIRTHDATE,’ with abbreviations for the months of the year. Fill in the circle to the right of the MONTH in which you were born. For example, if your birthday is in August, you will fill in the ‘8’ circle to the right of A-U-G.

Next, print the two numbers for the DAY on which you were born, one in each box underneath the word ‘DAY.’ If your birthdate is a single number, print a zero first. For example, if your birthday is on the second of the month, you will print the numbers ‘zero, two’ in the boxes underneath ‘DAY.’

Now print the numbers of the YEAR in which you were born in the boxes underneath ‘YEAR.’

Last, underneath each number you printed, fill in the circle that contains the same number.”

Pause and check that students are completing this task correctly. If students will be filling in their own SASIDs, say:

“Locate the box labeled ‘STATE-ASSIGNED STUDENT IDENTIFIER.’ I will provide each of you with your State-Assigned Student Identifier number so you can write the information and fill in the appropriate circles.”

11. Then say:

“I will now distribute your test booklets. Do not open your booklet until I instruct you to do so.”

12. Distribute the test booklets to their original owners. **Note:** It is your responsibility to ensure that each student receives his or her own original test booklet.

13. Once the test booklets have been distributed, say:

“Make sure you have your own test booklet. If you have someone else’s booklet, raise your hand now.”

If any students raise their hands, give them their correct booklets.

14. Then say:

“During this test session, you will write a final composition that is based on the first draft you wrote during Session A. This time, you will write in your answer booklet. You must use ONLY a #2 pencil. If you use any other writing instrument or leave any stray marks in your answer booklet, your composition may not be scored.

You may use a dictionary during this test session, and you may review the scoring information on page 1 of your test booklet as you write your final composition. Also remember that part of your final composition score will be for correct spelling and grammar.

The answer booklet provides four pages on which to write your final composition. YOU MUST LIMIT YOUR WRITING TO THESE FOUR PAGES; BE SURE TO PLAN ACCORDINGLY. No scrap paper is allowed.”

15. Say to the students:

“This test session is scheduled to be 45 minutes long. If you have not finished your final composition by the end of that time, you will be given more time to finish.

If you finish your composition before the end of the session, you should review your work. When you are satisfied with your work, bring all of your test materials to me.

Remember that cheating in any form is forbidden.”

16. Then say:

“Open your answer booklet to page 2. You may begin writing your final composition on that page now. You must write your final composition in your answer booklet. The first draft you wrote in your test booklet will not be scored, and your test booklet will be destroyed by the Department of Elementary and Secondary Education after testing.”

17. Circulate among the students while they take the test to see that they are working steadily, are not using cell phones, and are **writing in their answer booklets**. It is your responsibility to ensure a secure testing environment.

18. When the session time is half over, say to the students:

“This session is half over. Remember to use the scoring information on page 1 of your test booklet to help you review your composition.”

19. At the end of the session, say to the students:

“This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that you were supposed to write your composition in your answer booklet during this session. Remember, once you hand me your test materials, you will not be permitted to go back to your composition. Please put down your pencil and close both of your booklets. If you need more time to finish your composition, raise your hand.”

20. Note which students need more time and then pick up each student’s booklets. **Verify that you have a used answer booklet and a used test booklet from each student.** For students who need more time, follow the instructions given by your principal.

21. Make a list of all students in your assigned group who were not tested. Return the list to your principal with other test materials.

22. Based on guidelines in the PAM, your principal will determine whether students who were absent for the ELA Composition retest will be allowed to take the test during the testing window. If all the students assigned to you took the ELA Composition retest, notify your principal of this.

23. Verify that any students who filled in circles for their names, dates of birth, and SASIDs on the front covers of answer booklets have done so correctly. If not, correct the information on the front covers at this time.

24. Group test materials into the following separate piles:

- used test booklets
- used answer booklets
- void answer booklets
- void test booklets
- unused test materials
- contaminated test materials, if applicable (Remember to notify your principal or designee.)

25. Complete appropriate tracking documents, as instructed by your principal.

26. Immediately return **all** test materials and the list of students to your principal.

Remember that all test booklets (including ELA Composition test booklets, large-print booklets and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

Part IX **Instructions for Test Administrators: Administering the ELA Reading Comprehension Retest Session 1**

A. Materials Needed for Session 1

1. Prior to testing, you will receive the following materials for students assigned to you:⁶
 - this manual
 - ELA Reading Comprehension test booklets, Sessions 1 and 2
 - ELA answer booklets
 - a list of students' SASIDs, if applicable
 - Student ID Labels, if applicable
 - a tracking form to assist you and your principal in maintaining the security of test materials

Note: English-language dictionaries are not allowed during the ELA Reading Comprehension retest.

2. You will also need the following materials available in your testing space prior to testing:
 - “Do Not Disturb” sign
 - printed copies of bilingual word-to-word dictionaries for use by ELL students who are reported as LEP or have been reported as LEP in the past
 - #2 pencils
3. Notify your principal immediately if you need additional materials. Set aside unassigned materials and **keep them secure** until you return them to your principal.

<p>Remember that all test booklets (including large-print booklets and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.</p>

B. Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 18 of the TAM for the November retests).
2. Post the “Do Not Disturb” sign on the outside of the door of your testing space.
3. Write your name on the board.
4. Write the names of your school and district on the board.

C. As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.

⁶ If applicable to any student in your assigned group, you will also receive large-print test materials or Kurzweil 3000 CDs. For more information, refer to the Kurzweil CD packet or the appendices of the TAM for the November retests.

2. Approve any bilingual dictionaries brought by eligible ELL students to use during the test session according to the guidelines in Appendix F of the TAM for the November retests.

All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **strictly prohibited** and the use of cell phones for any purpose will result in the invalidation of test results.

If your principal has instructed you to do so, read the recommended script:

“Before we begin testing, you need to know that cell phones and other electronic devices such as music players are not allowed for any reason during this session, even after you turn in your materials. Please turn your cell phone off, turn off any other electronic devices, and place them under your chair.”

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them under their chairs.

4. Make sure students’ desks are clear, except for approved bilingual dictionaries for eligible ELL students and #2 pencils. Students may also have highlighters and pens to use in their test booklets.

D. Administer Session 1

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. As a reminder, at any time during the test session, you may repeat a portion of the script if necessary for clarification.

1. If there are students in your assigned group who do not have answer booklets with the front covers completed, these students will need to do so. Instructions for completing the front covers of answer booklets appear in this manual on pages 25–26 (script in steps 7 through 10).

Say to the students:

“We are about to begin the MCAS English Language Arts Reading Comprehension retest. There are three sessions in total for the Reading Comprehension test. You did not take Reading Comprehension Session 1 before November 9, so you will be able to do so today.

Test questions for Sessions 1 and 2 will be in your test booklet, but you will only be answering the questions in the ‘Session 1’ section during this session. If you did not take Session 2 before November 9, you will answer the questions in the ‘Session 2’ section at another time.

I will now distribute your answer booklets. Please do not open them until I instruct you to do so.”

Distribute the answer booklets. **Note:** It is your responsibility to ensure that each student whose answer booklet has already been assigned, or who took the Composition during this special test administration, receives his or her own original answer booklet.

Once the answer booklets have been distributed, say to students if applicable:

“Make sure you have your own answer booklet. If you have someone else’s answer booklet, raise your hand now.”

If any students raise their hands, give them their correct answer booklets.

2. Then say:
“I will now distribute the test booklets for Sessions 1 and 2. Do not open your booklet until I instruct you to do so.”
3. Once the test booklets have been distributed, say:
“Now pick up your test booklet and QUICKLY flip through the pages to see if there are any missing pages, completely blank pages, or pages that were printed upside down. Please raise your hand if you have a test booklet with missing pages, blank pages, or upside-down pages.”
4. Collect any defective booklets and write “VOID” in large letters on the **front cover** of each. Set aside the booklets to be returned to the principal. Give new booklets to those students who had defective booklets.
5. Once this is done, say:
“On the front cover, print your name on the first line, above ‘Student Name.’ Print my name on the second line, above ‘Test Administrator Name (Session 1).’ Print the school and district names on the third and fourth lines. My name and the school and district names are written on the board for you to copy.”

Pause and check that students are completing this task correctly.

6. When ready, say:
“During this test session, you will answer multiple-choice and open-response questions.
To answer a multiple-choice question, you will choose the best answer—either A, B, C, or D—and mark your choice by filling in the circle in your answer booklet. Remember to fill in the circle completely and make a dark mark. It is also important to erase COMPLETELY any mark you want to change.
To answer an open-response question, you will write on lines that are in a large answer box on the page. Words that you write outside the answer box will NOT be included in your score.
Your answers to open-response questions will not be scored for spelling or grammar. You should try your best to use proper spelling and grammar, but your score will not be lowered if you make a mistake in spelling or grammar.
Remember to read open-response questions CAREFULLY and answer them COMPLETELY. If an open-response question has more than one part or asks for more than one answer, be sure to answer EVERY part of the question.
Please open your test booklet to the inside front cover for important instructions. The information in the box on the right-hand page will help you to answer open-response questions. You are allowed to turn back to this page at any time during testing to remind yourself of how to answer open-response questions. Please read the information in the box now.”

Pause while students read the information.

7. Say to the students:
“You may not use an English-language dictionary during the Reading Comprehension retest.
You must mark all of your answers in your answer booklet. Any answers written in your test booklet will not be scored, and your test booklet will be destroyed by the Department of Elementary and Secondary Education after testing.
No scrap paper is allowed. You may use highlighters or pens to help you in your test booklet, BUT you must write all of your responses in your answer booklet in #2 pencil

ONLY. If you use any other writing instrument or leave any stray marks in your answer booklet, your answers may not be scored.”

8. Say to the students:

“This test session is scheduled to be 45 minutes long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. Once you begin the test, each test booklet page for this session will say ‘GO ON’ at the bottom right corner of the page. Keep answering questions until you have answered the last question in Session 1 of your test booklet, which says ‘STOP’ at the bottom of the page.

If you finish answering the questions before the end of the test session, you should review your work for this session. Remember that you may turn back to the beginning of the test booklet to review the information in the box there. However, you may NOT look ahead to the next test session. Any answers you make to questions from Session 2 during this session may not be scored.

Be aware that the use of cell phones for any purpose is strictly prohibited. Cheating in any form is forbidden and will result in a failing score.”

9. Then say:

“Open your answer booklet. You will mark your answers for Session 1 in it.

Now open your test booklet to page 1, which says ‘English Language Arts Reading Comprehension: Session 1’ at the top. You may begin Session 1 now.”

10. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I of the TAM for the November retests, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, are not using cell phones or other electronic devices, and are in the correct section of their test booklets and answer booklets.

Remember that you may view students’ booklets for the sole purpose of confirming that students are working in the correct section. A test administrator may not review booklets to confirm whether a student has marked all his or her responses.

11. When the session time is half over, say to the students:

“The session time is half over. Remember to use the information in the box at the beginning of your test booklet as you review your answers to open-response questions. Make sure that you do not skip any questions in this test session. When you are finished answering all of the questions in Session 1 and reviewing your work, return your test materials to me.”

12. At the end of the session, say to the students:

“This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that

- you were supposed to answer all of the Session 1 questions during this session, and**
- you should make sure you have not skipped any questions.”**

You may want to read aloud or point to this script for any student who finishes early.

13. Then say to the students:

“All your responses must be in your answer booklet—not your test booklet. Remember, once you hand me your test materials, you will not be permitted to go back to Session 1.”

Pause to allow students to check whether they have skipped any questions.

14. Then say:

“Please put your pencil down and close your booklets. If you need more time to answer any questions, raise your hand.”

15. Note which students need more time and then pick up each student’s booklets. **Verify that you have a used answer booklet and a used test booklet from each student.** For students who need more time to finish, follow the instructions given by your principal.

16. Make a list of all students in your assigned group who were not tested. These students will need to take Session 1 before the end of the testing window. If all the students assigned to you took Session 1, notify your principal of this.

17. Verify that any students who filled in circles for their names, dates of birth, and SASIDs on the front covers of answer booklets have done so correctly. If not, correct the information on the front covers at this time.

18. Group test materials into the following separate piles:

- used test booklets
- used answer booklets
- void answer booklets
- void test booklets
- unused test materials
- contaminated test materials, if applicable (Remember to notify your principal or designee.)

19. Complete appropriate tracking documents, as instructed by your principal.

20. Immediately return **all** test materials and the list of students to your principal.

<p>Remember that all test booklets (including large-print booklets and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.</p>

Part X Instructions for Test Administrators: Administering the ELA Reading Comprehension Retest Session 2

A. Materials Needed for Session 2

1. Prior to testing, you will receive the following materials for students assigned to you:⁷
 - this manual
 - ELA Reading Comprehension test booklets, Sessions 1 and 2
 - ELA answer booklets
 - a list of students' SASIDs, if applicable
 - Student ID Labels, if applicable
 - a tracking form to assist you and your principal in maintaining the security of test materials

Note: English-language dictionaries are not allowed during the ELA Reading Comprehension retest.

2. You will also need the following materials available in your testing space prior to testing:
 - “Do Not Disturb” sign
 - printed copies of bilingual word-to-word dictionaries for use by ELL students who are reported as LEP or have been reported as LEP in the past
 - #2 pencils
3. You will likely receive more materials than needed for your group of students. Notify your principal immediately if you need additional materials. Set aside unassigned materials and **keep them secure** until you return them to your principal.

Remember that all test booklets (including large-print booklets and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

B. Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 18 of the TAM for the November retests).
2. Post the “Do Not Disturb” sign on the outside of the door of your testing space.
3. Write your name on the board.
4. Write the names of your school and district on the board.

C. As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.

⁷ If applicable to any student in your assigned group, you will also receive large-print test materials or Kurzweil 3000 CDs. For more information, refer to the Kurzweil CD packet or the appendices of the TAM for the November retests.

2. Approve any bilingual dictionaries brought by eligible ELL students to use during the test session according to the guidelines in Appendix F of the TAM for the November retests. **All other dictionaries are prohibited during this session.**
3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **strictly prohibited** and the use of cell phones for any purpose will result in the invalidation of test results.

If your principal has instructed you to do so, read the recommended script:

“Before we begin testing, you need to know that cell phones and other electronic devices such as music players are not allowed for any reason during this session, even after you turn in your materials. Please turn your cell phone off, turn off any other electronic devices, and place them under your chair.”

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them under their chairs.

4. Make sure students’ desks are clear, except for approved bilingual dictionaries for eligible ELL students and #2 pencils. Students may also have highlighters and pens to use in their test booklets.

D. Administer Session 2

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. As a reminder, at any time during the test session, you may repeat a portion of the script if necessary for clarification.

1. If there are students in your assigned group who do not have answer booklets with the front covers completed, these students will need to do so. Instructions for completing the front covers of answer booklets appear in this manual on pages 25–26 (script in steps 7 through 10).

Say to the students:

“We are about to begin the MCAS English Language Arts Reading Comprehension retest. You did not take Reading Comprehension Session 2 before November 9, so you will be able to do so today. If you need to, you will take Session 3 at another time.

I will now distribute your answer booklets. Do not open them until I instruct you to do so.”

2. Distribute the answer booklets. **Note:** It is your responsibility to ensure that each student whose answer booklet has already been assigned, or who took the Composition or Session 1 during this special test administration, receives his or her own original answer booklet.

Once the answer booklets have been distributed, say to students who took the Composition or Session 1 during this special administration:

“The answer booklets I have just handed to you are the ones you have been using. Make sure you have your own answer booklet. If you have someone else’s answer booklet, raise your hand now.”

If any students raise their hands, give them their correct answer booklets.

3. Distribute the test booklets and say:

“I am now distributing your test booklets. Do not open your booklet until I instruct you to do so.”

Note: It is your responsibility to ensure that each student who took the Composition or Session 1 during this special administration receives his or her own original test booklet.

4. Once the test booklets have been distributed, say to students who took the Composition or Session 1 during this special administration:

“Make sure you have your own test booklet. If you have someone else’s booklet, raise your hand now.”

If any students raise their hands, give them their correct booklets.

5. Say:

“If you did not take the Composition or Reading Comprehension Session 1 during this special administration, on the front cover, print your name on the first line, above ‘Student Name.’

On the front cover, print my name on the second line, above ‘Test Administrator Name (Session 2).’ My name is on the board for you to copy.”

Pause and check that students are completing this task correctly.

6. Then say:

“During this test session, you will answer multiple-choice and open-response questions.

To answer a multiple-choice question, you will choose the best answer—either A, B, C, or D—and mark your choice by filling in the circle in your answer booklet. Remember to fill in the circle completely and make a dark mark. It is also important to erase COMPLETELY any mark you want to change.

To answer an open-response question, you will write on lines that are in a large answer box on the page. Words that you write outside the answer box will NOT be included in your score.

Your answers to open-response questions will not be scored for spelling or grammar. You should try your best to use proper spelling and grammar, but your score will not be lowered if you make a mistake in spelling or grammar.

Remember to read open-response questions CAREFULLY and answer them COMPLETELY. If an open-response question has more than one part or asks for more than one answer, be sure to answer EVERY part of the question.”

7. Say to the students:

“You may not use an English-language dictionary during the Reading Comprehension retest.

You must mark all of your answers in your answer booklet. Any answers written in your test booklet will not be scored, and your test booklet will be destroyed by the Department of Elementary and Secondary Education after testing.

No scrap paper is allowed. You may use highlighters or pens to help you in your test booklet, BUT you must write all of your responses in your answer booklet in #2 pencil ONLY. If you use any other writing instrument or leave any stray marks in your answer booklet, your answers may not be scored.

Please open your test booklet to the beginning and review the information in the box. You are allowed to turn back to this page at any time during testing to remind yourself of how to answer open-response questions.”

Pause while students read the information.

8. Then say:

“This test session is scheduled to be 45 minutes long. If you have not finished answering the questions at the end of that time, you will be given more time to finish.

Once you begin the test, each page for this session will say ‘GO ON’ at the bottom right corner of the page. Keep answering questions until you have answered the last question in your test booklet, which says ‘STOP’ at the bottom of the page.

If you finish answering the questions before the end of the test session, you should review your work for this session. Remember that you may turn back to the beginning of the test booklet to review the information in the box there. However, you may NOT review the first session. Any answers you make to questions from Session 1 during this session may not be scored.

Be aware that the use of cell phones for any purpose is strictly prohibited. Cheating in any form is forbidden and may result in a failing score.”

9. Then say:

“Open your answer booklet to the first page that says ‘ELA Reading Comprehension, Session 2’ at the top. You will mark your answers for Session 2 beginning on this page.

Now open your test booklet to the first page of English Language Arts Reading Comprehension: Session 2. You may begin Session 2 now.”

10. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I of the TAM for the November retests, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, are not using cell phones or other electronic devices, and are in the correct section of their test booklets and answer booklets.

Remember that you may view students’ booklets for the sole purpose of confirming that students are working in the correct section. A test administrator may not review booklets to confirm whether a student has marked all his or her responses.

11. When the session time is half over, say to the students:

“The session time is half over. Remember to use the information in the box at the beginning of your test booklet as you review your answers to open-response questions. Make sure that you do not skip any questions in this test session. When you are finished answering all of the questions in Session 2 and reviewing your work, return your test materials to me.”

12. At the end of the session, say to the students:

“This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that

- **you were supposed to answer all of the Session 2 questions during this session, and**
- **you should make sure you have not skipped any questions.”**

You may want to read aloud or point to this script for any student who finishes early.

13. Then say to the students:

“All your responses must be in your answer booklet—not your test booklet. You should make sure you have not skipped any questions. Remember, once you hand me your test materials, you will not be permitted to go back to Session 2.”

Pause to allow students to check whether they have skipped any questions.

14. Say to the students:

“Please put your pencil down and close your booklets. If you need more time to answer any questions, raise your hand.”

15. Note which students need more time and then pick up each student’s booklets. **Verify that you have a used answer booklet and a used test booklet from each student.** For students who need more time to finish, follow the instructions given by your principal.

16. Make a list of all students in your assigned group who were not tested. These students will need to take Session 2 before the end of the testing window. If all the students assigned to you took Session 2, notify your principal of this.

17. Verify that any students who filled in circles for their names, dates of birth, and SASIDs on the front covers of answer booklets have done so correctly. If not, correct the information on the front covers at this time.

18. Group test materials into the following separate piles:

- used test booklets
- used answer booklets
- void answer booklets
- void test booklets
- unused test materials
- contaminated test materials, if applicable (Remember to notify your principal or designee.)

19. Complete appropriate tracking documents, as instructed by your principal.

20. Immediately return **all** test materials and the list of students to your principal.

Remember that all test booklets (including large-print booklets and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

Part XI **Instructions for Test Administrators: Administering the ELA Reading Comprehension Retest Session 3**

A. Materials Needed for Session 3

1. Prior to testing, you will receive the following materials for students assigned to you:⁸
 - this manual
 - ELA Reading Comprehension test booklets, Session 3
 - ELA answer booklets
 - a list of students' SASIDs, if applicable
 - Student ID Labels, if applicable
 - a tracking form to assist you and your principal in maintaining the security of test materials

Note: English-language dictionaries are not allowed during the ELA Reading Comprehension retest.

2. You will also need the following materials available in your testing space prior to testing:
 - “Do Not Disturb” sign
 - printed copies of bilingual word-to-word dictionaries authorized for use by ELL students who are reported as LEP or have been reported as LEP in the past
 - #2 pencils
3. You will likely receive more materials than needed for your group of students. Notify your principal immediately if you need additional materials. Set aside unassigned materials and **keep them secure** until you return them to your principal.

Remember that all test booklets (including large-print booklets and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

B. Before Students Arrive

1. Make sure the testing space has been appropriately prepared (see page 18 of the TAM for the November retests).
2. Post the “Do Not Disturb” sign on the outside of the door of your testing space.
3. Write your name on the board.
4. Write the names of your school and district on the board.

C. As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.

⁸ If applicable to any student in your assigned group, you will also receive large-print test materials or Kurzweil 3000 CDs. For more information, refer to the Kurzweil CD packet or the appendices of the TAM for the November retests.

2. Approve any bilingual dictionaries brought by eligible ELL students to use during the test session according to the guidelines in Appendix F of the TAM for the November retests.

All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **strictly prohibited** and the use of cell phones for any purpose will result in the invalidation of test results.

If your principal has instructed you to do so, read the recommended script:

“Before we begin testing, you need to know that cell phones and other electronic devices such as music players are not allowed for any reason during this session, even after you turn in your materials. Please turn your cell phone off, turn off any other electronic devices, and place them under your chair.”

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them under their chairs.

4. Make sure students’ desks are clear, except for approved bilingual dictionaries for eligible ELL students and #2 pencils. Students may also have highlighters and pens to use in their test booklets.

D. Administer Session 3

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. As a reminder, at any time during the test session, you may repeat a portion of the script if necessary for clarification.

1. If there are students in your assigned group who do not have answer booklets with the front covers completed, these students will need to do so. Instructions for completing the front covers of answer booklets appear in this manual on pages 25–26 (script in steps 7 through 10).

Say to the students:

“We are about to begin the MCAS English Language Arts Reading Comprehension retest. You did not take Reading Comprehension Session 3 before November 9, so you will be able to do so today.

I will now distribute your answer booklets. Do not open them until I instruct you to do so.”

Distribute the answer booklets. **Note:** It is your responsibility to ensure that each student whose answer booklet has already been assigned, or who took the Composition, Session 1, or Session 2 during this special test administration, receives his or her own original answer booklet.

Once the answer booklets have been distributed, say to students who took the Composition, Session 1, or Session 2 during this special administration:

“Make sure you have your own answer booklet. If you have someone else’s answer booklet, raise your hand now.”

If any students raise their hands, give them their correct answer booklets.

2. Then say:

“I will now distribute your test booklets. Do not open your booklet until I instruct you to do so.”

3. Once the test booklets have been distributed, say:

“Now pick up your test booklet and QUICKLY flip through the pages to see if there are any missing pages, completely blank pages, or pages that were printed upside down. Please raise your hand if you have a test booklet with missing pages, blank pages, or upside-down pages.”

4. Collect any defective booklets and write “VOID” in large letters on the **front cover** of each. Set aside the booklets to be returned to the principal. Give new booklets to those students who had defective materials.
5. Once this is done, say:

“On the front cover, print your name on the first line, above ‘Student Name.’ Print my name on the second line, above ‘Test Administrator Name.’ Print the school and district names on the third and fourth lines. My name and the school and district names are written on the board for you to copy.”

Pause and check that students are completing this task correctly.

6. Then say:

“During this test session, you will answer multiple-choice and open-response questions.

To answer a multiple-choice question, you will choose the best answer—either A, B, C, or D—and mark your choice by filling in the circle in your answer booklet. Remember to fill in the circle completely and make a dark mark. It is also important to erase COMPLETELY any mark you want to change.

To answer an open-response question, you will write on lines that are in a large answer box on the page. Words that you write outside the answer box will NOT be included in your score.

Your answers to open-response questions will not be scored for spelling or grammar. You should try your best to use proper spelling and grammar, but your score will not be lowered if you make a mistake in spelling or grammar.

Remember to read open-response questions CAREFULLY and answer them COMPLETELY. If an open-response question has more than one part or asks for more than one answer, be sure to answer EVERY part of the question.”

7. Say to the students:

“You may not use an English-language dictionary during the Reading Comprehension retest.

You must mark all of your answers in your answer booklet. Any answers written in your test booklet will not be scored, and your test booklet will be destroyed by the Department of Elementary and Secondary Education after testing.

No scrap paper is allowed. You may use highlighters or pens to help you in your test booklet, BUT you must write ALL of your responses in your answer booklet using a #2 pencil ONLY. If you use any other writing instrument or leave any stray marks in your answer booklet, your answers may not be scored.

Please open your test booklet to the beginning and review the information in the box. You are allowed to turn back to this page at any time during testing to remind yourself of how to answer open-response questions, but if you took Session 1 or 2 during this special administration, you may not turn back to Sessions 1 and 2 in your answer booklet.”

Pause while students read the information.

8. Then say to the students:

“This test session is scheduled to be 45 minutes long. If you have not finished answering the questions at the end of that time, you will be given more time to finish.

Once you begin the test, each page for this session will say ‘GO ON’ at the bottom right corner of the page. Keep answering questions until you have answered the last question on a page that says ‘STOP’ at the bottom.

If you finish answering the questions before the end of the test session, you should review your work for this session. Remember that you may turn back to the beginning of the test booklet to review the information there.

Be aware that the use of cell phones for any purpose is strictly prohibited. Cheating in any form is forbidden and will result in a failing score.”

9. Then say:

“Open your answer booklet to the first page which says ‘ELA Reading Comprehension, Session 3’ at the top. You will mark your answers for Session 3 beginning on this page.

Now open your test booklet to page 1, which says ‘English Language Arts Reading Comprehension: Session 3’ at the top. You may begin Session 3 beginning on this page.”

10. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I of the TAM for the November retests, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, are not using cell phones or other electronic devices, and are in the correct section of their test booklets and answer booklets.

Remember that you may view students’ booklets for the sole purpose of confirming that students are working in the correct section. A test administrator may not review booklets to confirm whether a student has marked all his or her responses.

11. When the session time is half over, say to the students:

“The session time is half over. Remember to use the information in the box at the beginning of your test booklet as you review your answers to open-response questions. Make sure you do not skip any questions in this test session. When you are finished answering all of the questions in Session 3 and reviewing your work, return your test materials to me.”

12. At the end of the session, say to the students:

“This is the end of the time scheduled for this session. Before I collect your booklets, I want to remind you that

- **you were supposed to answer all of the Session 3 questions during this session, and**
- **you should make sure you have not skipped any questions.”**

You may want to read aloud or point to this script for any student who finishes early.

13. Then say to the students:

“All your responses must be in your answer booklet—not your test booklet. You should make sure you have not skipped any questions. Remember, once you hand me your test materials, you will not be permitted to go back to Session 3.”

Pause to allow students to check whether they have skipped any questions.

14. Say to the students:

“Please put your pencil down and close your booklets. If you need more time to answer any questions, raise your hand.”

15. Note which students need more time and pick up each student’s booklets. **Verify that you have a used answer booklet and a used test booklet from each student.** For students who need more time to finish, follow the instructions given by your principal.

16. Make a list of all students in your assigned group who were not tested. These students will need to take Session 3 before the end of the testing window. If all the students assigned to you took Session 3, notify your principal of this.

17. Verify that any students who filled in circles for their names, dates of birth, and SASIDs on the front covers of answer booklets have done so correctly. If not, correct the information on the front covers at this time.

18. Group test materials into the following separate piles:

- used test booklets
- used answer booklets
- void answer booklets
- void test booklets
- unused test materials
- contaminated test materials, if applicable (Remember to notify your principal or designee.)

19. Complete appropriate tracking documents, as instructed by your principal.

20. Immediately return **all** test materials and the list of students to your principal.

Remember that all test booklets (including large-print booklet and Kurzweil CDs) and answer booklets are secure materials and must be tracked properly from the time you receive them until you return them to your principal.

Appendix Instructions for Test Administrators: Administering the English/Spanish Edition of the Mathematics Retest

A. As Students Arrive for Mathematics Session 1

1. Say to the students:

“Antes de comenzar el examen, debes saber que durante esta sesión no se permiten por ningún motivo teléfonos celulares ni otros dispositivos electrónicos como los reproductores de música, incluso después que entreguen sus materiales. Apaguen sus teléfonos celulares y cualquier otro dispositivo electrónico y pónganlos debajo de sus sillas.”

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them under their chairs.

2. Make sure students’ desks are clear, except for approved bilingual dictionaries for eligible ELL students and #2 pencils. Students may also have highlighters and pens to use in their test booklets.
3. Make sure that students do not have calculators with them; all calculators are prohibited during this session.

B. Administer Session 1



To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. As a reminder, at any time during the test session, you may repeat a portion of the script if necessary for clarification.

1. Say to the students:

“Estamos a punto de comenzar la reevaluación de Matemáticas del MCAS. Si usted no hizo la Sesión 1 de Matemáticas antes del 9 de noviembre, ahora podrá hacerla hoy.

Ahora distribuiré los folletos de respuestas. Por favor, no abran su folleto de respuestas hasta que yo les indique.”

2. Distribute the answer booklets. If Student ID Labels have already been applied to the answer booklets, make sure that you give each student his or her assigned answer booklet.

3. Once the answer booklets have been distributed, say:

“Por favor tomen su folleto de respuestas y revísenlo RÁPIDAMENTE para asegurarse de que no le falten páginas, ni tenga páginas en blanco o impresas al revés.

Levanten la mano si tienen un folleto de respuestas al que le faltan páginas o que tiene páginas en blanco o páginas impresas al revés.”

4. Collect any defective booklets and fill in the VOID circle on the **back cover** of each. Then write “VOID” in large letters on the **front cover** of each. Set aside these booklets to be returned to the principal. Give new booklets to those students who had defective materials. (See page 13 of the TAM for the November retests.)

5. If students will apply their own Student ID Labels, distribute the labels now. Instruct students to verify that the information on their labels is correct **before** they apply them. Any student who has a Student ID Label with incorrect information should return his or her label or pre-labeled answer booklet to you. If the student's SASID is correct on the label, the student may use the labeled answer booklet. If the SASID is incorrect or the student does not have a label, additional information must be completed on the front cover of an unlabeled answer booklet, according to the instructions in step 9 of this section.

6. When all Student ID Labels have been applied, say:

“Antes de comenzar esta sesión de la prueba, deben completar algunos datos en la portada de su folleto de respuestas. Es sumamente importante que completen toda esta información CORRECTAMENTE y que usen SOLAMENTE lápiz #2 en su folleto de respuestas. NO deben usar bolígrafos ni otros instrumentos de escritura.

En la parte superior de la portada, escriban el nombre de su escuela en la primera línea y el nombre del distrito en la segunda línea. Pueden copiar los nombres de la escuela y del distrito que escribí en la pizarra.”

Pause and check that students are completing the information correctly on the front covers of their answer booklets.

7. Then say:

“Debajo de los datos que acaban de escribir se encuentra el título ‘CUADRÍCULA PARA EL NOMBRE DEL ESTUDIANTE.’

Escriban las letras de su APELLIDO en las casillas que están debajo de ese título. Escriban una letra en cada casilla, comenzando en la primera casilla del lado izquierdo. Observen la línea divisoria entre la palabra ‘APELLIDO’ y la palabra ‘NOMBRE.’ Si su nombre no cabe en el espacio provisto, escriban las letras que quepan antes de la línea divisoria. Si su apellido incluye un guión o un espacio, escriban las dos partes sin guión ni el espacio, como una sola palabra.”

Pause for students to complete this section.

8. Then say:

“Escriban las letras de su PRIMER nombre comenzando en la primera casilla que se encuentra a la derecha de la línea divisoria. NO escriban sobrenombres ni escriban su nombre de una manera diferente a la habitual. Si su nombre contiene un guión, escriban las dos partes juntas sin guión, como una sola palabra. Escriban la inicial de su segundo nombre en la última casilla, bajo la letra ‘I.’ ”

Pause for students to complete this section.

9. If **all** of the students in your assigned group are using answer booklets with Student ID Labels, skip to step 10. Otherwise, continue with this step.

Say to the students:

“Si su folleto de respuestas no tiene una etiqueta de identificación del estudiante en la esquina inferior derecha, ahora rellenarán los círculos debajo de cada una de las letras que escribieron debajo del título ‘CUADRÍCULA PARA EL NOMBRE DEL ESTUDIANTE.’

Quando rellenan círculos, es importante llenarlos COMPLETAMENTE y hacer MARCAS OSCURAS. También es importante que borren COMPLETAMENTE cualquier marca que quieran cambiar y cualquier marca que hayan hecho accidentalmente en la página.”

Pause and check that students are completing this task correctly. Say:

“En la esquina superior derecha de la página, hay una sección titulada ‘FECHA DE NACIMIENTO’ con las abreviaturas de los meses del año. Rellenen el círculo que está a la derecha del MES en que nacieron. Por ejemplo, si nacieron en agosto, deben rellenar el círculo ‘8’ a la derecha de ‘A-G-O.’

Después escriban los dos números de su DÍA de nacimiento, uno en cada casilla debajo de la palabra ‘DÍA.’ Si su fecha de nacimiento contiene un sólo número, escriban un cero antes de ese número. Por ejemplo, si su fecha de nacimiento es el 2 de agosto, deberán escribir los números ‘cero, dos’ en las casillas debajo de la palabra ‘DÍA.’

Ahora escriban los números del AÑO en que nacieron en la casilla debajo de la palabra ‘AÑO.’

Por último, debajo de cada número que escribieron para el DÍA y el AÑO, rellenen el círculo que contiene el mismo número.”

Pause and check that students are completing this task correctly. If students will be filling in their own SASIDs, say:

“Localicen el recuadro titulado ‘NÚMERO DE IDENTIFICACIÓN DEL ESTUDIANTE ASIGNADO POR EL ESTADO.’ Yo les proporcionaré sus números de identificación del estudiante asignados por el estado para que escriban los datos y rellenen los círculos correspondientes.”

10. Then say:

“Ahora distribuiré los folletos de prueba para la Sesión 1 de Matemáticas y las hojas de referencia. No abran su folleto hasta que yo les indique.”

11. Once the test booklets and reference sheets have been distributed, say:

“Tomen su folleto de respuestas y revísenlo RÁPIDAMENTE para asegurarse de que no le falten páginas, ni tenga páginas completamente en blanco o impresas al revés. Por favor, levanten la mano si encuentran que a su folleto de respuestas le faltan páginas o tiene páginas en blanco o páginas impresas al revés.”

12. Collect any defective booklets and write “VOID” in large letters on the **front cover** of each. Set aside the booklets to be returned to the principal. Give new booklets to those students who had defective materials.

13. Once this is done, say:

“En la portada, escriban su nombre en la primera línea, arriba de donde dice ‘Nombre del estudiante.’ Escriban mi nombre en la segunda línea arriba de donde dice ‘Nombre del administrador de la prueba.’ Escriban el nombre de su escuela y del distrito en la tercera y cuarta líneas. Mi nombre al igual que el de la escuela y el del distrito están escritos en la pizarra para que los puedan copiar.”

Pause and check that students are completing this task correctly.

14. When ready, say:

“Ahora tomen la hoja de referencia de Matemáticas y escriban su nombre en la esquina superior derecha.”

15. Once this is done, say:

“En esta sesión responderán preguntas de selección múltiple, de respuesta corta y de desarrollo.

Para responder a las preguntas de selección múltiple, deberán escoger la mejor respuesta—entre las opciones A, B, C o D—y marcar su selección llenando el círculo que corresponde a esa letra en el folleto de respuestas. Recuerden rellenar el círculo completamente haciendo una marca oscura. También es importante que borren COMPLETAMENTE cualquier marca que quieran cambiar.

Para responder a las preguntas de respuesta corta, deberán escribir la respuesta en un recuadro provisto en el folleto de respuestas. Todas las notas y cálculos para las preguntas de respuesta corta deben hacerse en el folleto de prueba, no en el folleto de respuestas.

Para responder a las preguntas de desarrollo, deberán escribir la respuesta en los renglones del recuadro grande que está en la página correspondiente. Las palabras que escriban fuera del recuadro de respuesta NO se tendrán en cuenta al calificar la prueba.

En las páginas del folleto de respuestas en las que deben contestar las preguntas de desarrollo hay unas cuadrículas pequeñas. Algunas preguntas de desarrollo requieren que se usen estas cuadrículas. Si la pregunta no requiere que se use la cuadrícula, igualmente la pueden usar o pueden escribir sobre la cuadrícula si lo desean.

La ortografía y la gramática de las respuestas a las preguntas de desarrollo no se tendrán en cuenta al calificar la respuesta. Si bien los errores ortográficos y gramaticales no harán que disminuya su puntuación, deben hacer todo lo posible por aplicar las reglas ortográficas y gramaticales apropiadas.

Recuerden leer las preguntas de desarrollo CON ATENCIÓN y responderlas COMPLETAMENTE. Si alguna pregunta de desarrollo se divide en varias partes o requiere más de una respuesta, asegúrense de responder a TODAS las partes de la pregunta y de ROTULAR cada parte de la respuesta con las letras ‘a,’ ‘b,’ etc.

Por favor, abran su folleto de prueba en la portada interna para leer instrucciones importantes. La información del recuadro en la página siguiente les ayudará a responder a las preguntas de desarrollo. Pueden consultar esta página en cualquier momento durante la prueba para recordar cómo deben responder a las preguntas de desarrollo. Por favor lean ahora la información del recuadro.”

Pause while students read the information.

16. Say to the students:

“Pueden usar la hoja de referencia como ayuda para contestar preguntas en cualquier momento durante esta sesión. Sin embargo, no pueden usar una calculadora o un diccionario de inglés durante esta sesión de la prueba de Matemáticas.

Deben marcar todas sus respuestas en su folleto de respuestas. Las respuestas que escriban en el folleto de prueba no se calificarán y el folleto de prueba será destruido al terminar la prueba por el Departamento de Educación Elemental y Secundaria.

No se permite que tengan hojas para tomar apuntes. Pueden usar resaltadores o bolígrafos como ayuda en el folleto de prueba, PERO deben marcar todas sus respuestas en el folleto de respuestas usando SOLAMENTE lápiz #2. Si usan cualquier otro instrumento de escritura o dejan cualquier marca en el folleto de respuestas que no sea

una respuesta, es posible que sus respuestas no se tengan en cuenta al calificar la prueba.

También es importante que sepan que las figuras, los diagramas y las ilustraciones no están necesariamente dibujados a escala en el folleto de prueba.”

17. Then say:

“Esta sesión de la prueba durará 60 minutos. Si al finalizar la sesión no han terminado de responder a las preguntas, se les dará más tiempo para terminar.

Una vez empezada la prueba, observarán la leyenda ‘CONTINÚA’ en la esquina inferior derecha de cada página de la prueba. Sigán respondiendo a las preguntas hasta que hayan respondido a la última pregunta del folleto de prueba de la Sesión 1, la cual al final dice ‘PARA.’

Si terminan de responder las preguntas antes de que termine la sesión de la prueba, aprovechen para revisar su trabajo de esta sesión. Recuerden que pueden regresar al comienzo del folleto de prueba para revisar la información que se encuentra en el recuadro.

Recuerden que está terminantemente prohibido el uso de teléfonos celulares con cualquier fin. Está prohibido copiarse o hacer trampa de cualquier manera y si lo hacen, serán reprobados.”

18. Then say:

“Abran su folleto de respuestas en la página 2. Marquen las respuestas de la Sesión 1 de la prueba a partir de esta página.

Ahora abran su folleto de prueba en la página 1, donde dice ‘Matemáticas Sesión 1’ en la parte superior. Ahora pueden empezar la Sesión 1 de la prueba.”

19. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I of the TAM for the November retests, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, are not using cell phones or other electronic devices, and are in the correct section of their test booklets and answer booklets.

Remember that you may view students’ booklets for the sole purpose of confirming that students are working in the correct section. A test administrator may not review booklets to confirm whether a student has marked all his or her responses.

20. When the session time is half over, say to the students:

“Hemos llegado a la mitad de la sesión. Recuerden revisar sus respuestas a las preguntas de desarrollo usando la información que se encuentra en el recuadro al comienzo de su folleto de prueba. Pueden usar la hoja de referencia en cualquier momento durante esta sesión de la prueba. Asegúrense de no haber salteado ninguna pregunta en esta sesión de la prueba. Cuando terminen de responder a todas las preguntas en la Sesión 1 y de revisar su trabajo, entrégúenme los materiales de la prueba.”

21. At the end of the session, say to the students:

“Se ha terminado el tiempo programado para esta sesión. Antes de recoger los folletos quiero recordarles que

- **deben haber respondido todas las preguntas de la Sesión 1 durante esta sesión, y**
- **deben asegurarse de no haber omitido ninguna pregunta.”**

You may want to read aloud or point to this script for any student who finishes early.

22. Then say to the students:

“Todas sus respuestas deben hacerse en su folleto de respuestas—no en su folleto de prueba. A ségúrense de no haber salteado ninguna pregunta. Recuerden que una vez que me entreguen los materiales de la prueba, no se les permitirá volver a la Sesión 1.”

Pause to allow students to check whether they have skipped any questions.

23. Say to the students:

“Por favor, dejen el lápiz y cierren sus folletos. Pongan la hoja de referencia sobre el pupitre. Si alguien necesita más tiempo para responder a las preguntas, levante la mano.”

24. Note which students need more time and pick up each student’s answer booklet, with reference sheet inside, and each test booklet. **Verify that you have a used answer booklet, a used test booklet, and a reference sheet from each student.** For students who need more time to finish, follow the instructions given by your principal.

Return to page 14 and follow the instructions there for steps 25 through 29.

C. As Students Arrive for Mathematics Session 2

1. Say to the students:

“Antes de comenzar el examen, debes saber que durante esta sesión no se permiten por ningún motivo teléfonos celulares ni otros dispositivos electrónicos como los reproductores de música, incluso después que entreguen sus materiales. Apaguen sus teléfonos celulares y cualquier otro dispositivo electrónico y pónganlos debajo de sus sillas.”

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them under their chairs.

2. Make sure students’ desks are clear, except for approved bilingual dictionaries for eligible ELL students, #2 pencils, and calculators. Students may also have pens and highlighters to use in their test booklets.

D. Administer Session 2

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. As a reminder, at any time during the test session, you may repeat a portion of the script if necessary for clarification.

1. If there are students in your assigned group who do not have answer booklets with the front covers completed, these students will need to do so. Instructions for completing the front covers of answer booklets appear in this manual on pages 45–46 (script in steps 6 through 9). Then say to the students:

“Estamos a punto de empezar la Sesión 2 de la prueba de reevaluación de Matemáticas de MCAS. Si usted no hizo la Sesión 1 de Matemáticas antes del 9 de noviembre, ahora podrá hacerla hoy.

Ahora repartiré su folleto de respuestas y su hoja de referencia. No abran el folleto de respuestas hasta que yo les indique.”

Distribute the answer booklets to their original owners. **Note:** It is your responsibility to ensure that each student receives his or her own original answer booklet.

2. Once the answer booklets have been distributed, say:

“Asegúrense de tener su propio folleto de respuestas y hoja de referencia. Levante la mano quien tenga los materiales de otra persona.”

If any students raise their hands, give them their correct materials.

3. When ready, say:

“Ahora distribuiré los folletos de prueba de Matemáticas de la Sesión 2. No abran su folleto hasta que yo les indique.”

4. Once the test booklets have been distributed, say:

“Tomen su folleto de prueba y revísenlo RÁPIDAMENTE para asegurarse de que no le falten páginas, ni tenga páginas en blanco o impresas al revés.

Por favor, levanten la mano si encuentran que a su folleto de prueba le faltan páginas o tiene páginas en blanco o páginas impresas al revés.”

5. Collect any defective booklets and write “VOID” in large letters on the **front cover** of each. Set aside the booklets to be returned to the principal. Give new booklets to those students who had defective materials.

6. Once this is done, say:

“En la portada, escriban su nombre en la primera línea, arriba de donde dice ‘Nombre del estudiante.’ Escriban mi nombre en la segunda línea arriba de donde dice ‘Nombre del administrador de la prueba.’ Escriban el nombre de su escuela y del distrito en la tercera y cuarta líneas. Mi nombre al igual que el de la escuela y el del distrito están escritos en la pizarra para que los puedan copiar.”

Pause and check that students are completing this task correctly.

7. Then say:

“En esta sesión responderán preguntas de selección múltiple, de respuesta corta y de desarrollo.

Para responder a las preguntas de selección múltiple, deberán escoger la mejor respuesta—entre las opciones A, B, C o D—y marcar su selección llenando el círculo que corresponde a esa letra en el folleto de respuestas. Recuerden rellenar el círculo completamente haciendo una marca oscura. También es importante que borren COMPLETAMENTE cualquier marca que quieran cambiar.

Para responder a las preguntas de desarrollo, deberán escribir la respuesta en los renglones del recuadro grande que está en la página correspondiente. Las palabras que escriban fuera del recuadro de respuesta NO se tendrán en cuenta al calificar la prueba.

En las páginas del folleto de respuestas en las que deben responder las preguntas de desarrollo hay unas cuadrículas pequeñas. Algunas preguntas de desarrollo requieren

que se usen estas cuadrículas. Si la pregunta no requiere que se use la cuadrícula, igualmente la pueden usar o pueden escribir sobre la cuadrícula si lo desean.

La ortografía y la gramática de las respuestas a las preguntas de desarrollo no se tendrán en cuenta al calificar la respuesta. Si bien los errores ortográficos y gramaticales no harán que disminuya su puntuación, deben hacer todo lo posible por aplicar las reglas ortográficas y gramaticales apropiadas.

Recuerden leer las preguntas de desarrollo **CON ATENCIÓN** y responderlas **COMPLETAMENTE**. Si alguna pregunta de desarrollo se divide en varias partes o requiere más de una respuesta, asegúrense de responder a **TODAS** las partes de la pregunta y de **ROTULAR** cada parte de la respuesta con las letras 'a,' 'b,' etc."

8. Then say:

"Pueden usar la hoja de referencia de Matemáticas y una calculadora como ayuda para contestar preguntas en cualquier momento durante esta sesión. No pueden usar un diccionario de inglés durante esta sesión de la prueba.

Deben marcar todas sus respuestas en su folleto de respuestas. Las respuestas que escriban en el folleto de prueba no se calificarán y el folleto de prueba será destruido al terminar la prueba por el Departamento de Educación Elemental y Secundaria.

No se permite que tengan hojas para tomar apuntes. Pueden usar resaltadores o bolígrafos como ayuda en el folleto de prueba, PERO deben marcar todas sus respuestas en el folleto de respuestas usando SOLAMENTE lápiz #2. Si usan cualquier otro instrumento de escritura o dejan cualquier marca en el folleto de respuestas que no sea una respuesta, es posible que sus respuestas no se tengan en cuenta al calificar la prueba.

También es importante que sepan que las figuras, los diagramas y las ilustraciones no están necesariamente dibujados a escala en el folleto de prueba.

Por favor, abran su folleto de prueba en el comienzo y revisen la información que se encuentra en el recuadro. Pueden consultar esta página en cualquier momento durante la prueba para recordar cómo deben responder a las preguntas de desarrollo, pero no pueden regresar a la Sesión 1 en su folleto de respuestas."

Pause while students review the information.

9. Then say:

"Esta sesión de la prueba durará 60 minutos. Si al finalizar la sesión no han terminado de responder a las preguntas, se les dará más tiempo para terminar.

Una vez empezada la prueba, observarán la leyenda 'CONTINÚA' en la esquina inferior derecha de cada página. Sigán respondiendo a las preguntas hasta que hayan respondido a la última pregunta del folleto de prueba de la Sesión 2, la cual al final dice 'PARA.'

Si terminan de responder las preguntas antes de que termine la sesión de la prueba, aprovechen para revisar su trabajo de esta sesión. Recuerden que pueden regresar al comienzo del folleto de prueba para revisar la información que se encuentra allí. Sin embargo, NO pueden revisar la primera sesión de la prueba en su folleto de respuestas. Es posible que no se calificará cualquier respuesta que se de a las preguntas de la Sesión 1 realizada en esta sesión.

Recuerden que está terminantemente prohibido el uso de teléfonos celulares con cualquier fin. Está prohibido copiarse o hacer trampa de cualquier manera y si lo hacen, serán reprobados.”

10. Then say:

“Abran su folleto de respuestas. Marcarán las respuestas de la prueba de la Sesión 2 en él.

Ahora abran su folleto de prueba en la página 1, donde dice ‘Matemáticas Sesión 2’ en la parte superior. Ahora pueden empezar la Sesión 2 de la prueba.”

11. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I of the TAM for the November retests, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, are not using cell phones or other electronic devices, and are in the correct section of their test booklets and answer booklets.

Remember that you may view students’ booklets for the sole purpose of confirming that students are working in the correct section. A test administrator may not review booklets to confirm whether a student has marked all his or her responses.

12. When the session time is half over, say to the students:

“Hemos llegado a la mitad de la sesión. Recuerden revisar sus respuestas a las preguntas de desarrollo usando la información que se encuentra en el recuadro al comienzo de su folleto de prueba. Pueden usar la hoja de referencia y la calculadora en cualquier momento durante esta sesión de la prueba. Asegúrense de no haber salteado ninguna pregunta en esta sesión de la prueba. Cuando terminen de responder a todas las preguntas en la Sesión 2 y de revisar su trabajo, entréguenme los materiales de la prueba.”

13. At the end of the session, say to the students:

“Se ha terminado el tiempo programado para esta sesión. Antes de recoger los folletos, quiero recordarles que

- **deben haber respondido todas las preguntas de la Sesión 2 durante esta sesión, y**
- **deben asegurarse de no haber omitido ninguna pregunta.”**

You may want to read aloud or point to this script for any student who finishes early.

14. Then say to the students:

“Todas sus respuestas deben hacerse en su folleto de respuestas—no en su folleto de prueba. Asegúrense de no haber salteado ninguna pregunta. Recuerden que una vez que me entreguen los materiales de la prueba no se les permitirá volver a la Sesión 2.”

Pause to allow students to check whether they have skipped any questions.

15. Say to the students:

“Por favor, dejen el lápiz y cierren sus folletos. Pongan su hoja de referencia sobre el pupitre. Si alguien necesita más tiempo para responder a las preguntas, levante la mano.”

16. Note which students need more time and then pick up each student's answer booklet, test booklet, and reference sheet. **Verify that you have a used answer booklet, a used test booklet, and a reference sheet from each student.** For students who need more time to finish, follow the instructions given by your principal.

Return to page 20 and follow the instructions there for steps 17 through 21.

