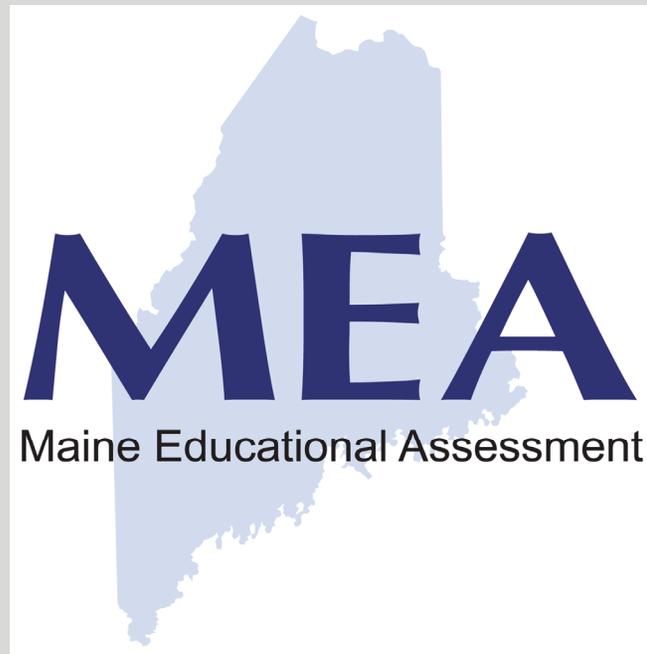


Spring 2016 MEA Science Test Coordinator & Test Administrator Training



Contact Information

Maine Service Center

(866) 615-2745

Hours of Operation

Monday – Friday

8:00am – 4:00pm

MEA Science Overview

- Science testing is required, but is not part of Accountability determination
- Science test administrations at grades 5, 8 and 3rd year high school
- Measures science content standards
 - D “The Physical Setting” and
 - E “The Living Environment”

of the MLR Parameters for Essential Instruction

Science Test Design

Grades	Total Items Per Student		Base Testing Time	Common Score Points	% of Score Points from CRs
	MC	CR			
	MC	CR	1	1	
5	40	5	90 min	48	33%
8	48	5	105 min	56	29%
11	48	5	100 min	56	29%

Plan for additional time:

- 5-15 minutes for test distribution and instructions
- 15 minutes for the student questionnaire

Science Test Sessions

■ Grade 5

- 3 sessions of 30 minutes each – 10 minutes additional time
- Student Questionnaire – 15 minutes

■ Grade 8

- 3 sessions of 35 minutes each – 10 minutes additional time
- Student Questionnaire – 15 minutes

■ High School

- 2 sessions of 50 minutes each – 10 minutes additional time
- Student Questionnaire – 15 minutes

Infinite Campus State Edition

- Data of Record for all reports
- Infinite Campus Verification
- Key Dates for ICSE student data updates
 - Student labels are based on enrollments in ICSE as of March 4, 2016.
 - Final data for reporting will be based on ICSE demographic data as of April 15, 2016.
- Students must be exited from your enrollment as of the last day they are counted for attendance.

Key Administration Dates

- Materials will be shipped to schools on **April 11, 2016**
- Call Maine Service Center if materials have not arrived by noon on **April 14, 2016**
- Test administration dates are **April 25 – May 6, 2016**
- One time UPS materials pick up on Monday, **May 9, 2016**

Roles

Two Primary Roles – manuals for each

- Test Coordinator (principal, guidance, etc.)
- Test Administrators (teachers, ed. techs)

This presentation highlights some key areas of both roles, but is not intended to replace the content of the *MEA Principal/Test Coordinator Manual* and the *Test Administrator Manuals* for paper and pencil testing which will be included in test shipments.

Inventory Materials: Test Coordinators

- Alert office and facilities staff – expect materials to arrive via UPS
- All boxes may not arrive on same day
- Open and inventory immediately using Material Summary Form (checklist for received and returned materials)
- Order additional materials via the Maine Service Center or online at www.iservices.measuredprogress.org
- Make sure to reseal and secure boxes of test materials until needed for testing

Out of School Placements

What if we need to test a student who is attending a regional program or a Special Purpose Private School (SPPS)?

Regional Program	Supply testing materials in a secure manner to the regional program and ensure secure return to your school for shipping back to Measured Progress on May 9, 2016
Special Purpose Private School	Testing materials will be supplied directly to the SPPS and returned by them – check to ensure that testing is planned, that the SPPS has received test materials, and they are testing students at the correct grade level

Preparing for Testing

The **test coordinator** will provide the **test administrator** with a prepared set of test materials for the students the **test administrator** is assigned to test.

- Do not separate the answer booklets from the test booklets since they are paired by test form.
- Ensure that each booklet has been clearly assigned to a specific student.
- Confirm that there are sufficient #2 pencils and students have books to read in case they finish early.
- If administering the test to a small group of students for read-aloud accommodations, the test administrator needs to confirm that the same form of the test has been given for all of the students.

Preparing the Test Site

- It is important to ensure that students are not advantaged or disadvantaged by their testing environment.
- Students should have sufficient space and should not be able to see others' answer booklets.
- All reference materials, including those on the classroom walls, must be removed or covered.

Preparing the Test Site

What if my classroom is filled with reference materials that would be extremely difficult to remove during testing?



In order to provide a consistent test administration, these materials **MUST** be removed or covered. This includes materials posted on walls, taped to desks, prompts for individual students, etc. Leaving these materials accessible to students is a violation of testing procedures.



Consider creative ways to make these materials unavailable. Have students temporarily tape newspaper over large posted materials. Turn desks around. Post motivational signs over the reference materials. Remember to prepare your classroom ahead of testing.

Preparing for Testing

Shortly before testing, **test administrators** should....

- identify a secure, locked location for storing test materials between test sessions
- encourage students to bring something appropriate to read if they finish a test session early
- familiarize yourself with the session scripts that you will read to students during testing
- post a “Testing - Please do not disturb” sign on the classroom door

Preparing for Testing

REMINDER:

Although reviewing prior years' released items may familiarize students with the test format, using the current year's test materials is a violation of test security and testing procedures.

Responsibilities During Testing

Test Administrators will:

- Ensure that students use only the test materials assigned to them
- Follow the scripts and instructions in the Test Administrator Manual to ensure a standardized testing environment
- Provide comfortable and adequate workspaces
- Provide accommodations as determined by the student's educational team prior to testing
- Maintain the security of test materials between sessions
- Notify your test coordinator when a student misses a session or of any other testing irregularities

Giving Directions to Students

- At the beginning of each test session, you will read scripted general test directions to all students. The scripts must be read exactly as they are written.
- During the introduction to a session:
 - you **may** repeat scripted directions for students as needed,
 - you **may** check for understanding of scripted test directions before proceeding, and
 - you **may** answer questions the students have about the directions.

Monitor Students During Testing

During testing,

- walk around the room to ensure students are working independently.
- check to be sure students are working in the correct session, marking answers in the appropriate answer spaces, and are stopping when they reach the stop sign at the end of the session.

Monitor Students During Testing

During testing:

- you may answer questions about the directions found inside the test booklet (Ex: 'Write your answer to number 15 on page 4', 'Go on to the next page', or 'Stop'.)
- you may, upon student request, pronounce single words only.
- you may not read entire sentences to students.

Important Reminders for Test Administrators

- Test Administrators may not help students in any way, except during the general instructions, Student Questionnaire, or as specified in the *Test Administrator Manuals*. Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing except as indicated in the test administration scripts.
- When **students** attempt to turn in their answer booklets prior to the end of a test session, test administrators should instruct students to first recheck their answer booklet for unintentionally skipped items, stuck pages, or misplaced answers before accepting the answer booklets.
- Once a student has completed a session and has handed in his or her student answer booklet, test administrators or coordinators may not look through the booklets to view student responses.

What if...

...a student arrives for testing with an injury to his/her arm?

Does the student still need to be tested?



Yes. The student may utilize a Response (R) accommodation following a quick consultation with the principal and parents (abbreviated team meeting).

What if...

...as you are monitoring the students, you discover a student has worked beyond the expected stopping point for a session?

Hopefully, this will not happen since you will be actively monitoring students during each test session, but if it does please follow these steps:

- Step 1: Instruct the student to stop right away and collect the test materials.
- Step 2: Record which question the student answered last.
- Step 3: After the session is over, speak with the student about stop signs.
- Step 4: Remind the student not to discuss any items with other students.
- Step 5: When testing resumes, the student may work forward from their earlier stopping point, but may not change the answers to any questions previously answered.

Reminder: The **test coordinator** should contact the DOE if a student inappropriately shares information about questions in upcoming sessions with other students.

What if...

...midway through a test session an unexpected interruption occurs? When testing is resumed should the student(s) pick up where the interruption occurred?



Inform your test coordinator of the situation as soon as possible. The test coordinator should contact the DOE for guidance. There are many factors to consider in order to determine the correct response depending on the situation. Has the student been exposed to items the student hasn't answered yet? Has the student had an opportunity to discuss the test session with other students? How soon will it be possible to resume testing?

What if...

...you notice while monitoring a test session that a student's answer extends outside of the answer space? Can the student erase the answer and rewrite it so it will fit?



No. Do not have the student erase any answers.



Please remind the student that his or her answer must fit in the answer box.

What if...

...a single student needs extra time and an extra time accommodation was *not* planned for ahead of time?



- Don't let yourself be put in this situation. If a student may need additional time, approve and plan for the accommodation before testing begins. Remember, just because the accommodation is approved in advance does not mean that the student must use the extra time.
- If you do find yourself in this situation, contact your test coordinator and have him or her immediately contact the DOE for instructions.

Test Security & Ethics

Principal/Test Coordinator's Responsibilities:

- Standardized administration
 - Provide training to staff to:
 - follow manuals,
 - read scripts,
 - administer sessions in order,
 - test concurrently within a grade,
 - follow allowable time limits,
 - provide accommodations
- Ensure that science-related reference materials on walls/desks are covered or removed
- Calculators, cell phones, computers and other digital or electronic devices are not permitted
- Monitor during testing

Test Security & Ethics

Principal/Test Coordinator's Responsibilities:

Materials Security

- Use tracking forms as appropriate
- Ensure that secure test materials are not used to prepare students for testing in any way
- Do NOT allow students to carry test booklets anywhere
- Keep track of the test administrator copies of the test booklets distributed for "Read Aloud" accommodation

Test Security & Ethics

Breaches In Test Security

Any concern about breaches in test security or noncompliance with test administration procedures must be reported **immediately** to the test coordinator and/or principal, who is responsible for immediately reporting the concern to the district superintendent and the Department of Education testing coordinator:

Nancy Godfrey, Assessment Coordinator
207-624-6775

Accommodations

REMINDER:

Testing accommodations must be approved by an educational team for individual students; they are not designed for use with entire classrooms. They should not give students unfair advantages. Rather they are meant to remove barriers that may exist due to an individual student's learning style or disability.

Accommodations

Test Coordinators will:	Test Administrators will:
oversee the determination of approved test accommodations by an educational team.	need to be able to appropriately administer the accommodations required for the students assigned to them.
train ALL test administrators on specific accommodations and provide a copy of all permitted accommodations for each student.	appropriately and accurately document the accommodations that were used by a student.

Please review the *MEA Accommodations Guide* located at: <http://www.maine.gov/doe/mea/administration/index.html> for detailed information about accommodations.

Accommodations

- **Read Aloud (P3)** – use an extra copy of test booklet for test administrator (same form number)
- **Large-Print (P7)** – Special instructions in packet. Test administrator transcribes responses into standard answer booklet.
- **Braille (P8)** – Special instructions in packet. Test administrator transcribes responses into standard answer booklet.

Accommodations

- Accommodation R4 allows students to answer test items on separate paper, a computer, or similar device. Like all accommodations, it is intended to be used on an individual basis – not for entire groups of students.
- Student responses generated on a computer must be printed out, stapled and included with the student's answer booklet. Each printed page must include:
 - student's name,
 - student's state identification number (from ICSE),
 - school name
 - test session number, and
 - question number.

Special Considerations

If a student can participate in instruction, the student can participate in the MEA.

Five Categories:

- Medical Emergency/Serious Illness
- Severe Emotional Distress
- Death in the Immediate Family
- Agency Involvement
- Exigent Circumstances

Refer to the Operational Procedures for the MEA located at:
<http://www.maine.gov/doe/mea/administration/index.html>

After Testing

Test Administrator Responsibilities:

- Ensure that a test and answer booklet has been collected from every student, in addition to the copy you used during test administration.
- Follow the detailed instructions in the Test Administrator Manual when preparing your set of test materials for delivery to the test coordinator.
- Provide student accommodation information on page 2 of the answer booklets if instructed by your test coordinator.
- Confirm that any answers requiring transcription have been properly transcribed and no additional pages have been taped, stapled, pasted, or otherwise attached to the answer booklets.

Preparing Test Materials for Delivery

- This is a final opportunity for the test administrator to confirm that all necessary documentation has been completed and all secure materials are being returned in good condition.
- Attach a detailed note on any test materials that may require special handling, such as:
 - torn booklets,
 - booklets that are damaged or got wet during testing, or
 - multiple test forms or answer booklets used by one student.
- Deliver all secure testing materials to the test coordinator, along with a reminder of any students who missed sessions and have not yet taken makeup sessions.

Principal Certification of Proper Test Administration (PCPA)

- If your school will test multiple grades, the Principal/Test Coordinator Manual and instructions for completing the and questionnaires online will be found in the lowest grade box.
- Keep Material Summary Form to complete PCPA online – materials used, received, and returned

Packing

- Instructions for packing in Principal/Test Coordinator Manual
- Pack only **one grade per box**
- Material Summary Form – Use to complete the PCPA and keep for school records
- Complete PCPA online (# of used, received and returned materials and signature)
- Complete the online Principal/Test Coordinator Questionnaire, Teacher Questionnaire, and Science Department Chair Questionnaire
- No hazardous materials returned

Packing: Preparing Large-print Materials for Return

- Large-print versions of the test come with a standard size test booklet and answer booklet. If students are not able to use the answer spaces on the standard size answer booklet, the student should circle their responses in the large print test booklet, and the test administrator should transcribe them into the standard answer booklet.
- Some students who use large-print versions of the test also use additional technology tools to produce their written responses.
- Both the large-print version and standard-sized version of the test must be returned to the test coordinator together.

Hazardous Materials

What if testing materials have been contaminated with hazardous biological matter, such as blood or vomit?



Stop this student's testing session and follow school guidelines for handling contaminated materials.



Contact the Maine Service Center (866-615-2745) as soon as possible for guidance on how to resume testing.



Contaminated materials should not be returned to Measured Progress.

The Principal may be directed to observe the destruction of a contaminated test or answer booklet and document this situation on the Materials Summary form for school record **and** in the comments box of the *Principal Certification of Proper Test Administration* form.

Packing: Materials that may be discarded

- *Principal/Test Coordinator Manual*
- Test Administrator Manuals
- PCPA Instructions
- Unused Student ID Labels
- Packing Slips
- Unneeded envelopes
- Extra cartons
- Extra UPS return service labels
- You may keep the Material Summary for school records
- You may print a copy of the Principal Certification of Proper Test Administration (PCPA) for school records after submitting it online

As a reminder...



All test items and responses to those items in the Maine Educational Assessment are secure and may not be copied or duplicated in any way, or retained in the school after testing is completed.

Any concern about breaches in test security must be reported immediately to the test coordinator and/or principal. The test coordinator/principal is then responsible for reporting breaches to the district superintendent and state director of assessment at the DOE.

Measured Progress Contact Information

Maine Service Center

(866) 615-2745

Hours of Operation

Monday – Friday

8:00am – 4:00pm

*Test Administration Dates
April 25 – May 6, 2016*

MDOE Contact Information

General MEA Policy and MEA Accommodations Policy:

- Nancy Godfrey, Assessment Coordinator
- 207-624-6775
- nancy.godfrey@maine.gov

Science Content Information:

- Shari Templeton, Science Specialist
- 207-624-6880
- shari.templeton@maine.gov

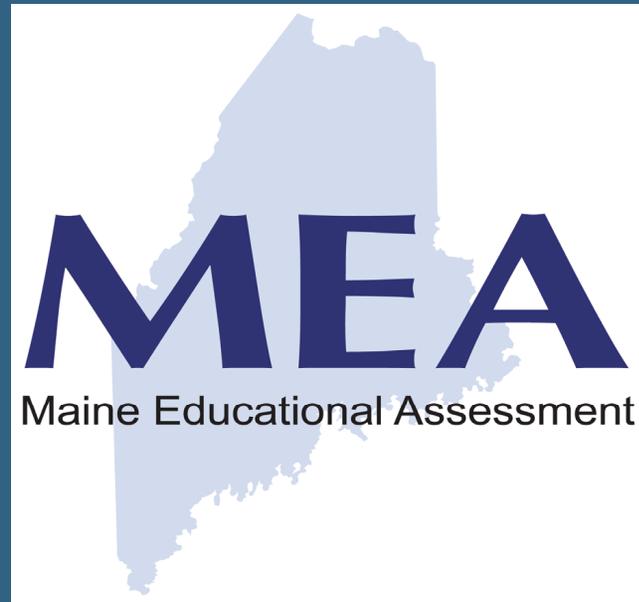
Infinite Campus Helpdesk:

- 624-6896 or MEDMS.helpdesk@maine.gov

Additional MEA Science Resources

- Additional Test Materials Requests
<http://iservices.measuredprogress.org>
or by phone at (866) 615-2745
- Test Information & Manuals
<http://www.maine.gov/doe/mea/administration/index.html>
- Science Released Items and Practice Tests
<http://www.maine.gov/doe/mea/resources/released/index.html>
- 2007 Maine Learning Results
<http://www.maine.gov/doe/teaching/standards.html>

Thank you.



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