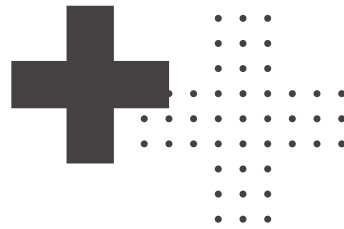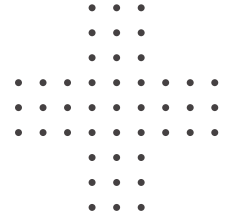MISSISSIPPI DEPARTMENT OF EDUCATION
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MAAP Spring 2024
Grades 3–8: Mathematics and English Language Arts
End-of-Course: Algebra I and English II
Test Administrator's Manual (TAM)

Table of Contents

TAM

This manual should be used for training and orientation purposes for all Test Administrators prior to testing. It contains the instructions for the rules and procedures that ensure a smooth test administration. Test directions to be read to students on the day of testing are provided in the *Test Administrator's Scripts* (TAS), and procedures for test coordinators can be found in the *Test Coordinator's Manual* (TCM). The TAS, TCM, and additional information can be accessed from the *Help* page in Nextera® Admin located at:

- https://ms.nextera.questarai.com

All devices intended for use in the administration of the tests must be set up and configured using the Nextera® Test Delivery System as outlined in the *Setup & Installation Guide*, available on the Nextera *Help* page. Contact NWEA or the Mississippi Department of Education (MDE) with any questions.

Contact Information

NWEA Customer Support:
- mscustomersupport@nwea.org
- 1-800-644-4054
- Chat available on the Nextera *Help* page

MDE:
- Office of Student Assessment: 601-359-3052

MS Roles and Responsibilities

Test Administrator (TA) or Teacher

- Leads the test administration
- Reads the directions from the TAS and monitors students
- Holds a current teaching license
- Takes attendance during test administration
- Verifies students are seated using the seating chart provided by the School Test Coordinator
- Views information of students assigned to his or her class(es) in Nextera Admin if the TA has been provided access by the district
- Monitors students during testing

Proctor

- Provides support as the secondary adult in the classroom during testing
- Monitors students during testing
- Receives LIMITED access to testing devices and secure materials
- Verifies students are seated using the seating chart provided by the School Test Coordinator
- Not a role that can be assigned to an account in Nextera Admin

Test Administration Checklist

Before Testing

- ❏ Carefully read the TAM to become familiar with the duties of the Test Administrator. The TAM and additional information can be accessed from the *Help* page in Nextera Admin. Contact the School Test Coordinator (STC) if there are any questions.
- ❏ Participate in the Mississippi Academic Assessment Program (MAAP) test security training.
- ❏ Become familiar with all of the Nextera student testing features before administration, using the Practice Tests (ms.nextera.questarai.com/tds/#practice).
- ❏ Become knowledgeable of student testing accommodations and know which students in your room should have accommodations.
- ❏ Work with the STC to understand how to troubleshoot common testing issues and print a copy of the *Internet Connectivity Troubleshooting* section of this manual to have available during testing.
- ❏ If administering a Paper/Pencil version of the test, become familiar with the directions for administering Paper/Pencil tests.
- ❏ Become familiar with the requirements for distributing, collecting, and returning test materials to the STC.
- ❏ Work with the STC to prepare the test environment. The test environment should allow for good lighting, a quiet setting, comfortable seating, and adequate space between students. (If adequate space between students can't be achieved, cardboard dividers must be used.)
- ❏ Post a "Do Not Disturb—Testing in Progress" sign on the door on the day of testing.
- ❏ Ensure that test materials are handled according to the District/School Test Security Plan.
- ❏ Become familiar with the calculator and scratch paper policies.
- ❏ Ensure the memory is cleared on all physical calculators used in testing.
- ❏ Obtain printed copies of the Writing Rubric for optional student use during the Writing portion of the ELA and English II assessments. Work with the STC, as needed, to download and print the Writing Rubric from the Nextera *Help* page.
- ❏ Work with the STC, as needed, to print student login credentials and provide students the test session Access Code(s) for each test.
- ❏ **Become familiar with the accommodations specified in the students' Individualized Education Programs (IEPs), Section 504 Plans, and Language Service Plans (LSPs). Discuss with the STC how accommodations should be provided for each student. Note:** Due to the Literacy-Based Promotion Act, Grade 3 ELA students with accommodation 55 will not be read questions or answer choices in Session 1.
- ❏ Ensure the student sign-in screen will be displayed on each device before students enter the testing environment.
- ❏ Ensure students are seated in accordance to the seating chart provided by the STC.
- ❏ Notify the STC of any missing testing materials.

During Testing

- ❏ Maintain an adequate test environment that allows for good lighting, a quiet setting, comfortable seating, and adequate space between students. (If adequate space between students can't be achieved, cardboard dividers must be used.)
- ❏ Ensure that test materials are always in the possession of two trained staff members, at least one of whom is certified.
- ❏ Maintain the security of testing materials. The content of the test, including student responses, must not be reproduced or disclosed.
- ❏ Verify you have the correct testing materials to administer the test.
- ❏ Plan for approximately 15 minutes to read the test directions in the *Test Administrator's Scripts* (TAS).
- ❏ Ensure the Secure Browser is launched on all student devices when administering the online test.
- ❏ Ensure students are seated according to the seating chart prepared by the STC and that all students on the class roster are present. Update the chart to account for any seating changes.
- ❏ Ensure all students have signed the Student Agreement on the prohibition of electronic devices prior to receiving any testing materials.
- ❏ Pass out testing materials. While passing out login credentials to administer the online test, ask each student to recite their name as it is listed on their testing ticket.
- ❏ Read the script in the TAS to guide students in logging in to the Nextera Test Delivery System (TDS) or completing the demographic page on the back of their test book.
- ❏ **Actively monitor students' progress.**
- ❏ Answer questions students have related to Nextera TDS functionality and test procedures.
- ❏ Encourage students to do their best, follow directions, and choose the answer they think is best if they ask about the content of the test.
- ❏ **Report any unusual circumstances or possible security violations to the STC and/or the District Test Coordinator (DTC) immediately.**

After Testing

- ❏ Prior to the dismissal of students from the testing area, ask the STC to verify that all online tests have been submitted.
- ❏ Collect and inventory all secure testing materials, including scratch paper.
- ❏ Return all secure materials to the STC according to the procedures in this manual and/or the School Test Security Plan.

General Directions for Administering the Assessments

Online Administration

All MAAP tests are online assessments. If a student's IEP, 504 Plan, or LSP dictates a Paper/Pencil, Large Print, or Braille accommodation, printed tests are available. The STC will provide you with the materials you need to administer print accommodated versions of the test. If you are missing any printed materials, contact the STC.

Administration of the 2023–24 Mississippi Academic Assessment Program is an important professional responsibility. The usefulness of the test results depends on the accuracy of the results of each student. Experience shows that students' performance is highly dependent upon their motivation and attitude toward the tests, preparedness of the people administering the tests, physical arrangement of the rooms, and adherence to instructions.

The person responsible for administering any of the MAAP tests must be able to implement standard testing procedures. To ensure accurate and reliable results, the Test Administrator must become thoroughly familiar with these procedures before attempting to administer the test. The Test Administrator must carefully read through these directions prior to beginning the test administration and must participate in test security training in his/her district.

Test Environment

The test environment should allow for good lighting, a quiet setting, comfortable seating, and adequate space between students. (If adequate space between students can't be achieved, cardboard dividers must be used.) It is imperative that students be tested under optimal physical conditions. During the test administration, Test Administrators must try to maintain a natural classroom atmosphere, which will encourage students to do their best.

Ensuring Test Security

- Test Administrators, School Test Coordinators or their designees, and District Test Coordinators share the responsibility for ensuring that all test materials are handled in a professional, secure, and confidential manner and in accordance with security mandates and other general procedures.

- The Test Security/Confidentiality Agreement must be signed by all individuals involved in any part of the testing process. Failure to adhere to the conditions as set forth in this agreement will be considered a direct violation of the Mississippi Public School Accountability Standards.

- Test materials and student login credentials are secure documents and must be treated as such. They must be kept in a designated, locked, and secure place at all times, except during the actual test administration. The contents of the test, including student responses, must not be reproduced or disclosed.

- The STC must maintain a process which tracks the distribution and collection of secure testing materials from the secure storage area to the TA and back.

- Two trained staff members must remain with the test materials at all times. One of these staff members must be certified. No one other than students taking the test is allowed to read the test. Anyone else who reads test items will be in violation of requirements stipulated in the current edition of the Mississippi Public School Accountability Standards.

- After testing is complete for each administration, all materials must be returned to the STC or his/her designee.

Verifying Student Identity and Eligibility to Test

To ensure accurate student placement, the Test Administrator must only use DTC/STC-approved rosters. While passing out login credentials to administer the online test, ask each student to recite their name as it is listed on their testing ticket.

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Calculator Policy

Allowable Calculators:
- Grades 3–5: No calculators allowed
- Grades 6 and 7: Four-function calculators with square root and percentage functions
- Grade 8: Scientific calculators (with functionalities consistent with the TI-30XS or similar models)
- Algebra I: Graphing calculators

Additionally, schools must adhere to the following guidance regarding calculators:
- On the MAAP Grades 6–8 Mathematics assessments, calculators may be used on ALL items.
- On the MAAP Algebra I End-of-Course assessment, graphing calculators (with functionalities consistent with TI-84 or similar models) may be used on ALL items.
- For students taking the Grade 8 Mathematics assessment, the scientific calculator is available in Nextera. Students are allowed to bring a hand-held scientific calculator, if desired, as long as it is in accordance with the MDE Calculator Policy.
- For students taking the Algebra I assessment, the DESMOS graphing calculator is available in Nextera. Students are allowed to bring a hand-held graphing calculator, if desired, as long as it is in accordance with the MDE Calculator Policy.
- Calculators with a Computer Algebra System (CAS) feature or a solver of any kind (e.g., numeric equation, polynomial, and system of linear equations) are not allowed.
- Tablets, laptops (or PDAs), or phone-based calculators are not allowed during MAAP assessments.
- Students are not allowed to share calculators within a testing session.
- Students are not allowed to have multiple hand-held calculators on their desks during testing.
- Test Administrators and/or Proctors must confirm that the memory on ALL calculators has been cleared before and after each testing session. The calculators must have all formulas, applications, and programs (including, but not limited to, Zoom Math/Zoom Algebra and Polynomial Solver) disabled or removed before students use them during any state test. Failure to comply with this portion of the calculator policy will result in a test security violation.
- Calculators with "QWERTY" keyboards are not permitted.
- If schools or districts permit students to bring their own hand-held calculators for MAAP assessment purposes, Test Administrators must confirm that the calculators meet MAAP requirements as defined above.

Note: For information on the ruler and protractor policy, refer to the *MAAP Calculator, Ruler, and Protractor Policy* document on the Nextera *Help* page.

Writing Rubric Policy

During the Writing portion of the ELA and English II assessments, students have the option of using a printed copy of the Writing Rubric to inform their writing. The rubric is available to download and print from the Nextera *Help* page.

Scratch Paper

General Policies

- Schools must provide scratch paper for students.
- Scratch paper should be handed out as needed, not in stacks. There is no minimum or maximum amount of scratch paper per student. **A record should be kept of how many sheets are distributed per student.**
- **Scratch paper must be returned to the STC/DTC along with any other testing materials.**
- Scratch paper must be held by the STC for students with Accommodation 25 until the completion of their assessment.
- All scratch paper, including graph paper for the Mathematics and Algebra I assessments, must be shredded by the last day of the testing window, per the District/School Test Security Plan.
- The DTC must complete and upload the appropriate shredding documentation to the Office of Student Assessment within five (5) days of the end of testing as outlined in the Test Security Plan.
- Graph paper is allowed as scratch paper for the **Mathematics** and **Algebra I** assessments.
- Plain lined (notebook) paper is allowable for all grades.

Medical Emergencies Guidance

If a student has an emergency and must leave the testing area for the remainder of that test day, the student MAY continue testing during the make-up session **provided** the following conditions:

- The student is not allowed to go back to any questions that were answered prior to the emergency; and
- A Non-Participation Due to Significant Medical Emergency Form will NOT be submitted for the student.

The district may invalidate the score for the following reasons:

- If the student answered fewer than 10 questions and the district does not want the low score to impact its accountability rating.
- If the student qualifies for a Non-Participation Due to Significant Medical Emergency. For more information regarding the medical emergency, contact the MDE.

Note: ALL invalidations must be marked prior to the close of the test window. No invalidations will be added after scoring has been completed.

Additional Key Information

Preliminary Planning

- Some students have experience in taking online assessments, but others are not accustomed to them. It is highly recommended that students become familiar with the Practice Tests available at ms.nextera.questarai.com/tds/#practice.

- For Test Administrators who will be serving as Human Readers, examples of the Read-Aloud Script are available on the Practice Test and Sample Test Items page linked above. These examples are aligned to the content of the Practice Tests. To access them while on the Practice Test and Sample Test Items page, select **Read Aloud Example** from the *Select Test* drop-down. The online example aligns to the Human Reader (Online) 55 accommodation, and the Paper/Pencil example aligns to the Human Reader (Offline) 55 accommodation.

- The school should provide satisfactory physical conditions in the room where the test is to be administered. This includes good lighting, a quiet setting, comfortable seating, and adequate space between students. If adequate space between students can't be achieved, cardboard dividers must be used.

- Post a "Do Not Disturb—Testing in Progress" sign on the door to prevent interruptions. There must be at least one Test Administrator in each testing area and a minimum of one Proctor for 1–30 students. If more than 30 students are in a testing room, additional proctors are required. For example, if there are 31–60 students, there must be a Test Administrator and two Proctors. See the MDE Test Security Training information for more details.

- Ensure that arrangements have been made for special accommodations for any student with an IEP, 504 Plan, or LSP that specifies allowable testing accommodations.

Students Leaving the Testing Area and Students Not Completing the Test

- If a student must leave the testing area for any reason before completing the test, TAs must ensure the student **PAUSES and SIGNS OUT** of the test and collect the student's testing materials. If the student will be returning to the testing session, he/she must be escorted to and from the testing area. When the student comes back, return the testing materials and allow him/her to sign back in and continue the test. No student will be allowed to leave the testing area with any test materials, including student login credentials.

- If a student does not complete the test, he/she MAY be eligible to retake or finish the test during the make-up sessions. Make-up testing is ONLY for those students who were not present or had an emergency during the original testing session. Students will not be allowed back into their tests unless they meet the eligibility requirements in paragraph 1 of page 9.

- **Writing Prompt:** Since a student who leaves the testing environment during Session 2 of the ELA or English II assessment has seen and had time to consider the prompt before responding, they may have an unfair testing advantage. If a student must leave the testing environment for an extended period of time (e.g., lunch period, checkout, dismissal) after having seen the writing prompt, STOP, and immediately call the MDE. You must speak to Melissa Beck or Libby Cook. Unless it is an emergency, DO NOT move the student from the testing environment. The MDE will immediately provide a determination and communicate the course of action. Calling the MDE is not necessary for a student taking a quick restroom break.

Literacy-Based Promotion Act

If a student's reading deficiency is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for Third Grade, the student shall not be promoted to Fourth Grade.

Due to the Literacy-Based Promotion Act, Text-to-Speech (TTS) and Human Reader accommodations will not be available for students taking the 3rd Grade Reading Alternative Assessment Retest.

Refer to the *Test Administrator's Scripts* for instructions on administering the 3rd Grade Reading Alternative Assessment Retest.

Make-Up Sessions

Students who were absent during the initial testing session can make up tests during the MDE-approved testing window. Scheduling make-up sessions must be coordinated by the School Test Coordinator to eliminate conflicts and to ensure that make-up students test under the same conditions as students who tested during the initial session. For the make-up sessions, materials are distributed/collected and tests are administered according to the same instructions as initial testing sessions.

For students who miss Session 1 or Session 2 of ELA or English II and plan to complete the test, the test should be given in sequential order. All paper-based make-up tests must be administered, transcribed, packed, and ready to be shipped on the district-scheduled pick-up date.

After make-up sessions have been completed, please follow the guidance in the *Ensuring Test Security* section on .

Procedures for Reading Test Directions for All Tests

The directions for all MAAP tests can be found in the *Test Administrator's Scripts*. This document can be found on the *Help* page on Nextera Admin. Allow time prior to the test to distribute materials and demonstrate proper testing procedures. Plan for approximately 15 minutes to read the test directions to the students.

Testing Guidelines

In the scripts located in the *Test Administrator's Scripts*, directions for students are preceded by the word "SAY."

1. Read these directions exactly as they are written, using a natural tone and manner.
2. If a mistake is made while reading directions, stop and say, "No, that is wrong. Listen again." Then, read through the directions again.
3. Do not give help on specific test items.

Guidelines for Answering Questions about the Test

The rigor of the test and the intensity of the testing situation will probably generate questions from some students.

- During the test, the Test Administrator may remind students to follow directions.
- On the day of testing, no content instruction should occur in a room being used for test administration.
- Test Administrators, Proctors, and other staff may NOT answer any content-related questions from students after entering the testing room.

WHEN STUDENTS ASK FOR HELP		
When Students Ask. . .	**Do. . .**	**Do NOT. . .**
• **for general help or advice** • **for advice regarding test-taking strategies** • **about the difficulty of a test item**	• say "Reread the question and follow the directions the best you can" • say "Reread the question and do your best to answer correctly"	• make suggestions relative to students' work • recommend a specific strategy • comment about the difficulty of any question
• **whether particular answers are right or wrong** • **about the meaning of a word, phrase, or sentence**	• say "Choose the answer you think is correct and then continue"	• tell students that particular answers are right or wrong • cue correct answers through vocal inflection, facial expressions, signs, or gestures • define a content word or phrase, or explain the meaning of a sentence
• **about their progress on the test**	• say "There are [INSERT REMAINING TIME] minutes remaining"	• ask students to work faster

Administering Text-to-Speech and Human Reader Accommodations

If a student is testing online and requires the accommodation of having the test read aloud, there is a Text-to-Speech (TTS) tool that reads items aloud to the student. **The accommodation must be marked in Nextera Admin by the DTC/DLU or STC/BLU prior to the start of the assessment.**

Note: TTS is available for students who have accommodation 55.

If a student's IEP, 504 Plan, or LSP requires a human reader, an online secure Read-Aloud script is available. If a Read-Aloud script is needed, contact the STC. See the next section for instructions on administering the test with a human reader using a Read-Aloud script. For ELA accommodated assessments, passages are never read aloud.

Due to the Literacy-Based Promotion Act, TTS and Human Reader accommodations will not be available for students taking the 3rd Grade Reading Alternative Assessment Retest. All directions to be read to students taking this assessment are contained in the *Test Administrator's Scripts*.

Allowable Accommodations

TTS 55: The test questions and answer options in the online version of the assessment are read to individual students by the Nextera Text-to-Speech system, repeating items.

Human Reader (Online) 55: The test questions and answer options in the online version of the assessment can be read to individual students or a group by a human reader, repeating items.

Human Reader (Offline) 55: The test questions and answer options in a Paper/Pencil version of the assessment can be read to individual students or a group by a human reader, repeating items.

Note: TTS requires an Internet connection and will not function while a device is offline. When the Internet connection is restored, the student with the Text-to-Speech accommodation will be able to select the play button again, and the TTS will load.

Instructions to the Human Reader

A Human Reader must be familiar with the specific Human Reader accommodations for the students PRIOR to administering the test. The Read-Aloud Script must be read to the students verbatim. Any additional information or explanation must not be provided as this will affect what the test is designed to measure since all questions rely on the student's ability to comprehend and respond to items exactly as written or with allowable accommodations (IEP, 504 Plan, or LSP). As a Human Reader, you are required to review and comply with all of these instructions.

Notes to the Reader

1. Pause after reading the question number and before reading the question itself.

2. Emphasize words or phrases that are underlined, italicized, or entirely capitalized.

3. The human Read-Aloud Script includes exactly what can be read to the student (i.e., directions, test questions, and answer choices) according to the allowable accommodations in the *Mississippi Testing Accommodations Manual*.

4. Pronounce abbreviations by voicing each initial letter (N-E-A, U-N, U-S-A) unless otherwise specified.

5. Hyphenated phrases should be read as one unit, in an even tone, and with a shorter pause between words than normal.

FAQs

- Students may use different devices for different subjects. For example, a student may take an English II test on a Chromebook and an Algebra I test on a desktop computer.
- Students MUST restart a paused or terminated test on the **same device** (Windows, Mac, iPad, etc.). It is advised to use the exact same device, as previously entered responses may be cached and would be easier to find, but it is not required. Customer Support will assist districts in determining if changing devices is appropriate.

Issues during Testing

- If the screen freezes, sign-in takes longer than one minute, or the test takes longer than one minute to load, try exiting the test and signing back in.
- If the device is permanently incapacitated, notify the School Test Coordinator immediately so they can resolve the issue.
- If multiple workstations exhibit the same issue, please contact the School Test Coordinator to further isolate and troubleshoot the issue with the Technology Coordinator.

Note: In the event of a technical issue (e.g., power outage or network failure), always consult with your STC/DTC and Technology Coordinator regarding appropriate steps to take. As needed, the STC/DTC will contact NWEA Customer Support and submit a testing irregularity form to MDE.

MAAP Spring 2024 Test Administrator's Manual

Internet Connectivity Troubleshooting

IMPORTANT: In all scenarios outlined in this section, if the student has not completed the test session, instruct the student to continue testing. (Student responses are stored in the device's local cache.)
Note: Text-to-Speech functionality will cease until connection is restored.

While testing, you can determine if a device is currently connected to the Internet by the ✓ or ✗ icons located in the upper-left corner of the screen.

Scenario #1: Internet outage during a non-Writing session for an individual student

For a **non-Writing** test session, when an **individual student device** does not have internet connectivity:

If the device does not reconnect automatically after at least 2 minutes:

Instruct the student to pause/sign out of the test (NOT submit). Note what question number the student last finished and how much time is remaining.

Turn the device Wi-Fi off and back on again, or unplug and reconnect the ethernet cable, to attempt to reestablish the connection.

If successful, instruct the student to log in to continue/submit his or her test.

If unsuccessful, keep the device powered on and plugged in to a power source. Do NOT restart or reboot the device.

Quarantine and label the device with the student's name and/or MSIS number.

Contact NWEA Customer Support at 1-800-644-4054 with the device and student information collected above.

If the student needs to leave the testing area to resume testing another time, the student may be dismissed.

Contact MDE for guidance regarding rescheduling the test session and upload a testing schedule addendum in Caveon Core.

If there are time or accommodation questions associated with the outage or you need additional guidance when students are unable to finish testing the day of the outage, contact MDE.

Scenario #2: Internet outage during a Writing session for an individual student

For a **Writing** test session, when an **individual student device** does not have internet connectivity.

If the device does not reconnect automatically:

Instruct the student to wait 2 minutes* after they finish typing, then pause/sign out of the test (NOT submit).

Turn the device Wi-Fi off and back on again, or unplug and reconnect the ethernet cable, to attempt to reestablish connection.

If successful, instruct the student to log in to continue/submit his or her test.

If unsuccessful, the DTC/STC should call MDE immediately and speak to Melissa Beck or Libby Cook.
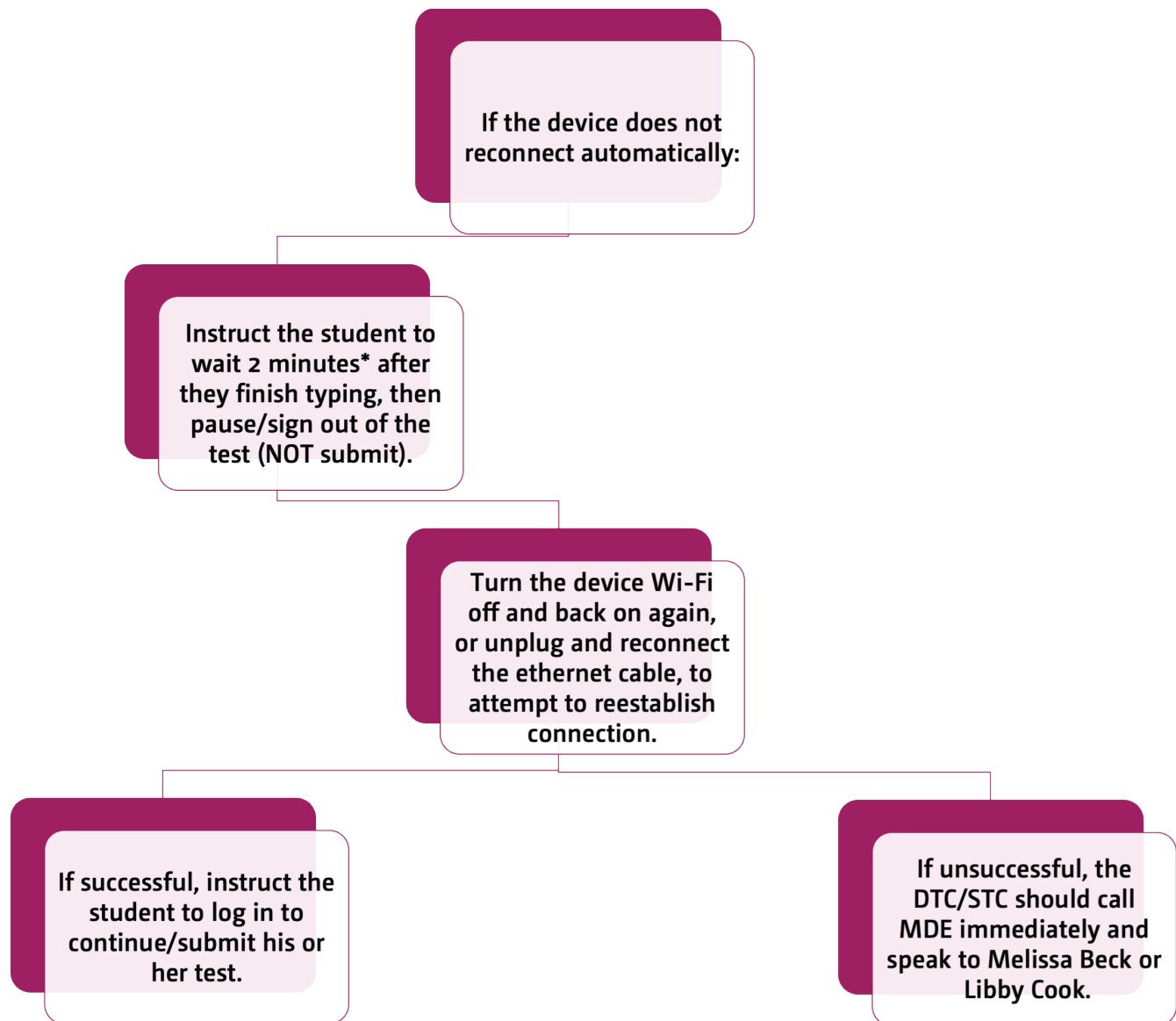
*For Writing prompts, student responses are cached to the local device every 2 minutes. It is imperative that Writing students try to finish the same day.

Scenario #3: Internet outage during a non-Writing session for an entire class or school

For a **non-Writing** test session, when an **entire classroom or school** does not have internet connectivity:

If the devices do not reconnect automatically after at least 2 minutes:

Instruct the students to pause/sign out of the test (NOT submit). Note what question number each student last finished and how much time is remaining.

Turn the devices' Wi-Fi off and back on again, or unplug and reconnect the ethernet cable, to attempt to reestablish the connection.

If successful, instruct the students to log in to continue/submit his or her test.

If unsuccessful, keep the devices powered on and plugged in to a power source. Do NOT restart or reboot the devices.

Quarantine and label the devices with the students' names and/or MSIS numbers.

Contact NWEA Customer Support at 1-800-644-4054 with the device and student information collected above.

If the students need to leave the testing area to resume testing another time, the students may be dismissed.

Contact MDE for guidance regarding rescheduling the test session and upload a testing schedule addendum in Caveon Core.

If there are time or accommodation questions associated with the outage or you need additional guidance when students are unable to finish testing the day of the outage, contact MDE.

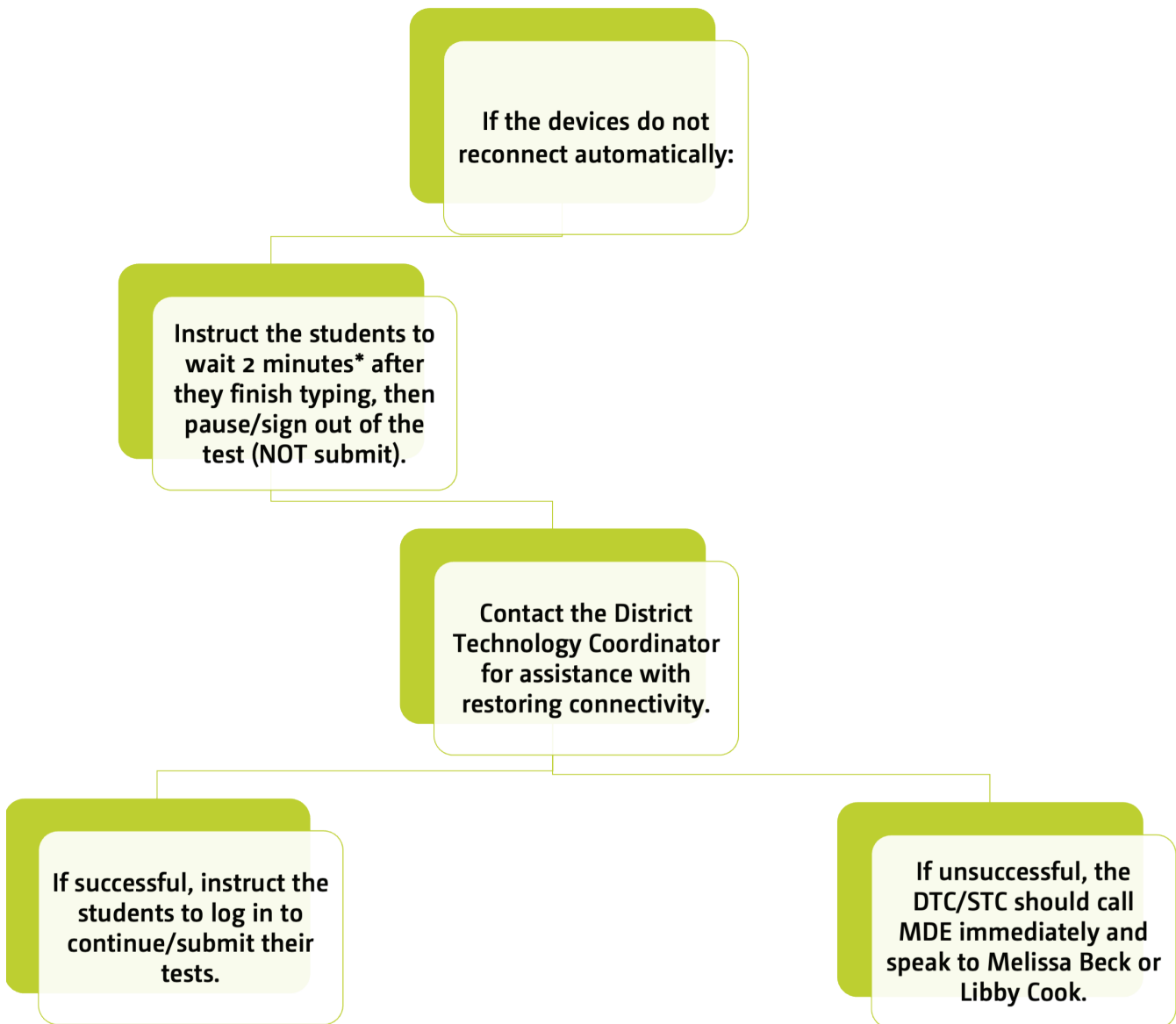## Scenario #4: Internet outage during a Writing session for an entire class or school

For a **Writing** test session, when an **entire classroom or school** does not have internet connectivity:

If the devices do not reconnect automatically:

Instruct the students to wait 2 minutes* after they finish typing, then pause/sign out of the test (NOT submit).

Contact the District Technology Coordinator for assistance with restoring connectivity.

If successful, instruct the students to log in to continue/submit their tests.

If unsuccessful, the DTC/STC should call MDE immediately and speak to Melissa Beck or Libby Cook.

*For Writing prompts, student responses are cached to the local device every 2 minutes. It is imperative that Writing students try to finish the same day.

Scenario #5: School network or power outage (e.g., infrastructure network cable cut)

During testing, the school experiences an internet or power outage while students are testing:

1. Do NOT have the students move to new devices. Keep the devices powered on and plugged in to a power source.

2. Call the school's maintenance team for assistance with restoring power or internet connectivity.

3. Notify the District office of the outage and work with the District Technology Coordinator to determine an approximate timeline for students to resume testing.

4. Contact NWEA Customer Support at 1-800-644-4054 to document the number of students and classes impacted; make note of the case number to be entered onto an Irregularity Report. (See Step 5.)

5. If necessary, quarantine and label the devices with the students' names (include MSIS number if multiple students have the same name). For computer labs, utilize seating charts to make sure the same student returns to the same device to resume testing. If quarantining is not possible, the access codes must be changed for all affected Test Administrations via the "View Test Administration" page in Nextera Admin. Contact NWEA Customer Support for assistance.

6. If the students need to leave the testing area to resume testing another time, the class may be dismissed. Notify Melissa Beck or Libby Cook with MDE. DTCs must submit an Irregularity Report through Caveon Core for documentation purposes.

7. Once power is restored, have the students log back in to their test. Students should wait at least two minutes for responses to populate. If responses do not populate, contact NWEA Customer Support for assistance in recovering student responses.

Directions for Paper/Pencil, Large Print, and Braille Tests

NWEA provides Paper/Pencil, Large Print, and Braille test books to districts to meet accommodations listed in a student's IEP, 504 Plan, or LSP upon request. Accommodated tests are secure materials and must be returned to NWEA. The District Test Coordinator or his/her designee will provide instructions for the handling of these materials.

Any student testing with a Paper/Pencil, Large Print, or Braille test book will record his/her answers by using the method documented in the student's IEP, 504 Plan, or LSP.

Test Administrators (TAs) MUST transcribe all Paper/Pencil, Large Print, and Braille student answers into Nextera immediately after the student is finished testing.

If you are administering an accommodated version of the Mathematics or Algebra I test, make sure that each student has an allowable calculator. (NWEA does not supply calculators along with accommodated materials. If a student taking the Paper/Pencil, LP, or Braille test needs to use the DESMOS calculator, please contact MDE.) Distribute the appropriate Reference Sheet, if needed, and clean scratch paper to these students. Reference Sheets and scratch paper are considered secure materials and must be returned to the STC/DTC after testing.

Students with an IEP, 504 Plan, or LSP work and break according to their respective documented accommodations. Test Administrators must be familiar with all accommodations before testing begins.

Accommodated Form Testing Tips

- Note the time students begin.
- Move around the room after the test has started in order to make sure everyone is following directions.
- If a student has questions, refer to the chart on page 13 for additional information.
- Do not provide help on specific test questions.
- Encourage all students to do their best.
- Do not give a direct answer when a student asks whether his/her answer to a particular problem is correct. Use a neutral response such as **"Choose the answer you think is correct and then continue."**
- Once students are finished testing, collect all materials.
- **All accommodated tests MUST be transcribed into the online system.** See the *Transcribing Accommodated Responses into Nextera* section on the next page or the *Accommodated Materials Transcription Instructions* located on the Nextera *Help* page. Once transcription is complete, return all materials to the School Test Coordinator.

Transcribing Accommodated Responses into Nextera

For students requiring a Paper/Pencil, Large Print, or Braille test book, all responses must be transcribed into the online Nextera Test Delivery System (TDS).

After a student completes testing, the transcriber will copy the student responses from the accommodated paper test book into the Nextera TDS. **All responses must be transcribed into the online system.**

Transcription Instructions

Test Administrators should follow the steps below to transcribe a student's responses into Nextera:

Step 1   Log in to the Nextera Admin site. Navigate to the student record and ensure the correct *Print Variations* accommodation option is selected for the applicable content area(s).

Step 2   Obtain the student's login credentials from the *Test Administrations* page in Nextera Admin. **Note:** If the student is not assigned to a class in Nextera, the STC can manually add the student if needed and assign the student to a class. You will then be able to obtain the student's login credentials from the *Test Administrations* page for the class to which he/she is assigned.

Step 3   Sign in as the student in the Secure Browser and ensure that all student data fields are accurate and complete.

Step 4   Transcribe all student responses from the test book into Nextera. If a student response does not fit the Nextera field requirement, go back to the student and ask him/her to adjust his/her response in the test book in a secure testing environment. Do not modify the student's response in any way other than what the student provides.

Step 5   Enlist a second staff member to verify that the student's responses were entered correctly before submitting the test. Then submit the test.

If you have any questions, please contact NWEA Customer Support by calling 1-800-644-4054 or via email at mscustomersupport@nwea.org.

NWEA

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